



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, December 10, 2020

Held Electronically in Accordance with Ministerial Order M192
and Transmitted via the 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. Danny Tryon, Gambier Island Community Association ANNEX A
Regarding New Brighton Dock, Gambier Island pp 1 - 3
3. Pamela Robertson, Tiny Home Alliance Canada Verbal
Regarding Tiny Home Pilot Project (2018) and Relevant bylaw changes in other
areas of BC and Canada.

REPORTS

4. Investing in Canada Infrastructure Program – Green Infrastructure: Climate
Change Mitigation Sub-Stream CleanBC Communities Fund Grant Application for
the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency
Improvement Project ANNEX B
Manager of Asset Management pp 4 - 5
Community Recreation Facilities (Voting – B, D, E, F, DoS, ToG, SIGD)
5. Ports Capital Upgrades and Ports Engineering Consulting Services Contract
Update ANNEX C
General Manager, Planning and Community Development pp 6 - 7
Ports Service (Voting – B, D, E, F)
6. Snow Removal Associate Member Insurance ANNEX D
Manager, Purchasing Risk Management pp 8 - 10
Planning and Community Development Services (Voting – All)
7. Development Variance Permit Application DVP00063 (5642 Mintie Rd) ANNEX E
Senior Planner pp 11 - 41
Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)
8. Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2,
2020 and Electoral Area A Zoning Amendment Bylaw No., 337.122, 2020 (BC
Ferries Earls Cove) – Consideration of Third Reading and Adoption ANNEX F
Senior Planner pp 42 - 52
Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)

9. Development Variance Permit Application DVP00068 (1269 Burns Road)
Planner
Electoral Area F (Rural Planning) (Voting – A, B, D, E, F)
ANNEX G
pp 53 - 58
10. Provincial Referral – shashishalhem proposed names – Areas A & D
General Manager, Planning and Community Development
Regional Planning (Voting – All)
ANNEX H
pp 59 - 65
11. Regulations for Cannabis Production on Agricultural Land
Senior Planner
Regional Planning (Voting – All)
ANNEX I
pp 66 - 68
12. Telus Telecommunication Tower in Egmont / Earls Cove – Request for Local
Government Concurrence
Senior Planner
Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)
ANNEX J
pp 69 - 84
13. Monthly Provincial Referral Review
Planner/Senior Planner
(Rural Planning) (Voting – A, B, D, E, F)
ANNEX K
pp 85 - 88
14. Sunshine Coast Community Solar Association Delegation Next Steps
Water Sustainability Coordinator
Regional Sustainability Services (Voting – All)
ANNEX L
pp 89 - 93
15. Electoral Area A (Egmont/Pender Harbour) APC Minutes of November 25, 2020
Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)
ANNEX M
pp 94 - 95
16. Electoral Area F (West Howe Sound) APC Minutes of November 24, 2020
Electoral Area F (Rural Planning) (Voting – A, B, D, E, F)
ANNEX N
pp 96 - 97

COMMUNICATIONS

17. Mayor Bill Beamish, Town of Gibsons dated November 4, 2020
Regarding Town of Gibsons Support for Climate Action Report Card Project
ANNEX O
pp 98
18. Alun Woolliams, Director, Transportation Choices dated November 6, 2020
Regarding TraC Active Transportation Improvement Survey Report.
ANNEX P
pp 99

NEW BUSINESS

IN CAMERA

ADJOURNMENT

Presentation to SCRD Community Development and Planning Committee

December 10, 2020

Subject: The New Brighton dock

Our delegation today is requesting two things:

- 1. that the SCRD play a leadership role in working with Federal and Provincial governments, the Squamish Nation and our community to ensure the dock remains a vital public asset in the long term; and**
- 2. that this Committee recommend to the SCRD Board that it approve and direct staff's examination of service delivery alternatives and development of strategies to secure permanent public access to the New Brighton dock and barge ramp for the Gambier Island community. ***

Thank you for allowing me to be a delegate to your proceedings and we look forward to working to advance this.





