



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, September 12, 2019
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Wendy Francis, Executive Director and Manjit Kang, Board Vice-Chair, Sunshine Coast Community Foundation Verbal
Regarding Introduction to the Sunshine Coast Community Foundation
3. Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 Verbal
 - i) Caitlin Hicks, Resident, Roberts Creek
 - ii) Sarah Jacobs, Owner/Applicant, 2723 Toni Road, Roberts Creek

REPORTS

4. 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 Second Reading
Electoral Area D (Rural Planning) (Voting – A, B, D, E, F) Annex A
pp 1 - 21
5. Corporate Officer – Speakers for 2019 Resolution to Union of BC Municipalities (UBCM)
Legislative Services (Voting – All) Annex B
pp 22 - 28
6. Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Third Reading and Adoption
Electoral Area D (Rural Planning) (Voting – A, B, D, E, F) Annex C
pp 29 - 43
7. Senior Planner – Development Variance Permit Application DVP00043 (Wright)
Electoral Area F (Rural Planning) (Voting – A, B, D, E, F) Annex D
pp 44 - 50
8. Senior Planner – Referral – Squamish-Lillooet Regional District Regional Growth Strategy Amendment Bylaw 1562-2018
Rural Planning (Voting – A, B, D, E, F) Annex E
pp 51 - 64
9. Parks Planning Coordinator – Active Transportation Infrastructure Planning and Approvals on BC Provincial Highways – Ministry of Transportation and Infrastructure
Regional Planning (Voting – All) Annex F
pp 65 - 94

10. Parks Planning Coordinator – Crab Road Beach Access Enhancement Opportunities
(Community Parks) (Voting – A, B, D, E, F) Annex G
pp 95 - 99
11. Parks Superintendent – Egmont School/ Egmont Park License Agreement with School District 46
Community Parks (Voting – A, B, D, E, F) Annex H
pp 100 - 104
12. Manager, Facility Services and Parks – RFP 19 381 Ice Resurfacer Contract Award Report
Recreation Facilities (Voting – B, D, E, F, TOG, Sechelt, SIGD) Annex I
pp 105 - 106
13. Manager, Solid Waste Operations – Request for Quotation (RFQ) 1935003 Contract Award for Wood Waste Hauling and Disposal Service
Regional Solid Waste (Voting - All) Annex J
pp 107 - 108
14. Manager, Solid Waste Programs - CleanBC Plastics Action Plan Policy Consultation Paper Response
Regional Solid Waste (Voting - All) Annex K
pp 109 - 135
15. Policing and Public Safety Committee Minutes of July 18, 2019
(Voting – All) Annex L
pp 136 - 139
16. Transportation Advisory Committee Minutes of July 18, 2019
(Voting – All) Annex M
pp 140 - 145
17. Agricultural Advisory Committee Minutes of July 23, 2019
Regional Planning (Voting - All) Annex N
pp 146 - 148
18. Electoral Area A (Egmont/Pender Harbour) APC Minutes of July 31, 2019
Electoral Area A (Rural Planning) (Voting – A, B, D, E, F) Annex O
pp 149 - 150
19. Electoral Area D (Roberts Creek) APC Minutes of July 15, 2019
Electoral Area D (Rural Planning) (Voting – A, B, D, E, F) Annex P
pp 151 - 154
20. Electoral Area F (West Howe Sound) APC Minutes of July 23, 2019
Electoral Area F (Rural Planning) (Voting – A, B, D, E, F) Annex Q
pp 155 - 157

COMMUNICATIONS

21. Mayor Karen Elliot, District of Squamish, dated July 31, 2019
Regarding Howe Sound Community Forum Invitation (October 25, 2019) Annex R
pp 158
22. Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing and Gary MacIsaac, Executive Director, Union of BC Municipalities Green Communities Committee, dated August 15, 2019
Regarding SCRD achievement for Climate Action Recognition Program Annex S
pp 159 - 161
23. Karen Elliott, Mayor of Squamish and Josie Osborne, Mayor of Tofino, dated September 3, 2019
Regarding Joint Local Government Submission regarding Provincial Plastics Action Plan Annex T
pp 162 - 166

- 24.** Ministry of Agriculture, Discussion paper to solicit feedback from local government about Class D Licences, dated July 29, 2019

Annex U
pp 167 - 169

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e) and (k) of the Community Charter – “personal information about an identifiable individual...”, “the acquisition, disposition or expropriation of land or improvements...” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages...”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 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 Second Reading – Electoral Area D

RECOMMENDATIONS

1. 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 Second Reading – Electoral Area D be received;
 2. AND THAT Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019 be forwarded to the Board for Second Reading;
 3. AND THAT Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 is considered consistent with the SCRD's 2019-2023 Financial Plan and 2011 Solid Waste Management Plan;
 4. AND THAT a Public Hearing to consider the Bylaws be scheduled for November 4, 2019 at 7:00 p.m. at Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek, 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 March 28, 2019, the SCRD Board adopted the following Resolution 090/19 as follows:

Recommendation No. 8 *Roberts Creek OCP Amendment Bylaw No. 641.12, 2019 and Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd)*

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;

Staff Report to Planning and Community Development Committee - September 12, 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 Second Reading – Electoral Area D **Page 2 of 11**

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:

- a. Roberts Creek Advisory Planning Commission;
- b. Roberts Creek Volunteer Fire Department;
- c. Skwxwú7mesh Nation;
- d. Ministry of Transportation & Infrastructure;
- e. Vancouver Coastal Health; and
- f. Roberts Creek Official Community Plan Committee;

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.

The bylaws were referred to agencies for comments, and a public information meeting was hosted by the applicant on June 4, 2019. This report summarizes comments received from the referrals and public information meeting, and recommends Second Reading of the Bylaws and holding of a Public Hearing.

DISCUSSION

Referral Comments

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

Referred Agency	Comments
Roberts Creek Advisory Planning Commission	The APC supports the amendment bylaws.
Roberts Creek OCP Committee	The Committee proposes a compromise, namely, that the subdivision be permitted with the caveat that only one residential dwelling be permitted per lot (it is of note that this solution did not have consensus agreement among the Committee).
Skwxwú7mesh Nation	No comments received.
Ministry of Transportation and Infrastructure (MOTI)	MOTI has no objection to the Bylaws proceeding.

Vancouver Coastal Health	The proposed plan is capable of meeting the requirements of VCH Subdivision Guidelines.
SCRD infrastructure, transit and fire departments	No concern with the proposal. Water connection will be reviewed by the SCR D through the subdivision approval process.

Public Information Meeting and Feedback

A public information meeting was hosted by the applicant on June 4, 2019. Four members of the public attended the meeting. Attendants of the meeting expressed both support and concern about the bylaw amendments and future subdivision of the property. Written submissions from area residents were also received before and after the public information meeting, with eight supporting the proposal and one opposing (Attachment C).

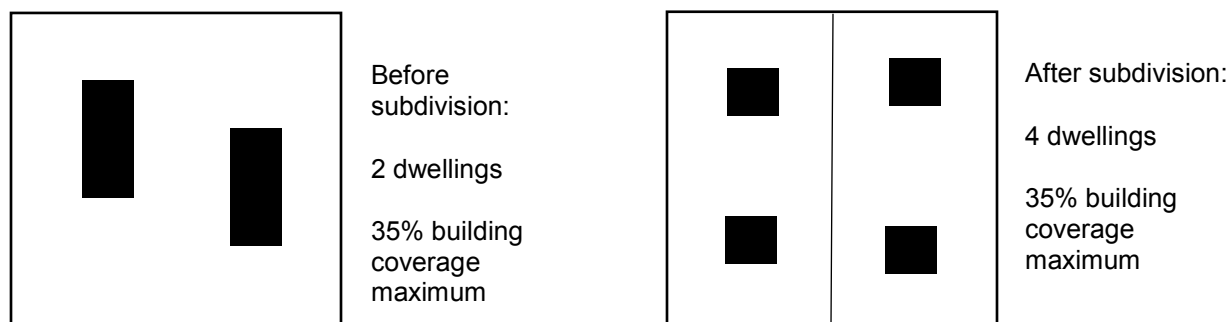
Discussion of Key Topics

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

Perception of Density

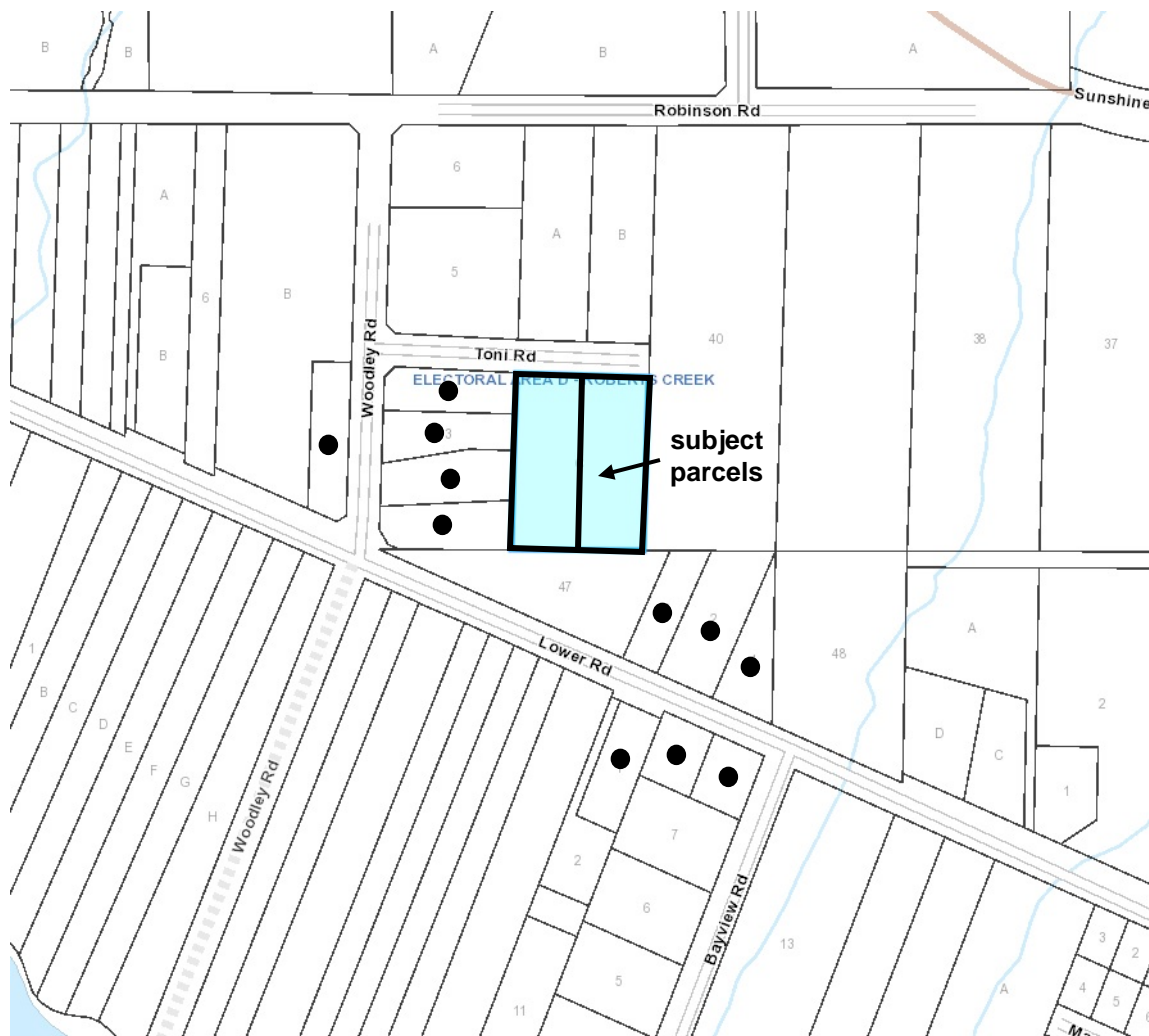
While the majority of adjacent residents support the proposed density increase on the subject parcel, one neighbouring resident opposes it. One of the main concerns of this resident is that the density on this parcel will double as a result of the proposed subdivision, and this may impact the rural quality of life sustained by larger lot size.

While the perception of density is affected by lot size, building coverage of the lot is also an important factor. In this case, while lot size will be halved after the proposed subdivision, as the maximum parcel coverage of 35% remains the same for all parcels within the R2 zone, the overall building coverage (spatial density) will remain the same, as illustrated below, and therefore the rural ambiance of the area can be maintained.



Compatibility of Lot Size

The rural quality of life is not necessarily the result of larger lot size, but rather, the compatibility of lot size with the surrounding lot pattern. It is evident in the following parcel map that there is a variety of parcel sizes in this area, ranging from 0.5 acre to 5 acres. The resulting two 1-acre lots of the proposed subdivision of the existing 2-acre lot, is still twice the size of several adjacent small lots, five to the west and six to the southeast (marked with dots) within approximately 100 m of the subject parcels. Therefore the proposed lot size is not out of character of this rural area.



Affordability

Besides the applicant, many supporters of the bylaw amendments consider that smaller lots are more affordable and the proposed subdivision would make two such lots available. There were similar comments expressed by many participants of the previous public consultation process to

review the OCP densification strategies to support housing affordability. Although many larger residential lots on the Sunshine Coast have the potential to accommodate an auxiliary or second dwelling, not many have been built, because under a single title (ownership) of the property, many property owners cannot afford to build additional dwellings. Subdividing larger lots into smaller lots can create an opportunity for more affordable housing options.

Criteria for Densification

While the primary focus of densification is on infill potential in existing large lots and village core areas, densification strategies of the OCP (Section 18) also provide criteria to evaluate possible density increase in other residential areas. The policies support the consideration of subdivisions creating three lots or less in Residential designations outside of village hubs, subject to satisfying a number of development requirements, such as access to major roads, public transit and community amenities, fire protection, availability of water service, sewage disposal capability, and compatibility of development type.

As discussed in the previous staff report on this application, these requirements can be met. 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 from the property 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 and the SCRD Water Service Area. The single family dwelling housing type permitted by zoning is compatible with the surrounding rural residential built forms.

With respect to sewage disposal of the subdivision, Vancouver Coastal Health (VCH) has evaluated the proposal and determined that the site is capable of meeting sewage disposal requirements of VCH Subdivision Guidelines. The applicant has provided a professional engineer's assessment indicating that each new lot is capable of providing for a septic system suitable for two dwellings.

Tree Preservation

Large portions of the property are covered by trees. A forested setting is a valuable asset and characteristic of the upper Roberts Creek neighbourhoods. Adjacent residents asked that tree cutting on the property be minimized in order to preserve the natural amenity as well as buffering trees can provide. The applicant also expressed a desire for tree preservation and indicated that minimizing tree cutting is achievable while accommodating permitted residential buildings and sewage disposal systems on each new parcel over one acre in size.

Development Potential

Through the public consultation process, comments were received suggesting that to compensate for the lot size reduction, only one dwelling be permitted on each of the new lots, rather than two dwellings as would be permitted by the zoning bylaw for a lot size over 3500 m². As discussed previously, while the lot size decreases, the spatial density essentially remains unchanged, and the moderately smaller lot size is compatible with the surrounding lot pattern and has no apparent negative impact on the rural ambiance of the neighbourhood. It was also

demonstrated that the proposed subdivision can meet densification criteria of the OCP, and each new parcel is capable of supporting sewage disposal for two dwellings. The suggested one dwelling per parcel restriction would make housing development on the parcel less viable in terms of affordability and options for building either an additional auxiliary dwelling or a second dwelling. Based on these considerations, staff recommend support for the full development potential of these parcels as permitted under the R2 zoning.

Organization and Intergovernmental Implications

Pursuant to Section 477 (3) (a) (i, ii) of the *Local Government Act* an amendment to the Official Community Plan requires a review of the bylaw in conjunction with the local government's financial and waste management plans. Planning Staff have discussed the proposal with relevant departments and determined that the amendment to the Roberts Creek Official Community Plan has no negative impact on either plan. It is therefore recommended that Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 be considered consistent with the 2019-2023 Financial Plan and 2011 Solid Waste Management Plan of the Sunshine Coast Regional District.

Timeline for Next Steps

If the Board gives the Bylaws 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 Bylaws.

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

CONCLUSION

Through the agency referral and public information meeting process, the proposed bylaws have received support from the majority of the participants. This report addresses key concerns raised by area residents, and determines that the proposed density increase is compatible with the surrounding neighbourhood and consistent with OCP policies, and full development potential of the proposed subdivision can be supported upon approval of the amendment bylaws.

Staff recommend that the bylaws proceed to Second Reading and a Public Hearing be held to gather further community input.

Staff Report to Planning and Community Development Committee - September 12, 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 Second Reading – Electoral Area D **Page 7 of 11**

Attachments

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

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

Attachment C – Written submissions from area residents

Reviewed by:			
Manager		CFO/Finance	X –T. Perreault
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Solid Waste	X – R.Cooper

ATTACHMENT A

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	28 TH	DAY OF MARCH ,	2019
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this			
	28 TH	DAY OF MARCH,	2019
READ A SECOND TIME this	####	DAY OF MONTH,	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this			
	####	DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this			
	####	DAY OF MONTH,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

Corporate Officer

Chair

<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="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 B

**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 Bylaw 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 28TH DAY OF MARCH , 2019

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

<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="clear: both;"></div>	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Chair </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Corporate Officer </div> </div>

From: [rebecca d](#)
To: [Yuli Siao](#)
Subject: 2723 Toni rd.
Date: Wednesday, June 12, 2019 9:37:43 AM

Dear Yuli,

We know about the application for the re-zoning and subdivision in our neighbourhood at 2723 Toni Road and we are in support of it.

Thank you, Becky & Gordon Dufresne
2700 Lower rd.

This email was scanned by Bitdefender

From: [BruceMitchell](#)
To: [Yuli Siao](#)
Subject: 2723 Toni Road, Roberts Creek
Date: Tuesday, June 11, 2019 2:25:25 PM

Hello Yuli,

I am an owner of 2730 Toni Road and I fully support Sarah at 2723 Toni Road to subdivide her property. Technically she has enough land to divide with 2.09 acres, with rules that state she needs 1.05 acre.

We were lead to believe we could have subdivided our 5 acre parcel at 2715 Robinson Road but after constructing/ paying for Toni Road out of my pocket, you still would not grant me a 4 th property as you had agreed in principle at our outset of our subdivision.

Sarah is very community oriented with 3 small children and has a love and appreciation for the wonderful green trees we want to keep in our neighborhood.

I have absolutely no problem with Sarah splitting her property in two sections. I do have a huge problem with the many subdivisions I see everywhere on the Coast and they are stripped clean of beautiful old trees. I urge you to prioritize keeping our neighborhoods Green.

I know you received a note from my 'silent' partner, Dianne, at 2730 Toni Road, suggesting she did not like the idea of subdividing 2723 Toni Rd but she has not been on our property for the last 5 years.

Please take note of my full support for Sarah, she's a great addition to Toni Road and we would like to keep her and her family living at 2723 Toni Road.

Thank you for your attention,

Bruce Mitchell.

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From: [jdstubbs](#)
To: [Yuli Siao](#)
Subject: Application to rezone and subdivide 2723 Toni Road (Lot C, District Lot 1316, Plan BCP 30166 PID 027-080-692)
Date: Wednesday, June 5, 2019 10:34:50 AM

Good morning Yuli

It was good to see you again last evening at the public meeting for the above property.

While attendance was light, I believe the issues pertaining to this application were presented and discussed quite well. The primary stated concerns were:

- The impact of doubling the “density” on the rural nature of the area;
- Adequacy of the soils to handle potentially 4 homes on 2 acres.

One of the stated objectives of the current OCP is the retention of the rural nature of the Roberts Creek community. In this case, the subject 2.098 acre property is situated amidst several properties ranging in size from 0.43 to 5 acres. The average size of these 12 neighbouring lots is 1.198 acres. If the single 5 acre lot to the east is excluded, that average size drops to 0.85 acres. Given that mix, our view is that the proposal to create two 1 acre lots is completely in keeping with the existing rural nature of the immediate neighbourhood and community.

As discussed, current zoning/development bylaws allow 1 acre lots to be developed with two separate single family homes. That said, we would acknowledge that placement of the potential homes and the amount of trees removed to build those potential homes could have a significant impact on the livable environment. We suspect the application might be more palatable to the immediate neighbours if it was known what and where any new housing, and the related septic fields, would be constructed.

The question of adequacy of the soils to handle the septic loads is a technical one which the District is well capable of managing.

In summary, we are in favour of the application.

Justin Stubbs and Valerie Batyi
2739 Lower Road, Roberts Creek

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From: [Brian & Cheryl Topping](#)
To: [Yuli Siao](#)
Subject: Re: Public Hearing
Date: Monday, June 24, 2019 8:27:17 AM

Morning Yuli,

We understand that Sarah, behind us, is running in to some resistance. For what it's worth (since we're in the same process), as a neighbour bordering her property we do support her proposal for two 1 acre parcels. I don't understand the resistance when those around are on parcels sooo much smaller.

Thanks,

Have a great day,

Cheryl

On Mon, Jun 10, 2019 at 11:44 AM Brian & Cheryl Topping <[briancheryl](#)> wrote:

|
|

From: [Sam A. Talbot](#)
To: [Yuli Siao](#)
Subject: Supporting our neighbor's division request
Date: Thursday, June 13, 2019 8:36:39 PM

Hi Yuli,

My partner and I wanted to reach out to you to express our support of our immediate neighbour, Sarah Jacobs from 2723 Toni Rd, dividing her parcel into two lots.

We have no issue with her plan of dividing the property. As housing activists and environmentalists, we are strong proponent of neighbourhood density. We are grateful to be able to live in this lovely community and want to share this opportunity with others.

Sincerely,

Sam Talbot and Josha MacNab
986 Woodley rd, Roberts Creek

This email was scanned by Bitdefender

From: [Blake Mithrush](#)
To: [Yuli Siao](#)
Subject: Toni road subdivision
Date: Tuesday, July 2, 2019 1:32:24 PM

Hello Yuli,

Regarding the subdivision if [2723 Toni Road](#) in to two parcels, my family supports the rezoning, and moreover is happy to see new younger family's in the neighbourhood.

Kind Regards,
Blake & Karin Mithrush
Owner @ 2379 Robinson rd

This email was scanned by Bitdefender

From: [Brett P. Mjanes](#)
To: [Yuli Siao](#)
Subject: Tony Road and surrounding roads re zone
Date: Saturday, June 29, 2019 4:33:20 PM

To Whom It May Concern At the SCRD,

I am aware that the owner of 2723 Toni Road is trying to re-zone subdivide into two parcels, each over 1 acre, and I have no objection to this. They have my family's support for their subdivision.

Sincerely,
Brett Mjanes

Sent from my iPhone

This email was scanned by Bitdefender

From: [Erin McGregor](#)
To: [Yuli Siao](#)
Subject: Zoning Amendment Bylaw 310.185
Date: Friday, June 28, 2019 8:24:17 PM

Hi Yuli,

We are neighbours of Sarah Jacobs and are writing in support of the proposed OCP and zoning amendments. The property borders our property and we are in favour of it being subdivided into two lots.

Please advise if you require anything else from us to support the application.

Jordan and Erin McGregor
2703 Robinson Rd
Roberts Creek, BC
V0N 2W4

This email was scanned by Bitdefender

From: caitlinhicks
Sent: June-09-19 12:41 PM

We've lived in Roberts Creek at 992 Woodley Road for 27 years. We chose Roberts Creek because of the rural nature of the community and the determination of its residents to retain the rural quality of our community. This was exhibited in the building by-laws, and the OCP both designed to support a planned and natural expansion as people moved to Roberts Creek, but with a strong emphasis on preserving the rural quality of life here. The limits to development require larger lot sizes and a maximum number of buildings and have retained the rural nature of the community over the years. I was a member of the Official Community Plan Committee on one of its drafts, and I worked hard to maintain that intent in the bylaw, because it promised to protect me from neighbors wanting to develop the land beyond this vision of our community. A community to live in, not to exploit for profit.

It's beautiful land, and habitat to many species of birds, animals and insects. At the time we moved here, the population of Roberts Creek was in excess of 800 people. Today it's 3,421.

Our home is now surrounded by garden, and what used to be a forest. In the past ten years or so, our next door neighbor, bought the 5-acre parcel of forest behind our house and wanted to subdivide and develop it, exceeding limits set out in the bylaws. In the end, he sub-divided the land more in keeping with the bylaws and we felt that the bylaws served us as residents of Roberts Creek. Now the property in question, a one acre parcel, has a huge building rising prominently and only a thin row of evergreens which partially masks their building, which is quite visible, especially at night. From our second floor we can see a huge pile of discarded boards at the edge of their property, and I'm pretty sure the privacy we had once has been broken: we are visible from their property as we walk in the rooms of our windowed home.

But more importantly, the business we rely on, as seniors, to pay our mortgage, our B & B – in this competitive market, stands out because of the promise of being 'surrounded by forest and garden.' This has been true up until that home was positioned on their one acre lot. A result of that is that promise of forest is questionable, due to the addition of this new house. Although we now have to spend money to retain what we've always had, by adding live green screen to block out the development of their property, we know we can't begrudge the owner of that parcel their house because they are in keeping with the bylaw, and as good neighbors, we just have to figure out how to live with the consequences of their presence in our neighbourhood. We have to keep our part of bargain of living in this community: to welcome neighbours who reside within the limits of the bylaws.

However, now they are asking to change the OCP and SCR D bylaws to subdivide that property which would double the density in the neighborhood, and when the new zoning was realized, would create three new full size homes on the land directly adjacent to our half acre. Whereas now there is one house, with the subdivision of the property as proposed, there could be 3 more full size houses peering into our lot. That's not a rural neighborhood anymore, and is against the intent of the bylaw and the OCP. Also, it clearly degrades the value of our property by making the neighbourhood just another subdivision.

Although the woman who is spearheading this campaign, Sarah Jacobs, repeats her modest intentions for her use of the proposed one acre of land, the fact is, that once you subdivide the property, there is no guarantee that her best intentions will play out. Life is unpredictable.

Contravening the Bylaws and dividing the land into two one-acre parcels, the owner can then sell each parcel, and once sold, any new owner is allowed two full size dwellings on each half acre. That's doubling the density of that parcel of land adjacent to our property; and the privacy we once had would be ruined forever. Sarah admits that her financial partner, the one who financed the purchase of the two acre parcel, is in it for investment purposes.

Can this doubling of density really be in keeping with the OCP and the carrying capacity of the land? We live downstream of most houses on Woodley. One summer, when one of our neighbors hosted house parties and guests, our pond (fed by groundwater) bloomed with algae from an overflow of the septic capacity of the land. So that's another concern. Even though all the properties on our street were approved with their septic systems, this apparent contamination and cross referencing of the ground water and septic still occurred, when there was stress to the system. It's one reason - respect of the carrying capacity of the land requiring the use of septic - is so key to the enforcement of the bylaws. Bylaws that were created to protect us all.

If this additional subdivision goes through, (the second that I know of in a few months), it will be a message that the bylaws are here are easy to alter. If we open up this property against the bylaw, what is to stop others from looking at a parcel of land and thinking: 'no problem, I can just apply to alter the bylaw', thereby at minimum, doubling the density of Roberts Creek. What we have here, our rural quality of life will be lost, acre by acre and half acre by half acre as density is doubled. The OCP already provides for further development of Roberts Creek closer to the downtown core in a plan that maintains the rural quality of our community while providing housing and investment opportunities.

On the other hand, if the owner wishes to sub divide with a caveat that both properties are only allowed one building per lot, we would be in support of her application because it would not double the density of the neighborhood.

Sincerely,

Caitlin Hicks and Gordon Halloran
992 Woodley Road
Caitlin Hicks

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: **SPEAKERS FOR 2019 RESOLUTIONS TO UNION OF BC MUNICIPALITIES (UBCM)**

RECOMMENDATION(S)

THAT the report titled Speakers for 2019 Resolutions to Union of BC Municipalities (UBCM) Convention be received;

AND THAT a speaker be designated for each resolution as required;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

BACKGROUND

Ten (10) SCR D Resolutions have been brought forward for consideration at the 2019 UBCM Convention.

Briefing notes are being prepared to assist the Board in addressing resolutions on the convention floor, as well as for the Minister meetings that have been requested with the Province. The briefing notes will form part of the Directors' information packages for the Convention.

DISCUSSION

SCR D Resolutions (see Attachment A) will be considered by the UBCM Convention as follows:

- 1. Climate Emergency Declaration (UBCM Resolution No. C35)**
 - Submitted via Association of Vancouver Island Coastal Communities (AVICC)
 - Section C Part 2 classification in the UBCM Resolutions Book – resolution referred to B139 Call to Action on Global Climate Emergency sponsored by LMLGA Executive
 - Resolution is not admitted for debate
 - UBCM Resolutions Committee recommendation: Refer to similar resolution
- 2. Intergovernmental Collaboration on Land Use Planning (UBCM Resolution No. C42)**
 - Submitted via Association of Vancouver Island Coastal Communities (AVICC)
 - Section C Part 2 classification in the UBCM Resolutions Book – resolution referred to SR1 Provincial Consultation with Local Governments Special Resolution sponsored by the UBCM Executive
 - Resolution is not admitted for debate
 - UBCM Resolutions Committee recommendation: Refer to similar resolution

3. Logging in the Urban Interface (UBCM Resolution No. B47)

- Submitted via Association of Vancouver Island Coastal Communities (AVICC)
- Section B Part 1 classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion
- UBCM Resolutions Committee recommendation: Endorse

4. Parking Enforcement in Rural Areas (UBCM Resolution No. B57)

- Submitted via Association of Vancouver Island Coastal Communities (AVICC)
- Section B Part 1 classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion
- UBCM Resolutions Committee recommendation: Endorse

5. Alternative Transportation Infrastructure (UBCM Resolution No. B16)

- Submitted directly to UBCM
- Section B Part 1 classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion
- UBCM Resolutions Committee recommendation: Endorse

6. BC Ferries Foot Passenger Service (UBCM Resolution No. B119)

- Submitted directly to UBCM
- Section B Part 2b classification in the Resolutions Book – resolution that proposes new policy which may address new issues, or issues previously considered but not endorsed
- Resolution is individually considered on the Convention floor – the sponsor does not need to move the resolution individually but will be invited to speak to the resolution at the appropriate time
- UBCM Resolutions Committee recommendation: No recommendation

7. BC Ferries Service Levels (UBCM Resolution No. B18)

- Submitted directly to UBCM
- Section B Part 1 classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion
- UBCM Resolutions Committee recommendation: Endorse

8. Coast Forest Revitalization (UBCM Resolution No. B166)

- Submitted directly to UBCM
- Section B Part 2b classification in the Resolutions Book – resolution that proposes new policy which may address new issues, or issues previously considered but not endorsed
- Resolution is individually considered on the Convention floor – the sponsor does not need to move the resolution individually but will be invited to speak to the resolution at the appropriate time
- UBCM Resolutions Committee recommendation: No recommendation

9. Recreation Sites and Trails (UBCM Resolution No. B50)

- Submitted directly to UBCM
- Section B Part 1 classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion
- UBCM Resolutions Committee recommendation: Endorse

10. Tree Cutting Authority for Regional Districts (UBCM Resolution No. B58)

- Submitted directly to UBCM
- Section B Part 1 classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion
- UBCM Resolutions Committee recommendation: Endorse

STRATEGIC PLAN AND RELATED POLICIES

The submission of resolutions to UBCM is in alignment with SCRD's strategic value of Collaboration and also supports SCRD's mission to provide leadership and quality services to our community through effective and responsive government.

CONCLUSION

The Board may wish to identify speakers for Resolution Nos. B119 and B166 which will be considered individually on the Convention floor as well as for Resolution Nos. B16, B18, B47, B50, B57 and B58 should they be pulled from the block for discussion on the UBCM Convention floor.

Attachment A: 2019 UBCM Resolutions

Reviewed by:			
Manager		Finance	
GM		Legislative	
I/CAO	X – M. Brown	Other	

ATTACHMENT A

Resolutions to the 2019 UBCM Convention

Climate Emergency Declaration (C35)

WHEREAS the impacts of climate change in the form of extreme weather events, wildfires and drought are occurring at an accelerated rate and with growing frequency throughout BC and are creating major financial, social and environmental costs which are largely being borne by local governments and the residents they serve;

AND WHEREAS there is an urgency for action but a lack of resources and coordination to support local governments in their ability to adapt to and mitigate the ongoing effects of climate change, especially with respect to infrastructure upgrades, repairs and maintenance, and emergency preparedness measures:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to declare a province-wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change.

Intergovernmental Collaboration on Land Use Planning (C42)

WHEREAS the inclusion of local governments in joint indigenous - provincial land use planning processes would offer an opportunity for intergovernmental collaboration and open communication that supports relationship-building and government-to-government reconciliation efforts with First Nations;

AND WHEREAS local governments who are responsible for undertaking planning activities and providing services within defined geographic boundaries wish to engage with First Nations partners to address common interests and community needs:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to include local governments in land use planning discussions with First Nations to ensure continuity of government-to-government engagement and support collaborative and complementary approaches to land use planning that recognize community interests.

Logging in the Urban Interface (B47)

WHEREAS urban-rural fringe areas are transition zones where industrial land uses such as logging or other resource extraction, may conflict with local values or impact private water sources or contribute to property damage related to storm water management and erosion;

AND WHEREAS local government and private property owners have limited ability to influence resource extraction decisions;

THEREFORE BE IT RESOLVED THAT the provincial government establish buffer zones adjacent to residential properties that reduce conflict and ensure that property owners are protected from the adverse effects of resource extraction.

Parking Enforcement in Rural Areas (B57)

WHEREAS the RCMP are responsible for enforcing parking regulations in rural areas which takes policing resources away from other priorities;

AND WHEREAS the provincial response to UBCM Resolution 2014-B102 requesting that regional districts be granted the authority to enforce parking regulations within their boundaries indicated that further research was required prior to undertaking any policy change:

THEREFORE BE IT RESOLVED THAT that the Ministry of Transportation and Infrastructure and the Ministry of Public Safety and Solicitor General jointly review parking enforcement in the rural areas to either provide regional districts with the authority to enforce parking regulations within their boundaries or to adequately resource rural detachments to ensure that community safety issues related to illegal parking are addressed.

Alternative Transportation Infrastructure (B16)

WHEREAS the Federal government has committed itself to the Paris Accord to limit climate warming to 1.5 degrees Celsius and the Provincial government has committed itself to reduce greenhouse gas emissions to 80% below 2007 levels by 2050 and has committed to an active transportation strategy which outlines a path to reduce greenhouse gas emissions;

AND WHEREAS the Ministry of Transportation and Infrastructure are the responsible authority to ensure safe and reliable road infrastructure throughout rural and unincorporated areas in BC:

THEREFORE BE IT RESOLVED that the provincial government be urged to fund the Ministry of Transportation and Infrastructure to support an increased investment in infrastructure improvements and ongoing maintenance necessary for the safe integration of low carbon alternative modes of transportation on rural roads which connect communities throughout BC.