FACTS CONCERNING THE NEW BRIGHTON DOCK, GAMBIER ISLAND

Structure	<ul style="list-style-type: none"> • 110m drive-on pier structure • Two attached floats with approximately 22 small boat births • 6.7 metres depth at low tide at end of pier • Originally built circa 1917 to service steamships • No water or electricity available to the facility • Not supported by any ongoing revenue streams or local taxation • Costs approximately \$110,000 per year to maintain and insure as stated by Squamish Nation Marine Group
Route 13 BC Ferries Passenger Ferry	<ul style="list-style-type: none"> • The Stormaway, contracted to BC Ferries, services New Brighton Dock 10 times a day. • The only dock on Gambier Island serviced by BC Ferries • Approximately 35,000 people trips per year embark and disembark from this point. By far the busiest of the island docks in Howe Sound/Atl'ka7tsem apart from Snug Cove on Bowen Island. • The only all-season sheltered dock on the southwest peninsula.
Ownership	<ul style="list-style-type: none"> • The New Brighton dock was divested from the Federal government in 2013 to the Skwxwú7mesh Uxwumixw. The agreement was for five years and came with financial support for maintenance for that term. The agreement to maintain it as a public facility was extended and then completed as of November 2019. • It is currently managed by the Squamish Nation Marine Group • The Skwxwú7mesh Uxwumixw has determined it is in the best interest of their membership to divest the New Brighton dock. • The provincial water tenure lease that would be transferred with the New Brighton dock is still with the Province. Application for its transfer to the Squamish Nation under its current designation for "Community Institutional" is in process as of November 2020.
History of Divestiture	<p>From 2000 to 2003, nine docks in the lower Howe Sound/Sunshine Coast area were offered for divestiture by the Federal government under their facility divestiture strategy. The Sunshine Coast Regional District agreed to take over the port facilities. The New Brighton dock stayed as a federal structure due to its importance as a remote access dock. The Federal government also proposed divestiture of the New Brighton dock in 2003 but withdrew the option seeing no interest, and push back from the community.</p> <p>In 2012 Transport Canada again put the New Brighton dock out for divestiture. The Regional District was considering options to take responsibility for the facility when Transport Canada announced an agreement with the Skwxwú7mesh Uxwumixw to take ownership of the facility as per federal policy with Rights and Title and First Nations.</p>

Population of the southwest peninsula of Gambier Island	<ul style="list-style-type: none"> • Approximately 125 full-time residents including children • 300+ property owners, several bare land lots sold this year • About 300 occupied lots <p>The full-time population commutes off-island for work, school, medical and shopping exclusively using the New Brighton dock where extensive parking infrastructure has been developed. The community has grown over a century based on the reliable year-round access to the mainland provided by the New Brighton dock.</p>
Infrastructure and Services to the southwest peninsula	<ul style="list-style-type: none"> • The southwest peninsula is comprised of three “communities” clustered around the New Brighton, Gambier Harbour and West Bay docks. They are connected by roads; the only part of the island with a connective road structure. The New Brighton dock is the main access for all three communities. • There are no schools, shops or medical services on the island. • This part of the island is serviced by hydro, Capilano Highways, telephone land lines as well as limited cell service and internet access. • Scheduled to be connected by the new Connect BC remote community fibre optic project.
Other docks in the southwest peninsula	<p>Gambier Harbour and West Bay docks also serve the southwest peninsula and are managed by the Sunshine Coast Regional District.</p> <ul style="list-style-type: none"> • West Bay dock with it’s narrow 220m pier is not accessible by vehicle and has a very small float which is regularly unusable in winter due to its exposed location. • Gambier Harbour is well used as a recreational facility, but is a seasonal dock and not reliably accessible in the winter. It is currently damaged from a recent storm. There is very little parking in the upland area. <p>Management of all island docks is of ongoing concern by the SCRD due to rising maintenance costs.</p>
Governance	<ul style="list-style-type: none"> • The Island is within the Skwxwú7mesh Temíxw and is considered a candidate area. • Services are provided by the Sunshine Coast Regional District as part of Area F West Howe Sound. • Planning is within the jurisdiction of the Gambier Island Local Trust Committee, Islands Trust. • Provincial Area – Powell River-Sunshine Coast • Federal Area - West Vancouver-Sunshine Coast-Sea to Sky

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Kyle Doyle – Manager of Asset Management

SUBJECT: Investing in Canada Infrastructure Program – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund Grant Application for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project

RECOMMENDATION(S)

THAT the report titled Investing in Canada Infrastructure Program – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund Grant Application for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) Board supports the previously submitted application for grant funding for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project through the ICIP – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund;

AND THAT SCRD supports the project and commits to its share of up to \$250,000 of the project as well as cost overruns;

AND FURTHER THAT this recommendation be forwarded to the December 10, 2020 Regular Board meeting.

BACKGROUND

The SCRD Board adopted the following recommendation on October 8, 2020:

321/20 **Recommendation No. 3** *Grants Status Update*

THAT the report titled Grants Status Update be received;

AND THAT the Sunshine Coast Regional District (SCRD) submit an application to the Investing in Canada Infrastructure Program – British Columbia Community, Culture and Recreation Infrastructure for the Sechelt Aquatic Centre Building Envelope - Review and Energy Efficiency Improvement Project;

AND FURTHER THAT the SCRD Board support the project and commit to its share of up to \$250,000 of the project, as well as cost overruns.