BC Ferries Foot Passenger Service (B119)

WHEREAS passenger traffic levels on BC Ferries in 2018 were the highest experienced in the past 20 years and the trend for growth is forecast to continue;

AND WHEREAS the provincial Climate Change Accountability Act and CleanBC Plan include commitments for collaboration with all sectors to prepare for and adapt to climate change as well as support the growth of low carbon economies in communities throughout British Columbia;

AND WHEREAS BC Ferries' Business Plan commits to meeting changing and evolving customer travel needs and growing and diversifying their revenue base, including exploring the provision of a passenger-only service:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to work with BC Ferries to explore expanding their mandate to include dedicated foot passenger ferry service that would meet the forecasted growth in passenger traffic levels, while supporting a low carbon option that may lessen the demand for car ferry service, and encourage the use of public transit and alternative means of transportation where possible

BC Ferries Service Levels (B18)

WHEREAS BC Ferries vehicle traffic levels in 2018 were the highest ever experienced by BC Ferries and traffic demand is forecast to continue to grow;

AND WHEREAS coastal ferries are an extension of the provincial highway system relied upon to transport people and goods, safely, efficiently and on time, and are therefore crucial to the economic and social health of coastal communities and the BC tourism industry:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to review the Coastal Ferry Services Contract and implement changes to increase Core Service Levels for coastal ferry routes that support additional sailings and reduce wait times during peak travel periods.

Coast Forest Revitalization (B166)

WHEREAS the Province of BC is undertaking a Coast Forest Sector Revitalization Initiative to rebuild solid wood and associated industries, improve harvest performance, maintain a credible auction system, foster stronger relationships between BC Timber Sales, Licensees and First Nations and restore public confidence through amendments to the *Forest and Range Practices Act*;

AND WHEREAS forests offer provisioning services such as timber, food and fuels; regulating services such as carbon sequestration that keep our planet habitable; cultural services such as recreation; core local government services including drinking water storage and filtration, stormwater management and flood control; and many other ecological processes that are vital to life yet primarily taken for granted and not accounted for;

AND WHEREAS many jurisdictions are assigning economic value to ecosystems services in forests and many other natural areas to support sustainable development, cost effective and reliable service delivery and the long-term preservation of a healthy, biodiverse ecosystem;

THEREFORE BE IT RESOLVED that the Province of BC undertake natural capital valuations in all aspects of its forests and land resources management, starting with the Coast Forest Sector Revitalization Initiative, and demonstrably use these valuations in all related decision-making and asset management.

Recreation Sites and Trails (B50)

WHEREAS provincial recreation sites and trails are highly valued community assets which are important to the provincial tourism economy and require dedicated, coordinated and ongoing management;

AND WHEREAS provincial funding provided through recreation sites and trails agreements has been significantly decreasing over the years, while local governments and non-profit community partners are becoming increasingly challenged to adequately manage the ongoing maintenance, operation and service demands required due to a lack of resources:

THEREFORE BE IT RESOLVED that the provincial government be urged to increase funding provided through recreation sites and trails partner agreements to ensure local governments and community partners are properly resourced and have the necessary support required to be effective in their role as managers, caretakers and stewards of BC's provincial recreation assets.

Tree Cutting Authority for Regional Districts (B58)

WHEREAS regional districts have no regulatory authority for tree cutting except as it relates to environmental hazard protection, while municipalities have broader powers to regulate tree protection;

AND WHEREAS unincorporated rural areas with high population densities may share similar concerns as municipalities with respect to protecting trees to mitigate potential ecosystem impacts, excessive storm water runoff impacting properties, general neighbourhood feel and control over sightlines, as well as the desire to protect certain species of trees:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the provincial government to provide regional districts broader authority over tree cutting that is equal to the regulatory power of municipalities for tree protection, particularly in unincorporated rural areas that are more densely populated.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: ROBERTS CREEK OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW No. 641.10, 2018 AND SUNSHINE COAST REGIONAL DISTRICT ZONING AMENDMENT BYLAW No. 310.179, 2018 (TOPPING – 2720 LOWER RD) CONSIDERATION OF THIRD READING AND ADOPTION

RECOMMENDATIONS

1. THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Third Reading and Adoption be received;
2. AND THAT Roberts Creek Official Community Plan Amendment Bylaw No 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018 be forwarded to the Board for Third Reading.
3. AND FURTHER THAT prior to consideration of adoption of Roberts Creek Official Community Plan Amendment Bylaw No 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018, the following condition be met:

Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the Transportation Act.

BACKGROUND

The above-noted bylaws received second reading on May 23, 2019 and the SCRD Board adopted Resolution 157/19 as follows:

Recommendation No. 5 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd)*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018* be forwarded to the Board for Second Reading;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* is considered consistent with the SCRD's 2019-2023 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the bylaws be scheduled for July 9, 2019 at 7:00 p.m. in the Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek, BC;

AND FURTHER THAT Director Hiltz be delegated as the Chair and Director Tize be delegated as the Alternate Chair for the Public Hearing.

A public hearing was held on July 9, 2019. This report summarizes comments received from the public hearing, and recommends consideration of Third Reading and Adoption of the Bylaws.

DISCUSSION

Public Hearing Summary

Eight members of the public attended the public hearing. The Public Hearing Report can be found in Attachment C. Two written submissions were received prior to the closing of the public hearing. Five residents spoke in favour of the bylaw amendments. Three residents spoke or wrote against the bylaw amendments.

Discussion of Key Topics

The following is a summary of how key topics of public response through the public hearing process can be addressed.

Consistency with OCP Policies

Opponents of the bylaw amendments are concerned about the occurrence of density increase outside of existing village core area and possible impacts on traffic, utility and servicing. They also question the validity of such development proposals in terms of their consistency with the Official Community Plan.

While the primary focus of the OCP for densification is on infill potential in existing large lots and village core areas, densification strategies of the OCP (Section 18) also provide consistent criteria to evaluate possible density increase in other residential areas. This is a policy endorsed by the SCRD Board, which balances the overall vision of the community on where and how densification should occur with consideration of diverse local conditions where moderate densification is appropriate without negative impact. This approach is based on sound land use planning principles that provide both general policy directions and practical solutions to accommodate the diverse and continual evolution of local land uses.

The densification policies support the consideration of subdivisions creating three lots or less in Residential designations outside of village hubs, subject to satisfying a number of development criteria, such as access to major roads, public transit and community amenities, fire protection, availability of water service, sewage disposal capability, and compatibility of development type.

These criteria can be met. 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 from the property through major roads. Public transit stops are adjacent to the property. The property is within the fire protection area of the Roberts Creek Volunteer Fire Department and the SCRD Water Service Area. The single family dwelling housing type permitted by zoning is compatible with the surrounding rural residential built forms. The amount of traffic generated by two possible additional dwellings on the subdivided lots and the impact on the road and its suitability for biking are negligible. The Ministry of Transportation and Infrastructure has no concerns on the subdivision proposal related to transportation.

With respect to sewage disposal of the subdivision, Vancouver Coastal Health (VCH) has evaluated the proposed septic field area on each of the proposed new lots, and determines that the areas are capable of sewage disposal that can meet standards of VCH's subdivision guidelines.

Housing Affordability

Besides the applicant, supporters of the bylaw amendments consider that smaller lots are more affordable and the proposed subdivision would make two such lots available. As indicated by previous reviews of densification strategies and housing affordability, although many larger residential lots on the Sunshine Coast have the potential to accommodate an auxiliary or second dwelling, not many have been built, because under a single title (ownership) of the property, many property owners cannot afford to build additional dwellings. Subdividing larger lots into smaller lots can create an opportunity for more affordable housing options.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

Through the public hearing process, the proposed bylaws have received further input from the community. The majority of participants support the subdivision proposal. This report addresses key concerns raised by area residents, and concludes that the proposed density increase is consistent with OCP policies, and full development potential of the proposed subdivision can help to create more affordable housing options.

Staff recommend that the bylaws proceed to Third Reading, and prior to considering of adoption, approval from the Ministry of Transportation and Infrastructure be obtained with respect to a zoning bylaw affecting areas within 800 m of an intersection with a controlled access highway, pursuant to Section 52 of the Transportation Act.

Attachments

Attachment A - Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 for
Third Reading and Adoption

Attachment B - Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018
Third Reading and Adoption

Attachment C – Public Hearing Report

Reviewed by:			
Manager		CFO/Finance	
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Solid Waste	

Attachment A

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 641.10**

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 the *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018*.

PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended by changing the Land Use Designation of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from Residential C to Residential A as depicted on Appendix 'A' attached to and forming part of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	26 TH	DAY OF APRIL ,	2018
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this			
	26 TH	DAY OF APRIL,	2018
READ A SECOND TIME this	23TH	DAY OF MAY,	2019
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			
	23TH	DAY OF MAY,	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	9TH	DAY OF JULY,	2019
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

Corporate Officer

Chair

<h2 style="margin: 0;">Appendix A to</h2> <h1 style="margin: 0;">Roberts Creek Official Community Plan Amendment</h1> <h2 style="margin: 0;">Bylaw No. 641.10, 2018</h2>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Amend the Land Use Designation of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from Residential C to Residential A </div>	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Subject Property </div>	
	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;"> <p style="margin: 0;">Chair</p> </div> <div style="border-top: 1px solid black; width: 45%; text-align: center;"> <p style="margin: 0;">Corporate Officer</p> </div> </div>

Attachment B

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.179**

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 the *Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018*

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended by changing the Subdivision District of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from E to C, as depicted on Appendix 'A', attached to and forming part of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this 26 TH DAY OF APRIL , 2018

READ A SECOND TIME this 23TH DAY OF MAY , 2019

PUBLIC HEARING HELD PURSUANT TO THE
LOCAL GOVERNMENT ACT this 9TH DAY OF JULY , 2019

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

<h2 style="margin: 0;">Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018</h2>		
<p>Amend the Subdivision District of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from E to C</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> Subject Property </div>		
	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center; width: 40%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Chair</p> </div> <div style="text-align: center; width: 40%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Corporate Officer</p> </div> </div>	

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD AT
Roberts Creek Community Hall
1309 Roberts Creek Road, Roberts Creek, BC
July 9, 2019

Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018
and
Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018

PRESENT:	Chair, Area F Director Alternate Chair, Area D Director	M. Hiltz A. Tize
ALSO PRESENT:	Senior Planner Recording Secretary Members of the Public	Y. Siao A. O'Brien 8

CALL TO ORDER

The public hearing for *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018* was called to order at 7:00 p.m.

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCRD Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density. The Chair asked Yuli Siao, Senior Planner, Planning & Development, to introduce *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018*.

PURPOSE OF BYLAW

The Senior Planner stated that the SCRD received an application to amend both the Roberts Creek Official Community Plan and Zoning Bylaw for the subject property located at 2720 Lower Road in Roberts Creek.

Application Process

First Reading – April 26, 2018

Public Information Meeting – March 12, 2019

Agency Referrals: Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee, Skwxwu7mesh Nation, Vancouver Coastal Health and Ministry of Transportation and Infrastructure – March & April 2019

Second Reading – May 23, 2019

Public Hearing – July 9, 2019

Next Steps: The Public Hearing report and staff recommendations will be presented to the Board at a future Standing Committee. The Board will then consider Third Reading and Adoption of the bylaws.

Current Property Designations

The subject parcel is designated as Residential C in the Roberts Creek Official Community Plan. It is zoned R2 and it is within the Subdivision District E of Sunshine Coast Regional District Zoning Bylaw 310. Both the Residential C designation and Subdivision District E require a minimum parcel size of 5000 m².

Proposed Subdivision

The applicant is proposing to subdivide the lot into two parcels, with two potential layout options. In either option, the lot size will be less than 5000 m²:

- Option 1 – One lot (with existing house) would be slightly bigger than the other.
- Option 2 – Both lots would be nearly the same size: 2800 m² and 2900 m².

Proposed Amendments

The proposed amendments are to change the Official Community Plan designation from Residential C to Residential A, and change the Subdivision District from E to C. The proposed amendments would result in the reduction of the minimum parcel size requirement from 5000 m² to 2000 m².

	Current	Proposed Amendments
Official Community Plan Designation	Residential C	Residential A
Bylaw 310 Subdivision District	E	C
Minimum Parcel Size	5000 m ²	2000 m ²

Official Community Plan Densification Policies

Section 18.3 of the Roberts Creek OCP supports the consideration of moderate density increase and subdivision creating 3 lots or less in residentially designated areas outside of the village core. The criteria for this consideration are: water supply, solid waste collection, storm water management, sewage treatment, regional fire protection, traffic circulation and access to major roads and community amenities.

SCRD staff analysis of the subdivision proposal indicates that these criteria can be met.

Feedback

The Roberts Creek Advisory Planning Commission, the Roberts Creek Official Community Plan Committee and area residents have expressed their support for the application and the full development potential for each of the proposed new lots. They also support a more affordable housing option this proposal can help to create.

Septic Field Capacity

Vancouver Coastal Health reviewed the proposed septic field area on each of the proposed new lots, and agreed that the areas are capable of sewage disposal that can meet standards of subdivision guidelines.

Conclusion

In conclusion, the proposal can meet SCRDP policy criteria for density increase, it is supported by the community, and the development is technically feasible. Further public feedback will be gathered through the Public Hearing process before proceeding to the next stage of the application.

The Senior Planner clarified that the two subdivision lot layout options are viable and the applicant can decide which layout option to choose during the subdivision process.

The Senior Planner clarified that 2000 m² is about 0.5 acre.

PUBLIC SUBMISSIONS PRIOR TO PUBLIC HEARING

One letter was submitted prior to public hearing from Gord Knox, 2855 Lower Road, Roberts Creek. The written submission is attached as Appendix A.

The Chair called a first time for submissions.

PUBLIC SUBMISSIONS AT PUBLIC HEARING

Brian Topping (Applicant/Owner), 2720 Lower Road, Roberts Creek

The Applicant/Owner stated that the goal of the proposal is to divide the land into two parcels to provide a building opportunity in lower Roberts Creek. He will continue to live on the second parcel. He believes that the size, location and orientation of the lot is in keeping with the rest of the neighbourhood. The lots in the area are a comparable size or smaller. The location allows for bus access, fire hydrant access, existing culvert and amenity access in the hub of Roberts Creek

Mr. Topping noted that the proposal is supported by the Roberts Creek Advisory Planning Commission and Roberts Creek Official Community Plan Committee as an option to provide affordable housing in the area. He received favourable and supportive feedback from neighbours during letter notification for the Public Information Meeting.

Mr. Topping stated that perc tests have gone well and are in preparation to be submitted to the Ministry. He stated that the development will not impact the mature trees in the area. The development should have minimal or no impact on neighbours due to existing tree buffers and the size and orientation of the lot prescribes the layout of the house.

Carolann Glover, 1842 Lower Road, Roberts Creek

Written submission is attached as Appendix B.

Ms. Glover inquired if the current subject parcel permits two full dwellings?

The Senior Planner clarified that currently the lot permits two full dwellings. If the bylaw amendment and subdivision are approved, each lot will be permitted a residential dwelling and an auxiliary dwelling. Under the zoning bylaw, the auxiliary dwelling is restricted to 55 m² (about 600 square feet).

Ms. Glover noted that the Roberts Creek OCP has designated the area between Blackburn Road and Marlene Road as an area where the Regional District may consider development proposals for higher density development (6.4.1) and, even there, any application to increase residential density will be considered against 14 criteria, among which are:

- a) impact on adjacent properties
- b) impact on environmental values...
- f) minimizing impact on road traffic safety and levels....

Ms. Glover spoke against the subject property being rezoned to increase density as it is not within the area designated for higher density in the OCP. She opposed the proposal due to the impact on road traffic safety and bike lanes on Lower Road. She believes the increase in density would put more strain on community resources.

Phill Murray, 2683 Robinson Road, Roberts Creek

Mr. Murray lives adjacent to the subject property. He spoke in the favour of the proposal due to the following reasons:

- Will allow for much needed housing to be constructed
- The irregular shape of the property dictates that the building will be restricted in siting
- Does not see that it will cause any issues in access to/from Lower Road.
- Believes that the size of the dwelling will be small and should not negatively impact public services

Sarah Jacobs, 2723 Toni Road, Roberts Creek

Ms. Jacobs lives behind the subject property. She spoke in favour of the application and proposal, if the current proposal already allows two dwellings.

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Ms. Hicks inquired about the size of the subject property.

The Senior Planner stated that the subject property is 1.44 acres.

Ms. Hicks stated that she is not in favour of the proposal because it will make the neighbourhood denser and creates more .5 acre properties in the area. Ms. Hicks acknowledged that even though the Roberts Creek OCP Committee approved the proposal, she is concerned about the increase in density. She questions where the second house could be located given the shape. She believes the proposal would make the area feel like a subdivision rather than a rural area. Ms. Hicks objects to the amendment process and feels that this would set a precedent for developers in Roberts Creek. The bylaws are supposed to protect rural areas from this type of development.

Susan Murray, 2683 Robinsons, Roberts Creek

Ms. Murray spoke in favour of the proposal. She believes that the rules, regulations and bylaws have been found to be followed with this application. She believes the process has been followed and there have been no objections.

The Chair called a second time for submissions.

Brian Topping (Applicant/Owner), 2720 Lower Road, Roberts Creek

The Applicant/Owner stated that he has worked hard to make sure there is no impact on adjacent property owners. There will be no physical environmental impacts. Regarding traffic and safety: there is already a culvert in place and is being used. There is an existing bike lane on the opposite side of the road. Mr. Topping noted that density will increase on the property if the bylaw amendment fails. He would apply for a strata or another option in order to build a second house. He does not believe that there will be a strain on the school system due to this development. He noted that there are four other .5 acre properties on Woodley Road. He spoke to the bylaw amendment process and requirements. He noted that there is adequate siting for a 2000 sq. foot home on the property.

Mark Lebbell, 1175 Roberts Creek Road, Roberts Creek

Mr. Lebbell spoke in favour of the proposed amendments. He noted the support of the Roberts Creek Advisory Planning Commission and Roberts Creek Official Community Plan Committee. He noted that the land use zoning designations, subdivision district and OCP designations in the neighbourhood of the

subject property are in flux (change within a small area). He noted the concentric approach to density and affordable housing from the OCP which is in line with this proposal. The subject property is near schools, community services and public transit. There are properties of similar size in subdivision near Cheryl Ann Park Road and Bayview Road.

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Ms. Hicks expressed concerns regarding privacy and that Roberts Creek could become a suburban landscape with increased density. She would like to see Roberts Creek remain a rural area.

CLOSURE

The Chair called a third and final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179* closed at 7:46 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

APPROVED, SIGNATURE PENDING

M. Hiltz, Chair

A. O'Brien, Recording Secretary

From: [GORDON KNOX](#)
To: [Yuli Siao](#)
Subject: Input on rezoning application at 2720 Lower Road Roberts Creek
Date: Tuesday, July 9, 2019 11:44:30 AM

Mr. Siao:

I am writing to you in order to provide comment/input concerning the rezoning application on the property at 2720 Lower Road, Roberts Creek. In late June I was speaking with a colleague of yours in the SCRD Planning Department and she indicated that this application was going to be reviewed at a public meeting this evening, 9 July 2019, and that input to you needed to be sent by 1630 hrs today. I wish I could attend the meeting in-person, however, I am out-of-town and thus providing my thoughts via e-mail.

I should mention at the outset that I do not know the applicants, nor have engaged in any previous interaction with them on this matter either positive and/or negative. My viewpoints are therefore focused on the general issue of rezoning in the neighbourhood. Overall, I do have concerns with "ad hoc" or piecemeal requests of this nature to divide up established properties in areas with firm zoning in place and which may require amendments to the prevailing OCP. I have a further concern that if there is success with these types of applications, then other similar submissions may likely follow which then undermines the integrity of the overall neighbourhood zoning and character i.e. the area starts to get divided up in a manner that was not intended by the OCP etc, and is ultimately not fair to other nearby property owners. I believe that when individuals own/buy a property they are aware of the existing zoning and related regulations and thus should hold no expectations that the land can be subdivided or otherwise significantly altered at a future point.

I appreciate the opportunity to provide my input to you and trust that it will be considered within the rezoning application review process. If you require any clarification on the contents of this e-mail, please reply and I will respond promptly.

Have a good afternoon ahead.

Thank you - Gord Knox
co-owner 2855 Lower Road Roberts Creek

SCRD Planning and Development Division
Yuli Siao, Senior Planner
Re: Roberts Creek Official Community Plan
Amendment Bylaw No.641.10, 2018 and
SCRD Zoning Amendment Bylaw No. 310.179, 2018

Our Community Plan has designated the area between Blackburn Rd. and Marlene Rd. (between the waterfront and the highway) where the Regional District May consider development proposals for higher density development (6.4.1)...and, even there, any application to increase residential density will be considered against 14 criteria, among which are
a) impact on adjacent properties
b) impact on environmental values...
f) minimizing impact on road traffic safety and levels....

Given that 2720 Lower Rd is **not within the area designated for higher density**, I must speak against this proposal to increase density;
and further, given that my primary form of transportation is a bike and with every new house comes at least one if not two more cars on the road, and given the sad state of bike lanes on Lower Rd and the lack of maintenance on what does exist, I must oppose this proposal also because of the impact on **road traffic safety and levels** on Lower Road and the highway.

Carolann Glover
1842 Lower Rd., Roberts Creek

over →

Extending increased density beyond the limits already set out in the OCP puts even more demand on services that are already overburdened, like our schools, hospital, volunteer fire department, ambulances, and most seriously, our water supply, or lack of it, since subdivision will increase the number of dwellings from 2 to 4.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT DVP00043 (WRIGHT) - ELECTORAL AREA F

RECOMMENDATIONS

1. **THAT the report titled Development Variance Permit DVP00043 (Wright) - Electoral Area F be received;**
2. **AND FURTHER THAT Development Variance Permit DVP00043 to vary Zoning Bylaw No. 310 Section 601.4 for setback distances from front and side parcel lines, from 5 m and 1.5 m to 0 for retaining walls, be issued subject to:**

The applicant obtains a setback permit from the Ministry of Transportation and Infrastructure.

BACKGROUND

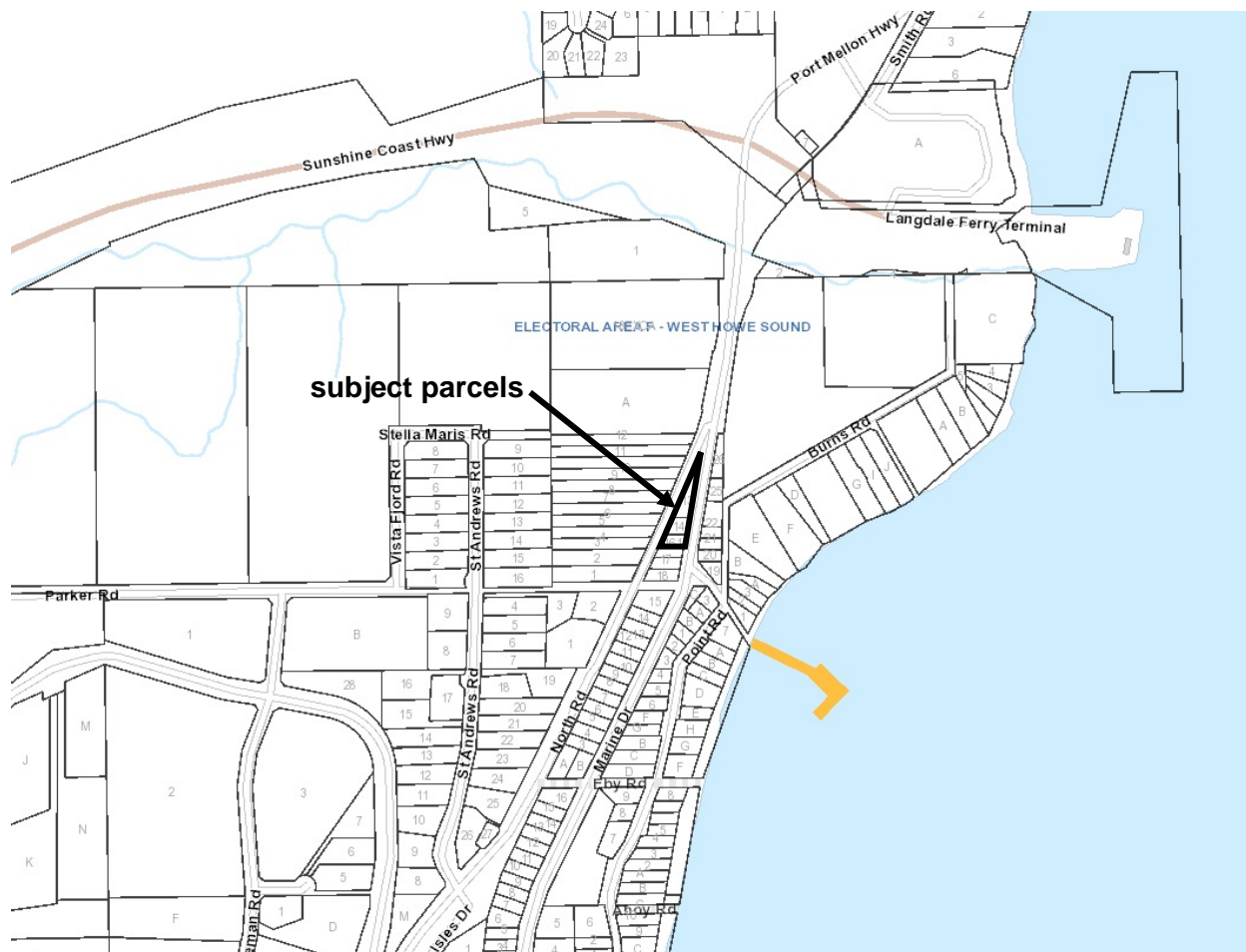
The SCRD received an application for a development variance permit to vary the minimum setback of retaining walls from the front and side parcel lines from 5m and 1.5m respectively to 0 for lots 13 to 16 located at the intersection of North Road and Marine Drive.

The purpose of this report is to provide a land use planning analysis on the application and obtain direction from the Planning and Community Development Committee.

Owner / Applicant:	Steve Wright
Civic Address:	1281 Marine Drive
Legal Description:	Lots 13-16, Block 12, District Lot 1402, Plan 7429, PID: 010-620-613, 010-620-737, 010-620-770, 010-620-800
Electoral Area:	F – West Howe Sound
Parcel Area:	0.26 ha in total
OCP Land Use:	Residential
Land Use Zone:	R1 - Residential One
Application Intent:	To vary setback from front and side parcel lines from 5m and 1.5m to 0

Table 1 - Application Summary

Figure 1 - Location Map



DISCUSSION

The subject parcels, lots 13-16, are four small, contiguous parcels ranging from 483 m² to 944 m². The grade of these parcels along the frontage of Marine Drive is steep. According to the applicant, retaining walls are needed to stabilize the steep slope. These parcels also have shallow depth, therefore, in order to provide for sufficient building area on these parcels, the retaining walls must be located on the front parcel lines. Buttress walls to strengthen the retaining walls are also needed to be located on the side parcel lines.

The proposed retaining walls range from 1.2 to 3.6 metre in height, therefore they are considered engineered structures that must meet setback requirements of the zoning bylaw. The zoning bylaw requires a structure to be set back 5 m from a front parcel line and 1.5 m from a side parcel line. The requested variance for 0 setback from both the front and side parcel lines would facilitate the siting of the retaining walls.

There exists a cedar hedge parallel to the proposed retaining walls along a strip of Marine Drive right of way which is approximately 7.5m wide measuring from the road pavement edge to the

lot line. This strip of land with the hedge would provide a buffer of the walls and help to blend them in with the surrounding environment (Figure 2 – Site Plan).



Figure 2 – Site Plan

The West Howe Sound Official Community Plan encourages the consideration of compact housing while maintaining the character and integrity of the rural area. These policies support the variance application, because it seeks to accommodate compact building sites on small lots without negative impact on the area.

The subject lots are within Development Permit Area #5 - Aquifer Protection and Stormwater Management. Construction of the retaining walls and future buildings on these lots is subject to a development permit to ensure that potential negative impact on aquifer and storm water drainage in this area will be mitigated.

As the retaining walls are proposed to be located next to the Marine Drive right of way with 0 setback, the Ministry of Transportation and Infrastructure (MOTI) requires a setback permit. It is recommended that such a permit be a condition for approval of the variance.

Based on the above analysis, the proposed variance meets all criteria in order to be considered for approval, including consistency with the intent of the zoning bylaw and Official Community Plan, no adverse impact on adjacent properties or natural environment, and a reasonable solution for the given circumstances.

Options

Possible options to consider:

Option 1: Issue the permit.

This would authorize the applicant to proceed with constructing the proposed retaining walls. Planning staff consider this option would support creating stable and functional building sites on small lots without negative impact.

Planning staff recommend this option.

Option 2: Deny the permit.

The existing regulation requiring minimum setback of 5m and 1.5m from a front and side parcel line respectively would continue to apply.

Organization and Intergovernmental Implications

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

Referral Agency	Comments
SCRD Building Division	No concerns with application.
Sḵwxwú7mesh Nation	Referred on June 14, 2019. No comments received.
West Howe Sound Advisory Planning Commission	<p>The APC supports the variance under the condition that it would not impact plans for a bike path, and for the following reasons:</p> <ul style="list-style-type: none"> • It would help to create functional building sites for steep and small lots without negative impact on surface drainage or septic fields of surrounding areas. • It is good that people pursue developing difficult lots.
Neighbouring Property Owners/Occupiers	Notifications were distributed to owners and occupiers of properties within a 50 metre radius of the subject property. No comments were received.

STRATEGIC PLAN AND RELATED POLICIES

Review of the application for the development variance permit supports the SCRD's Values of Collaboration and Transparency.

CONCLUSION

The proposed development variance permit to reduce setbacks for a continuous retaining wall across four parcels will help to create functional building sites on these steep and small lots without negative impact on the surrounding areas.

Staff recommend support of this application subject to the applicant's obtaining MOTI setback permit.

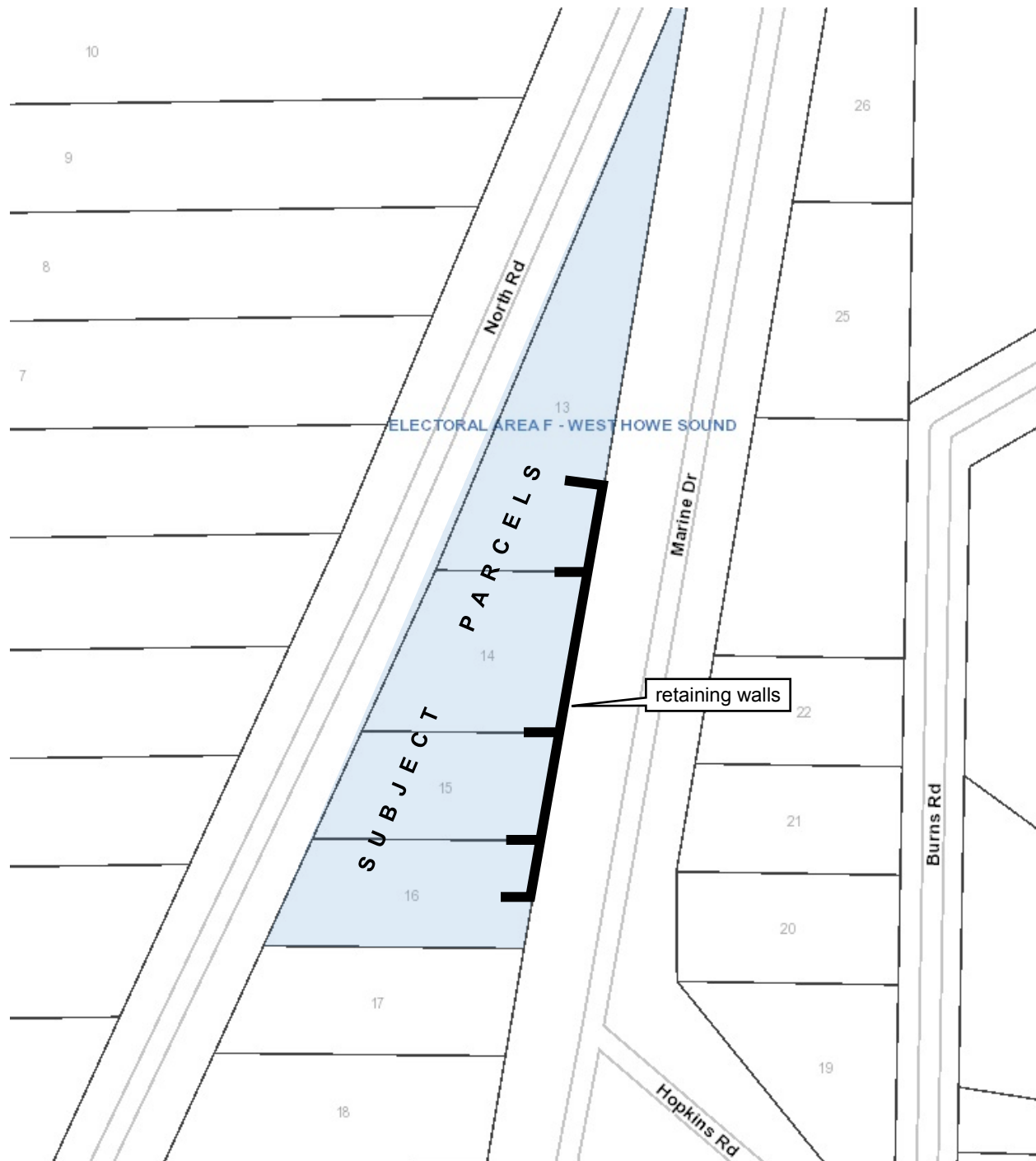
Attachments

Attachment A – Site plan

Attachment B - Variance criteria provided by applicant

Reviewed by:			
Manager		Finance	
GM	X - I. Hall	Legislative	
I/CAO	X - M. Brown	Other	

Attachment A Site plan



Attachment B Variance criteria provided by applicant

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

RETAINING WALL, WITH HELP THE
ADJACENT PROPERTIES BY HELPING THEM
RETAIN THE PROPERTY TOO. ALL THE PROPERTIES
HAVE LIMITED SPACE IN THE PLOT SIZE.

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

WILL NOT AFFECT ADJACENT LOT, IT WILL
HELP THEM RETAIN THEIR PROPERTIES WHEN
THEY BUILD. THE RETAINING WALL
HAS A PATH AND A CEDAR HEDGE, BETWEEN THE ROAD

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

THE PROPERTY IS SLOPED AND ALLOWS
FOR A COHESIVE BUILDING LOT
LOTS ARE SMALL IN SIZE

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

THIS IS THE ONLY WAY THE
LOT CAN ACCOMMODATE A BUILDING
AND WILL BE GRADED TO ALMOST THE
ORIGINAL GRADE.

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

THE RETAINING WALL WILL NOT BE
SEEN BY ANY HOMES OR FROM THE ROAD
AND IS SCREENED BY A CEDAR HEDGE

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Referral – Squamish-Lillooet Regional District Regional Growth Strategy Amendment Bylaw 1562-2018

RECOMMENDATIONS

THAT the report titled Referral – Squamish-Lillooet Regional District Regional Growth Strategy Amendment Bylaw 1562-2018 be received;

AND THAT the SCRD responds to the Squamish-Lillooet Regional District indicating acceptance of Regional Growth Strategy Amendment Bylaw 1562-2018.

BACKGROUND

The SCRD received a referral (Attachment A) from the Squamish-Lillooet Regional District (SLRD) requesting input on an amendment (Bylaw 1562-2018) to SLRD's Regional Growth Strategy (RGS).

The amendment was initiated by a five-year review of the RGS. It is intended to be an update instead of an overhaul of the current RGS. It updates the Minor Amendment Criteria to clarify implementation processes, addresses content gaps in the areas of food production, climate change, transportation and affordable housing, and includes housekeeping and mapping updates such as demographic data, monitoring indicators, etc.

The Bylaw was given Second Reading on July 25, 2019. Before Third Reading the SLRD must obtain feedback from affected local governments. As a neighbouring jurisdiction, the SCRD received referral of this Amendment. As per Section 436 of the Local Government Act, a local government is required to indicate acceptance or refusal of the amendment by resolution.

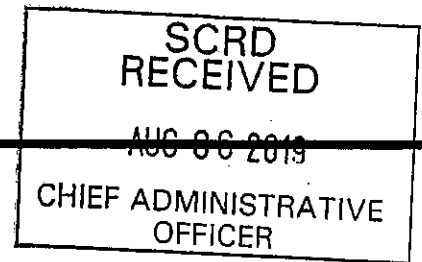
The SCRD had accepted the RGS through a previous five-year review (2015) with no concerns. Staff have reviewed the currently proposed amendment in the context of SCRD Official Community Plans and relevant policies, and found that the amendments are minor, and have no impacts across the regional districts' boundaries and do not affect interests of the SCRD.

Staff recommend responding to SLRD that SCRD accepts the proposed RGS Amendment.

Attachments

Attachment A – Referral from SLRD – RGS Amendment Bylaw 1562-2018

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Other	



Tracey Hincks

From: Cecilia Garcia
Sent: Tuesday, August 6, 2019 10:54 AM
To: Tracey Hincks
Cc: Ian Hall
Subject: FW: 60 DAY OFFICIAL REFERRAL- SLRD REGIONAL GROWTH STRATEGY
Attachments: 190806 SLRD RGS AffectedLocalGovAcceptance_SCRD.pdf

From: Kimberly Needham [mailto:KNeedham@slrd.bc.ca]
Sent: Tuesday, August 6, 2019 10:50 AM
To: SCRD General Inquiries <info@scrd.ca>
Cc: ihall@scrd.ca
Subject: 60 DAY OFFICIAL REFERRAL- SLRD REGIONAL GROWTH STRATEGY

Hello-

Please find attached the 60-day referral of "Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008, Amendment Bylaw No. 1562-2018" (RGS Amendment Bylaw 1562-2018) for official acceptance.

As per section 436 of the LGA, "*Before it is adopted, a regional growth strategy must be accepted by the affected local governments or, failing acceptance, become binding on the affected local governments under section 440 (6) [settlement of regional growth strategy in acceptance not otherwise reached]*". The subject referral seeks affected local government acceptance of RGS Amendment Bylaw 1562-2018 (SLRD RGS Review) by resolution.

If you should have any questions, please feel free to contact me directly.

Regards,

Kim Needham



Kimberly Needham
Director of Planning and Development Services
kneedham@slrd.bc.ca
P: 604-894-6371 x242
F: 604-894-6526
1-800-298-7753
www.slrd.bc.ca



SQUAMISH - LILLOOET
REGIONAL DISTRICT

**SCRD
RECEIVED**

AUG 06 2019

**CHIEF ADMINISTRATIVE
OFFICER**

Box 219, 1350 Aster Street,
Pemberton, BC V0N 2L0
Ph. 604-894-6371, 800-298-7753
F: 604-894-6526
info@slrd.bc.ca | www.slrd.bc.ca

August 6, 2019

Sunshine Coast Regional District
1975 Field Road Sechelt, BC V0N 3A1
By email: info@scrd.ca

Dear Chair and Board:

**RE: Acceptance by affected local governments – 60-day Referral –
Squamish-Lillooet Regional District Regional Growth Strategy Review
(RGS Amendment Bylaw 1562-2018)**

The Squamish-Lillooet Regional District (SLRD) initiated a major amendment of the Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008 to address specific housekeeping amendments, clarify implementation processes (including updates to the Minor Amendment Criteria), address specific content gaps (namely food/agriculture and climate change) and amend mapping. Initiation of the amendment followed consideration of a review, as per the *Local Government Act (LGA)* section 452(2) five year review requirements. It should be noted that any updates to a minor amendment criteria trigger a major amendment process, as per the *LGA*.

“Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008, Amendment Bylaw No. 1562-2018” (RGS Amendment Bylaw 1562-2018), was given second reading, as amended at the July 25, 2019 SLRD Board meeting. Before third reading the SLRD Board must submit the regional growth strategy to affected local governments for acceptance.

BACKGROUND:

Purpose of the RGS Review:

Meet LGA Requirements

The LGA requires a regular review of regional growth strategies, with a review to be considered at least once every five years.

Improve implementation

Through implementation of the RGS Bylaw (over the past 8 years - RGS has been in place since June 2010), SLRD staff and the RGS Steering Committee have identified some issues with the RGS, including the Minor Amendment Criteria and Process. Amendments are proposed to add clarity and support decision-making.

Evolve Policy and Processes

The SLRD has experienced considerable change since the RGS was initiated in 2003. There have also been changes at the provincial and federal level that have impacted regional district planning. As well, member municipalities, through the RGS Steering Committee, identified a number of areas requiring updates. The RGS Review has provided the opportunity to evolve policy and processes to reflect the current and future context.

Continue Collaboration:

The RGS Review process – guided by the RGS Steering Committee with direction provided through three elected officials' forums and input provided by the Intergovernmental Advisory Committee – has continued the collaborative efforts as noted in the RGS Bylaw by continuing to assist all parties with an interest in the region to:

1. Work together to address matters of common regional concern;
2. Demonstrate respect for each other's jurisdictions and processes;
3. Maintain good communications and coordination with respect to land use and other decisions of a regional and sub-regional nature;
4. Create a long term vision informed by the key principles of sustainability and embark on a path to our future in a manner that finds a responsible balance between the environmental, economic, and social needs of our communities.

Content

The RGS Review is intended to be an update not an overhaul of the current RGS. Some content revisions and additions are proposed (i.e. the development of a Food Systems Goal and Climate Change Goal, preferred modes of transportation policy and priorities, and expanded affordable housing policies), but the focus is really toward implementation of the RGS and developing criteria and processes to support collective agreement and responsibility. The RGS Review was initiated as a major amendment, as revisions to the minor amendment criteria are proposed. The RGS Review also provides an opportunity to address various housekeeping amendments (i.e. updating population, employment and dwelling unit projects; updating monitoring indicators; and updating

terminology and references, etc.) reflecting the “living” nature of strategies, and to improve the function and relevance of the document.

Some mapping updates are also proposed, reflecting member municipality OCP updates (comprehensive community processes, not stand-alone amendments) and housekeeping amendments.

Please find enclosed RGS Amendment Bylaw 1562-2018 (RGS Review). Additionally, a Timeline of Events and Consultation Schedule are enclosed for information.

ACCEPTANCE BY AFFECTED LOCAL GOVERNMENTS

As per section 436 of the LGA, “*Before it is adopted, a regional growth strategy must be accepted by the affected local governments or, failing acceptance, become binding on the affected local governments under section 440 (6) [settlement of regional growth strategy in acceptance not otherwise reached]*”. The subject referral seeks affected local government acceptance of RGS Amendment Bylaw 1562-2018 (SLRD RGS Review) by resolution. Accordingly, each local government must:

- (a) review the regional growth strategy in the context of any official community plans and regional growth strategies for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction, and*
- (b) subject to an extension by the facilitator, within 60 days of receipt either*
 - (i) accept the regional growth strategy, or*
 - (ii) respond, by resolution, to the proposing board indicating that the local government refuses to accept the regional growth strategy.*

Note, if an affected local government fails to act within the period for acceptance or refusal, the local government is deemed to have accepted the regional growth strategy.

As required by section 436 of the LGA, please indicate by local government resolution either acceptance or refusal of RGS Amendment Bylaw 1562-2018 by October 6, 2019. Note a failure to accept will result in a non-binding resolution or arbitration process.

Should you have any questions, please contact Kim Needham, Director of Planning and Development Services at kneedham@slrd.bc.ca.

Sincerely,



Tony Rainbow,
Board Chair
Squamish-Lillooet Regional District

cc: Lynda Flynn, CAO, SLRD
Kim Needham, Director of Planning and Development Services, SLRD

enclosures: **Timeline of Events:**
https://www.slrd.bc.ca/sites/default/files/pdfs/planning/Regional-Growth-Strategy/TIMELINE%20OF%20EVENTS%20TO%20DATE_updatedAug2019.pdf

Consultation Schedule:
https://www.slrd.bc.ca/sites/default/files/pdfs/planning/Regional-Growth-Strategy/RGSReviewConsultationSchedule2016_FINAL_Aug2019_1.pdf

RGS Review Project Page (for full project details including staff reports and RGS Amendment Bylaw 1562-2018 and mapping):
<https://www.slrd.bc.ca/inside-slrd/current-projects-initiatives/regional-growth-strategy-rgs-review>

TIMELINE OF EVENTS TO DATE: RGS AMENDMENT BYLAW 1562-2018

INITIATION

Scoping Period (April 2015 – February 2016)

- Referral sent to all affected local governments on the need for review, with opportunity to provide input (May 13, 2015)

Board Resolution to Initiate RGS Review (February 18, 2016)

Board Resolution to Adopt Consultation Plan and provide Notifications (April 27, 2016)

- Consultation Plan & Terms of Reference: developed by SLRD staff with input from the RGS Steering Committee; adopted by the SLRD Board.
- Notification of Initiation: to affected local governments and Minister and First Nations (May 2, 2016 to FNs and affected local governments, CAO referrals; November 17, 2016 to FNs more peripheral (i.e. no reserve lands within SLRD))
- Intergovernmental Advisory Committee (IAC): letter to the Minister regarding the formation of an IAC (IAC appointments).

Elected Officials Forum #1: Kick Off (June 9, 2016)

The purpose of this forum was to convene all member municipality and SLRD Elected Officials, Chief Administrative Officers, and Directors of Planning and Development to kick-off the SLRD RGS Review process – establishing a collaborative understanding in support of an effective, efficient and productive review process.

Key objectives for the forum were:

1. Establish common ground and understanding of regional growth strategies in general and the goals, principles and framework of the SLRD RGS.
2. Share RGS Review proposed revisions and discuss options.
3. Enhance communication and collaboration among all SLRD member Elected Officials as part of the RGS review process.

REVIEW & REVISE

Elected Officials Forum #2: Growth Management (November 10, 2016)

The purpose of this forum was to convene all member municipality and SLRD Elected Officials, Chief Administrative Officers, and Directors of Planning and Development to explore growth management tools and the desire to work together to directly address growth within the updated Regional Growth Strategy (RGS).

Key objectives for the forum were:

1. Discuss and receive feedback on Growth Management Idea Recommendations; and
2. Discuss options/approaches to work together to directly address growth within the updated RGS.

Elected Officials Forum #3: Affordable Housing (December 1, 2016)

The purpose of this forum was to convene all member municipality and SLRD Elected Officials, Chief Administrative Officers, and Directors of Planning and Development to explore affordable housing tools, techniques and opportunities for regional approaches and collaboration.

Key objectives for the forum were:

1. Information sharing (trends/issues and tools/techniques); and
2. Exploring opportunities for regional approaches and collaboration (coordinated efforts).

Content Development (May – September 2017)

SLRD staff and the RGS Steering Committee worked to revise the RGS, based on input received at the Elected Officials Forums. Revisions and content development largely reflect member municipality and SLRD Official Community Plan (OCP) objectives and policies as well as other community plans such as agricultural plans, climate action plans, transportation plans, etc.

SHARE

Draft Amendment Bylaw

Discussion Draft Preliminary Referral to IAC (September 15, 2017 – October 15, 2017). SLRD staff worked to incorporate recommendations. RGS Steering Committee reviewed and endorsed recommendations.

ADOPT

First Reading of RGS Amendment Bylaw No. 1562-2018 (draft RGS Review) (April 18, 2018 (originally taken to the March 28, 2018 Board for first reading but deferred to April Board))

SLRD Board gave first reading of Amendment Bylaw 1562-2018 and referred out to member municipalities and First Nations for comment (the first courtesy referral).

Referrals (April 23 – June 6, 2018)

Member municipalities and First Nations.

Community Open House Information Sessions (June 11, 14, 19 and 20, 2018)

SLRD held community open house information sessions in each member municipality to provide information and seek input on the RGS Review draft (RGS Amendment Bylaw 1562-2018).

District of Lillooet Council Workshop (June 20, 2018)

At the request of the District of Lillooet Council, SLRD staff facilitated a workshop with District of Lillooet Council to receive input.

Update Report to SLRD Board – July 25, 2018

Second Reading of RGS Amendment Bylaw No. 1562-2018 and Referrals (October 24, 2018)

A second courtesy referral (October 25, 2018 – January 31, 2019) was extended to member municipalities to receive input in advance of the formal 60-day referral for acceptance process.

Update Report to the SLRD Board – February 27, 2019 - resolution for a 60 day extension of the Official 60 day referral process.

Report to the SLRD Board – April 24, 2019 - resolution for an additional 30 day extension of the Official 60 day referral process.

Report to the SLRD Board – May 22, 2019 - resolution for an additional 30 day extension of the Official 60 day referral process.

Report to the SLRD Board – July 24, 2019 – resolution to initiate the official 60-day referral to affected local governments as per section 436 of the Local Government Act.

Advisory Meetings

Advisory meetings were held throughout the RGS Review process (10 during the scoping period, 12 during the review/revise phase, and 3 during the adoption phase), with the RGS Steering Committee guiding the process and the Intergovernmental Advisory Committee (IAC) providing input.

CONSULTATION SCHEDULE -- RGS REVIEW

(Checklist)

WHO	WHEN	HOW
STAKEHOLDERS	ITEM	CONSULTATION ACTIVITIES
	TIMELINE	INITIATION
✓	RGS Steering Committee	Scoping Period April 2015 - December 2015
✓	Affected Local Governments	Scoping Period April 2015
✓	SLRD Staff	Scoping Period February 2016
✓	SLRD Board*	SLRD Board Resolution to Initiate RGS Review February 2016
✓	SLRD Staff	Prepare Consultation Plan and Terms of Reference March 2016
✓	RGS Steering Committee	Advisory Meeting April 2016
✓	SLRD Board*	SLRD Board Resolution to adopt Consultation Plan and approve Terms of Reference April 2016
✓	SLRD Board, Affected Local Governments, Minister*	Notification of Initiation April 2016
✓	SLRD Board, First Nations	Notification of Initiation Letter to minister (MCSCD) re IAC membership April 2016
✓	SLRD Board Chair*	RGS Steering Committee to bring Information Report to respective Councils to Inform of the RGS Review and receive any input on process and content of the review, as well as potential Intergovernmental Advisory Committee (IAC) membership (CAOs) and upcoming Elected Officials Forum. May 2016
✓	RGS Steering Committee	Council Reports May 2016
✓	RGS Steering Committee (including CAOs)	Advisory & Planning Meeting June 2016
✓	Elected Officials, CAOs, RGS Steering Committee	Elected Officials' Forum #1: Kick-off June 2016
		REVIEW & REVISE
✓	First Nations	Meet with First Nations, as requested. Note no requests were made from First Nations to meet June - September 2016
✓	Public	Engage and request input through local media (advertisements, ads) and online channels (SLRD website, social media). June - September 2016

✓	RGS Steering Community, IAC, Affected Agencies/Organizations	Advisory Meeting	July - December 2016	Meet as necessary to "workshop" areas requiring additional discussions.
✓	Elected Officials, CAOs, RGS Steering Committee	Elected Officials' Forum #2: Growth Management	November 2016	Explore growth management tools and the desire to work together to directly address growth pressures.
✓	Elected Officials, CAOs, RGS Steering Committee, Affected Agencies/Orgs	Elected Officials' Forum #3: Affordable Housing	December 2016	Share issues and best practices; identify/develop approaches to collectively address the issue of Affordable Housing throughout the region.
✓	IAC (including First Nations) and RGS Steering Committee	Engagement/Meetings	March - April 2017	Provide an update on the RGS Review process to date, receive any input and discuss next steps.
✓	SLRD Staff	Content Development	May - September 2017	Using input received to date and direction from RGS Steering Committee, prepare new/revised RGS Bylaw content.
✓	RGS Steering Committee & IAC	Advisory Meetings	May - September 2017	Review new/revised content; finalize revisions and address any outstanding or new issues identified through Elected Officials Forum, Affordable Housing Forum, First Nations meetings, or public engagement.
✓	SLRD Staff	Draft RGS Amendment Bylaw	September - October 2017	SLRD Staff to prepare draft RGS Amendment Bylaw, considering input received to date, for referrals.
				SHARE
✓	RGS Steering Committee & IAC	Advisory Meeting/Engagement	November 2017	Review draft RGS Amendment Bylaw and provide final comments.
✓	RGS Steering Committee	Council Reports	October - November 2017	Review draft RGS Amendment Bylaw and provide final comments.
✓	Affected Agencies & Organizations	Referrals	October - November 2017	Refer to Affected Agencies and Organizations for comment.
✓	First Nations	Referrals	October - November 2017	Refer to First Nations for comment.
✓	RGS Steering Committee	Mapping & Meeting	November 2017 - January 2018	RGS Steering Committee to prepare revised RGS Settlement Planning Maps. Revised mapping to be endorsed by respective staff and councils.
				ADOPT
✓	SLRD Board*	First Reading of the RGS Amendment Bylaw	April 18, 2018	As per the LGA, recommend that the Board give first reading to the RGS Amendment Bylaw.
✓	SLRD Board, Member Municipalities, First Nations	Referrals	April - June 2018	Refer RGS Amendment Bylaw to member municipalities and First Nations for comment.
✓	Public	Engagement	June 2018	Engage and request input through local media, social media and online channels. Host a community open house/information session in each member municipality community.
✓	SLRD Board	Update Report	July 25, 2018	Report back to the Board on input received from public engagement and member municipality/First Nations referrals.
✓	RGS Steering Committee	Advisory Meetings	September 20 & 27, 2018	Review input received from member municipality referrals and the public open houses. Address input requiring action (content revisions) and prepare/endorse revisions to RGS Amendment Bylaw 1562-2018 (RGS Review).

✓	RGS Steering Committee	Advisory Meeting	October 17, 2018	Review input received from member municipality referrals and the public open houses. Address input requiring action (content revisions) and prepare/endorse revisions to RGS Amendment Bylaw 1562-2018 (RGS Review).
✓	SLRD Board*	Second Reading of the RGS Amendment Bylaw	October 24, 2018	Present RGS Amendment Bylaw 1562-2018, as revised. Recommend that the Board give second reading and refer out to member municipalities again to confirm revisions are acceptable (October 25, 2018 - January 31, 2019).
✓	SLRD Board	Update Report	February 27, 2019	Report back to the Board on any input received from member municipalities, if necessary.
	Affected Local Governments*	Referrals and acceptance of RGS Amendment Bylaw	Aug-Oct 2019	As per s. 436, before it is adopted, a regional growth strategy must be accepted by the affected local governments; 60 days are required for this referral period. Revisions to be made, if necessary, based on referral comments and recommendations.
	SLRD Board*	Third Reading and Adoption of RGS Amendment Bylaw	Fall 2019	As per the LGA, recommend that the Board give third reading and final adoption to the RGS Amendment Bylaw.
	IAC, Affected Local Governments, Affected Agencies & Organizations, First Nations, MCSCD*	Distribution of Adopted Bylaw	Late 2019	As per s. 443, as soon as practicable after adopting a regional growth strategy, the Board must send a copy of the regional growth strategy to: the affected local governments; any greater boards and improvement districts within the regional district; and the minister.

* Required by Local Government Act



Regional Growth Strategy (RGS) Review

Aug 1, 2018


*District of Lillooet, District of Squamish, Electoral Area B, Electoral Area C,
Electoral Area D, Resort Municipality of Whistler, Village of Pemberton*


RGS 5-Year Review Underway

We are in the Adopt phase of the RGS Review. See the [RGS Review Consultation Page](#) for additional information.

The following resolutions were made by the SLRD Board at the July 24, 2019 meeting:

- *THAT the Squamish-Lillooet Regional District (SLRD) Board accept the revised mapping from the District of Squamish in order to reduce the amount of requested additional "settlement land" in the District of Squamish by 4 ha (as outlined on the updated mapping).*
- *THAT SLRD staff amend the RGS Settlement Map to reflect the mapping change requested by the District of Squamish.*
- *THAT the SLRD Board direct staff to initiate the 60-day official referral of Regional Growth Strategy Amendment Bylaw No. 1562-2018 to all affected local governments as required by section 436 of the Local Government Act.*

 RGS Amendment Bylaw No. 1562-2018 (at Second Reading)

 Mapping

Background

On February 18, 2016 the SLRD Board resolved to accept the RGS Steering Committee recommendations to initiate a review of the Squamish-Lillooet Regional District [Regional Growth Strategy Bylaw No. 1062, 2008](#), and to initiate the review as a Major Amendment, to address issues identified through the 2015 RGS Review Scoping Period. The SLRD Board also directed staff to prepare a Consultation Plan regarding the RGS Review, as required by the Local Government Act (LGA). Here is the timeline of events to date:

 TIMELINE

 UPDATED CONSULTATION SCHEDULE

The RGS Review is intended to be an update not an overhaul of the current RGS. Some content revisions and additions are proposed (i.e. the development of a Food Systems Goal and Climate Change Goal), but the focus is really toward implementation of the RGS and developing criteria, guidelines, and processes to support collective agreement and responsibility.

RGS Projections

As part of the RGS Review, updating the RGS Population and Employment Projections was identified as a priority. These Projections had not been updated since 2004, and the RGS Review was seen as an opportunity to check in on regional trends. The opportunity to include Dwelling Unit Projections was also identified, as this is best practice for high-growth regions. See the [RGS Projections](#) page for full details and reports.

Legislative Requirements

The Local Government Act (LGA) sets requirements for regional districts with adopted regional growth strategies. Specifically, at least once every 5 years, a regional district that has adopted a regional growth strategy must consider whether the regional growth strategy must be reviewed for possible amendment.

As it has been seven years since the SLRD Regional Growth Strategy (RGS) Bylaw was completed (the RGS Bylaw was completed and received first/second reading in 2008, though not adopted until 2010), the SLRD needs to consider whether a review of the RGS is required.

Staff Reports

The following staff reports provide an update on the project:

- [July 25, 2019 Board Report](#)
- [February 28, 2018 - RGS Amendment Bylaw No. 1514-2017 \(Growth Management Text Amendments\) - request for decision](#)
- [October 24, 2018 - RGS Amendment Bylaw No. 1562-2018 \(RGS Review\) - second reading](#)
- [July 25, 2018 - RGS Amendment Bylaw No. 1562-2018 \(RGS Review\) Update - information report](#)
- [April 18, 2018 RGS Amendment Bylaw No. 1562-2018 \(RGS Review\) - first reading](#) (originally included in the March 28, 2018 Board meeting package)
- [April 2016 SLRD RGS Review Consultation Plan and Notification - request for decision report](#)
- [February 2016 SLRD RGS Review Initiation - request for decision report](#)
- [October 2015 SLRD RGS Review Scoping Period Update - information report](#)
- [April 2015 SLRD RGS Review Scoping Period - request for decision report](#)
- [March 2015 SLRD Regional Growth Strategy 2015 Review - information report](#)

For further details, see the [SLRD Regional Growth Strategy Bylaw](#) page.

[Inside the SLRD](#) > [Current Projects & Initiatives](#) > Regional Growth Strategy (RGS) Review

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee, September 12, 2019

AUTHOR: Sam Adams, Parks Planning Coordinator

SUBJECT: **ACTIVE TRANSPORTATION INFRASTRUCTURE PLANNING AND APPROVALS ON BC PROVINCIAL HIGHWAYS – MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

RECOMMENDATION(S)

THAT the report titled Active Transportation Infrastructure Planning and Approvals on BC Provincial Highways – Ministry of Transportation and Infrastructure be received as information.

BACKGROUND

The draft guide for Active Transportation Infrastructure Planning and Approvals on BC Provincial Highways (ATIPA) was received by SCRD Staff from the Ministry of Transportation and Infrastructure (MOTI) in August, 2019 for review and comment.

The document is part of an ongoing process between regional districts and MOTI that, amongst other goals, seeks to provide clarity and strengthen collaboration between MOTI and Regional Districts with regards to active transportation infrastructure (ATI) on MOTI rights of way.

Since 2018, regional districts within the Association of Vancouver Island and Coastal Communities (AVICC) area (SCRD, qathet, Comox Valley, Cowichan Valley, Regional District of Nanaimo) have been working with MOTI on a memorandum of understanding (MOU) about authorizing, in a transparent and consistent way, the construction of regional district active transportation infrastructure (ATI) within the Ministry's right of way. This work has its genesis in advocacy by SCRD and others in 2017 and early 2018, including a meeting between the SCRD Chair and Minister Trevena at UBCM in 2017.

A staff report "Active Transportation Memorandum of Understanding – Ministry of Transportation and Infrastructure" which included a draft MOU was presented to committee on July 11, 2019. Staff were directed to complete further work on the MOU and report back to a future Committee. This work is underway.

The purpose of this report is to share information received from MOTI in a timely way and in advance of staff analysis. MOTI has indicated a desire to receive feedback on ATIPA in early September; staff have communicated to the Ministry that more time is required for review and that consultation with the Board is planned.

Staff intend to report back with further analysis.

DISCUSSION

The draft ATIPA seeks to provide guiding principles and a process for planning and approval when regional districts seek to build ATI on MOTI right of way.

Highlights and observations from an initial, high-level staff review of the draft ATIPi:

- The draft ATIPA references and is linked between the broad MOU discussed in the July 11 Staff Report and the new British Columbia Active Transportation Guide (<https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/cycling-infrastructure-funding/active-transportation-design-guide>). The latter is a comprehensive set of planning and engineering guidelines offering recommendations for the planning, selection, design, implementation, and maintenance of active transportation facilities across the province.
- The draft ATIPi formalizes and presents a transparent and robust two-phase approach for planning and implementation of ATI on MOTI right of way including roles and responsibilities;
- The process outlined in the draft ATIPA involves new layers of interaction between MOTI and regional districts which, while beneficial to achieving desired outcomes, would require significant time and resource commitments from both parties;
- Operation and maintenance would be entirely the responsibility of the applying regional district if infrastructure is physically separated from constructed MOTI infrastructure (e.g. multi-use pathways). MOTI would maintain ATI only if it is possible to be completed within the normal roadway maintenance operations.

Organizational and Intergovernmental Implications

At the organizational level, all SCRD ATI projects scoped or designed in the past but not constructed (i.e. projects that are, or were once, “on the drawing board” or “in the queue”) will need to be reviewed for compliance with both the ATIPA and the British Columbia Active Transportation Guide. Formal maintenance and management plans would be required.

While in some cases ATIPA raises the bar for planning and implementation as compared to past practices, it could create a clear and consistent benchmark and process.

Financial Implications

Preliminary review of the ATIPA document indicates a high level of planning and collaboration on the part of Regional Districts and MOTI and therefore would require additional financial and human resources for planning, construction and in some cases for operation and maintenance of ATI.

Funding for individual bike and walk path projects is provided through [667] Bicycle and Walking Paths (Area A) and [665] Bicycle and Walking Paths (Areas B, D, E, F).

As a separate consideration from ATIPA, use of Gas Tax Community Works Funds (CWF) is being reviewed by UBCM as a potential funding source for ATI (currently not eligible). The use of transparent, consistent licenses with long tenure is designed to facilitate the appropriate/permitted use of gas tax funds. To date, information from UBCM indicates that projects with a best fit for CWF would be those not in MOTI's 5 year plans, at a minimum, or at all; and that are community-driven and not "offsetting" provincial infrastructure responsibilities.

Timeline / Communications Strategy

The draft ATIPA was received by the SCRD in August 2019 and feedback was requested for September 2019. Staff are sharing in a timely way and will report to future committee (October anticipated) with more detailed comments.

STRATEGIC PLAN AND RELATED POLICIES

The subject matter of this report relates to building/enhancing collaboration with the Province of BC. Active transportation contributes to environmental leadership and community development. The development of active transportation infrastructure aligns with the Integrated Transportation Study, Parks and Recreation Master Plan and Official Community Plans.

CONCLUSION

SCRD and other AVICC regional districts have worked with MOTI on developing a clear, consistent and transparent approach to planning, approval and development of ATI on the Ministry's right of way. As part of that process the regional districts asked for more clarity for the planning and approval process.

The ATIPA document outlines a process for the planning and approval of ATI on MoTI right of way. SCRD received the draft ATIPA for comment and review in August, 2019. Staff will report back with further comments.

ATTACHMENTS

Attachment A: Draft Active Transportation Infrastructure Planning and Approval on BC Provincial Highways

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Risk	

BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

ACTIVE TRANSPORTATION INFRASTRUCTURE PLANNING AND APPROVALS ON BC PROVINCIAL HIGHWAYS

VANCOUVER ISLAND REGIONAL DISTRICTS



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1 INTRODUCTION

1.0 INTRODUCTION

This document, **Active Transportation Infrastructure Project Planning and Approvals on BC Provincial Highways**, is intended to provide a structured framework to assist and guide the process for the implementation of active transportation infrastructure (ATI) within provincial rights-of-way. This includes both developed and undeveloped rights-of-way under provincial jurisdiction. The document recognizes that many Regional Districts on Vancouver Island are interested in installing new ATI to provide more walking and cycling routes for residents and visitors and that in some cases, the desired location for new infrastructure is within the Ministry of Transportation and Infrastructure's (MoTI) right-of-way.

The document outlines current mechanisms available for the occupation and installation of ATI projects within provincial developed and undeveloped rights-of-way. It also describes current practices for obtaining approval for the installation and implementation of these projects. To streamline the design and approval process for ATI infrastructure in provincial rights-of-way, the document outlines a clear and deliberate process of project planning, design, evaluation, and implementation.

The document should help to improve the process from planning through to approvals and installation of ATI projects within provincial rights-of-way.

1.1 PURPOSE OF THE DOCUMENT

Communities throughout North America have identified active transportation as an important and growing form of transportation. Many communities have committed to making active transportation a safe, convenient, and attractive mobility choice for all residents and visitors. Active transportation, which includes walking and cycling as well as other types of human powered mobility, is often more than simply a mode of transport or a source of exercise. It is also a means to build community. Increasingly, residents and Regional Districts have expressed a desire to plan, design, and implement active transportation infrastructure within MoTI rights-of-way, whether through permit, licence of occupation, or other means.

There are also greater expectations from residents that more ATI will be provided throughout Regional Districts to encourage more walking and cycling trips.

The Province of British Columbia MoTI supports Regional District's goals and desires to provide more active transportation facilities that are separated from MoTI infrastructure. Through discussions with the Regional Districts, the need for a clearer approach and process for installing new ATI located within Provincial right-of-way was identified as an opportunity to support planning and design as well as the operations and maintenance of new active transportation facilities within their communities. This includes the mechanisms in place to implement ATI, specially permits, Licenses' of Occupation, and new development opportunities, were highlighted as the most common approaches. The mechanism for implementation is strongly influenced by several factors including, the facility type, project complexity, integration with MoTI infrastructure (location inside or outside right-of-way), and design standards.

The purpose of this document is to:

- Provide clarity and strengthen collaboration between MoTI and Regional Districts on Vancouver Island.
- Implement a clear and consistent process, with meaningful and early engagement. The document is intended to provide clarity on the overall framework for the planning of ATI, and to minimize challenges of obtaining approvals for design, operation, and maintenance of these facilities on provincial rights-of-way.
- Provide direction to MoTI staff to better support and guide the planning and design of ATI within provincial rights-of-way.

1.2 CONTENT OF THE DOCUMENT

The document was prepared through discussions and several meetings with Vancouver Island Regional District representatives and MoTI staff. The document recognizes the joint aspirations for all agencies on the transportation and broader community benefits of ATI. The process also highlighted many of the challenges facing each agency in the planning, design, construction, operation and maintenance of ATI along provincial rights-of-way.

The document is designed to provide direction on a collaborative process for planning, designing and implementing ATI in Regional Districts on Vancouver Island along Provincial Highways. In particular, guidance priority is given toward standards of ATI along Secondary Highways, Major Roads, Minor Roads, and Local Roads.

The document is separated into four sections as follows:

Section 1 – Introduction outlines the purpose and content of the document.

Section 2 – Context for Planning and Designing ATI outlines the current context for ATI including aspirations, current practices, best practices and opportunities and challenges for installing ATI.

Section 3 – Guiding Principles and Process for Planning and Approval outlines the guiding principles for the MoTI and Regional Districts for planning, designing, operating, and maintaining ATI within provincial rights-of-way. This section also outlines the process for planning, designing, and constructing ATI. It outlines the various steps of the process as well as roles and responsibilities.

Section 4 – Design Guidelines. The purpose of this section is to outline the different active transportation facility design documents that should be referenced when planning and designing active transportation infrastructure within MoTI rights-of-way.