As per Board direction, staff submitted the ICIP Community, Culture Recreation Program grant application for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project on October 1, 2020.

In early November, an additional ICIP grant opportunity was identified for this project under the Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities stream.

To maximize potential to receive funding for this project, staff determined that this stream would be an appropriate fit and on that basis as well as prior Board support for the project submitted an application prior to the deadline of November 12, 2020. ICIP guidelines specify that the same project may be submitted twice under alternative grant opportunities.

An SCRD Board resolution confirming support for the application is required to be received within one month of the application intake closing date. Staff recommend that the Board support this grant funding application and that the recommendation be forwarded to the December 10, 2020 Board meeting for adoption in order to submit within the timeframe required.

DISCUSSION

Financial Implications

This grant application is in progress. The project has already been incorporated into the 2020-2024 Financial Plan with a budget of \$250,000. A Financial Plan amendment will be required if the grant is approved.

STRATEGIC PLAN AND RELATED POLICIES

Reviewing grant opportunities for projects identified in the Strategic Plan or capital plans is consistent with the Financial Sustainability Policy and embodies the spirit of the mission statement “To provide leadership and quality services to our community through effective and responsive government.”

CONCLUSION

The SCRD regularly applies for grants available to undertake projects in every department each year that align with the Financial Plan and/or the Board’s Strategic Plan. The project identified in this report has been approved by the Board, as has a prior application to another ICIP stream. Staff applied to a new ICIP sub-stream during the short intake window and recommend that a resolution of support be provided to enable the application to proceed to consideration.

Reviewed by:			
Manager	X - K. Robinson	CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

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

SUBJECT: PORTS CAPITAL UPGRADES AND PORTS ENGINEERING CONSULTING SERVICES
CONTRACT UPDATE

RECOMMENDATION(S)

THAT the report titled Ports Capital Upgrades and Ports Engineering Consulting Services Contract Update be received;

AND THAT the contract with Herold Engineering for ports capital upgrades and contracted ports engineering consulting services be increased to up to \$140,000 (excluding GST);

AND THAT the delegated authorities be authorized to execute the contract;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 10, 2020.

BACKGROUND

Currently, the SCRD has a contract with Herold Engineering Limited to provide ports capital upgrades and contracted ports engineering consulting services.

The contract, established through a request for proposal process, began April 1, 2019 and has a term of 3 years with an option at the sole discretion of the Regional District to extend the contract for an additional 2 year period.

The work to be completed through the contract was specific to several major capital projects completed in 2019 (Vaucroft and Halkett Bay renewal) and includes as-and-when needed engineering support for maintenance and repairs for all SCRD docks. This was the first such service contract for Ports; the demand for services was difficult to estimate at the time the contract was initially executed.

The contract is set up as a service agreement and charged at an hourly rate. The volume of work completed through the contract (which was heavily front loaded with major capital projects) has slowly accumulated to the level where the total spend is forecast to exceed \$100,000 in early 2021. Contracts that exceed \$100,000 require Board approval for award, per the Delegation Bylaw.

Staff estimate that the total contract value could be up to \$140,000 by March 31, 2022 (end of the 3-year term), based on the demand for as-and-when-needed services.

DISCUSSION

Financial Implications

The [345] Ports service base budget includes funding for contracted services including engineering services. No budget amendment is required at the current time.

Timeline for next steps

Following Board adoption, staff will prepare an amended contract for signing by the delegated authorities.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The purpose of this report is administrative in order to amend the SCRD's contract with Herold Engineering Ltd to align with the work that Herold has completed and service that is anticipated to be required until the end of their 3-year contract term in March 2022. The updated contract value is proposed to be up to \$140,000 (excluding GST).

Reviewed by:			
Manager		Finance	X – B. Wing
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X – V.Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Planning and Community Development Committee – December 10, 2020

AUTHOR: Valerie Cropp – Manager, Purchasing Risk Management

SUBJECT: SNOW REMOVAL ASSOCIATE MEMBER INSURANCE

RECOMMENDATIONS

THAT the report titled **Snow Removal Associate Member Insurance;**

AND THAT Board approve the **Service Providers Agreement** between the SCRD and **Progress Group Inc**, establishing **Progress Group Inc** as an **MIABC** associate member with the date as set out in the **Service Providers Agreement;**

AND THAT SCRD **Delegated Authorities** be authorized to sign the **Service Providers Agreement** documents;

AND FURTHER THAT this recommendation be forwarded to the **December 10, 2020 Regular Board Meeting.**

BACKGROUND

It is important that Sunshine Coast Regional District (SCRD) properties are cleared of snow and ice on a timely basis as failure to do so could impact the services the SCRD provides, safety of the public and staff at our facilities.