2

CONTEXT FOR PLANNING AND DESIGN

2.0 CONTEXT FOR PLANNING AND DESIGN

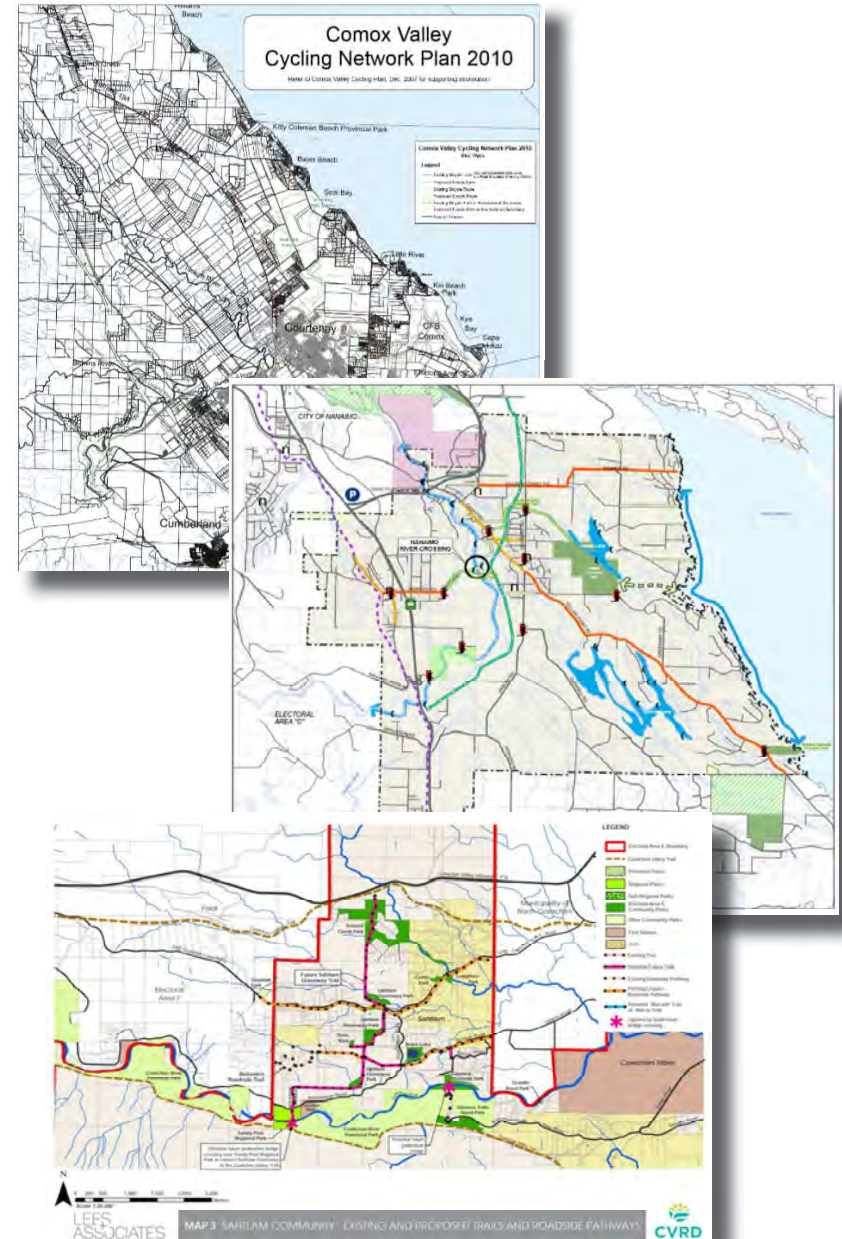
The British Columbia MoTI has oversight and approving authority over the installation of ATI within provincial right-of-way. This section outlines the current context for planning and designing ATI within provincial rights-of-way but also touches on current practices in active transportation planning and design more broadly. This section outlines the growing aspirations and expectations of communities and residents for more high-quality ATI that reflects current best practices and highlights some of the opportunities and challenges with installing ATI within this context.

2.1 ASPIRATIONS

The needs, aspirations, and expectations for ATI within North American communities has changed over recent years. In many communities within North American and British Columbia, there has been a push to encourage more trips to be made by active modes. As a result, there is an expectation that ATI will be provided, particularly in areas with greater land use mix and higher densities. Communities across British Columbia are placing greater emphasis on vibrant urban areas where the scale, mixture, and proximity of land uses encourage short trips and increases the potential for walking and cycling.

Communities have been developing transportation and active transportation plans that outline short-, medium-, and long-term investments in ATI. The Regional Districts of Nanaimo, Comox Valley, Cowichan Valley and Sunshine Coast have developed variations of long-term bicycle plans for their communities that encompass both recreational and commuter trips. They have also identified project that focus on providing universally accessible walking facilities in villages and urban centres that are located along provincial highways to support walking within areas with mixed land uses and to provide better access to transit.

As part of this process, each Regional District identified current priorities to advance the provision of ATI along provincial highways. Generally, the projects identified provide connections to regional destinations, providing facilities in village areas and enhance recreational opportunities. The proposed facilities are predominately off-street multi-use pathways and trails that will provide connections for people walking and cycling. The projects that are on-street are mainly shoulder widening projects or the installation of painted bicycle lanes. As seen below, there are a few sidewalk projects proposed, though as mentioned, the majority of projects are pathway facilities.



The MoTI is committed to improving our transportation networks that connect British Columbians from the places they live to the facilities they use daily. The Province has released Move. Commute. Connect., B.C.'s strategy for cleaner, more active transportation, part of the Province's CleanBC plan to build a better future for all British Columbians. This strategy focuses on making it easier for people to commute using active transportation.

With this Active Transportation Strategy, MoTI will:

- Double the percentage of trips taken with active transportation by 2030.
- Inspire British Columbians of all ages and abilities to choose active transportation with incentives that encourage active transportation use—like the Scrap-It e-bike rebate, Learn to Ride programs and Active and Safe Routes to School.
- Build on the success of the BikeBC program, so communities can build integrated and accessible active transportation systems that work for all active transportation users.
- Work together with communities to create policies and plans that enable and support complete active transportation networks across the province.

The Province has also released an Active Transportation Design Guide. The Guide is a detailed planning and engineering reference that provides practical design guidance and application information for active transportation infrastructure for jurisdictions of all sizes throughout the province.

The BikeBC program will provide up to 50% of the total eligible project costs (75% for communities with a population under 15,000). Various cycling facility types are eligible for BikeBC funding. Projects are evaluated on how they improve safety for users and how they promote cycling to work, school or errands. Other factors that are reviewed to determine project selection include:

- Community's support for healthy living and physical fitness
- Enhancing tourism cycling
- Cost effectiveness
- Ridership
- Facility type
- Catchment population size
- Timing



Major and Minor Capital Projects



Transit Supportive Infrastructure

- Multi-modal connections
- Proponent's priority
- Endorsement letters

Preference will be given to projects that support regional cycling corridors that help to create safe and efficient travel routes.

The New Building Canada Fund - Small Communities Fund can also be used to fund cycling projects. The provincial and federal governments will each allocate funding to support infrastructure projects in communities with a population of less than 100,000 people. This 10-year funding program runs from 2014 to 2024.

Beyond provincial cost share grant programs, the Ministry also works to incorporate pedestrian and cycling improvements as part of most major highway capital projects. This can range from the provision of grade-separated active transportation facilities in urban areas, such as the Admirals McKenzie interchange project within the District of Saanich, to smaller scale projects, such as shoulder widening during a road rehabilitation project.

As noted, communities and agencies throughout the province, including Regional Districts, have a growing interest in having the ability to design and install ATI along existing roadways and rights-of-way that are under MoTI jurisdiction. In many cases the agency or Regional District has funding allocated for all or a portion of the cost for installing, operating, and maintaining the project. More recently, Regional Districts have also been able to utilize a variety of funding sources to support investment in ATI on provincial highways. Some of the other funding sources for ATI available to Regional Districts include:

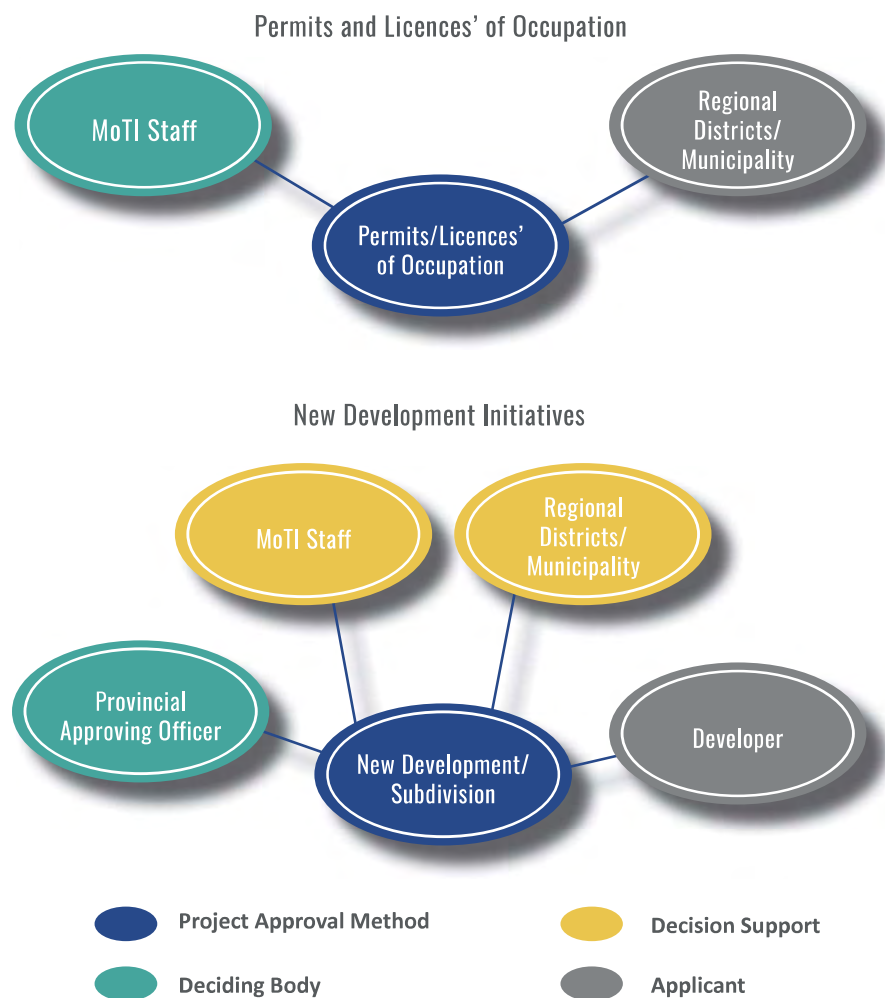
- **Development Opportunities** – there are opportunities for municipalities and Regional Districts to work with developers to establish the location and appropriateness of new ATI.
- **Gas Tax** – This funding source is provided to all British Columbia communities on a per capita basis to support community infrastructure. An application is required.
- **Community Works Fund** – This funding source is provided through a direct annual allocation to support local priorities (does not require an application). The allocation of funds is based on a per capita formula and is delivered twice annually. These funds can be used to fund the installation of pathways and trails.

- **Community Parks Bylaw** – The Regional District of Nanaimo (RDN) has amended their Community Parks Bylaw to incorporate the collection and expenditure of tax funds to develop, construct and maintain paths, trails and public water access sites within RDN Electoral Area B. The amended bylaw does not include the provision of undertaking services related to sidewalks.
- **Service Area Agreements** – Funds may be available for projects under a Service Area Agreement if the project is located within a specific area of a community with this type of agreement in place.

The possibility of financial partnerships between local, regional, provincial and federal agencies creates opportunities for funds to go further to achieve community aspirations for ATI.

2.2 CURRENT PRACTICES

This section provides an overview of the existing processes in place for implementing ATI projects that are located within MoTI rights-of-way. Three types of project mechanisms were identified as the most common, they include permits, Licence of Occupation agreements, and new infrastructure as part of new developments and subdivisions. **Figure 1** outlines the various groups and their roles within the process.



PERMITS

MoTI permits certain infrastructure to be constructed within MoTI rights-of-way. Projects are permitted 'where it is practical and safe to do so'. Figure 2 outlines when a permit is required based on the location of the structure in relation to the highway right-of-way. The details of this are outlined in Section 62 of the Transportation Act. Permits are often issued for projects such as sidewalks, multi-use pathways, landscaping, bus shelters, benches and other structures. The application is submitted to the Province and MoTI staff review permit applications and make the final decision in the permitting process. Typically, projects that are approved through the permit process are funded by the applicant, this includes installation, operations, and maintenance.

LICENCE OF OCCUPATION

A Licence of Occupation is typically issued for the installation of facilities that provide beach access and semi-permanent structures. They are typically issued for the occupation of a MoTI right-of-way that is currently undeveloped. A licence is normally issued for a term of 10 -years. A Temporary Licence of Occupation can be issued for up to two years to authorize a temporary use. A Temporary Licence of Occupation may also be issued to allow an applicant to investigate a potential location for new infrastructure/structures. Typically, projects that are approved through a Licence of Occupation are funded by the applicant, this includes installation, operations, and maintenance.

NEW DEVELOPMENTS / SUBDIVISIONS

Decisions on new infrastructure installed through development opportunities are made by the Provincial Approving Officer (PAO). The PAO functions as an independent body with authority over various types of land development. Their role is applicable for development and subdivision application approvals but not permits. Their role is to approve or deny various infrastructure proposed through development applications. This includes transportation infrastructure (roads as well as pedestrian and bicycle infrastructure) but also includes all other types of utilities. The PAO reviews and approves the designs while working with MoTI staff.

Any infrastructure that gets built through this process becomes MoTI's responsibility (unless it is built as part of a strata), which requires an allocation of funding and resources towards operations and maintenance. The Regional District is also heavily involved in this process to ensure that new developments meet the agencies zoning standards and bylaws. Developers and agencies can propose various designs, but it is ultimately up to the Approvals Official to approve any new infrastructure installed.

It is important to note that new developments and subdivisions are a mechanism for installing ATI however this process on its own does not address responsibility for operations and maintenance after installation.

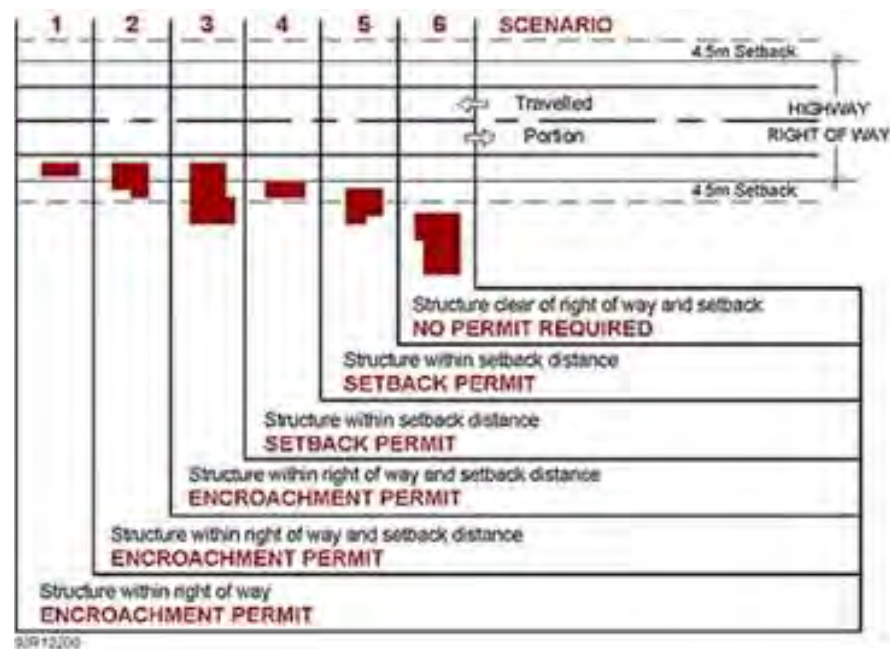


Figure 2: Permit Requirements Based on the Location of Proposed Project

CURRENT PROCESS FOR PROJECT APPROVAL

This section outlines the current process for project approval of active transportation infrastructure within provincial developed and undeveloped rights-of-way. This process is typical for the three mechanisms listed above.

1. There are often preliminary conversations about the proposed project between provincial government staff and the applicant prior to submitting the application.
2. Detailed design plans are required to be submitted with the application. The review of these plans often requires some back and forth between provincial government staff and the applicant. The design plans are often reviewed before the application is formally submitted.
3. The application with project details and final detailed design plans are submitted to the provincial government.
4. The provincial government begins the application review process. This review is based on the facility design standards that are currently in place. Some of the context specific factors that the provincial government is looking for include:

- **Location and Type of Facility:** A major factor that influences the project review process is the impact the proposed facility will have on existing provincial infrastructure. For example, if the proposed facility is physically separated from the roadway under provincial jurisdiction, and/or outside the clear zone or within an unused right-of-way, then generally, the review process is less onerous. This is an important factor considered by the provincial government, as it impacts who is responsible for the ongoing operations and maintenance of the facility. If the active transportation infrastructure is physically separated from a roadway under provincial jurisdiction, the new infrastructure tends to be the responsibility of the applicant. This includes ongoing operations and maintenance responsibilities.
- **Right-of-Way Width:** The provincial government determines if there is space available to install the proposed facility and if the width and design of the facility comply with the provincial government's design standards.
- **Drainage:** Drainage is an important factor that the provincial government considers when reviewing projects. It is one of the main reasons the installation of sidewalk infrastructure in particular can be challenging. The need for drainage can have a significant impact on the cost of installing new facilities, as well as ongoing maintenance and operations. Drainage is also an important consideration if an off-street pathway is being built close to an adjacent roadway under provincial jurisdiction. The design must consider how

the two facilities will interact with each other and the impacts on roadway operations and maintenance (even if they are not ‘touching’).

- **Provincial Roadway Classification:** The provincial government reviews the existing volumes and speeds of the roadway adjacent to a proposed active transportation facility. It also reviews the existing land use and topography. This is an important consideration, as the classification of the roadway influences the appropriateness of the proposed active transportation infrastructure and significantly factors into the design criteria and future highway plans.
- **Safety Considerations:** The provincial government reviews the proposed project from a safety perspective looking at the impact on all road users.
- **Determine Operations, Maintenance, and Liability:** Responsibility of operations and maintenance must be determined before a permit will be issued.

2.3 BEST PRACTICES FOR ACTIVE TRANSPORTATION INFRASTRUCTURE

Design guidelines for walking and cycling facilities have long been recognized by local, regional, provincial and national agencies. For provincial highways, walking and cycling facilities have been recognized and outlined in the *MOTI B.C. Supplement to TAC Geometric Design Guide*¹ and in the *Active Transportation Design Guide*² (2019). The B.C. Active Transportation Design Guide builds on international best practices and incorporates theory, recent research, design concepts, best practices, new methodologies, and innovations to maximize the benefits of investing in active transportation infrastructure. The guide has a specific Chapter, **Chapter F**, that provides design guidance for active transportation infrastructure for MoTI rights-of-way.

Over the last ten years, agencies and community advocates have been moving toward enhanced standards and facility types that are universally accessible and attract users of all-ages and abilities (AAA). A study from the City of Portland was the first to categorize the cycling market based on people’s willingness to use a bicycle for transportation. The study classified the population into four groups –

“strong and fearless”, “enthused and confident”, “interested but concerned”, and “no way no how”. The research from Portland, and subsequent studies in other North American communities, found consistently that the largest percentage of the population fits in the “interested but concerned” group. This group is characterized as being interested in cycling but have concerns over comfort and safety. Research has found that this group is most likely to consider cycling if they have access to a network of high-quality AAA facilities.

The purpose of an AAA network is to provide an interconnected system of active transportation facilities that are comfortable and attractive for all users. The network should be designed to be suitable for persons aged 8 to 80 years old and to be comfortable for most people walking and cycling, regardless of their ability. This means that walking facilities are more convenient for all mobility levels and that cycling is attractive and accessible to a much larger proportion of the population.

An AAA bicycle network typically includes three types of bicycle facilities that are most effective at increasing ridership: protected bicycle lanes, multi-use pathways, and bicycle boulevards. These facilities are the most preferred types of facilities by all users and are proven to be the safest types of facilities. It is still important to note that there is still a place for complementary, non-AAA facilities such as painted bicycle lanes and paved shoulders to support the AAA network.

Figure 4 illustrates the range of on- and off- street cycling facility types and current best practice guidance on design widths as provided in the 2017 TAC Geometric Design Guide for Canadian Roads. The TAC Guide also includes guidance on facility selection by road characteristics (**Figure 3**). The document reiterates the importance of ensuring that the bicycle facility type selected for a corridor is safe and comfortable for users based on the speed and volume of motor vehicles currently using the corridor. The B.C. Active Transportation Design Guide provides guidance on facility selection on MoTI infrastructure (**Chapter F**). Two critical components in determining if active transportation facilities are appropriate on roadways within provincial rights-of-way are the land use context and if the roadway travels through a more urban or rural environment. It is important to note that there are other considerations beyond land use that factor into whether an active transportation facility is appropriate on roadways within provincial rights-of-way. **Chapter F** of the design guide provides more details on facility selection and design guidance.

¹ <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/highway-design-survey/tac-bc>

² <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/cycling-infrastructure-funding/active-transportation-design-guide>

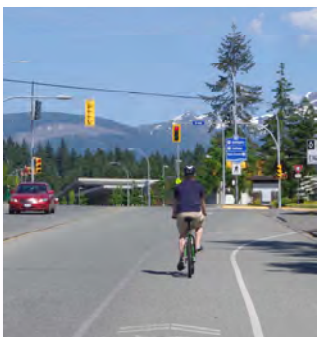
It is important for planners and designers to recognize that there needs to be a balance as it relates to the selection of the appropriate facility type and the space that is available along a given corridor. Consideration for all users is required as there are typically competing interests for the space that is available. The nature of some roadways can make implementing ATI within a developed right-of-way challenging. Constrained space and a lack of roadway uniformity may require flexible and customized designs. It is important to note that this can result in additional and unanticipated design costs.

Along MoTI rights-of-way multi-use trails and shoulders are central to many of the existing active transportation facilities for many communities.

	Vehicle Speed	Vehicle Volume	Proposed Bicycle Facility Type
Local Road	50 km/h	Less than 4,000 vpd	<ul style="list-style-type: none"> • Bicycle Lane • Shoulders
Collector Road	30 to 50 km/h	Greater than 4,000 vpd	<ul style="list-style-type: none"> • Bicycle Path • Multi-Use Pathway
	50 to 80 km/h	NA	
Arterial	50 to 80 km/h	NA	Multi-Use Pathway
Rural Arterial Divided	Greater than 80 km/h	NA	Multi-Use Pathway

Figure 3: Bicycle Facility Selection by Existing Roadway Conditions (Source: TAC 2017)





Bicycle Lanes are separate travel lanes designed exclusively for bicycles. The lane is defined by white pavement markings and signage.

Ideal width: 1.8 m Minimum width: 1.5 m



Shared Use Lanes / Wide Shared Use Lanes indicate that cyclists and vehicles should share the roadway through signage and painted 'sharrows'. Wide shared use lanes provide additional width for cyclists and vehicles to share the outer lane of a roadway.



Shoulders are typically found on streets without curb and gutter. Cycling and walking can be accommodated on shoulders that are wide enough for shared bicycle / pedestrian travel. Shoulder bikeways may be indicated with the white painted bicycle symbol and with signage alerting motorists to expect bicycle travel along the roadway.

Ideal width: 2.0 m to 3.0 m on higher speed roadways. As low as 1.8 m on roadways with speeds of 50 km/h or less. Minimum width: 1.5 m

ALL AGES AND ABILITIES FACILITIES



Multi-Use Pathways are physically separated from streets and designed to support cyclists, pedestrians, and other non-motorized road users. In the busiest areas, a wider pathway with paint indicating separate areas for bicycles and other users may be warranted.

Ideal width: 3.0 – 6.0 m depending on the expected volumes of users.

Minimum width: 2.7 m



Multi-Use Trails are trails outside of the roadway network that are designed to support cyclists, pedestrians, and other non-motorized road-users. They are part of the recreational trail system, but can also provide important linkages for cyclists between other facilities on and adjacent to streets.

Figure 4: Summary of Bicycle Facility Types

The intent of this page is to identify which facilities may be appropriate on or adjacent to MoTI infrastructure. Before installation all parties would need to go through the process outlined in [Section 3](#) and review the B.C. Active Transportation Design Guide to determine which facility/treatment is appropriate and prepare an operations and maintenance plan prior to implementation.

2.4 SUMMARY OF THE CURRENT CONTEXT

There are several opportunities and challenges within the current context for the planning, design, and implementation of ATI. As described above, there are many communities and agencies throughout the province that have aspirations for more high-quality walking and cycling facilities. In most cases these aspirations and organizational goals, as they relate to ATI, are aligned in principle and action. All agencies have some type of program for investing in ATI, these investments are made based on recommendations that tend to come from high level planning documents and policies.

They can also be based project specific initiatives and tied to larger infrastructure projects.

ATI is currently being funded through a variety of means and programs, this includes cost sharing programs, MoTI lead infrastructure projects, and also individual communities or Regional Districts funding projects themselves.

In addition to a variety of funding options, there are several different mechanisms for approving ATI located within provincial right-of-way.

The process for approving new ATI projects can be challenging as there are several physical and design considerations that must be considered along with the responsibility of ongoing operations and maintenance.

All parties involved are constantly having to balance the aspirations to provide more high-quality ATI within the context of constrained resources and physical space.

Generally, it is felt that there are opportunities to make the process for approving and installing new or upgraded ATI more collaborative for all parties as a way to remove some of the uncertainty associated with the approval of a project. By working together throughout the project planning and design process and having more design guidance, some of the challenges associated with implementing ATI on MoTI rights-of- way may be mitigated.



3

GUIDING PRINCIPLES AND PROCESS FOR PLANNING AND APPROVAL

3.1 PROCESS FOR PLANNING AND APPROVAL

The Province of British Columbia is supportive of investing in active transportation in an effort to provide more mobility options, reduce greenhouse gas emissions, and encourage healthy living. Through provincial BikeBC funding the Province is cost-sharing cycling infrastructure projects with local governments. The Province also considers the installation of ATI as part of all new, and upgrades to existing, infrastructure projects.

The Province is committed to continuing to work with other agencies including municipalities and Regional Districts to explore opportunities for the installation of ATI within Ministry rights-of-way. In an effort to enhance the existing process for installing ATI, this section of the document outlines a proposed process for planning and designing ATI within MoTI developed and under-developed rights-of-way.

3.2 KEY PRINCIPLES

The following key principles are intended to ensure that there is a constructive approach for agencies to work collaboratively on the planning and design of ATI and to reduce risks of project uncertainty. This framework is also outlined in the MOU between Regional Districts and MoTI:

- The MoTI and the Regional District's have been working collaboratively in unincorporated areas to consider and where reasonably appropriate permit and construct regional trails, pathways and other ATI within provincial public highway with the intent being that this will be implemented through project specific agreements for ATI projects under the guidelines described herein, which are to be developed in a mutually cooperative manner.
- Regional Districts wish to develop a framework to support where reasonably appropriate, the implementation of consistent processes to guide the planning, design, approval, construction and ongoing responsibility for ATI adjacent to roadways.
- The Regional Districts will work with other Regional Districts that comprise Vancouver Island Coastal Communities to promote consistency in liaising with the MoTI in its consideration of ATI proposals and administration and implementation of provincial review processes.

- The MoTI will work, subject to and in conformance with applicable laws, with the SCR D and other Regional Districts to review proposed ATI within provincial public highway.

Also outlined in the MOU, it is noted that MoTI and each Regional District keep and maintain a list of priority projects that will be discussed at a biannual meeting. The purpose of this meeting is to ensure both parties are aware of potential plans and projects.

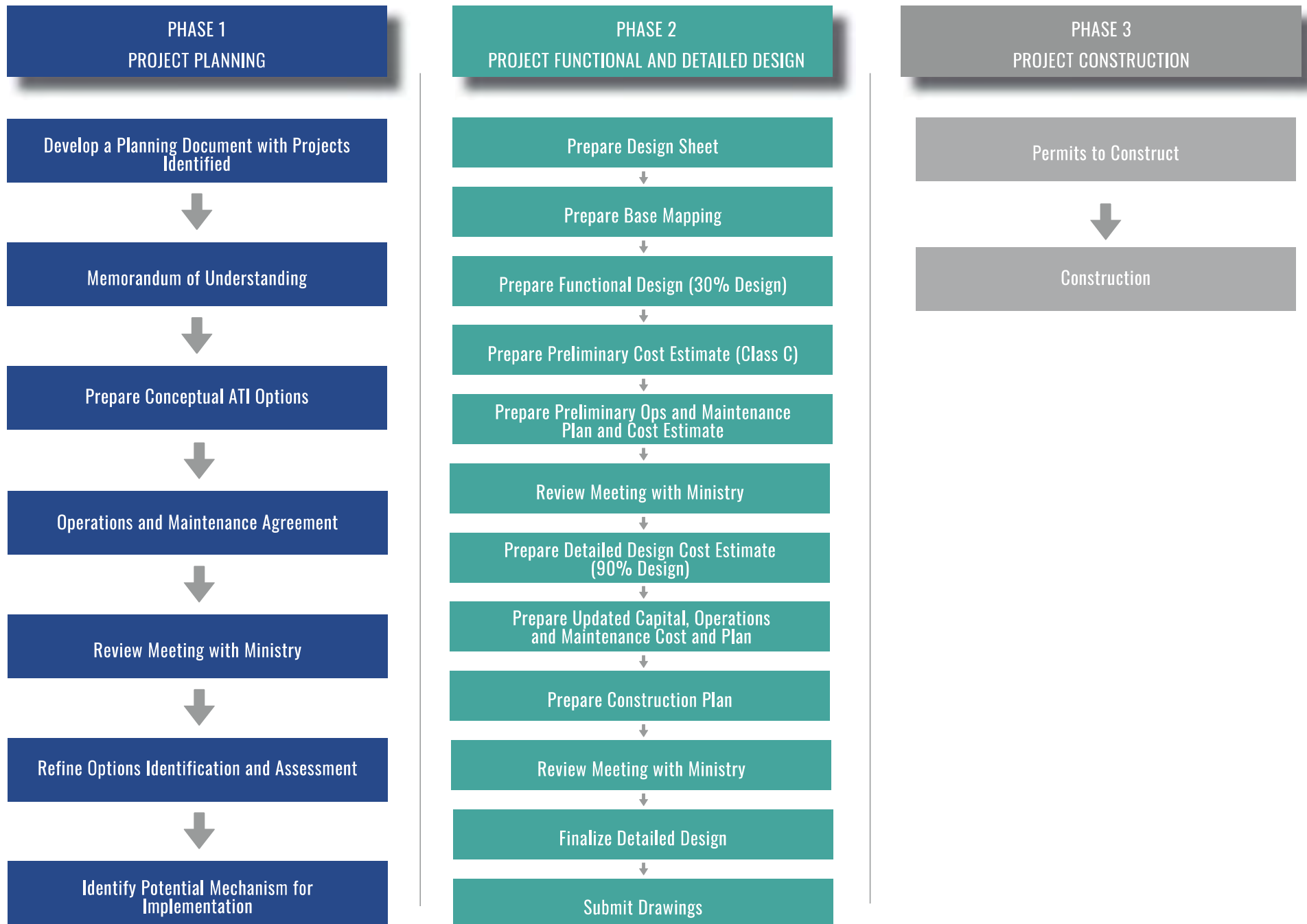
3.3 PROCESS FOR PLANNING AND DESIGNING ATI

This document provides a broad framework to work collaboratively with the Province on the installation of ATI and outlines key issues to be addressed. It is recommended that proponents develop work plans that are specific to the proposed project locations and that allow for numerous and ongoing opportunities to review and make decisions to advance through to subsequent stages of planning and design. This overall approach will increase ultimate support for the project and help to reduce unnecessary work and timeline delays.

The intent of this process is to allow MoTI and the Regional Districts to discuss and work through proposed projects together to determine feasibility. The goal is that by making this a more collaborative process with a series of conversations and checks, the uncertainty of whether a project will be approved is mitigated. Through this process both parties will have a level of guarantee that a project will be supported before the proposed concepts and designs are taken too far.

Reviews may be completed by either MoTI engineers and/or staff.

The following section identifies the steps in the process along with roles and responsibilities for the different agencies involved at each step. It is important to note that each step requires the sharing of required deliverables/conversations with MoTI. MoTI will review the provided materials and provide feedback. There are three key phases of the project approval and implementation process as outlined in **Figure 5**.



PHASE 1 PROJECT PLANNING

Develop a Planning Document with Projects Identified

Memorandum of Understanding

Prepare Conceptual ATI Options

Operations and Maintenance Agreement

Review Meeting with Ministry

Refine Options Identification and Assessment

Identify Potential Mechanism for Implementation

PHASE 1 – PROJECT PLANNING

The focus of Phase 1 is on project planning, this includes ensuring general active transportation connections have been identified through strategic plans and other agency planning documents before project specifics are considered in more detail. To streamline the process, it is important to ensure that all agencies are involved in some form in the planning process as stakeholders. This ‘Project Planning’ stage will help to ensure that all partners establish a common baseline understanding of current day and long-term planning characteristics and conditions. This stage of project planning will also serve to identify some of the largest challenges and barriers when considering ATI.

It is important to note that the location of driveways and access to private property needs to be considered during the project planning and design process. There is an obligation to ensure that property owners have access to land parcels. Any projects that consider removing driveways would require consultation with property owners and would be reviewed on a case-by-case basis.

The following outlines the suggested steps and scope of the Planning phase of the process.

1.1 Develop a Planning Document with Projects Identified

- Prepare a planning document (example documents include a Transportation Plan, Active Transportation Plan, Community Plan etc.) that identify proposed ATI projects.
- The planning document should include an implementation plan outlining priority projects.
- The planning document should be endorsed by local government council or board.
- MoTI should be included as a stakeholder in the planning process and provide input on proposed routes on or within MoTI road rights-of-way.

1.2 Memorandum of Understanding

- Review and sign the Memorandum of Understanding between the Regional District and Her Majesty the Queen in Right of the Province of British Columbia as represented by the Ministry of Transportation and Infrastructure.
- NOTE this step may occur prior the development of the planning document (Step 1.1).

1.3 Prepare Conceptual ATI Options

- Identify the proposed project (including project extents, possible facility types) and location within MoTI right-of-way.
- Confirm specific highway road classification, standards and requirements.
- Prepare base mapping of existing conditions.

- Document existing conditions within right-of-way – i.e. roadway geometrics, roadway uses, utilities, etc.
- Identify possible ATI facility types and standards to be considered.
- Prepare concept level cross-sections and plans of ATI options with LIDAR mapping or ground survey.
- Identify potential impacts on road uses, property, utilities, environment, etc.
- Identify possible mitigation strategies to address impacts and/or risks.
- Identify order-of-magnitude capital, operating and maintenance costs for options.
- Prepare summary technical memorandum: Preliminary Options Identification and Assessment.

1.4 Operations and Maintenance Agreement

- Work with MoTI to develop an Operations and Maintenance agreement outlining who is responsible for maintenance and operations once the infrastructure is installed. If ATI project is physically separate from MoTI infrastructure, the responsibility for operations and maintenance would be the party proposing the ATI project. MoTI will maintain ATI only if it is possible to be completed within normal roadway maintenance operations. This can include widened shoulders that would be maintained a part of the roadway maintenance contract.

1.5 Review Meeting with Ministry

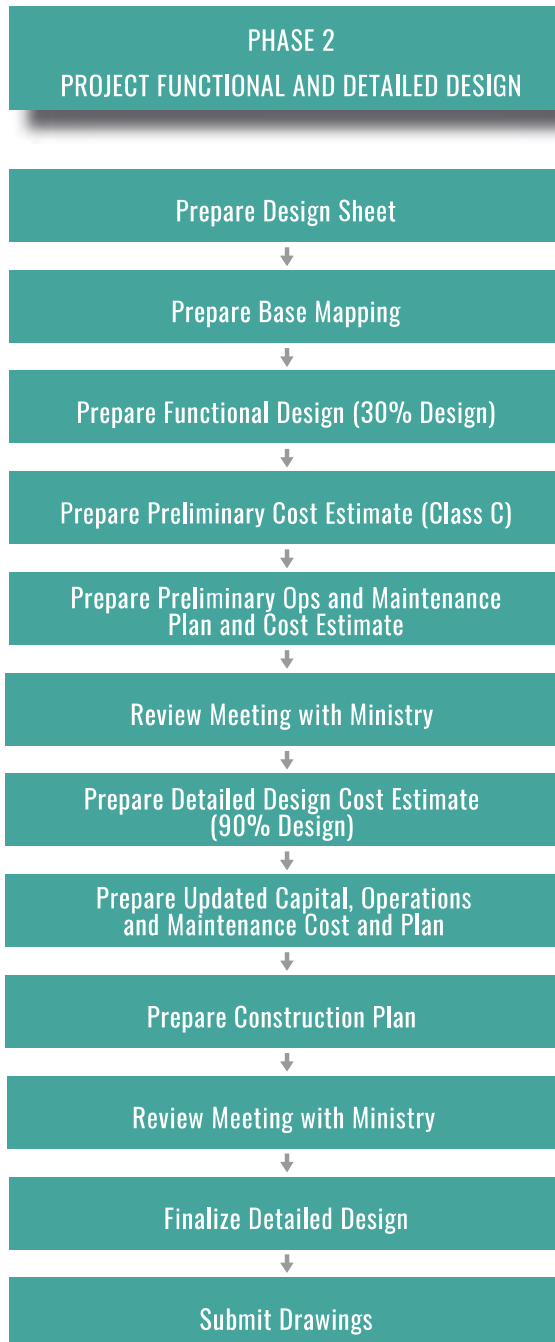
- Review and confirm existing conditions.
- Review and confirm optional ATI facility types and design standards.
- Review concept plans and preliminary assessment of options.
- Define other considerations as applicable.
- Identify preferred treatments and standards to be confirmed through Phase 2 – Preliminary Design
- Preliminary discussion on mechanisms for implementation –i.e. Permit, License of Occupation, Lease Agreement, New Development, etc.

1.6 Refine Options Identification and Assessment

- Refine optional concept treatments and configurations as required.
- Update options impact assessments.
- Confirm preferred facility type, configuration and general approach to mitigating impacts to guide design process.
- Submit updated options identification and assessment memorandum.
- Confirm steps and timing for subsequent stages of design and investigation.

1.7 Identify Proposed Mechanism for Implementation

- Proponent and MoTI should work together to identify the preferred mechanism for implementation.
 - Permit
 - License of Occupation
 - Lease Agreement
 - New Development
- The mechanism will be determined based on several factors including:
 - Location
 - Provincial right-of-way characteristics
 - Existing land use
 - Purpose of proposed project
 - Project life cycle
 - Operations and maintenance plan



PHASE 2 – PROJECT FUNCTIONAL AND DETAILED DESIGN

The second phase of the process focuses on a more detailed assessment of the feasibility of the proposed project. The proponent is responsible for preparing the project feasibility study based on previous discussions with MoTI. The study will be submitted to MoTI for review and MoTI may provide feedback and/or have follow up questions about the proposed project. The proponent will be responsible for incorporating any proposed changes or answering any questions. The proponent may be required to resubmit the revised feasibility study. If the feasibility study does not address the concerns identified by MoTI the project will not carry forward to the implementation phase.

2.1 Prepare Criteria Sheet

- Proponent to prepare a design criteria sheet for the proposed project that will be reviewed and accepted by MoTI. The project criteria should account for the classification, design speed, number of lanes, and traffic volume on the adjacent Ministry roadway. The design criteria should outline the following key features of the proposed facility:
 - Type
 - Width
 - Offset from Roadway
 - Physical barrier type (if applicable)
 - Design Speed
 - Anticipated Volume / usage
- Review and discussion with MoTI will be required to confirm the design criteria sheet. Multiple revisions may be necessary.

2.2 Prepare Base Mapping

- Proponent to compile georeferenced base mapping within the project area. At a minimum, this base mapping will include the following:
 - Accurate and field verified orthophoto mapping (aerial imagery) with major surface features clearly visible. In highly-treed areas, the aerial imagery may need to be supplemented with shape files or CAD linework denoting the major surface features (retaining walls, watercourses, pavement edges, curb lines, etc).
 - Existing underground and overhead utilities,
 - Existing property lines, easements and lot numbers,
 - Digital Terrain Model (DTM) of the existing ground. DTM to be based on ground survey, LiDAR, or tightly-spaced contours (< 0.2m intervals).

2.3 Prepare Functional Design (30% Design)

- Proponent to prepare georeferenced Functional Design Drawings that clearly illustrate the configuration of the proposed facility and accurately convey impacts to provincial infrastructure, existing utilities, sensitive ecosystems, and adjacent properties.
- While these drawings may differ in presentation from the standard BC Ministry of Transportation format, the following content must be included:
 - Horizontal layout of the proposed facility, including
 - Clear width,
 - Offsets from property lines, existing pavement edges and other major surface features,
 - Curve radii, and
 - Sightlines (where applicable, such as at road and rail crossings)
 - Vertical layout of the proposed facility, including
 - Design profile showing grades, vertical curves, and major utility crossings,
 - Existing ground profile, and
 - Detailed limits of cuts and fills.
 - Primary features of the proposed facility, including
 - Edge of pavement,
 - Extent of gravel shoulder,
 - Curb lines, concrete barriers, and fences,
 - Drainage details,
 - Retaining walls, and
 - Bridges.
 - Impacts to existing features, including
 - Clearing and grubbing limits,
 - Right-of-way acquisition requirements,
 - Setbacks from environmental features, and
 - Utility relocations or protection measures.

- Typical sections and details showing proposed pavement structure, crossfall, side slopes, and tie-in details with existing Ministry infrastructure.

2.4 Prepare Preliminary Cost Estimate (Class C)

- Proponent to prepare a cost estimate based on the Functional Design Drawings. As per BC Ministry of Transportation practice, the intended accuracy of the Class C estimate must be within -10% and +25% of the final anticipated cost of the project.

2.5 Prepare Preliminary Operations and Maintenance Plan and Cost Estimate

- Proponent to prepare preliminary operations and maintenance plan and cost estimate based on the Functional Design Drawings

2.6 Review Meeting with Ministry

- Proponent to meet with the Ministry to review the project Design Criteria, Functional Design Drawings, Class C Cost Estimate and Preliminary Operations and Maintenance Plan. A key outcome of this meeting will be an agreement between the proponent and the Ministry on the feasibility and general configuration of the proposed facility.
- Based on the outcome of this meeting the proposed project would be 'conditionally approved'. This approval would occur in advance of any additional design work required beyond 30%.

2.7 Prepare Detailed Design and Cost Estimate (90% Design)

- Proponent to advance the Functional Design and incorporate any Ministry comments received during the Review Meeting.
- While these drawings may differ in presentation from the standard BC Ministry of Transportation format, the following content must be included:
 - All items listed under the Functional Design section,
 - Removal of existing features,
 - Extents of pavement saw-cutting, milling and overlay,
 - Detailed tie-ins to adjacent facilities (Ministry or otherwise),
 - Spot elevation drawings for intersection improvements,

- Templated cross sections cut at 20m intervals for linear projects or at critical locations as identified, and
- Signage and pavement marking requirements.
- Proponent to prepare a cost estimate based on the Detailed Design Drawings. As per BC Ministry of Transportation practice, the intended accuracy of the Detailed Design must be within -5% and +10% of the final anticipated cost of the project

2.8 Prepare Updated Capital, Operations and Maintenance Cost and Plan

- Proponent to update capital, operations and maintenance plan based on the revised design and cost estimate

2.9 Prepare Construction Plan

- Proponent to prepare construction plan based on Detailed Design and updated Cost Plan to include milestone dates for stakeholder consultation (third party utilities, affected property owners), permitting, tendering and construction start and end dates.

2.10 Review Meeting with Ministry

- Proponent to meet with the Ministry to review the updated design drawings, cost estimate, O&M plan, and construction plan. Comments arising for this meeting are expected to minor and related primarily to the capital and construction plans (which have not been previously reviewed).

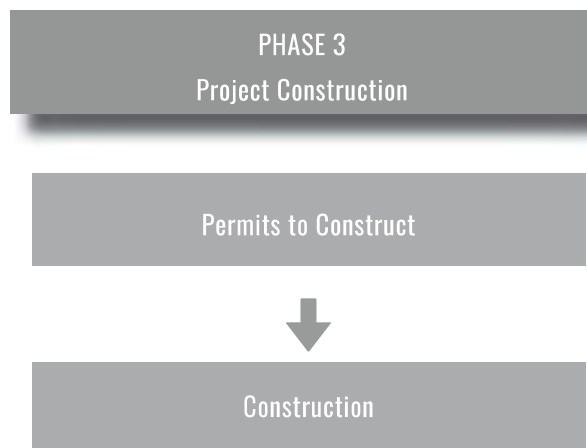
2.11 Finalize Detailed Design

- Proponent to update the Detailed Design and incorporate comments arising from the final Review Meeting.

2.12 Submit Drawings

- Proponent to submit final drawings to the Ministry for approval.





PHASE 3 – PROJECT CONSTRUCTION

The third phase of the process focuses on project approval and implementation, including construction. Upon approval MoTI will issue an Approval Letter to the proponent. The letter will outline the procedures required for implementation and construction.

3.1 Permits to Construct

- Based on a review of the project feasibility study, if the project is determined to be feasible, an Approval Letter will be issued by MoTI.
- The Approval Letter will outline the provisions for implementation and construction.
- The proponent is required to obtain all required permits to construct.

3.2 Construction

- The proponent is required to notify the Ministry district office 48 hours before any work begins.
- The proponent will install the proposed infrastructure according to the provisions laid out in the approval letter provided by the Ministry.
- A Work Notification/Lane Closure Request and Approval Form is required to be submitted in order to conduct any work on the right-of-way.
- Upon receiving 48-hour notification, Ministry staff are enabled to:
 - Keep an eye on the project to watch for traffic hazards, etc.
 - Check that suitable materials are used.
 - See that the contractor's work follows the terms of the permit.
 - Advise the maintenance contractor of activity.

The B.C. government has published the Active Transportation Design Guide, this document can be found and downloaded for free online (1). The guide is a comprehensive document with over 30 chapters providing best practice guidance on numerous active transportation facility types. For the context of planning and designing active transportation infrastructure within MoTI rights-of-way, Chapter F provides design guidance for these scenarios.

The 2019 Edition of the Design Guide (available now) is a living document that will be updated to reflect evolving best practices and feedback from B.C. communities.

4

DESIGN GUIDANCE

4.0 DESIGN GUIDANCE

The B.C. government has published the Active Transportation Design Guide, this document can be found and downloaded for free online³. The guide is a comprehensive document with over 30 chapters providing best practice guidance on numerous active transportation facility types. For the context of planning and designing active transportation infrastructure within MoTI rights-of-way, **Chapter F** provides design guidance for these scenarios.

The 2019 Edition of the Design Guide (available now) is a living document that will be updated to reflect evolving best practices and feedback from B.C. communities.

It is noted that, design speed, road classification, topography, and other elements are considered when deciding where walking and cycling are permitted. Walking and cycling are permitted on all roadways in B.C., with the exception of some Schedule 1 highways, including the

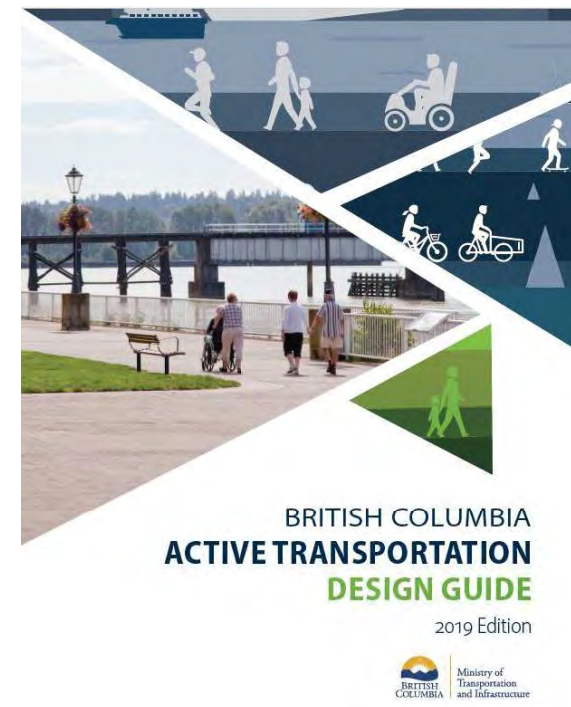
Trans-Canada Highway 1, Hope-Princeton Highway 3, Coquihalla Highway 5, and others. On these Schedule 1 highways, cycling is prohibited except to cross an intersection or where signs are in place permitting cycling. Some portions of the highway are excluded, meaning that cyclists are permitted. More details on the sections of the highways that are restricted, along with a list of exceptions, can be found on-line⁴. Walking and cycling is permitted on all other roadways under provincial jurisdiction.

For roadways under provincial jurisdiction, design guidelines for walking and cycling facilities are outlined in the B.C. Active Transportation Design Guide. The content outlined in the B.C. Active Transportation Design guide was sourced from the MOTI B.C. Supplement to TAC Geometric Design Guide. Chapter F of the B.C Active Transportation Design Guide is broken down into the following sections:

- **Facility Selection:** This section outlines which active transportation facilities may be appropriate within different land-use contexts.
- **Design Guidance:** This section summarizes design guidance on the types of active transportation facilities that may be considered on, or adjacent to, provincial roadways by facility type. The facility types listed in this section include:

- Off-street pathways
- Protected bicycle lanes
- Buffered bicycle lanes
- Painted bicycle lanes
- Pedestrian and bicycle accessible shoulders
- Sidewalks
- Fencing and barriers on provincial infrastructure

The B.C. Active Transportation Design Guide is intended provide designers with a detailed planning and engineering reference that provides practical design guidance and application information for active transportation infrastructure within the province.



³ <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/cycling-infrastructure-funding/active-transportation-design-guide>

⁴ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling/cyclingregulations-restrictions-rules>



Ministry of
Transportation
and Infrastructure

URBAN
systems

BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

ACTIVE TRANSPORTATION INFRASTRUCTURE PLANNING AND APPROVALS ON BC PROVINCIAL HIGHWAYS

VANCOUVER ISLAND REGIONAL DISTRICTS

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Rebecca Porte, Parks Planning Coordinator

SUBJECT: CRAB ROAD BEACH ACCESS ENHANCEMENT OPPORTUNITIES

RECOMMENDATIONS

THAT the report titled Crab Road Beach Access Enhancement Opportunities be received;

AND THAT the following actions be undertaken in Q4 2019:

- 1. Follow up with the Crab Road neighbourhood summarizing recommendations and next steps;**
- 2. Contact MOTI to coordinate removal of debris and dead standing trees within right of way, and determine possible encroachment onto right of way by adjacent landowners and strategies to define the boundaries;**
- 3. Install an etiquette sign at the beach access;**

AND THAT this report be provided to the Area B APC as information.

BACKGROUND

On January 10, 2019, the SCRD Board adopted the following resolution:

003/19 **Recommendation No. 6** *Truman Road Beach Access Permit Cancellation*

THAT the report titled Truman Road Beach Access Permit Cancellation (Electoral Area B) be received;

AND THAT SCRD approve the cancellation of Ministry of Transportation and Infrastructure Permit #01-005-12930 for a beach access in the Truman Road area;

AND THAT staff research, with neighbourhood participation, opportunities to enhance the Crab Road Beach Access and report back to a future Committee;

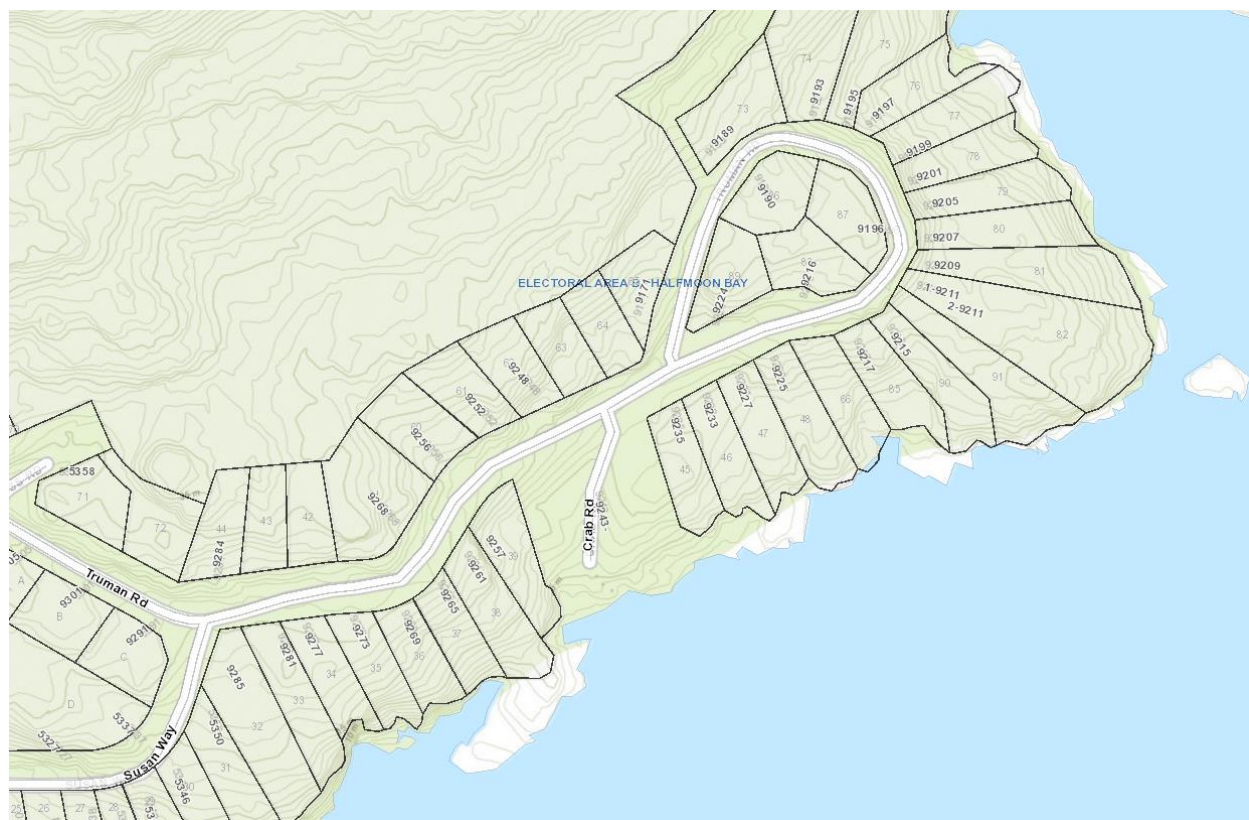
AND FURTHER THAT as part of exploring Crab Road Beach Access enhancement opportunities, this report be referred to the Electoral Area B (Halfmoon Bay) Advisory Planning Commission.

The purpose of this report is to provide a summary of the public consultation and feedback regarding potential improvements to Crab Road right of way, and to obtain direction from the Planning and Community Development Committee on moving forward.

DISCUSSION

Crab Road Right of Way

Crab Road is a Ministry of Transportation and Infrastructure (MOTI) right of way. It is located in a residential neighbourhood within Halfmoon Bay that includes a mix of waterfront and non-waterfront homes. The right of way itself includes a developed road end, a small path to a rocky bluff with a bench and water views. It is a wide road right of way as it was a consolidation of water access roads dating back to the original subdivision in the early 1970s. It is worth noting that the rocky shoreline can be subject to rough seas.



(Map: Crab Road right of way and surrounding area)

SCRD has held permit #1-6-19396 to construct, use and maintain the beach access since 2002. In recent years involvement has been limited to maintenance of the walkway and bench. Past efforts at shoreline improvements have had limited success due to the challenging nature of the location, with no improvements to the shoreline being sought in recent years. The goal of the current process is to work within the constraints/limitations of the site, and determine if there are specific improvements to Crab Road right of way that are desirable at this time. Any proposed improvements or infrastructure would require consultation with MOTI to ensure that it is within the scope of the permit.

Public Participation Process

Staff developed a questionnaire requesting feedback concerning the Crab Road beach access. In June 2019, 65 homes within the vicinity of Crab Road were sent letters inviting input respecting use of the waterfront area. The opportunities for input included two site meetings with the community, an online questionnaire, and area residents invited to directly contact SCRD staff. The scope of the exploration included opportunities for potential upland improvements, as opposed to enhancing water access. Approximately 30 people attended the two on-site meetings and 29 people responded to the questionnaire. Comments were also received through phone calls, emails and individual meetings. Below is a summary of feedback from the consultation including both concerns and opportunities.

Concerns	Opportunities
<ul style="list-style-type: none"> • Increased traffic in neighbourhood and at beach access • Increased garbage and cigarette butts • Lack of user etiquette • Parties on the beach and noise • Dead trees/underbrush and potential for wildfire • Encroachment onto right of way by neighbouring properties (intentionally or otherwise). 	<ul style="list-style-type: none"> • Etiquette sign (leave no trace message) • Increase seating area/picnic table • Working with MOTI to define boundaries of the public right of way • Working with MOTI and/or contractor to keep road end in better shape – clear of debris, invasive species.

Overall feedback

The majority of feedback stated a desire to limit changes. The three improvements that were most discussed and supported include a) posting a sign about etiquette, b) removal of dead trees and debris, and c) consulting with MOTI regarding possible encroachment onto the right of way by neighbours.

Feedback outside of scope

Some suggestions were provided which were outside of the scope of this current process, including a) the development of a water access for small boats (ramp), b) making the area more accessible for swimmers and kayakers, and c) ensuring the area is a viable emergency exit point in case of fire. As noted, there have been challenges in the past with foreshore improvements for boat accesses in terms of ability to withstand conditions in this location. As well, there are polarized views around such improvements including concerns about increased traffic and busyness in the area.

There were also process-related issues raised in regards to receipt of letters – at least 10 homes did not receive the letters that were sent which led to some feedback requesting improved methods of informing residents of the process.

Halfmoon Bay Advisory Planning Commission (APC) Feedback

The January staff report was also referred to the Area B APC. The main points of discussion regarding Crab Road were:

- APC would like to receive the results of the public process.
- APC has concerns about emergency access and evacuation plan for the neighbourhood in the event of forest fire.

Analysis

Public water access is of interest to this neighbourhood. It is appreciated and valued. While direct improvements are desired by some, there is a significant concern about the potential for increased traffic, noise and garbage that may result.

At this time, some actions to address the most consistent concerns and interests include:

- Dialogue with MOTI regarding possible encroachment by neighbouring properties, and strategies to define the boundaries of the right of way
- Work with MOTI on strategy to deal with debris and dead trees that have accumulated on site and may pose increased wildfire risk
- Develop and install an etiquette sign, in keeping with SCRD park and trail signage standards.

Financial Implications

The financial implications are contingent on the result of dialogue with MOTI. Staff resources are available for that dialogue. Costs could include potential survey of boundaries, tree and brush removal, and sign printing/installation. It is expected that the costs will fit within operational budget. However if costs exceed operational budgets staff will bring this forward in a future report. At this time it is unclear the level to which MOTI would be involved financially.

Timeline for next steps or estimated completion date

Next steps as recommended can be completed prior to the end of Q4 2019.

Communications Strategy

The neighbourhood will be informed of the results of this process and next steps through letters sent to original mail-out list, emails to individuals who reached out, as well as information placed on mailboxes. The APC will also be provided this report and any SCRD Board resolutions as information.

CONCLUSION

Public feedback, along with site constraints lead to the following recommendations moving forward:

- Share results to neighbourhood and APC
- Install signage regarding etiquette

- Discussion with MOTI regarding – removal of dead trees, addressing potential encroachment onto right-of-way by neighbours
- No further enhancements at this time.

Reviewed by:			
Manager	X - K. Robinson	Finance	
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Kevin Clarkson, Parks Superintendent

SUBJECT: EGMONT SCHOOL/ EGMONT PARK LICENSE AGREEMENT WITH SCHOOL DISTRICT 46

RECOMMENDATION(S)

THAT the report titled Egmont School/Egmont Park License Agreement with School District 46 be received;

AND THAT the designated authorities be authorized to sign the License Agreement between the SCRD and School District 46.

BACKGROUND

At the July 1998 meeting of the SCRD Parks and Recreation Committee, staff were directed to explore the possibility of acquiring a tenure arrangement for the Egmont School site (PID: 010-056-789 Lot 1 District Lot 5940 Plan 8476) from the Board of Education of School District No. 46 (SD46), in order for the site to be managed and operated as a community park. At the time, the Egmont Community Club raised \$3,000 to help fund new playground equipment for the site and sequentially a few upgrades were implemented. The SCRD entered a formal license to occupy arrangement with SD46 following Board approval.

SCRD Parks has been operating this site as a community park, including regular maintenance, grass cutting, vegetation maintenance, playground inspections, minor repairs, etc. since 1998. The Egmont school site park is a key recreation amenity for the Egmont community and the only SCRD park facility in the area.

As of June 2019, the current term of the license to occupy between the SCRD and SD 46 for the Egmont School site has expired. Staff have performed a review of the existing license and are recommending renewal of the agreement for a further five (5) years (60 months). SD46 is supportive of continuing the license.

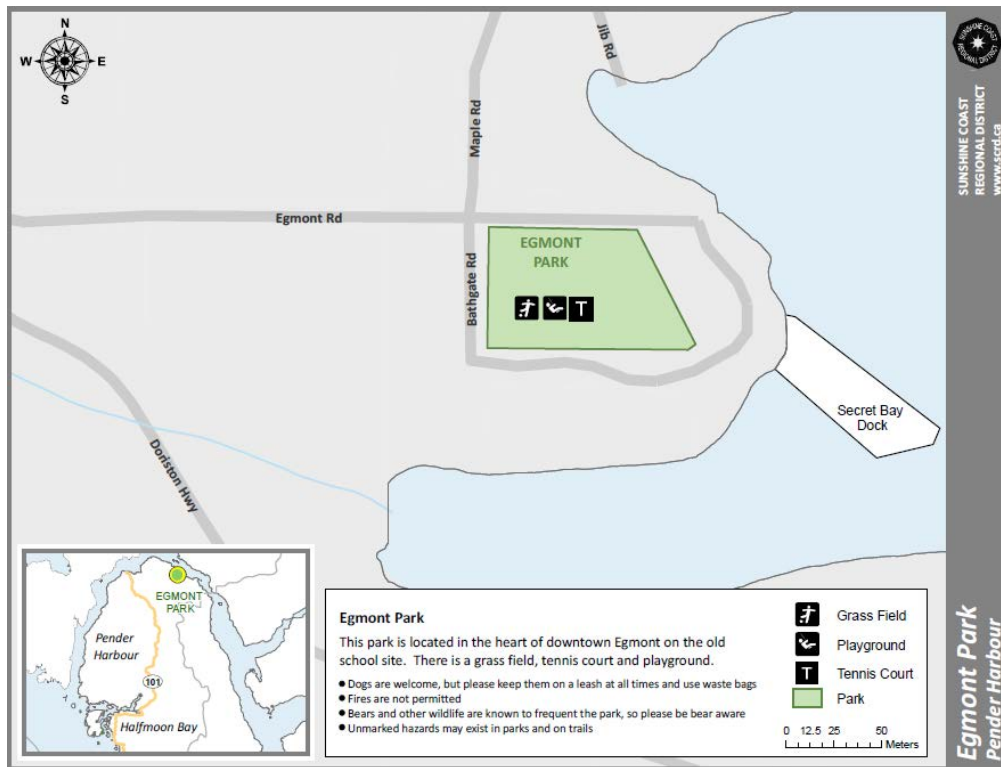


Fig. 1 Egmont Park Location map and park information



Fig. 2 Egmont Park multi-sport court, sports field, playground and perimeter fencing



Fig. 3 Egmont Park playground, soccer goal, on-street parking area and site furniture



Fig. 4 Egmont park swing set, toddler swings and adjacent large greenspace

DISCUSSION

The key conditions outlined in the agreement include:

- SCRD will retain a non-exclusive license to occupy the site;
- The renewed agreement will be for a further five year (60 month) term. This timeframe is due to SD No. 46 legislative requirements;
- Property usage is restricted to uses associated with managing and operating a public community park;
- Through agreement, SCRD is to comply with all bylaws and avoid any public or property nuisances; and,
- Standard insurance and indemnification clauses.

Organizational and Intergovernmental Implications

With the suggested license renewal being recommended for a further five (5) year term, the Egmont School site will continue to be included in annual Parks Division operational and capital planning. As well, regular routine maintenance and inspections will be required and will inherently have associated organizational impacts on time, resources and capacity.

Currently, no major improvements are planned or budgeted for this park beyond 2019. Subject to license renewal, during the final quarter of 2019 SCRD Parks Division operations will replace sections of the playground border and perform minor work to enhance vehicle access control measures on-site. Routine maintenance and inspections will continue, and approved resources and capacity will dictate any future improvements to Egmont Park.

Financial Implications

The SCRD will incur a \$1 dollar fee associated with the occupation of the property for the entire five (5) year (60 month) duration of the agreement. No additional financial implications are anticipated.

SCRD Parks will be responsible for the repair and maintenance of all matters related to the upkeep and operation of the community park, with reasonable wear and tear to be expected.

As age and use of the park at the Egmont School site increases, it can be forecasted that in the medium to long term, the removal and/or replacement of the playground, fence and tennis court infrastructure will be required; some of which may exceed normal operating costs and will be included in forthcoming annual capital planning for the Parks Division.

Timeline for next steps or estimated completion date

Upon Board direction and approval, staff will immediately coordinate renewal of the License to Occupy Agreement for signature by the delegated authorities.

Communications Strategy

None required, as there will be no change to service delivery in the community.

STRATEGIC PLAN AND RELATED POLICIES

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

- Collaborate with community groups and organizations to support their objectives and capacity.

Renewal of this license to occupy aligns with the Strategic Priority to facilitate community development.

CONCLUSION

Staff recommend that the delegated authorities be authorized to execute the License to Occupy Agreement renewal with the Board of Education of School District No. 46 for the Egmont School site for a further five (5) year term.

Reviewed by:			
Manager		CFO/Finance	X - T.Perreault
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: RFP 19 381 ICE RESURFACER AWARD REPORT

RECOMMENDATIONS

THAT the report titled RFP 19 381 Ice Resurfacer Award Report be received;

AND THAT Sunshine Coast Regional District award the purchase contract to Kendrick Equipment Ltd for a new ice resurfacer at a total value of \$193,991 (plus GST);

AND FURTHER THAT this recommendation be forwarded to the Regular Board Meeting of September 12, 2019.

BACKGROUND

The Sunshine Coast Arena (SCA) ice resurfacer (popularly known as a Zamboni, which is a brand name) has reached its full life expectancy of 15 years during which it has operated 7,300 hours.

DISCUSSION

Request for Quotation (RFQ) Process and Results

RFQ 19 381 Supply and Delivery of Ice Resurfacer was published on June 5, 2019 and closed on July 4, 2019. No addendums were issued. Purchasing received two proposals and the evaluation team consisted of three team members. The committee reviewed and scored proposals against the criteria set out in section 7.2 of the RFQ. Staff recommend that a contract be awarded to Kendrick Equipment Ltd. who met the specifications as outlined in the RFQ and was best price overall.

The current ice resurfacer at SCA is propane powered. The model recommended for purchase is an electric vehicle similar to what the Gibsons and Area Community Centre has now. Electric models are the new standard in ice arenas. With zero emissions these models contribute to improved indoor air quality and reduce corporate contributions to climate change.

Financial Implications

As per the Recreation capital plan, the 2019 approved budget for this item was \$206,000. All purchase and delivery costs will be covered within the approved budget.

Battery replacement (required in 5-7 years) will be factored into the Recreation Facilities capital plan as part of annual plan updates.

Timeline for Next Steps

Following Board decision, the contract award will be made. Delivery of the ice resurfacer is expected to occur in January 2020.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The SCRD received 2 proposals for RFP 18 381 Supply and Delivery of Ice Resurfacer.

Staff recommend award of the contract to Kendrick Equipment Ltd based on meeting the specifications and best value over all.

Reviewed by:			
Manager	X – K. Robinson	CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
I/CAO	X – M. Brown	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Arun Kumar, Manager, Solid Waste Operations

SUBJECT: **REQUEST FOR QUOTATION (RFQ) 1935003 CONTRACT AWARD FOR WOOD WASTE HAULING AND DISPOSAL SERVICE**

RECOMMENDATION(S)

THAT the report titled Request for Quotation (RFQ) 1935003 Contract Award for Wood Waste Hauling and Disposal Service be received;

AND THAT a contract for Wood Waste Hauling and Disposal Project be awarded to Salish Environmental Group Inc. for the total value of \$ 206,360 (before GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

At the July 25, 2019 Corporate and Administrative Service Committee meeting staff presented a report titled Interim Wood Waste Processing which discussed interment solutions for the wood stockpile at Sechelt Landfill (SLF) and Pender Harbour Transfer Station (PHTS). The Board adopted the following recommendation at its regular meeting of July 25, 2019:

206/19 **Recommendation No. 8** *Interim Wood Waste Processing*

THAT the report titled Interim Wood Waste Processing be received;

AND THAT a Request for Proposal for an interim wood waste processing service be issued;

AND THAT any deficit up to a maximum of \$50,000 resulting from an interim wood waste processing service in Solid Waste [351/352] be funded from the Eco-Fee reserve.

The intent of the interim wood waste removal service is intended to secure a contract for hauling and processing of all clean wood waste from both SLF and PHTS. RFQ was the recommended as the best procurement process for the wood waste hauling and disposal services.

In accordance with the Sunshine Coast Regional District's (SCRD) Purchasing Policy, RFQ 1935003 for wood waste hauling and disposal services was issued on August 6, 2019 and closed on August 20, 2019. One addendum was issued. The RFQ sought qualified companies to provide the hauling and disposal service, the responses were evaluated on availability, environmental considerations and price.

DISCUSSION

Analysis

Three compliant proposals were received. Led by Purchasing, the evaluation team consisted of two team members. The evaluation committee reviewed and scored the proposal against the criteria set out in the RFQ. Staff recommend that a contract be awarded to Salish Environmental Group Inc. They met the specifications as outlined in the RFQ and are the best value overall for the above-mentioned project.

Name	Total Contract Value (in the amount up to)
Salish Environmental Group Inc.	\$206,360

Financial Implications

As included in the staff report titled *Interim Wood Waste Processing* presented to the July 25, 2019 Corporate and Administrative Services Committee, it was estimated that \$220,000 could address the interim wood waste pile and that a potential deficit could result. In order to mitigate any budget shortfall, the Board approved the use of eco-fee reserves in the amount of up to \$50,000. At this time, staff are not recommending amending the 2019 Financial Plan, however, will monitor the landfill budgets and report back to the Q3 variance analysis if additional funding from reserves is required.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service is aligned with the SCRD Purchasing Policy.

CONCLUSION

In accordance with the SCRD Purchasing Policy, RFQ 1935003 was issued for the wood waste hauling and disposal from SLF and PHTS as an interim temporary measure.

Staff recommend that RFQ 1935003 Contract Award Wood Waste Processing be awarded to Salish Environmental Group Inc. in the amount up to \$206,360 (plus GST).

At this time, staff are not recommending amending the 2019 Financial Plan for the interim wood waste contract, however, will monitor the landfill budgets and report back to the Q3 variance analysis if additional funding from eco-fee reserves is required.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM	X – R. Rosenboom	Legislative	
I/CAO	X – M. Brown	Other/Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – September 12, 2019

AUTHOR: Robyn Cooper, Manager Solid Waste Programs

SUBJECT: CLEANBC PLASTICS ACTION PLAN POLICY CONSULTATION PAPER RESPONSE

RECOMMENDATION(S)

THAT the report titled CleanBC Plastics Action Plan Policy Consultation Paper Response be received;

AND THAT the draft response letter included in Attachment B be approved or amended and sent to Minister Heyman;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

BACKGROUND

A staff report on Single-Use Plastics Ban Considerations presented at the Infrastructure Services Committee on June 20, 2019 addressed the authority of a Regional District in terms of regulating single-use plastics. The SCRD cannot pursue a ban on single-use plastics as such action is outside of the SCRD's legislative authority; however, the SCRD can advocate for reduction in single-use plastics.

As a form of advocacy, the SCRD sent a letter dated June 28, 2019 to Minister Heyman of the Ministry of the Environment and Climate Change Strategy (MoE). The letter expressed support for Province-wide regulations on single-use plastics. A response from Minister Heyman was received on August 20, 2019 (Attachment A).

In June 2019, the BC Provincial Government developed the CleanBC Plastics Action Plan (Action Plan) and has started an engagement process. Feedback can be provided by completing an online survey or submitting a written response. Information and link to the survey can be found at <https://cleanbc.gov.bc.ca/plastics>. Feedback will be accepted until September 30, 2019 at 4:00 p.m.

In Minister Heyman's response, he suggested the SCRD provide feedback on the CleanBC Plastics Action Plan Policy Consultation Paper (Paper). Staff have drafted a letter in response to Minister Heyman's suggestion (Attachment B). The Paper was developed to assist completion of the Action Plan survey and a copy of the Paper is included as Attachment C.

The Paper acknowledges that the Province has heard that British Columbians are concerned about and want action on plastic. Policy options being considered for proposed amendments to the BC Recycling Regulation include collaborating with all levels of government to avoid unnecessary duplication and that actions provide immediate impact and protect BC's

environment. The Paper's proposed actions aim to "advance the reduction, diversion and recyclability of plastics and other single-use items in BC."

On August 14, 2019 staff participated in a local government discussion on the Paper hosted by the Recycling Council of BC (RCBC). The feedback gathered from local governments, including municipalities and Regional Districts from around BC, was collected and summarized by RCBC and can be found in Attachment D. RCBC will submit the collected responses to the Province.

DISCUSSION

The Province's CleanBC Plastics Action Plan Policy Consultation Paper (Paper) has four main areas that are being considered when developing next steps:

- Bans on single-use packaging;
- Reducing single-use plastics in landfills and waterways;
- Expanding plastic bottle and beverage container returns; and
- Reducing plastics overall.

The CleanBC Plastics Action Plan (Action Plan) survey is open Province wide and staff have shared the opportunity to provide feedback with the District of Sechelt, Sechelt Indian Government District, Town of Gibsons, fellow staff members and on social media.

The survey is designed primarily for individual feedback and as such, staff propose the SCRD submit separate, written feedback.

Staff have drafted a letter (Attachment B) that:

- Reiterates the letters sent by the SCRD on June 28, 2019 in support of reducing single-use plastics and inclusion of the Industrial Commercial and Institutional (ICI) sector with Province-wide recycling regulation amendments;
- Answers questions posed by the Paper; and
- Answers questions relevant to the SCRD posed in the survey.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

A response from Minister Heyman, to the letter the SCRD sent on June 28, 2019, was received on August 20, 2019. In Minister Heyman's response, he suggested the SCRD provide feedback on the CleanBC Plastics Action Plan Policy Consultation Paper (Paper).

Staff have drafted a response letter as feedback to the Paper and is included as Attachment B. Staff recommend that the draft response letter be finalized and sent to Minister Heyman.

It is also recommended that this be forwarded to the Regular Board meeting of September 12, 2019 to meet the September 30, 2019 submission deadline.

Attachments:

Attachment A – MoE Response to June 28, 2019 letter dated August 20, 2019

Attachment B – Drafted Letter to MoE to be sent September 12, 2019

Attachment C – CleanBC Plastics Action Plan Policy Consultation Paper

Attachment D – RCBC Gathered Feedback from Local Governments from August 14, 2019

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
I/CAO	X – M. Brown	Other	

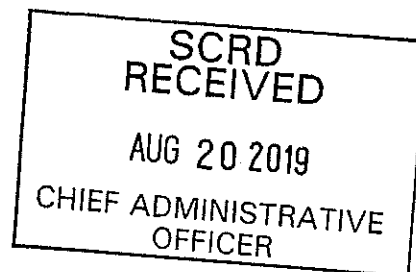
Tracey Hincks

From: Lori Pratt
Sent: Tuesday, August 20, 2019 9:35 AM
To: DL - Directors
Cc: Tracey Hincks; Sherry Reid
Subject: Fw: Province-wide regulations on single-use plastics

Board Correspondence. Should go on a committee agenda as well.

Lori Pratt

Director Area B - Halfmoon Bay & Chair
Sunshine Coast Regional District
Direct: 604-740-2370
1975 Field Road, Sechelt, BC V0N 3A1 604-885-6800
www.scrd.ca



From: Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>
Sent: Tuesday, August 20, 2019 8:47 AM
To: Lori Pratt
Subject: RE: Province-wide regulations on single-use plastics

Reference: 346985

August 20, 2019

Lori Pratt, Chair
and Directors
Sunshine Coast Regional District
Email: lori.pratt@scrd.ca

Dear Chair Pratt and Directors:

Thank you for your letter of June 28, 2019, regarding your support for a provincial single-use item reduction strategy for BC. I apologize for the delay in responding.

I share your concerns. Addressing plastics and single-use items is top-of-mind for many British Columbians and it is also a priority for my ministry. I believe this is an opportunity for BC to further showcase leadership on waste reduction.

To this end, I was pleased to announce on July 25, 2019, the Province's Plastics Action Plan Policy Consultation Paper and engagement process. Through the release of this consultation paper, the Province is engaging on developing new policy options and seeking feedback on action in four connected areas to reduce plastic pollution and use less plastic overall. British Columbians are encouraged to share their opinions in an online survey at www.cleanbc.ca/plastics. Written submissions are also encouraged with further instructions provided through the website. This survey and engagement process extends until September 18, 2019, after which we will publish a "What We Heard" report and determine the appropriate policy or regulatory responses. I look forward to your feedback on this initiative.

Further, BC has also been actively involved in the developing a Canada-wide Strategy and Action Plan on Zero Plastic Waste (Strategy and Action Plan), and will continue to support and align with longer-term proposed federal initiatives to ban harmful single-use plastics. In addition, Premier Horgan has recently appointed MLA Sheila Malcolmson as Parliamentary Secretary for Environment with a focus on marine debris protection to help find solutions to protect our marine environment from plastic pollution.

Thank you again for taking the time to write.

Sincerely,

George Heyman
Minister

This email was scanned by Bitdefender



June 28, 2019

COPY

The Honourable George Heyman
Minister of the Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC
V8W 9E2

Dear Minister Heyman,

Re: PROVINCE-WIDE REGULATIONS ON SINGLE-USE PLASTICS

The Sunshine Coast Regional District wishes to express its support for the call from the Comox Valley Regional District to bring forward province-wide regulations to reduce single-use plastics.

The impact of single-use plastics on the environment and water systems is well understood and documented. A very small percent of single-use plastics are recycled. The majority end up in landfills, lakes, parks and oceans, harming wildlife and the environment. As a coastal community, the Sunshine Coast is deeply connected to the natural environment economically, socially and culturally. In short, a healthy environment is vital for the well-being of all local residents.

There are some municipalities in BC that have begun to implement bylaws that restrict or reduce the use of single-use plastics by businesses. However, Regional Districts do not have the same authority to impose those restrictions on businesses and the resulting impact is inconsistent rules about single-use plastics, depending on the area you live.

We support the Comox Valley Regional District's call for the Provincial Government to introduce regulations that would diminish the use of single-use plastics throughout the province, regardless of where you live or operate a business.

Province-wide regulations will provide a level playing field for business operators and go a long way in protecting our oceans, lakes and natural environment from the many harmful effects of single-use plastics. We ask that your ministry take a leadership role in this matter.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT


Lori Pratt, Chair

cc: Bob Wells, Chair - Comox Valley Regional District

DRAFT LETTER RESPONSE

September 12, 2019

The Honourable George Heyman
Ministry of the Environment and Climate Change Strategy – Recycling Regulation Amendments
PO Box 9341 Stn Prov Gov
Victoria, BC V8W 9M1

Dear Minister Heyman,

Re: FEEDBACK FOR CLEANBC PLASTICS ACTION PLAN POLICY CONSULTATION PAPER

Thank you for your response received on August 20, 2019 regarding the regulation of single-use plastics and the Sunshine Coast Regional District's (SCRD) concerns for the community and environment. The SCRD is encouraged that the Province has prepared the CleanBC Plastics Action Plan Policy Consultation Paper and we appreciate your invitation to provide feedback and as such, is submitting the following.

The SCRD is very concerned about the problem of plastic waste. As a coastal community, the Sunshine Coast is deeply connected to the natural environment economically, socially and culturally. A healthy environment is vital for the well-being of all local residents.

Our community, its residents and businesses, would greatly benefit from Province-wide regulations to remove barriers to recycling for both residents and the Industrial, Commercial and Institutional (ICI) sector. The SCRD's position on amendments to the BC Recycling Regulation and the inclusion of ICI Packaging and Paper Product was expressed in a letter sent on June 28, 2019.

Additionally, the recycling of packaging is not well understood by British Columbians and the SCRD encourages the Province to ensure a level playing field. For example, the contents of a drink container should not affect where it can and cannot be accepted for recycling as well as, some drink containers have a deposit, where others, namely dairy containers, do not

The Province should take a leadership role to protect our oceans, lakes and natural environment from the many harmful effects of single-use plastics. To achieve this, the SCRD supports Provincial and Federal regulations and policies to reduce single-use plastics. As well as, the SCRD supports Provincial and Federal bans on single-use plastics packaging, including polystyrene foam, and others as deemed necessary to protect the environment, with exemptions that consider the safety, medical and accessibility concerns of British Columbians.

To help support single-use plastics regulations and policies, the SCRD encourages amendments to the BC Recycling Regulation that shift costs to the producers of Packaging and Paper Products to ensure residents are not unfairly burdened with the costs.

Thank you for your time and consideration.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT

Lori Pratt, Chair

Submitted via email to plastics@gov.bc.ca



Plastics Action Plan

POLICY CONSULTATION PAPER



The ministry is seeking feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the Environmental Management Act by September 18, 2019 to address plastic waste.

Instructions on how to provide comments are provided on the last page of this consultation paper.



Introduction

British Columbians want action on plastic waste. Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year. The Ministry of Environment and Climate Change Strategy recognizes that new steps are needed and is proposing action in four connected areas.

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

2 DRAMATICALLY REDUCE SINGLE-USE PLASTIC IN LANDFILLS & WATERWAYS



Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3 PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Expanding the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Through the release of this consultation paper, B.C. is engaging on the development of new policy options and seeking feedback on proposed amendments to improve existing programs.

B.C. has been actively involved in the development of a Canada-wide Strategy and Action Plan on Zero Plastic Waste ([Strategy](#) and [Action Plan](#)), and will continue to support and align with longer-term proposed federal initiatives to ban harmful single-use plastics.

Dramatically Reducing Plastic Use

DEVELOPING A PATH FORWARD WITH NEW POLICY OPTIONS

The Ministry of Environment and Climate Change Strategy (the ministry) recognizes that waste prevention is the highest priority. Plastic bans have been adopted in different forms in different jurisdictions to address the growing problem of plastic pollution — for British Columbia, it's critical that we solicit public input on what forms potential bans on plastic packaging could take. For instance, there may be items of interest to British Columbians which are not covered by the proposed federal ban and that are within B.C.'s jurisdictional authority, or that are a priority due to B.C.'s coastal and remote geography.

There are also actions being taken by local governments in B.C. that could be supported by a provincial harmonized approach. B.C. proposes to collaborate with all levels of government both to avoid duplicating regulatory initiatives, and to progress actions that would have an immediate impact and protect B.C.'s environment. In addition, B.C. proposes to work with the federal government to develop national recycled content standards to ensure that in the longer term any new plastics and packaging produced contain recycled plastic.

NEW POLICY OPTIONS

- » Consider provincial bans for plastic packaging under the *Environmental Management Act*.
- » Support the development of recycled content performance standards being led by the federal government.



More than 40% of plastic is used only once. We can do our part to change this, and we want your thoughts and ideas on how to do it best.

Expanding Recycling and Recovery

AMENDMENTS TO THE RECYCLING REGULATION

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways. By doing this as efficiently as possible, we can improve the supply of clean recycled plastics for re-manufacturing. When this strategy is combined with higher recycled content standards for products, it can reduce the need for new plastics to be created.

Both expanding producer responsibility and expanding B.C.'s beverage container return system can be achieved through changes in existing regulations. B.C. currently regulates Extended Producer Responsibility (EPR) for many products, requiring producers (manufacturers, distributors and retailers) of designated products to take responsibility for the life cycle of their products, including collection and recycling. This shifts the responsibility from taxpayers, local government or Indigenous communities to the producers and consumers of a product.

By requiring producers to be accountable, EPR programs reduce waste by incentivizing producers to design products that are recyclable and durable in order that they can be recovered for future use instead of going to disposal. This further supports a circular economy approach to waste management where resources are continually conserved and reused as raw materials.

B.C. proposes to expand existing EPR by including single-use items and packaging-like products under the [Recycling Regulation](#)¹ to ensure that these items are being managed responsibly through EPR programs prior to any potential federal bans coming into force (estimated for 2021 and beyond).

B.C. is able to move quickly in this regard as the North American leader with more than twenty-two EPR programs already in place. Expanding EPR to cover these items enables B.C. to capture any items that are beyond the scope or exempted from any federal ban.

¹ <https://bit.ly/2Oaqi5n>

The proposed amendments also include an update to the beverage container deposit system that would reduce the prevalence of littered single-use bottles in the environment and landfills by an estimated 50 million bottles per year.

As these actions would result in an increase in plastic items to be recycled, the Province would work with the federal government to develop national recycled content standards — ensuring that new single-use plastics and packaging-like products are produced using recycled plastic content.

PROPOSED AMENDMENTS TO THE RECYCLING REGULATION

- » Add 'packaging-like products' and 'single-use items' as obligated products to the Recycling Regulation to be recovered and recycled by producers.
- » Add all single-use beverage containers to the deposit-refund system.
- » Amend the refundable deposit amount to 10 cents for all beverage containers.
- » Allow electronic refund options for beverage containers in addition to cash.

Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year.



We Want Your Input

HERE ARE SOME SOLUTIONS WE ARE CONSIDERING

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

The *Environmental Management Act*² (EMA) governs the management of waste in British Columbia, to protect public health and the environment. The EMA allows for the banning of packaging by prohibiting, regulating or restricting the use or sale of packaging materials. British Columbia is considering bans as a policy option for plastic packaging and would like input on viable approaches.

Bans can be an effective policy tool to prevent plastic waste from occurring in the first place and help reduce the use of plastics that are commonly found in the environment and littered in our communities. Bans can also be used to divert recyclable plastics away from landfills to recycling facilities. They are also used to stop the use of plastics that are not recyclable or are considered difficult to recycle and manage.

Plastic packaging includes items such as plastic films (e.g., plastic bags, pouches or wraps) and containers (e.g., bottles, cups, tubs, and other hard plastics) that are used to package food and beverage products, consumer goods, cosmetics and personal care items.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging³.

² <https://bit.ly/1FETB2d>

³ <https://bit.ly/320HPTJ>

EXAMPLES OF BANS

- » The European Union will ban single-use plastic products (plastic cotton swabs, cutlery, plates, straws, drink stirrers and sticks for balloons), as well as cups, food and beverage containers made of polystyrene foam and all products made from oxo-degradable plastics by 2021.
- » Many US states such as Maine, Vermont, California, and New York have enacted bans on plastic packaging including plastic bags and polystyrene foam.

B.C. Local Governments:

- » The City of Vancouver single-use item reduction strategy includes bans for plastic straws, foam cups and foam take-out containers beginning in 2020.
- » More than 23 communities in B.C. have been actively working on developing bans for single-use plastic items such as bags and straws.

Plastic packaging bans are typically implemented through the following approaches:

- » **Bans to regulate the sale or use:** regulate the supply of certain plastic packaging into the marketplace or prevent or restrict the use of certain plastic packaging — e.g., a ban on the use of polystyrene foam in packaging and takeout containers and cups, or a ban on an identified type of packaging, such as a ban on plastic bags to contain or transport goods at the point of sale.
- » **Disposal bans:** prohibit the disposal of plastics that instead can be readily recycled. These bans are typically implemented at the disposal site located within the jurisdiction applying the ban — e.g., an energy-from-waste facility or landfill — and at transfer facilities where wastes are aggregated for transport to a final disposal facility. Bans on the disposal of materials, such as plastics, are implemented after systems are in place to collect and recycle the banned materials (such as those created under EPR programs).

Globally there are a number of new regulations banning plastics. Bans on the sale of plastic bags have been introduced in 65 countries, as well as many regional and local jurisdictions. The federal government recently announced their intention to ban harmful single-use plastics as early as 2021 to reduce pollution from single-use plastic products and packaging, such as shopping bags, straws, cutlery, plates, and stir sticks.

British Columbia communities have also taken significant steps to implement strategies, including bans, levies or fees on plastic bags. Beyond plastic bags, many B.C. communities are pursuing single-use plastic bans on items including plastic bags and straws, polystyrene foam, disposable cups and takeout food containers.

The City of Victoria was the first municipality in B.C. to ban plastic bags in July 2018 through a business licensing bylaw. Municipalities may regulate in relation to a number of areas under the *Community Charter*. On July 11, 2019 the B.C. Court of Appeal ruled, however, that the intent of the bylaw was for the *protection of the natural environment* and therefore under the *Community Charter*, municipalities wishing to exercise their regulatory authority for protection of the natural environment are required to obtain Provincial approval. The Province is currently reviewing all aspects of the decision and recognizes that local governments need clarity on what their authorities are and the process for acting on those authorities should they so desire. Feedback from this engagement process will inform actions and processes moving forward.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging.



When policy tools, such as a ban, are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. For example, research has shown that switching from single-use plastic bags to single-use paper bags results in simply trading one set of environmental costs for another. A single-use paper bag can require up to four times as much energy to manufacture and produces two times the greenhouse gas emissions when compared to a single-use plastic bag; however, they are bio-degradable and do not persist in the environment like plastic bags do. Successful policies have included the use of bans, generally in combination with levies and fees to decrease unnecessary single-use consumption and to encourage the reuse of bags and other sustainable alternatives. It is critical to find the right policy approach that results in the fewest unintended consequences.

In addition, exemptions to the ban are often required where no viable alternative is found, or to ensure that the essential safety, health, and wellness of all individuals is maintained. For the remaining plastic packaging and single-use plastics, EPR programs are necessary to ensure these materials can be collected and recycled back into new packaging and products.

- » **Do you think bans on plastic packaging should be implemented in B.C.? What plastic packaging products are a priority for B.C. to ban?**
- » **What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?**
- » **If a ban was applied, how should exemptions be considered?**
- » **Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic plastic items in their community? What types of bans should be considered?**

2 MORE RECYCLING OPTIONS



Dramatically reduce single-use plastic in landfills and waterways: requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

EXPANDING PRODUCER RESPONSIBILITY FOR PACKAGING-LIKE PRODUCTS AND SINGLE-USE ITEMS

British Columbia is a national leader in recycling with the widest range of regulated items collected — its existing province-wide Extended Producer Responsibility (EPR) program regulates recycling of packaging and paper products. The inclusion of packaging-like products and single-use items in the Recycling Regulation would expand the type of plastic products that producers are required to collect for recycling from sectors that may include, but are not limited to, residential and municipal properties province-wide.

Packaging-like products are materials that are sold as a product but are in turn used as packaging. This includes re-usable plastic containers, freezer/sandwich bags, canning jars, wrapping paper, and moving boxes. Single-use items are materials that are not necessarily packaging but similarly serve a one-time purpose. This includes plastic straws, stir sticks, cutlery and 'disposable' items purchased in multiples, such as plates, bowls, cups, and party supplies that could be easily diverted in a manner similar to packaging and packaging-like products. This change would require an amendment to the Recycling Regulation.

- » **Do you have comments or suggestions regarding the ministry's proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?**
- » **Do you have comments or suggestions regarding the ministry's proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?**

3

EXPANDING PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Improving the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

EXPANDING RECOVERY AND RECYCLING OF BEVERAGE CONTAINERS

Expanding the EPR deposit-refund system to cover all beverage containers and standardizing the refundable deposit to 10 cents, as well as modernizing the system, would capture and recycle millions more single-use containers, while reducing consumer and retailer confusion over what is and is not covered under a deposit-refund program.

Beverage containers that are currently excluded from the deposit-refund system would now be included, such as milk and milk substitutes (e.g., rice milk, soya milk, flavoured milk, and the array of milk-like products including energy drinks and caffeinated milk beverages). Milk and related products are currently under the residential packaging and paper products schedule of the Recycling Regulation. Obligating these products under the beverage container deposit-refund schedule would provide the needed incentive for greater returns from residents and would capture all containers from commercial generators (e.g., restaurants, schools, offices) that are currently exempted from the Recycling Regulation.

This change would require an amendment to the Recycling Regulation, which currently has a range of deposit-refund amounts from 5 to 20 cents depending on the container type. Creating a uniform 10 cent deposit-refund for all beverage containers translates into an estimated additional 50 million beverage containers diverted from landfills and our environment. Most plastic beverage containers sold today have a 5 cent deposit and are frequently discarded, yet beverage containers with a 10 cent deposit, such as beer cans/bottles, are returned more often by consumers.

The Recycling Regulation currently requires all refunds for returning beverage containers to be paid in cash. Modernizing the Recycling Regulation to also allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives), would increase ease and efficiency for the consumer. An example includes convenience options such as drop-and-go systems where customers set up an account, tag their mixed bag of containers and drop it in an automated receiving system. Bags are later picked up and sorted, and credit is applied to the customer's account. The existing depot network and cash refunds would still be maintained as an option to ensure those individuals and communities depending on cash refunds continue to have access to this immediate source of income.

Other jurisdictions have seen success with raising deposit-refund rates, expanding to more products and modernizing return systems. Oregon's recovery rate was stagnant at 65% in 2016 until a doubling of deposit-refunds from 5 to 10 cents (for all beverage containers), coupled with enhanced return options such as drop-and-go bags, resulted in an overall return rate of 90% in 2018. In 2008, Alberta increased deposit-refunds to a minimum 10 cents and expanded the program to include milk and related products, resulting in total recovery rates since increasing from 75% to 85%.

In two years' time, B.C would review the impact of the deposit rate changes to determine if further increases to the beverage container deposit rate are required to improve the recovery rate.

- » **Do you have comments or suggestions on the ministry's proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?**
- » **Do you have comments or suggestions on the ministry's proposal to create a uniform 10 cent deposit-refund for all beverage containers?**
- » **Do you have comments or suggestions on the ministry's proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives)?**

4

REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

DEVELOPMENT OF NATIONAL RECYCLED CONTENT PERFORMANCE STANDARDS

Recycled content performance standards (standards) go hand in hand with extended producer responsibility programs. EPR programs collect and recycle the materials, turning them into recycled plastic commodities. Standards create the demand for recycled plastic materials by requiring a minimum content of recycled plastic in new packaging and products.

Standards help producers of plastic products to design products with recyclability in mind, which helps to eliminate products that are hard to recycle. Having a common national standard provides clarity and avoids a patchwork approach across provinces and territories for producers. National standards also incentivize and complement government procurement policies and targets requiring purchased plastic products to contain recycled plastic. Procurement policies at all levels of government can stimulate and support market development in this area.

Increasing the levels of recycled plastic content in products can also result in greenhouse gas emissions reductions to help meet the goals set out in [CleanBC⁴](#), the Government's plan to reduce carbon pollution. The production and manufacturing of packaging and products, including the increasing use of plastics, generates greenhouse gas emissions. These emissions can be substantially mitigated by ensuring that packaging and products are reused and, once they reach the end of their life, are collected to be recycled back into new packaging and products. This reduces the need to produce more plastic from virgin materials and fossil fuels.

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources⁵.

As noted earlier, B.C. has been actively involved in developing the Canada-wide Action Plan on Zero Plastic Waste⁶ which identifies the federal government as leading the development of national performance requirements and standards for plastics. British Columbia has a significant opportunity to collaborate and influence the development of these standards, in particular with the proposed recycled content standard.

- » **What should B.C. consider in the development of a national standard on recycled content and any associated targets?**
- » **Do you have comments or suggestions on any related provincial policies or actions?**

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources.



⁴ <https://cleanbc.gov.bc.ca/>

⁵ <https://bit.ly/30UDrkd>

⁶ <https://bit.ly/2Q0QVtP> and <https://bit.ly/2XbqmAx>

Implementation

The actions proposed in this consultation paper will further advance the reduction, diversion and recyclability of plastics and other single-use items in B.C.

Feedback received will help B.C. determine other potential actions that should be developed or further consulted upon at the provincial level. Your input is welcomed regarding other potential products for inclusion in the Recycling Regulation, or other policy initiatives to minimize plastic waste.

All comments received through webinars, meetings, mail or email by 18 September 2019 will be compiled for review by ministry staff before final drafting of the regulatory amendments. This is expected to be completed in 2019.

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways.



Additional Information Sessions

The ministry will conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this consultation paper and provide an opportunity to ask questions and provide comments.

If you are interested in participating in a webinar, please contact the email below:

Email: Plastics@gov.bc.ca

Providing Feedback

The ministry welcomes comments on the information and proposals outlined in this consultation paper, and has provided the following opportunities for feedback:

- 1. Complete the public survey at:**
<https://cleanbc.gov.bc.ca/plastics>
- 2. Send a formal submission to: Plastics@gov.bc.ca**
Read the guidelines for formal submissions at:
<https://cleanbc.gov.bc.ca/plastics>
- 3. Email your comments to: Plastics@gov.bc.ca**
- 4. Mail your comments to:**
*Ministry of Environment and Climate Change Strategy –
Recycling Regulation Amendments
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1*

All comments received through the public survey, formal submission, webinars, mail or email by September 18, 2019 will be compiled for review by ministry staff before final drafting of the amendments to the Recycling Regulation or other policy changes. This is expected to be completed in 2019.

Please note that each organization's submission with opinions and identifiers could be made public either through a decision by the Ministry or if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

Thank you for your time and comments.

CLEAN BC PLASTICS ACTION PLAN

Gathered Feedback from Local Governments
(Collected August 14, 2019)

Recycling Council of BC

rcbc@rcbc.ca

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CLEAN BC PLASTICS ACTION PLAN - COMPILED FEEDBACK FROM LOCAL GOVERNMENTS

1. BANS ON SINGLE-USE PACKAGING

1.1 WHAT PLASTIC PACKAGING PRODUCTS ARE A PRIORITY FOR B.C. TO BAN?

- Follow the EU lead to include plastic cotton swabs, cutlery, plates, straws, drink stirrers and balloon sticks, as well as polystyrene foam containers and products made from oxo-degradable plastics.
- Ban magazines, reports, directories and newspapers that are encased in plastic wrap.
- Ban giveaway products that produce waste.
 - This could be free samples in tiny containers or plastic wrap, small toys with fast food meals, swag at conferences or events, or little bottles of liquor attached to bigger ones. These products are often wasted as the consumer usually gets them without consent.
 - Exempt systems such as sampling food in a grocery store or farmers' market where the waste can be minimized and the consumers are asking for the item from a person.
- Work to end the use of all expanded polystyrene foam in packaging, along with marine uses like for docks.
- Work to phase out materials that cannot be recycled or composted. The push towards multi-laminate plastics is a significant problem. Collecting them to burn as fuel wastes their embodied energy and releases GHG's while perpetuating their continued production.
- Watch for wording that can allow other plastics that can slip past the ban if not defined, such as oxo-degradable plastics.
- Keep bioplastics out of production and waste streams until standards and labelling can be developed.
 - Work with EPR programs to develop a collection stream for them that will not contaminate other material streams.
 - Conduct lifecycle analyses to assess whether these materials are advantageous compared to conventional plastics or naturally-sourced materials.
- Compostable plastics should not be encouraged as they will lead to contamination and processing issues.
 - The exception is fruit and vegetables stickers. All stickers associated with marking fruits and vegetables should meet backyard composting standards. Stickers designed for placement on fruit or vegetables should compost quickly and safely in the presence of air and water.
- Consider the full system impact of materials and make policy decisions based on evidence from objective sources (aka not an industry-funded study).
 - One standard argument for plastics is that they are lighter for transport and thus reduces greenhouse gas emissions. Another is that they may preserve food longer (though this claim should be independently studied and verified). However, from a broader system-wide perspective, it may be better to emphasis reuse. For example, refilling pop bottles locally and drinking local water instead of shipping it from another country.

- Examine how some food producers waste large amounts of produce that doesn't fit nicely into the containers. A push for unpackaged food, grown locally and eaten seasonally would have more beneficial impact than allowing a global food system to produce a lot of unrecyclable and unrecycled packaging with concurrent impacts related to pre-consumer food waste, habitat loss, soil nutrient loss, deforestation, fertilizer run-off, etc.
- Another argument is that single-use items are needed for sanitation or food safety concerns. While some of these uses are legitimate, many pose a very low risk associated compared to the much greater health risk associated with runaway climate change and other environmental impacts.
- Prioritize banning plastics that aren't recyclable first. For example, plastic bags (recyclable) should be lower in priority as opposed to non-recyclable plastics like straws and cutlery.
 - There might be more restrictions on the commercial side, but ideally a focus on non-recyclability should still be seen as the first priority.

1.2 WHAT TYPES OF BANS SHOULD BE CONSIDERED? (DISPOSAL/SALES)

- Disposal bans are hard to manage and enforce, putting the onus on local jurisdictions. They should only be implemented if there are alternative options available (recycling, composting, etc.)
- When considering disposal bans, ensure plastic streams are not burned elsewhere. This includes the production of alternative fuel for cement kilns and other locations that are burning waste as forbidden methods of disposal.
- Key bans should be placed as soon as possible by the provincial government. Once the federal government puts in place their changes, efforts should be made to harmonize BC's rules with theirs, but only if they are stronger (a race to the top). Local governments should be allowed to enact their own bans.
- Design policy for a substantial reduction in single-use items made from all materials **first**, before moving to replacement with better and renewable materials. Even a renewable material can still have a significant environmental footprint, so work towards reusable items made of easy to reuse and recycle (e.g. glass or metal straws, cloth bags, refillable glass bottles, wooden or metal cutlery, etc.)
- Sales or distribution bans would be easier to manage for LG's than disposal bans. One consideration to keep in mind is that consumers may shop elsewhere outside of jurisdictions due to imposed bans, putting local businesses at a disadvantage.
- Examine the possibility of restricting certain types of packaging versus a complete prohibition.
- B.C. should take the lead on adopting bans on single-use plastics instead of waiting for a national strategy, as it will take time for federal policies to take effect.

1.3 HOW SHOULD BAN EXEMPTIONS BE CONSIDERED?

- Work with credible sources like the Associations for Speech Language Pathologists, Dietitians, and Occupational Therapists to determine the need for medically necessary single-use items.
- Ban exemptions should be considered only when there is clear, unbiased (as in independent, non-industry funded) evidence that the ban will be problematic for individuals with unique health needs.
 - Hardship or unwillingness to change from industry or business should not be a rationale for exemptions.

- Define what is an accessibility device and have in-depth consultations with the affected groups.
- Undue hardships should be utilized as a guideline. Local governments cannot trump provincial legislation, but if the affected group can establish that there are no other alternatives, then that might cause for an override.
 - E.g. if straws are banned provincially, but if a group is overlooked, local governments should be able to appeal or apply for exemption without abusing or bypassing the intent of the ban.
- Consider that exemptions may be exploited as loopholes for the continued use of single-use plastics.
- Consider the need for consultations on the need of certain items (like bendy straws) as disability devices, as reusable alternatives can pose potential safety issues.

1.4 ARE THERE BANS BEST SUITED FOR IMPLEMENTATION AT THE FEDERAL, PROVINCIAL, OR LOCAL LEVEL?

- Amend the *Community Charter* so that local governments can enact bylaws to protect the environment. This is needed now more than ever with the climate emergency and could also help with problematic products that may be unique to some communities. For example, many communities work to curb invasive species while stores in their communities still sell the plants they are trying to remove.
- Clarify what “local government” means. The authority of regional districts as well as municipalities also needs to be better clarified.
- Local governments still would like some authority over managing and protecting their local environment. There is a nesting of roles and powers are not mutually exclusive.
 - Strategy should exist for a minimum level that the province can enact; local government can go beyond and complement that.
 - Need to work out a clear role for the regional district as well.
- Regulate single-use items in the same way as the BC Step Code. Set an outside date that single-use items need to be eliminated and provide local governments the authority to move as quickly towards this date as they wish, without needing to seek approval from the Province to do so. For example:
 - Plastic bags, 2020
 - Straws, 2020
 - Takeout containers, 2021
 - Plastic cutlery, 2021
 - Coffee cups, 2022

This allows it to have a set time it needs to be done, but then doesn’t slow local governments down who want to move more quickly. This strikes a balance between provincial control and local government autonomy and is based on pre-existing provincial regulation.

- Look to Connecticut as an example of balancing jurisdictional powers: A statewide act mandated that retailers charge a fee of \$0.10 per single-use plastic checkout bag less than 4 mils thick. “Single-use checkout bag” does not include paper bags; reusable bags; newspaper bags; laundry or dry cleaning bags; or bags used only to contain meat, seafood, loose produce or other unwrapped food items. Municipalities can enact ordinances concerning plastic single-use checkout bags that are as restrictive or more restrictive than the statewide Act.

1.5 OTHER FEEDBACK ON BANS

- Consider supporting the kinds of activities that emphasize reduction and reuse, such as unpackaged food in farmers' markets, zero waste stores, pop refilling centers.
- Increase incentives for refillable beer bottles along with an expansion into the wine sector, encouraging the ability to buy loose (unpackaged) items like nails so that one can purchase exactly what is needed, and supporting initiatives for customers to bring their own refillable containers, etc.
- Bans should be tied to principles of environmental protection, and research should lead the way on this. For example, a ban should be placed on oxo-degradable plastics due to the fact that they can create microplastics pollution.
- Ban or work to impose additional penalties for non-recyclable materials so they are phased out by producers through the use of differential fees or poor material choice surtaxes.

2. REDUCE SINGLE-USE PLASTICS IN LANDFILLS AND WATERWAYS

2.1 ON INCLUDING PACKAGING-LIKE PRODUCTS AND SINGLE-USE PLASTICS IN THE RECYCLING REGULATION

- Including packaging-like products in the Recycling Regulation would reduce confusion and frustration for curbside recycling programs by reducing the need for residents to distinguish between packaging and product.
- Including more materials to the Recycling Regulation may lead to additional confusion due to the prevalence of non-recyclable materials (e.g. plastic-lined paper), imposing a knowledge burden on residents to learn about the various materials in the Recycling Regulation.
- More focus should be placed on reduction instead of recycling.
- Include packaging and printed paper generated from the ICI sector under the Recycling Regulation.
- Getting more clarity in Schedule 5 of the Recycling Regulation would be ideal.
- Inclusion of additional single-use plastic items used for food or parties in the recycling stream may increase the level of contamination. These materials will not be 'easy' to recycle as indicated in the CleanBC consultation document. There is a potential for increased food contamination and more misunderstanding of what can be recycled. Contamination, especially in mixed recycling streams, raises the costs of recycling as a whole and may impact local government and private sector collectors as we can be fined for contamination.
- Utilize bans rather than EPR inclusion for certain items, such as stir sticks and cutlery, as those items are not suited for collection and processing at MERF's.
- Include packaging-like plastic products like freezer/sandwich bags, wrapping paper and moving boxes, but also look at the product's lifespan and material composition:
 - Example: Durable products that are designed to be reused and that will last a long time such as a Rubbermaid/Tupperware product should be encouraged over a very thin Ziploc-type version of the same container that will last only a few uses.
 - Example: Products that come in glass canning jars which are from a renewable material and are designed to be used multiple times should be encouraged with incentives, not penalized.

- Consider including other plastics, such as non-electric plastic toys, decorations and novelty items, safety equipment like helmets and car seats, outdoor furniture, gardening equipment, construction waste, agricultural plastics, textiles, fishing gear, marine vessels, poorly designed plastic rafts (e.g. Explorer 200s), cigarettes (often including plastic filters), cigarette packaging, and blister packaging to the Recycling Regulation.
- Set up clear standards for what qualifies to avoid situations like slightly thicker plastic bags being called “reusable.”
- Require all retailers of oil containers (marine and auto) also to collect the containers. There are currently numerous challenges to find drop-off locations.

2.2 OTHER FEEDBACK FOR MATERIAL INCLUSION IN THE RECYCLING REGULATION

- Ensure the programs are meeting the intent of the Recycling Regulation in not just collection, but in reducing and reusing products.
- EPR programs should develop and report on circularity indicators.
 - Stewards should move towards management for reuse and circularity.
 - Mandate recycled content for obligated products in the Recycling Regulation.
- Set escalating targets for collection or products by sub-category and consider financial penalties for uncollected products
 - Verify this in multiple ways, including industry-funded waste audits in multiple jurisdictions.
- Set targets for public awareness levels of their ability to return regulated products that increase over time.
 - Require programs to either improve the rate by spending a certain amount of money on marketing, or impose an equivalent fine and have the province do it.
- Propose to institute standard container sizes for BC-made jams, sauces, etc., along with a program set up to clean and redistribute them to manufacturers akin to the BC Beer bottle program.
 - The same goes for companies that rent out moving boxes that can last multiple times versus those that will not.
- An innovation for consideration could be a free database of all packaging sold in BC that includes bar codes.
 - This would allow for each product to be identified by a smartphone app to let residents know where to take single use packaging for recycling.
 - Have the producers be responsible for this data would allow for the materials to be incorporated quickly in smartphone apps.

3. EXPANDING PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS

3.1 ON INCLUDING MILK AND MILK SUBSTITUTES IN THE BEVERAGE CONTAINER DEPOSIT REFUND SCHEDULE

- The move to add milk and other beverages into the container deposit-refund schedule can help remove the confusion by users. Inclusion would simplify beverages, especially those that contain milk products in their top-three ingredients.

- The move to add milk and milk substitutes into the container deposit-refund schedule can cause confusion, as significant work was done to educate residents to place them for curbside collection in the first place.
- Experiences working with other jurisdictions (Alberta) on adding milk products to deposit programs show that it should lead to a reduction in confusion. “Anything you drink” is simple messaging, and milk containers can still be collected curbside.
- Placing beverage containers in curbside collection is not a concern as far as contamination, as a relationship currently exists between Recycle BC and Encorp with regards to refundables. Choice remains in regions between depot or curbside returns.
- Deposit items should be explicitly included in the Recycle BC program as the diversion rate is similar and residential collection is easier. If milk packaging is included in the deposit program, it should also be included in the Recycle BC program to promote diversion. Metal beverage containers should also be considered for inclusion in both the Encorp and Recycle BC collection programs. If residents do not want or cannot easily receive the deposit, then curbside should be encouraged for non-glass beverage containers.
- The commitment to review the impact in two years’ time is a good one.
- There is a concern that continued placement of containers in curbside programs can lead to lost deposit revenues and a net loss to the local community.
- Economic impact may not be problematic as the informal economy in some areas would likely divert that material stream and recover deposit values from curbside systems.

3.2 ON CREATING A UNIFORM 10 CENT DEPOSIT REFUND FOR ALL BEVERAGE CONTAINERS

- A standardized deposit helps streamline operations for more modern express depots and for retailers.
- 20 cents for all containers should be the deposit amount. Studies show that incentives must retain their power, so reducing the deposit on larger containers is problematic.
- Exempt producers that already charge more and have a direct-to-producer return system like Avalon Dairy and others who charge \$1 for each of their own branded milk bottles.
- Set up the system to make it easier to recycle beverage containers by banning container sleeves made of different material than the bottle, ensuring that only one kind of plastic is used.
 - Require container tops and tabs to remain attached to the container once open.
- Due to the enormous volume of beverage containers generated (1.3 billion annually), even high recovery rates (~85% in Alberta) may not be sufficient. Set a 20 cent deposit for standard containers and 30 cent deposit for anything over 1L to drive recovery rates even higher.
- If deposit values are set higher, people may be more inclined to return them on their own. This may be beneficial for some areas, but not so much for areas with a large informal sector (e.g. binners)
- Consider the ramification of any deposit changes on marginalized and homeless communities.
- Consider assigning the same standardized deposit values on bottle caps and single-use disposable beverage cups as well.

3.3 ON ALLOWING REFUNDS TO BE ELECTRONIC AND PAID IN ALTERNATIVE FORMS OF CASH

- Ensure that electronic payment does not destabilize the existing bottle depot network, nor allow for new ways to game the system.

- Cash must still be required as an option for those who don't have access to alternative systems.
- Unreturned deposits should be kept in a fund outside of the beverage programs (possibly funding awareness campaigns for EPR programs and the system in general) so that there is not a perverse incentive for a program to keep return rates low. Use of funds in this way also means that if awareness is high, there is less of a need for the education uses and more of the fund will be returned as deposits.
- Explore other jurisdictions around the world for innovative payment systems.
 - Germany has reverse vending machines placed in convenient locations and open 24/7

3.4 OTHER FEEDBACK FOR BEVERAGE CONTAINERS

- Incentivize the system to support the refilling of containers such as growlers, the Beer Bottle program, or the pop shops B.C. used to have. This would place the focus on reuse over recycling and be beneficial from a GHG emissions perspective.
- Health and safety is a topic that warrants attention for refillable or reusable containers. Providing clear direction on how people can bring their own containers will help make reuse a more viable option for both consumers and businesses.

4. REDUCING PLASTICS OVERALL

4.1 WHAT SHOULD B.C. CONSIDER IN THE DEVELOPMENT OF A NATIONAL STANDARD ON RECYCLED CONTENT AND ANY OTHER ASSOCIATED TARGETS?

- Develop a zero waste strategy that includes B.C.'s single-use reduction plan to ensure a harmonized approach and avoid unintended consequences of increasing environmental impacts through the switching to other materials.
- Phase out all subsidies to fossil fuels and fossil fuel infrastructure (both direct and indirect) that help manufacture virgin plastic at cheaper rates than recycled content.
- Consider product recyclability and not just recycled content so as not to create an additional unwanted material stream.
- Developing national standard content performance standards is a great idea.
- Develop clear standards for each type of plastic to keep the materials separate; that includes labelling of the various types of plastics and developing a system that doesn't foster the proliferation or down-cycling of more plastic, but rather keeps it in circulation for use as long as possible.
- Institute a standard ID code on plastics to provide a national level of assurance. For example, the Green Dot program in Germany.
- If developing a national standard takes too long, consider a B.C. only standard in the interim to lead the way.
- Involve the plastics industry in these discussions for their technical knowledge, but ensure that the playing field does not become tilted towards industry at the expense of the environment and society.
- Sustainable procurement policies should be pursued for the federal and provincial governments.
 - The province should develop model bylaws and policies for municipalities, non-profits, etc. as well as access to a research library that provides background information, tools and analyses to aid purchasing decisions.

- Encourage purchasing collectives to increase capacity and impact.
- Require the producers to fund marine clean-ups to a degree proportional to the amount of their product collected.
- Consider policies that keep products in use such as Right to Repair, requirements to publish repair manuals online, requirements to provide repair service, requirements to provide parts or plans for parts so that a repairer can make their own.
 - Institute mandatory five or ten year warranties and requirements for producers to actually repair returned items or use them for parts instead of destroying them.
 - Expand funding for repair cafes.
 - Make EPR programs really consider reduce and reuse in their program plans or add a fee to the programs to fund a provincial system.
- Work on consumer education to help consumers understand the complete impact of their purchasing decisions.
 - Start in schools and educate on quality over quantity, that cheap can be more expensive in the long haul, and systems to share infrequently used or expensive items.
 - Inform consumers of their rights.
 - Work in schools to develop literacy of why people consume and how to avoid consumerism as a habit or addiction.
 - Focus on determining values and paths to happiness over wealth.
 - Develop curriculum based on the Living Planet Index or ecofootprint concepts and ensure students understand food systems, nutrient cycles, resource capacity, where their own food comes from, where their water comes from, where their waste goes and what impacts their choices make on all systems.
- Ban advertising to kids under 18.
- Develop a GHG reduction plan based on the “GHG by system” measurement.
 - When looking at GHG’s by system instead of sector, the importance of reducing food waste and product consumption is apparent.
 - Address this and push for better GHG accounting systems to incorporate the full impact of BC-based demand for products and food instead of ignoring that impact.
- Push for the federal government to incorporate many of the suggestions above in a national program and in trade agreements.
- Start to consider that when reduce/reuse/recycle options are exhausted that landfilling of existing plastic (over waste to energy) is a form of carbon sequestration.
 - The primary goal should be to reduce but the use of existing plastic for energy should be carefully weighed against the fact that it is a fossil fuel and that we have lost the privilege of time to add more carbon to the atmosphere while getting our systems in order. Do not pursue waste to energy systems for mixed waste or plastics.

**SUNSHINE COAST REGIONAL DISTRICT
POLICING AND PUBLIC SAFETY COMMITTEE**

July 18, 2019

MINUTES OF THE SUNSHINE COAST POLICING AND PUBLIC SAFETY COMMITTEE
MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT
1975 FIELD ROAD, SECHELT, BC.

PRESENT:

(Voting Members)

Director, Electoral Area F, Chair	Mark Hiltz
Director, Electoral Area A	Leonard Lee
Director, Electoral Area B	Lori Pratt
Director, Electoral Area D	Andreas Tize
Director, Electoral Area E	Donna McMahon
Mayor, District of Sechelt	Darnelda Siegers
Councillor, District of Sechelt	Tom Lamb
Councillor, Sechelt Indian Government District	Alvina Paul
Mayor, Town of Gibsons	Bill Beamish
School District #46 Trustee	Sue Girard

ALSO PRESENT:

(Non-Voting)

RCMP Staff Sergeant	Poppy Hallam
RCMP General Duty Watch Commander	Philip Atoui
RCMP Constable	Jackson McIntosh
Vancouver Coastal Health	Susann Richter
Vancouver Coastal Health	Shannon Starrs
SCRD Interim Chief Administrative Officer	Mark Brown
Executive Assistant / Recorder	Tracey Hincks
Alternate Director, Electoral Area A	Marianna Bekei
Media	1

CALL TO ORDER

1:30 p.m.

AGENDA

The agenda was adopted as amended to include the following:

- Sunshine Coast RCMP Strategic Plan 2019-2021

INTRODUCTIONS

PRESENTATIONS AND DELEGATIONS

Mental Health and Addictions, Vancouver Coastal Health (VCH)

Susann Richter and Shannon Starrs, Vancouver Coastal Health (VCH), facilitated a discussion on the mental health and substance abuse. VCH provides a range of health care and support services to adults and older adults struggling with mental health and substance abuse issues by

providing acute and short term treatment services provided through assessment, stabilization, hospitalization and community or home environments.

VCH programs serve diverse populations, including young children, children in school and young adults. Programs are geared to build a system where public health, primary care, mental health and substance use programs work together as an interdisciplinary team to improve outcomes for children, youth and their families requiring these services.

Addictions and drug use support is available for those struggling with substance use or addiction, include detox, group therapy, counselling and medication.

VCH works with the RCMP to help those who require service get the assistance they need. Often the RCMP is the first line of contact. Services provided by VCH are not for “locals” only.

The Chair thanked Ms. Richter and Ms. Starrs for their attendance.

MINUTES

Recommendation No. 1 *Minutes*

The Sunshine Coast Policing and Public Safety Committee recommended that the minutes of April 18, 2019 be received as presented.

REPORTS

Sunshine Coast RCMP Strategic Plan 2019-2021

RCMP Staff Sergeant Poppy Hallam presented the Sunshine Coast RCMP Strategic Plan 2019-2021. The 2019-2020 Strategic Plan is the result of a collaborative process, with input from the Sunshine Coast management team, partners, stakeholders, and community members. This plan is prepared and guided by local, provincial, and national policing priorities. This plan is supported with the Annual Performance Plan which is a fluid document that captures performance and regularly reviewed by RCMP senior management.

The guiding principles and priorities were identified as Enhanced Public Safety, Accountability and Good Governance, Engagement In Our Communities & Collaborative Partnerships and Organizational Excellence – Investing in our People.

The following operational context and challenges were identified as Geography of the area – prioritizing calls for service, partner resourcing challenges – hospital, ECOMM, Social issues – homelessness, Transportation – highways and ferry traffic, Cannabis Legalization, Emergency & Disaster Response and Organizational Challenges – resourcing & housing prices.

Sergeant Hallam outlined the four strategic priorities for the plan as follows:

- 1. Crime Reduction*
- 2. Road Safety*
- 3. Community Outreach & Engagement and Indigenous People*
- 4. Investing in Our People*

Objectives for Road Safety are to reduce the number of impaired drivers, reduce the number of distracted drivers and reduce collisions.

Objectives for enforcement are to document the number of violation tickets with focus on distracted driving, increase the number of check stops and targeted enforcement action and increase the number of impaired driving enforcement actions.

Objectives for Community Engagement and Indigenous People is to increase police visibility, increase cultural awareness training and increase accountability to stakeholders.

Investing in employee wellness, human resourcing and education and training was also identified as an important objective.

The Chair thanked Staff Sergeant Hallam for the presentation.

Recommendation No. 2 *Sunshine Coast RCMP Strategic Plan 2019-2021*

The Sunshine Coast Policing and Public Safety Committee recommended that Sunshine Coast RCMP Strategic Plan 2019-2021 be received.

Recommendation No. 3 *Monthly Crime Statistics – April 2019*

The Sunshine Coast Policing and Public Safety Committee recommended that the RCMP Monthly Crime Statistics for April 2019 be received.

Recommendation No. 4 *Monthly Crime Statistics – May 2019*

The Sunshine Coast Policing and Public Safety Committee recommended that the RCMP Monthly Crime Statistics for May 2019 be received.

Recommendation No. 5 *Monthly Crime Statistics – June 2019*

The Sunshine Coast Policing and Public Safety Committee recommended that the RCMP Monthly Crime Statistics for June 2019 be received.

B & K Homeless Camp

The Committee discussed the homeless camp up the B & K logging road. The camp is under the powerlines and it was noted that there are perhaps a dozen people living there. The camp has been identified as a fire concern. There is a family living there in a bus as well as various tents and campers in the area. VCH Outreach Team and the RCMP have been on site for wellness checks and are monitoring the situation.

Recommendation No. 6 *Letter to Treasury Board for RCMP Living Subsidy*

The Sunshine Coast Policing and Public Safety Committee recommended that the SCRD Board send a letter to the Treasury Board to request that RCMP members on the Sunshine Coast receive a cost of living subsidy to mitigate the high cost of housing and transportation costs in order to attract and retain officers.

Recommendation No. 7 *Storage Facility Site for Abandoned RV Campers/Vehicles*

The Sunshine Coast Policing and Public Safety Committee recommended that staff investigate the immediate and mid-term potential storage facility site and disposal options for abandoned RV campers / vehicles that the RCMP requires be towed.

Recommendation No. 8 *Meeting with Ministry Staff*

The Sunshine Coast Policing and Public Safety Committee recommended that a meeting at UBCM with Ministry of Public Safety and Solicitor General Staff be requested to discuss additional RCMP staffing for the rural areas.

ROUNDTABLE

The following issues / concerns were discussed:

- *Increase in grow ops on the Sunshine Coast*
- *Commercial Vehicle Inspectors were on the Sunshine Coast for 3 days and many commercial vehicles were taken off the road or ticketed*
- *VCH staff have noticed an increase in cannabis induced psychoses in both youths and adults*

ADJOURNMENT 2:40 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
July 18, 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
Director, Electoral Area A, Vice-Chair

Donna McMahon
Leonard Lee

Director, Electoral Area B
Director, Electoral Area D
Director, Electoral Area F
Director, Town of Gibsons
Director, District of Sechelt
Director, District of Sechelt
Sechelt Nation
Ministry of Transportation & Infrastructure
Ministry of Transportation & Infrastructure
BC Ferry Corporation
Transportation Choices (TraC)
Southern Sunshine Coast Ferry Advisory
Committee

Lori Pratt
Andreas Tize
Mark Hiltz
Bill Beamish
Darnelda Siegers
Tom Lamb
Alvina Paul
Don Legault
Colin Midgely
Robert Edwards
Jody Schick
Diana Mumford

ALSO PRESENT:

(Non-Voting)

GM, Planning and Community Development
GM, Infrastructure Services
Manger, Transit and Fleet
RCMP
Alt. Director, Electoral Area A
District of Sechelt Councillor
MLA Constituency Assistant
SCRD Administrative Assistant / Recorder
Public
Media

Ian Hall
Remko Rosenboom
Gordon Dykstra
Sgt. Poppy Hallam
Marianna Bekei
Matt McLean
Kim Tournat
A. O'Brien
6
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CALL TO ORDER

2:45 p.m.

AGENDA

The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS

Janice Thicke presented to the Transportation Advisory Committee regarding a request for additional signage for "No overnight parking or camping" along pull-out areas on Ocean Beach Esplanade and enforcement by RCMP.

Discussion included the following points:

- Enforcement or no overnight parking or camping is under the Motor Vehicle Act. RCMP can issue tickets as parking offences.
- Violation tickets must be issued in person to the registered vehicle owner.
- MOTI will look into placing more signs at entrance and at specific locations along Ocean Beach Esplanade.
- Residents and visitors alike would need to comply with the no-parking regulation.

MINUTES

Recommendation No. 1 *Transportation Advisory Committee Meeting Minutes of April 18, 2019*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of April 18, 2019 be received, amended and adopted as follows;

- Page 5: “MOTI – Does not own right of way on some sections of Reed Road.”

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

It was noted that the SCRD Board adopted Recommendation No. 2 from the Transportation Advisory Committee meeting minutes of April 18, 2019 and one representative from the Southern Sunshine Coast Ferry Advisory Committee has been added as a voting member to the Terms of Reference.

REPORTS

Recommendation No. 2 *Park and Ride Options*

The Transportation Advisory Committee recommended that the report titled Park and Ride Options be received;

AND THAT park and ride facility location and design be explored with the community in 2019/2020 as part of planned survey research to update Transit Future Plan priorities.

Discussion included the following points:

- Parking challenges at Langdale ferry terminal and desire to find short term locations for park and ride options prior to the start of the terminal redevelopment construction.
- Timeline for construction start is Fall. First phase will be the overflow parking lot, not paid parking lot. BC Ferries is looking into possible shuttle options from Lower Gibsons, Marina area.
- Ferry Advisory committee would like to see short term solutions as parking is consistently full.
- District of Sechelt potential option would not be for another 9-12 months.
- Town of Gibsons reached out to School District for the summer.
- Would need to be located in close proximity to an existing bus stop.
- shíshálh Nation clearing land near the hospital in August. Could be a potential location.
- Central locations near other amenities are ideal.
- Suggestions: Halfmoon Bay fire hall area, Sechelt fire hall area, industrial area in Sechelt, Tsain-Ko mall, Raven's Cry Theatre area.
- MOTI: park and ride options preferably on a side road, where a small area can be built.
- Concerns for safety when vehicles pull-out and pedestrians crossing high-way.
- Advertise park and ride options in conjunction with BC Ferries.

COMMUNICATIONS

Recommendation No. 3 *July 2019 Ferry Advisory Committee Bulletin*

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

Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee provided a summary of the July 2019 Bulletin. A letter was received from Minister Trevena regarding changes to the Coastal Ferry Act. The SSCFAC sent a response letter to the Minister with comments regarding the service contract for Route 3 Ferry usage and concerns that the contract does not reflect the Sunday sailings being re-instated and the sailing wait period notice on the website only accounts for vehicles that have passed the terminal gates and not the upper parking lot. There will not be a second full time vessel on the route until 2024, after the redevelopment of the Horseshoe Bay and Langdale terminals.

Recommendation No. 4 *Construction of Bus Shelters Correspondence*

The Transportation Advisory Committee recommended that correspondence from Michael Maser, Resident, Elphinstone, dated April 30, 2019 regarding construction of bus shelters be received.

The General Manager of Infrastructure Services noted that all of the current bus shelters have been built using grant funding. There is a small budget put aside to maintain them, but no budget to properly inspect, repair or replace them. A staff report on a bus shelter program will come to a future Standing Committee in Q4. The report will address funding, gas-tax money, community group partnerships for donations and standard for shelters. Data from the recently installed passenger counters is forthcoming.

Recommendation No. 5 *BC Ferries Key Stakeholder Update – April 10, 2019*

The Transportation Advisory Committee recommended that correspondence from BC Ferries, Key Stakeholder Update, dated April 10, 2019 regarding Horseshoe Bay Terminal Development Plan be received.

The project is early in the process. BC Ferries may be looking at a new car ramp to get on the Langdale ferry and new route up the highway off the Langdale ferry to reduce bottleneck of traffic when two ferries are unloading at the same time.

Recommendation No. 6 *Town of Gibsons Correspondence*

The Transportation Advisory Committee recommended that correspondence from William Beamish, Mayor, Town of Gibsons dated May 31, 2019 regarding request to Minister of Transportation & Infrastructure regarding Sunshine Coast Highway 101 be received.

Director Beamish noted that a reply letter has not been received back from the Minister. There has been an additional death since the letter was sent. There are concerns about the highway speed near Woodcreek Park. Noted a pedestrian crossing system observed in Vancouver using a flag to cross the road.

MOTI provided a summary of the process to reduce the speed limit on a portion of the highway:

- Speed survey needs to be requested.
- Speed limit is set at the 85th percentile.
- Traffic analysis to develop a recommendation.
- Chief Engineer would need to sign off any changes to the speed limit.
- The last speed survey was conducted in 2016.

Recommendation No. 7 *Speed Survey*

The Transportation Advisory Committee recommended that a speed survey be requested by the SCRD for the portion of the Sunshine Coast highway near the Woodcreek Park area.

NEW BUSINESS**Draft MOU with SCRD and MOTI – Active Transportation Infrastructure**

Director McMahon noted concerns with the Draft Active Transportation Infrastructure MOU as follows:

- Concern that the MOU opens the door for requiring local governments to be responsible for provincial highways. Highway 101 is considered a controlled access highway.
- Liability concerns
- No wording in the document that recognizes MOTI's mandate to service all road users, not just motor vehicles.
- MOU reads like Active Transportation is the responsibility of local government
- Staff will report back to the Board with feedback from the 5 other regional districts involved in the project
- Pilot project on Gabriola Island has not started yet.

Transportation Advisory Committee role in multi-jurisdictional transportation initiatives

Discussion included the following points:

- In 2010, TAC was involved in the Integrated Transportation Plan
- TAC member agencies coordinate advocacy with senior government on key transportation issues: Highway 101, BC Ferries
- Suggestion: Task group to meet more frequently and report back to TAC. TAC is already a subcommittee of an SCRD Standing Committee.
- Cohesive message from various agencies going forward that encompass all the issues that are inter-related
- The Integrated Transportation Study at one time was a cohesive direction. Is this still the guiding document for TAC?
- Shíshálh Nation suggestion to bring regional transportation as a topic to a future Intergovernmental meeting.
- Suggestion: Reach out to the qathet Regional District Transportation Committee and include Powell River in regional discussions on transportation.
- Board Chair and Interim CAO will follow up with opportunity to hold annual Intergovernmental meetings with upper Sunshine Coast local governments on transportation issues.
- Ferry advocacy is happening between lower and upper Sunshine Coast.

Recommendation No. 8 *2011 Integrated Transportation Study*

The Transportation Advisory Committee recommended that the 2011 Integrated Transportation Study be circulated to TAC members and included as an agenda item for discussion at the October 17, 2019 TAC meeting.

Update on MOTI Corridor Review

MOTI noted that the current status of the review is in Phase 1. The problem definition portion has been completed. The SCRD and other member municipalities will be provided an opportunity to comment.

ROUNDTABLE

Committee members provided roundtable updates as follows:

Director Hiltz (West Howe Sound) – MOTI webcam on the top of bypass is appreciated. Concern regarding a “levy/dyke structure” on Marine Drive following flooding on Checkwelp Nation land. Is there a mechanism to change the 50km/h speed on bypass heading east based on congestion? BC Ferries sign meant to be a warning for upcoming congestion. People having challenges turning right when traffic control is set up at BC Ferry Langdale Terminal. Can citizens pay to tow a vehicle? RCMP can only tow on public right of way if it is impeding traffic or uninsured.

Director Lee (Egmont/Pender Harbour) – Would like to find a solution for abandoned vehicles. RCMP can assist to track down registered owner. Tow truck companies don’t want the vehicles. RCMP sends a letter to registered owner to notify before a vehicle can be towed.

Jody Schick (TraC) – TraC is supportive of the new provincial Active Transportation Strategy. The document has a section on active transportation and highways that would be a good model for the Coast. How is knotweed on the highway dealt with?

Colin Midgely (MOTI) – If the knotweed is deemed a safety hazard it can be treated on a case by case location basis, depends if it is near a culvert or water course, due to the chemicals used.

Director Tize (Roberts Creek) – Knotweed growth on Lower and Woodley Road. Concern for pot holes on Lower Road. Capilano noted that BA Blacktop is aware and will address it once available.

Gordon Dykstra (SCRD Manager, Transit and Fleet) – Noted a 10% increase in Transit ridership this year. Adjustments to the schedule for the summer have been beneficial to the public.

Director Beamish (Town of Gibsons) – Would like to see the shoulders swept in the bike lanes. Is there a policy or legislative solution for cost recovery of abandoned vehicles through ICBC vehicle registration?

Director Pratt (Halfmoon Bay) – Acknowledged and thanked Don Legault, MOTI for his contribution to the Sunshine Coast.

Don Legault (MOTI) – Will be leaving the Lower Mainland district and joining the Vancouver Island district out of Saanich in September.

Sgt. Poppy Hallam (RCMP) – Good coordination with MOTI with traffic control after collisions. Speed in passing lane in Roberts Creek is problematic. Police service dog is on the Coast.

Director Paul (shíshálh Nation) – Sees a lot of potential for Nation to collaborate with TRAC on high traffic areas. Shíshálh Nation is working on an area plan for Selma Park Road to McDonald's area.

Director Siegers (District of Sechelt) – Inquired if municipalities could receive advanced notice about work on the highway, so that the public could be made aware through local government communication channels. DriveBC does have some notification. MOTI will confirm if Capilano can give notice, at least 1 day in advance of upcoming work.

Director Lee (Egmont/Pender Harbour) – Inquired if there are plans to paint lines other than Hwy 101. MOTI advised that the paint allocation for the bypass was moved to paint Pratt and Gower Point Road.

Director McMahon (Elphinstone) – Noted that the lines painted on Pratt Road have been a big improvement. Resident concerned about dust from a commercial property on Fitchett Road and public accessing the driveway for recreational purposes. Concern about a landslip hazard at S-curve on Gower Point Road. MOTI worked on it last winter to mitigate concern, Capilano will be re-paving that area shortly. Concerns about debris and loose sand at the Shirley Creek culvert on Russell Road. Inquired if possible to get covered bike parking at Langdale terminal. BC Ferries noted that bike locker program has started again and covered bike parking is part of the terminal redevelopment plan.

In May, toured area with ICBC road safety representative looked at ongoing issues. The road safety map shows a high accident rate at Pratt Road and Highway 101. Inquired if there were any plans to redesign this intersection. The Gospel Rock development traffic study stated that the intersection is close to capacity. It had 75 collisions in the last five years. MOTI can ask traffic engineers to take a look at this area, no immediate plans, recently reconstructed.

ADJOURNMENT

4:35 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
AGRICULTURAL ADVISORY COMMITTEE**

July 23, 2019

MINUTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair Members	Paul Nash Raquel Kolof Gerald Rainville David Morgan Erin Dutton Barbara Seed Faye Kiewitz
ALSO PRESENT:	Director, Electoral Area F Director, Electoral Area E GM, Planning & Community Development Recording Secretary Public	Mark Hiltz Donna McMahon Ian Hall Autumn O'Brien 2
REGRETS:	Members	Gretchen Bozak Jon Bell

CALL TO ORDER 3:35 p.m.

David Morgan submitted his resignation as Chair of the AAC Committee on July 22, 2019

Faye Kiewitz assumed the role of Chair for the meeting.

AGENDA The agenda was amended and adopted as follows:

ADD NEW BUSINESS:

- Notice of Motion by Raquel Kolof regarding Glyphosate ban at UBCM September 2019 Convention.
- Update Regarding ALC Application 58605 (Morgan)

MINUTES

Recommendation No. 1 *AAC Meeting Minutes of June 25, 2019*

The Agricultural Advisory Committee recommended that the meeting minutes of June 25, 2019 be received and adopted as presented.

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

The Agricultural Advisory Committee discussed the wording of Recommendation No. 2 from the meeting minutes of June 25, 2019 and decided that no changes were required.

NEW BUSINESS**Emergency Planning for Farmers and People with Livestock – Southern Sunshine Coast Farmers' Institute**

Key points of discussion included the following points:

- Southern Sunshine Coast Farmers' Institute would like to begin an emergency planning and preparedness process for farmers and people with livestock on the Coast in August. Other governments are already doing this in farming areas.
- Is there SCRD precedent for this type of emergency planning? Are there provincial resources available that could be accessed?
- SCRD's new Manager, Protective Services (Matt Treit) starts August 6. Work will include updates to SCRD emergency plans.
- SSCFI can provide input on emergency planning for livestock and farmers to Matt Treit.
- Ministry or Wildfire Service may set up an evacuation centre for animals to provide shelter.
- [Emergency Management Guide for Small Farms from Ministry of Agriculture](#)
- During an evacuation order, all farms need a PID in order to return to farm to feed animals.
- SCRD has an Emergency Response and Recovery Plan and coordinates with EMBC.
- Agricultural Land Use Inventory project collected data in order to better respond in emergency situations.
- SSCFI will canvas members for resources and see who has ability to house/transport livestock.

Recommendation No. 2 *Emergency Planning for Farmers and People with Livestock*

The Agricultural Advisory Committee recommended that information regarding emergency planning for farmers and people with livestock be provided to the Agricultural Advisory Committee at a future meeting.

Buy Coastal Campaign – Southern Sunshine Coast Farmers' Institute

Joy Dutcher, Director and Marketing Specialist, Southern Sunshine Coast Farmers' Institute provided an overview of the Buy Coastal campaign.

- SSCFI focus: Collaborative Farming, Collaborative Business Development & Promotion
- Buy Coastal Campaign: Regional Business Development & Promotion.
- Helping local residents and visitors find/locate the farms/produce stands/farmers markets and understand what type of products are available.
- Advertisements: brochures, newspaper ads, develop an app.
- Target audience: locals, weekend residents, tourists. Suggestion: commercial businesses
- Deliverables: strong online profile (app & social media), education, branding, relationship building, engagement.
- Timeline: start Fall 2019, increasing promotion Jan – April 2020 planting season, by Summer 2020 programs are in place.
- Budget summary: volunteer, grant funding applications and sponsorship opportunities.
- Small business and farming is essential to the local economy
- SCRD Rural Grant-in-Aid or SCREDO would be appropriate avenues for seeking funding.

The Agricultural Advisory Committee thanked Ms. Dutcher for her presentation.

Notice of Motion by Raquel Kolof regarding Glyphosate ban at UBCM September 2019 Convention

Key points of discussion included the following points:

- Other regional districts are bringing forward a motion to UBCM regarding a provincial ban of glyphosate and spraying of forests.
- The deadline for resolution submissions to UBCM has passed.
- The resolution has been accepted by UBCM and will be on the floor for delegates to vote on at UBCM.
- Regional Districts do not have control over businesses. Inter-jurisdictional regulations could not limit the presence of the product on the Coast.

Recommendation No. 2 *Notice of Motion regarding Glyphosate ban*

The Agricultural Advisory Committee recommended that the Notice of Motion and supporting documentation submitted by Raquel Kolof be an agenda item on the September 24, 2019 Agricultural Advisory Committee meeting for discussion, as follows:

Motion: Given that glyphosate, the primary ingredient in the weed-killer Roundup, presents both a human health risk and an ecological/wildfire risk, the AAC ask that the SCRD requests that the Provincial Government ban Glyphosate, the controversial herbicide, at the annual conference of the Union of B.C. Municipalities (UBCM) in September 2019, until the Province has done a thorough scientific and legal study of its safety.

Update Regarding ALC Application 58605 (Morgan)

The General Manager of Planning and Community Development provided an update regarding ALC Application 58605 (Morgan). A staff report was provided to the Planning and Community Development Committee on July 11, 2019. The Committee recommended that staff work with the applicant to provide more information on the application and report to a future Committee meeting. The recording of the meeting discussion can be found online at:

<https://www.scrd.ca/agendas-2019>

Notice for Chair Elections will be clarified prior to the next meeting.

NEXT MEETING Tuesday, September 24, 2019

ADJOURNMENT 4:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION****July 31, 2019**

RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING
HELD AT THE PENDER HARBOUR SATELLITE OFFICE, 12828 LAGOON ROAD, MADEIRA
PARK, BC.

PRESENT:	Chair	Alan Skelley
	Vice Chair	Peter Robson
	Members	Tom Silvey Gordon Politeski Janet Dickin Jane McOuat Catherine McEachern Dennis Burnham Gordon Littlejohn Yovhan Burega
ALSO PRESENT:	Electoral Area A Director	Leonard Lee
	Recording Secretary	Kelly Kammerle
REGRETS:	Members	Sean McAllister Alex Thomson

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

The Egmont/Pender Harbour (Area A) APC Minutes of June 19, 2019 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of June 25, 2019
- Elphinstone (Area E) APC Minutes of June 26, 2019
- West Howe Sound (Area F) APC Minutes of June 25, 2019
- Planning and Community Development Committee Minutes of June 13, 2019

REPORTS

Provincial Referral CRN00085 for Log Handling, Storage and Floating Work Camp (Tsain-Ko / Capacity Forest Management)

The APC received Provincial Referral CRN00085 for Log Handling, Storage and Floating Work Camp (Tsain-Ko / Capacity Forest Management) with the following comment:

- There have been no studies or field data on marine habitat at the current proposed location.
- The new location still has significant conflict with existing uses and marine ecosystems in the Killam Bay area.

Recommendation No. 1 *Provincial Referral CRN00085 for Log Handling, Storage and Floating Work Camp (Tsain-Ko / Capacity Forest Management)*

The Egmont/Pender Harbour Advisory Planning Commission recommended supporting the project provided that it is relocated north of the Sanders property (private land) to the Delta Rock (Treat Creek) area, which is already subject to heavy industrial use;

AND THAT the applicant be required to post a bond or deposit to ensure compliance with the Management Plan.

Development Variance Permit DVP00047 (Simoes for Bickerton)

Recommendation No. 2 *Development Variance Permit DVP00047 (Simoes for Bickerton)*

The Egmont/Pender Harbour Advisory Planning Commission recommended that Development Variance Permit DVP00047 (Simoes for Bickerton) be denied for the following reasons:

- There is no topographical hardship features providing a compelling reason for the variance.
- More information on the pending development permit application determining the riparian setback is needed.

DIRECTOR'S REPORT

The Director's Report was received.

NEXT MEETING September 25, 2019

ADJOURNMENT 9:00 p.m.

SUNSHINE COAST REGIONAL DISTRICT**ROBERTS CREEK (AREA D)
ADVISORY PLANNING COMMISSION****July 15, 2019**

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.

PRESENT:	Members	Mike Allegretti Nichola Kozakiewicz Cam Landry Marion Jolicoeur Heather Conn Danise Lofstrom Gerald Rainville
ALSO PRESENT:	Electoral Area D Director Recording Secretary	Andreas Tize (Non-Voting Board Liaison) Vicki Dobbyn
REGRETS:	Member	Bill Page
ABSENT:	Members	Dana Gregory David Kelln Alan Comfort Chris Richmond

CALL TO ORDER 7:17 p.m.

Andreas Tize, Electoral Area D Director chaired the meeting in the absence of the chair.

AGENDA The agenda was adopted as presented

MINUTES

Roberts Creek (Area D) APC Minutes of May 13, 2019 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of May 29 and June 19, 2019
- Halfmoon Bay (Area B) APC Minutes of June 25, 2019
- Elphinstone (Area E) APC Minutes of June 25, 2019
- West Howe Sound (Area F) APC Minutes of June 25, 2019
- Planning and Community Development Committee Minutes of May 9 and June 13, 2019

REPORTS

BC Timber Sales (BCTS) Operations Plan 2019-2023

Key points of discussion:

- It was noted that on page 48 of the report that it states “The slopes of Mount Elphinstone above the highway in Electoral Areas D and E (BCTS Elphinstone Map Sheet) are not considered by the Province to be within a Community (drinking) Watershed as there is not a community water intake in this area. Many individual properties in this area depend on water from creeks or groundwater for drinking water. Without Provincial protections in place for surface and ground water quality, these licensees may be vulnerable to the impact of upstream resource activity.”
- It was also noted that on pages 79-81 of the report it is recognized that there are 380 registered users above Sunshine Coast Highway but that the actual number is much higher and registration is not a requirement. The concern is that with all these properties depending on this water supply it is still not designated as a Community Watershed, with the protections that would come with this designation, as there is not a “community water intake.”
- The report refers to “potential” concerns of residents, however, it should be “vital” concerns as “potential” minimizes the harmful impact of logging in this area.
- The number of licences may be much higher than stated in the report as many landowners are not aware of the requirement to register and there are hundreds of unregistered wells. The report states that registration is not required but APC members have been told that in the Water Sustainability Act it is required. Regulations may be different for domestic use versus commercial use.
- APC members agree with the recommendations of the Area E APC on page 70 of the report.
- Upper Roberts Creek doesn't fit the definition of a Community Watershed because it doesn't have a community intake, but it is in effect a watershed and should have this designation. This is especially an urgent concern given the water supply situation on the coast and climate change.

Recommendation No. 1 *BC Timber Sales (BCTS) Operations Plan 2019-2023*

The Roberts Creek Advisory Planning Commission recommends that Upper Roberts Creek be designated as a Community Watershed.

Recommendation No. 2 *BC Timber Sales (BCTS) Operations Plan 2019-2023*

The Roberts Creek Advisory Planning Commission supports Recommendation No. 1 of the Elphinstone Advisory Planning Commission in support of protecting drinking water quality, SCRD does not support logging in Community Watersheds.

- It makes sense. Water is life.
- Water is essential and becoming more and more important as the climate shifts.
- We have to make sure all of our community watersheds are protected as we move forward.

Recommendation No. 3 *BC Timber Sales (BCTS) Operations Plan 2019-2023*

The Roberts Creek Advisory Planning Commission supports trail protection strategy Option 2 BCTS redesigns proposed blocks with substantial buffers to protect the aesthetic and habitat values that the trail promotes.

AND THAT BCTS and SCR D discuss opportunities for BCTS to invest in the sustainability of Suncoaster Trail and access roads for example, funding bridge(s) at Vinebrook, phase 2.

Recommendation No. 4 *BC Timber Sales (BCTS) Operations Plan 2019-2023*

The Roberts Creek Advisory Planning Commission supports the following recommendations:

1. The SCR D does not support logging license A91376 located on District Lot 1313, which should be reserved for environmental protection as per ongoing discussions with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development and the Sk̓w̓x̓w̓7mesh Nation;
2. A strategy for the protection and/or restoration of trails surrounding cut blocks G041C4F6 (West Sechelt), G042C4F8 (Mt. Elphinstone), G043C3ZJ (Mt. Elphinstone), Licence A93884 (Mt. Elphinstone) G043C3ZH and G043C3ZP should be confirmed with local trail groups;
3. Public safety measures be implemented to communicate forestry activity to recreational users, including signage posted on all recreational trails leading to cut blocks, specifically G041C4F6 (West Sechelt), G042C4F8 (Mt. Elphinstone), G043C3ZJ (Mt. Elphinstone), Licence A93884 (Mt. Elphinstone) and G043C3ZH and G043C3ZP;
4. In support of monitoring and protection for marine life near logging activity, SCR D recommends that BCTS commission eelgrass mapping in coastal and tributary areas near proposed logging activity in Jervis Inlet - Hotham Sound, Deserted Creek, Brittain River, as well as coastal and tributary areas of Howe Sound near proposed logging activity - Rainy River, McNair, McNab and Potlatch Creeks, and that the mapping data be shared with the SCR D;
5. Ensure that both shíshálh Nation and Sk̓w̓x̓w̓7mesh Nation are consulted and that all harvesting-related activities undertaken comply with the Heritage Conservation Act; and that action be taken on these recommendations.

AND FURTHER THAT SCR D's position on logging in Community (drinking) Watersheds be conveyed to the Ministry of Forests Lands Natural Resource Operations and Rural Development to request that a clear limit of zero risk to drinking water quality and quantity be established including:

6.
 - a. Define a drinking water protection strategy for proposed forestry operations that has the goal of achieving zero turbidity, zero sediment and zero pathogen input to nearby creeks or streams from forestry activities;
 - b. Establish a monitoring and data sharing program.

7. The forest in the Coastal Douglas Fir Biogeoclimatic Zone be removed from the Timber Harvesting Land Base.

ELECTION OF CHAIR

Mike Allegretti was acclaimed as Chair of the Roberts Creek Advisory Planning Commission.

Gerald Rainville was acclaimed as Vice-Chair of the Roberts Creek Advisory Planning Commission.

DIRECTORS REPORT

The Director's Report was received.

NEXT MEETING Monday, September 16, 2019

ADJOURNMENT 8:20 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION****July 23, 2019**

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD AT ERIC CARDINALL HALL, 930 CHAMBERLIN ROAD, WEST HOWE SOUND, BC

PRESENT:	Chair	Fred Gazeley
	Members	Doug MacLennan Susan Fitchell Kate-Louise Stamford (<i>via telephone 7:02-7:59 pm</i>)
ALSO PRESENT:	Director, Electoral Area F	Mark Hiltz
	Recording Secretary Public	Diane Corbett 1
REGRETS:	Member	Gretchen Bozack
ABSENT:	Members	Bob Small
		John Rogers

CALL TO ORDER 7:02 p.m.

AGENDA The agenda was adopted as amended:

- Add under New Business: Invasive Species Management Strategies 2018 Report

MINUTESWest Howe Sound (Area F) Minutes

The West Howe Sound APC Minutes of June 25, 2019 were approved as circulated.

Minutes

Received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of June 19, 2019
- Halfmoon Bay (Area B) APC Minutes of June 25, 2019
- Elphinstone (Area E) APC Minutes of June 26, 2019
- Planning and Community Development Committee Minutes of June 13, 2019

DELEGATION

Applicant regarding Development Variance Permit DVP00043

The Applicant for Development Variance Permit DVP00043, responded to members' questions and comments.

The applicant noted that:

- There is close to 15 feet of right of way between the property line and Marine Drive. Next to that road is a ditch, a cedar hedge and a road.
- Wants to create a path to be able to walk through that buffers and is separate from Marine Drive.
- Lot 15 is the only lot that has to be a slab on grade (other lots to be built on grade). Could bring the grade up but cannot dig down. Once constructed, it would be closer to the natural grade.
- Retaining wall would be 8 to 10 feet high.
- All the systems have to be engineered.
- There would be no accesses onto Marine Drive except the path. The path, on MoTI property between the hedge and the property line, would be at least five feet wide.

REPORTSDevelopment Variance Permit DVP00043 (Wright)

The APC discussed the staff report regarding Development Variance Permit DVP00043 (Wright) to vary the minimum setback of retaining walls from the front and side parcel lines from 5m and 1.5m respectively to 0 for lots 13 to 16, located at the intersection of North Road and Marine Drive.

The following points were noted:

- Would support as long as MoTI are in favour of the wall.
- There is a plan for a bike path on that side of the road. Would have no problem as long as the future bike and walking path could go in without a lot of extra expense, and would not be impacted by a retaining wall.
- Concern that there is quite a difference in elevation between top of retaining wall and road. It would be problematic if MoTI were going to widen under where that retaining wall is; cutting out under that would be a problem.
- Concern about traffic conditions in that location, with kids getting off busses to go to Hopkins beach, and lots of cars going down (towards Hopkins) and turning around.
- Regarding drainage issues: there is more water coming down Marine Drive than North Road or properties. The ditch works well. There is a cross culvert that goes down to Hopkins Landing, on the Gibsons side. There is a tremendous amount of water coming down Marine Drive; there is a constant issue with that, with gravel also coming down.

Recommendation No. 1 *Development Variance Permit DVP00043 (Wright)*

The APC recommended that Development Variance Permit DVP00043 (Wright) be authorized to proceed under the condition that it would not impact plans for a bike path, and for the following reasons:

- It would help to create functional building sites for steep and small lots without negative impact on surface drainage or septic fields of surrounding areas.
- It is good that people pursue developing difficult lots.

BC Timber Sales (BCTS) Operations 2019-2023

The APC received for information the staff report regarding BC Timber Sales (BCTS) Operations 2019-2023. A recommendation on this item was made at the June 2019 APC meeting.

The following comments were made:

- The June 27 report is very detailed and thoughtful.
- Love the trail idea if done properly; but logging is such an important part of our economy. As much as tourism is a part of the Regional District, it isn't always a positive impact. The Coastal Douglas Fir (CDF) Conservation Partnership notes that the natural CDF ecosystem is competing with human pressures, including development, industrial uses, invasive species, and recreational use. It would be good for people to hear that; there is the perception recreational use is light impact.
- Support staff recommendation that BCTS continue to work collaboratively with the Sunshine Coast Trails Society to inform plans for community trail restoration and safety work.
- This communication line with BCTS is open; let's enhance it and continue that communication.
- Like the considerations for a land and resource management plan, the idea of looking at a plan across the coast. Fits into the work being done in Howe Sound.
- If you went to the Ministry of Forests workshops, you can see the process and how technical it is. That is why we encourage BCTS to put on workshops more often. There are always new people involved; bring people up to speed on the process.
- A lot of the cedar is dying out; you can see the impact of climate change, especially in this dry CDF zone.

NEW BUSINESS**Invasive Species Management Strategies 2018 Report**

The West Howe Sound APC would like to receive the Invasive Species Management Strategies 2018 report, for information.

It was noted that there would be interest on the islands in a workshop on invasive species, if the opportunity were to arise.

There was discussion about the provincial "Report a Weed" and "Report Invasives" reporting lines (<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/reporting-invasive-species>).

DIRECTOR'S REPORT

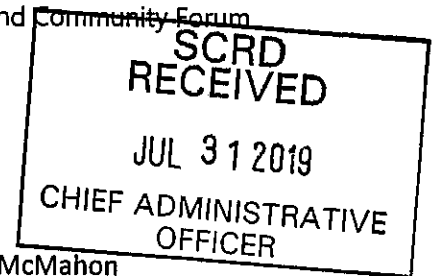
The Director's report was received.

NEXT MEETING September 24, 2019

ADJOURNMENT 8:24 p.m.

Tracey Hincks

From: Cecilia Garcia
Sent: Wednesday, July 31, 2019 3:09 PM
To: Tracey Hincks
Subject: FW: Save the Date October 25th - Next Howe Sound Community Forum



From: Ruth Simons [mailto:howesoundcommunityforum@gmail.com]
Sent: Wednesday, July 31, 2019 3:06 PM
To: Lori Pratt <Lori.Pratt@scrd.ca>; SCRD General Inquiries <info@scrd.ca>; Donna McMahon <Donna.McMahon@scrd.ca>; Mark Hiltz <Mark.Hiltz@scrd.ca>
Cc: Andreas Tize <Andreas.Tize@scrd.ca>; Mark Brown <Mark.Brown@scrd.ca>
Subject: Save the Date October 25th - Next Howe Sound Community Forum



**Mayor Karen Elliott &
District of Squamish Council**
invite you to the next
Howe Sound Community Forum

Friday, October 25, 2019

Cheakamus Centre, Paradise Valley

10:30-4:00

Transportation and program details to follow

Ruth Simons, Lead, Howe Sound Biosphere Region Initiative 604 921-6564 778 834-4292

Assisting:

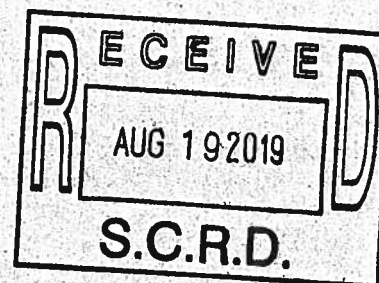
Howe Sound Community Forum *Established in 2002*

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District - Squamish Lillooet Regional District



GREEN COMMUNITIES
COMMITTEE



MASTER FILE COPY

Ref: 247227

August 15, 2019

Ms. Lori Pratt and Board Members
Regional District of Sunshine Coast
1975 Field Road
Sechelt BC V0N 3A1

Dear Chair Pratt and Board Members:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce greenhouse gas (GHG) emissions in the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce GHG emissions in your community and through corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporately or community-wide) to reduce GHG emissions for the 2018 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

.../2

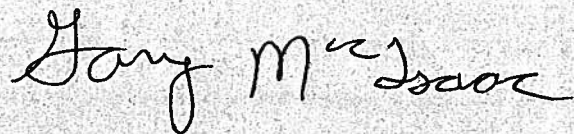
In recognition of your significant achievements, the GCC is pleased to provide you with climate action community branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader* window decal, for use on public buildings.

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their community's community energy and emissions inventory receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>



Dear Mayors, Councillors and Regional District Board Members,

September 3, 2019

Re: Joint Local Government Submission regarding Provincial Plastics Action Plan

Municipalities and Regional Districts are often at the forefront of environmental issues that affect our citizens and local environments. As local governments who are taking steps to reduce single-use items in our communities, we write to you asking you to join us in a response to the Ministry of Environment and Climate Change Strategy's call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste. In this way, it is our hope that the voices of local governments will be stronger together.

In reviewing the "[Plastics Action Plan Policy Consultation Paper](#)", the following five topic areas were determined as matters requiring specific feedback from the local government sector, and they form the basis of our joint letter:

1. Prioritization of Reduction and Reuse over Recycling and Disposal
2. Clarification of Local Government Authority
3. A "Stepped" Or Phased Approach to Regulation
4. Improvement of Extended Producer Responsibility (EPR) Programs
5. Adequate Consultation (including with other Ministries)

To be clear, there is no reason why your organization cannot submit its own specific feedback to the proposals laid out in the Consultation Paper in addition to this joint submission. However, if you are in alignment with the five broad themes as outlined above, we encourage you to consider passing the following resolution at your next meeting:

"THAT the [insert jurisdiction] Council/Board supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation* of the *Environmental Management Act*."

In order to jointly submit our feedback by the deadline of 4PM on September 30th, 2019, we ask that your staff please contact Elyse Goatcher-Bergmann, Manager of Corporate Services for the District of Tofino, at egoatcher-bergmann@tofino.ca by **noon on Wednesday, September 25th, 2019** in order to add your local government's name to the letter.

We understand the tight timeline for consideration of this submission, and thank you and your staff for your attention in advance. We look forward to working together on this and other important matters in the future.

Sincerely,

Karen Elliott
Mayor of Squamish

Josie Osborne
Mayor of Tofino



Ministry of Environment and Climate Change Strategy
Recycling Regulation Amendments
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

Dear Minister Heyman,

September 3, 2019

Joint Local Government Response to Provincial Plastics Action Plan

As local governments who have taken steps to reduce single-use items in our communities, we write together in response to the Ministry of Environment & Climate Change Strategy's (the Ministry) call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste.

In reviewing the "Plastics Action Plan Policy Consultation Paper" (Consultation Paper), the following five topic areas were collectively determined as matters requiring specific feedback from the local government sector. In addition to this letter, local governments may also be submitting individual feedback relevant to their communities. We thank you for your time and consideration, and we look forward to continuing the conversation on these important matters.

1. FOCUS ON REDUCTION AND REUSE

The pollution prevention hierarchy emphasizes reduction and reuse over recycling and disposal. These priorities are also apparent in the Ministry's Consultation Paper, which discusses reducing plastic consumption through the use of Extended Producer Responsibility (EPR) programs and bans on single-use items. However, local governments feel that these programs can only be considered successful if any unintended shift to excessive consumption of damaging single use alternatives is avoided. To avoid this shift, we recommend that EPR policies be accompanied by incentives to encourage the use of sustainable, reusable options.

In addition, the Consultation Paper frames reuse in terms of recyclability, "ensuring recycled plastic is re-used effectively" through standards on recycled content. We agree that this approach can help reduce emissions and support EPR programs, but there is also an opportunity to consider reuse in terms of behaviour. We urge the Ministry to adopt a policy which supports and enables practices of reuse outside of recycling, with the ultimate goal being reduction of single-use items. This includes encouraging refillable containers (e.g. growlers, wine bottles, soap bottles, etc.), allowing patrons to bring their own container (e.g. takeout food, restaurant leftovers, bulk food shopping, etc.), enabling the right to repair (e.g. repair

cafes, requirements for the provision of spare parts and services, online publication of manuals, etc.), and promoting zero waste shopping (e.g. zero waste stores, farmers' markets, etc.). This added focus on reduction and reuse will help move the Plastics Action Plan forward in accordance with pollution prevention best practices.

2. CLARIFY LOCAL GOVERNMENT AUTHORITY

We appreciate that the Ministry has acknowledged the actions being taken by local governments to address the local impacts of single-use items in BC communities. Indeed, more than 23 communities in B.C. have been actively developing bans, fees and levies, to address single-use items. However, as noted in the Consultation Paper, the B.C. Court of Appeal ruling regarding the City of Vitoria's business licence regulation bylaw is of major concern to local governments as its implications for municipal authority to adopt bylaws under sections 8 and 9 of the *Community Charter* are potentially significant.

Until the Court of Appeal decision was issued, it has been the view of many municipalities that the nature of concurrent powers expressly described by statute in sections 8 and 9 of the *Community Charter* allowed for the regulation of unsustainable business practices. To be certain, there are numerous examples of municipal business regulations which already include one or more provisions intended to protect the environment, including imposing requirements or prohibitions on the pollution of waterways, drains and sewers.

As the Province reviews the Court of Appeal's decision, we urge the Minister to consult with the Ministry of Municipal Affairs and Housing to provide clarity on the limits and intent of the general concurrent authorities shared by local governments and the Province in relation to the protection of the natural environment, and specifically as it applies to single use items. Moreover, we request that a clear, timely and uniform process be developed for local governments who choose to act on those matters which fall under section 9(1) [*spheres of concurrent authority*] of the *Community Charter*.

3. A "STEPPED" OR PHASED APPROACH

As each local government faces unique challenges with respect to recycling and solid waste management, a one-size-fits-all provincial regulation may not meet the needs or expectations of all communities. To this end, we recommend the Minister regulate single-use plastics through a "stepped" or "phased" approach akin to the *BC Energy Step Code Regulation*. A phased approach would allow local governments to move at a pace appropriate for their communities, while also providing industry with a set of consistent targets for waste reduction and recycling across British Columbia. This flexibility is particularly important for smaller rural communities while also enabling faster action to be taken by those local governments who are ready for more ambitious, multifaceted approaches to regulating waste and single-use items. In this way, communities can adopt these regulations gradually or more quickly depending on their ability and resources. Moreover, a consistent incremental framework that raises standards would ensure that, as the recycling and packaging industries innovate, we are able to avoid the current patchwork of disparate standards in each community.

The *BC Energy Step Code* is an excellent example of collaboration between the Province, local governments, industry, and other stakeholders. We encourage the Ministry to consider a similar approach to the regulation of single-use items to encourage innovation while respecting the capacity of all municipalities.

4. IMPROVING EXTENDED PRODUCER RESPONSIBILITY (EPR)

BC is a leader in implementing EPR programs and moving ahead on its commitments to the Canadian Council of Ministers of Environment Canada-wide Action Plan on EPR. As the Ministry now has experience with these programs, it is important to foster continuous improvement, address problems that have arisen and push for programs to meet their full potential.

EPR programs are designed so that producers pay for their products' end of life management, but also so that products and packaging become better designed. The *Recycling Regulation* and the work of the Ministry have focused on collection for recycling or responsible handling, however few programs are achieving success in redesign, reduction or reuse. There needs to be a focus higher up the hierarchy, which would hold the business sector accountable. This could include exploring ways to redesign products, reduce the amount of packaging, or change the materials used. There are different ways to achieve this, including mandating differential fees based on environmental-impact or waste-creation (rather than fees set by operational costs only), implementing financial penalties for non-compliance, or requiring targets for reduction or redesign.

Another area for expansion within the EPR framework is the inclusion of industrial, commercial and institutional (ICI) materials. The main driver for participation by businesses in diversion is the cost of participation relative to disposal. As changes in global markets drive down the revenue potential of these diverted materials, and with high costs of hauling to recycling markets, the segregation and recycling of materials (e.g. plastic containers, plastic film and expanded polystyrene) are challenging to justify for many businesses. Thus, the segregated collection and diversion of materials from the ICI sector is cost prohibitive to the businesses, and in many cases is substantially subsidized by local governments and taxpayers. Inclusion of ICI materials (with a focus on packaging) into the *Recycling Regulation* would create efficiencies within the transportation network from remote communities and prevent landfilling of recyclables by the ICI sector. In this way, the expansion of regulated products captured by the *Recycling Regulation* is supported, including packaging-like products, mattresses, single-use household pressurized cylinders, and new and used gypsum drywall.

EPR programs also need to be structured to ensure that they are accountable and cover the full costs related to the product disposal. Often, many of the costs associated with the collection of EPR products are not covered by the stewardship programs, which results in fees or taxpayer subsidization of the collection, transportation, and responsible disposal of the materials (e.g. tires). In addition, local governments are subsidizing the collection and management of material that escapes the stewardship collection program (through streetscapes, litter collection, illegal dumping, etc.). On a final note, EPR programs should enhance accountability and transparency. This includes local government and public representation on boards, open access to information given to boards and to their decisions, and the inclusion of financial and material management information for all programs. These changes to EPR programs would greatly enhance their effectiveness in the reduction of plastic waste.

5. ENSURING INTERNAL AND EXTERNAL CONSULTATION

Finally, it is unclear from the Consultation Paper how and when other Ministries and impacted stakeholders will be specifically consulted. When policy tools are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. To this end, we recommend that the Ministry of Health be specifically consulted regarding potential regulatory changes to allow restaurants to fill take-out orders in reusable containers brought in by customers. This measure is integral to the implementation

of bans on single-use containers and packaging, as the City of Vancouver found that nearly 50% of all garbage collected from public waste bins consists of take-out containers and disposable cups. Compostable and recyclable packaging materials often get mixed up when discarded, contaminating both streams and making them impossible to process.

In the development of exemptions, we support evidence-based policies that have been shown to be effective at reducing waste. Moreover, disability advocates, care facilities, local governments, and other provincial agencies (such as the Ministry of Social Development and Poverty) should be specifically consulted in the development of exemptions as a means to highlight and ensure accessibility.

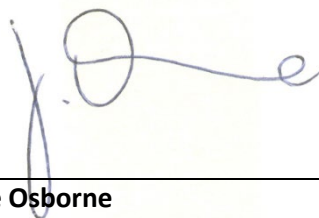
CONCLUSION

We appreciate the opportunity to provide comment and strongly encourage the Ministry to continue to consult with local governments in the upcoming regulatory process. In this letter, we have highlighted the need for a focus on reduction and reuse, clarification of local government authority, and further internal and external consultation. We have also made suggestions for the improvement of EPR programs and a community-led approach akin to the existing *BC Energy Step Code* adoption model. We hope that these concerns are taken into consideration and we look forward to further engagement with the Ministry.

Sincerely,



Karen Elliott
Mayor of Squamish



Josie Osborne
Mayor of Tofino

Additional signatories to be included upon final submission



Ministry of
Agriculture



Discussion Paper to solicit feedback from Local Governments about Class D Licences

July 29, 2019

Provincial Meat Inspection

The overall objective of the provincial meat inspection program is to provide a credible regulatory system that is effective in ensuring food safety and animal welfare, while providing sufficient flexibility to enable a competitive slaughter industry with capacity for livestock producers of all sizes across B.C. The Ministry of Agriculture (Ministry) is committed to working with operators of all types and sizes to support development of cost-effective and innovative slaughter capacity solutions in all regions of the province.

Class D licences are only available in the ten regional districts that have been designated in regulation. Class D licence holders may slaughter up to 11,340 kilograms (25,000 pounds) of their own or other people's animals per year, for direct sales to consumers or to food businesses such as restaurants and meat shops in the regional district in which the meat was produced.

Select Standing Committee on Agriculture, Fish and Food Report

In 2018, the all-party Select Standing Committee on Agriculture, Fish and Food (Committee) led a comprehensive engagement process with stakeholders on the current meat inspection system. The Committee gathered input by travelling throughout the province and speaking with local citizens to ensure opportunity for interested parties to participate.

The Committee released their report with 21 recommendations for government related to licensing and oversight, skilled labour and workforce, and industry growth and development. The Ministry is seeking further feedback on recommendation #3 related to Class D licensing:

#3: Help Class D and E licensed producers reach markets closer to home by investigating alternative boundary restrictions for sales, other than regional districts.

Invite Feedback

To support rural slaughter capacity, the Ministry would like to invite input from local governments on:

- **proposals for new Class D regions or sub-regions; and**
- **designation of new regions or sub-regions.**

The Ministry has received submissions related to this topic in the past. This invitation for feedback is an opportunity to present new ideas, and for updating and consideration of previous input in the context of the Committee's report.

For more information about Class D licences please visit:

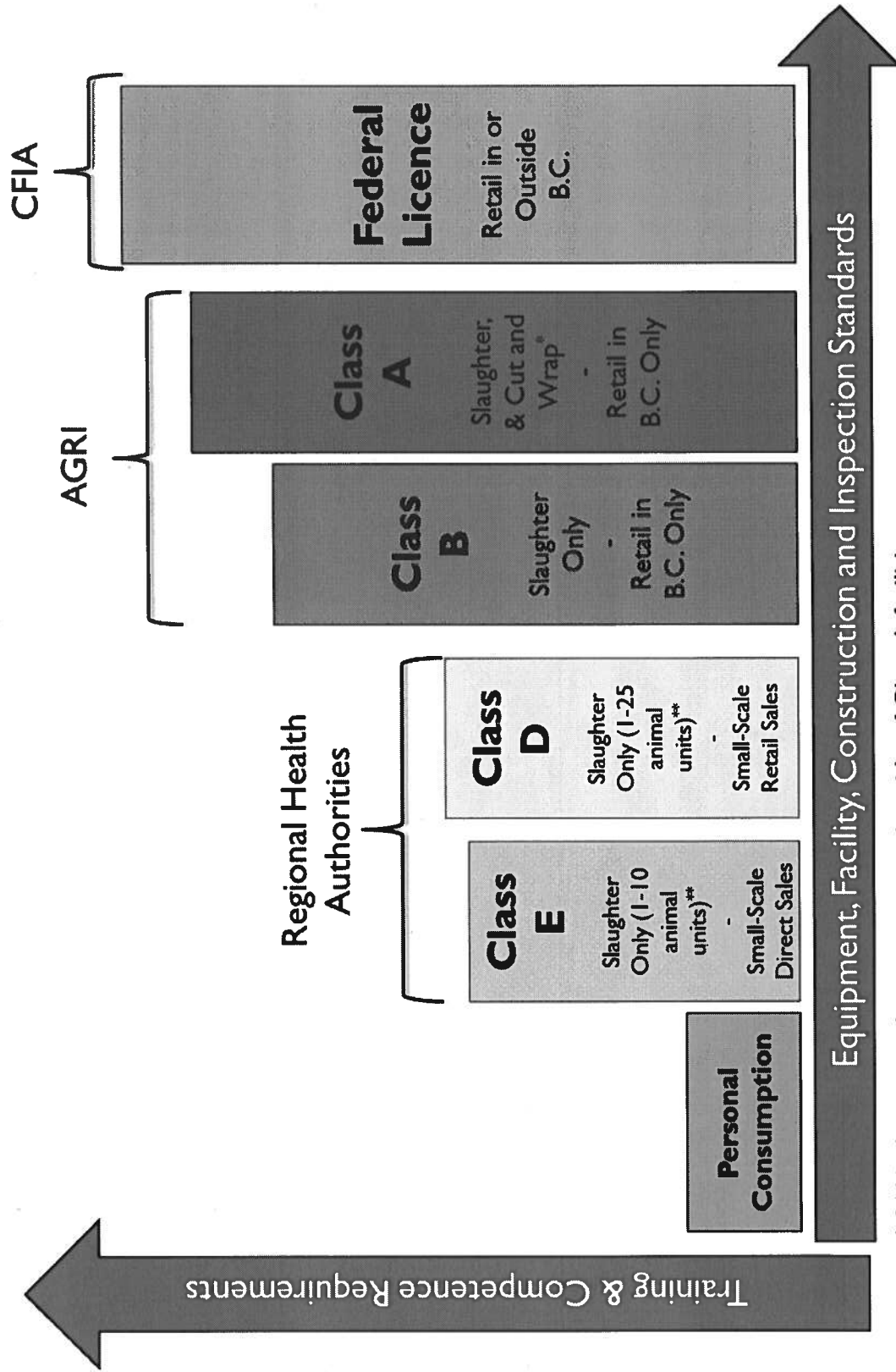
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/food-safety/meat-inspection-licensing/class-d-e-licences>

Please submit feedback by **October 1st, 2019** (in Word or PDF format only) to

bcmeatinspection@gov.bc.ca

Please note: Only submissions from local governments will be accepted.

Four Classes of Slaughter Licences



* RHAs licence and inspect processing side of Class A facilities

** One animal unit = combined weight, when measured alive, of 1,000 lbs or 454 kg of meat