The SCRD released a Request for Quote (RFQ) for salting and snow plowing services and the opportunity closed August 27, 2020. We advertised this opportunity on Facebook and in the Coast Reporter, however no responses were received. As a result of the RFQ process the SCRD went into direct negotiations with the one vendor, the Progressive Group, that expressed interest in expanding their company to provide the salting and snow plowing services.

The Contractor would provide salting and snow plowing services for the following locations:

- Field Road Administration
- Gibsons & Area Community
- Gibsons & District Fire Hall #1 & #2
- Mason Road Works Yard
- Gibsons & Area Aquatic Facility
- Roberts Creek Fire Hall
- Sechelt Aquatic Centre
- Sunshine Coast Arena
- Eric Cardinal Hall
- Frank West Hall

DISCUSSION

Due to the constraints within the insurance market, across British Columbia there have been changes to liabilities coverages to what insurance companies would cover. One of those coverages that have been hard to secure is snow removal liability coverage. Other local governments have been experiencing this change and have approached the Municipal Insurance Association of British Columbia (MIABC) to provide options for snow removal coverage.

The Contractor that we have been negotiating with is a local family-owned and operated company with multiple divisions serving the communities along the Sunshine Coast. The Contractor does have a current commercial liability policy, but their underwriter has since advised that snow removal is out of their current underwriting appetite. Basically, they have determined, due to this material change in risk that they will not continue to insure the Contractor, if the Contractor takes on the contract or is able to place the snow removal with another market.

Associate Members must be individually sponsored by a MIABC member. In this case SCRD must sponsor the Contractor to qualify for "associate member" status. Once accepted as an associate member, these parties will be entitled to full coverage under the Liability Protection Agreement, but only for services provided for, or on behalf of, the SCRD.

The SCRD's deductible will apply to claims brought against the associate member, and the SCRD will be responsible for the payment of any costs incurred below the deductible. Also, all claims brought against the associate member will form part of the SCRD's claims history and experience.

Options

Option 1– Provide insurance to the Contractor. under the Associate Members Insurance Program

In this option, staff would acquire insurance through the Associate Members Insurance program by entering into a service provider's agreement with the Contractor.

Option 2- Do not provide insurance.

This option would not allow the SCRD and the Contractor to execute the contract for service.

Organizational and Intergovernmental Implications

SCRD has historically relied on contracted snow and ice control services. In some cases, member municipalities have assisted SCRD by providing limited help on a case-by-case basis. The SCRD does not have the capacity or the equipment to provide salting and snow plowing services in-house. Not proceeding with the contract would result in an interruption of service or facility closures in a snowfall event.

Financial Implications

The annual cost to provide insurance is \$2,000. This cost can be covered from the different functions' annual operating budgets.

Timeline for next steps or estimated completion date

If the recommend option is approved staff would work to have the insurance in place as soon as possible (anticipated to be by December 18, 2020).

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

To continue operating the facilities in the event of a snow fall, staff recommend adding the Contractor to the Associate Member Insurance through MIABC.

Reviewed by:			
Manager		Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Development Variance Permit DVP00063 (5642 Mintie Rd)

RECOMMENDATIONS

THAT the report titled Development Variance Permit DVP00063 (5642 Mintie Rd) be received;

AND THAT Development Variance Permit DVP00063 be issued to vary Zoning Bylaw No. 310:

1. Section 811.3 to reduce the required minimum building setback from any parcel line from 5 m to: 0.3 m from the front parcel line, and 0.1 m from the side parcel line for the proposed reconstructed buildings;
2. Section 509 to reduce the required number of off-street parking spaces from 20 to 2 and the required number of loading spaces from 1 to 0;
3. Section 811.2 to permit parking or loading located in a setback area where the abutting property is zoned R2; and
4. Section 507.1 to reduce the required setback from the natural boundary of the ocean from 7.5 m to 3.7 m for an uncovered and unenclosed deck and steps;

AND FURTHER THAT the above recommendation be forwarded to the December 10, 2020 Regular Board meeting.

BACKGROUND

On November 26, 2020, the SCRD Board adopted the following recommendation:

382/20 **Recommendation No. 5** *Development Variance Permit DVP00063 (5642 Mintie Rd)*

THAT the report titled Development Variance Permit DVP00063 (5642 Mintie Rd) be received;

AND THAT consideration of Development Variance Permit DVP00063 be deferred to the December 10, 2020 Planning and Community Development Committee with a December 10, 2020 Direct to Board recommendation included.

DISCUSSION

Since the November 12 Planning and Community Development Committee meeting, 26 more comments regarding the proposed development and variance application have been received from members of the public (as of the time of drafting this report). In total 54 members of the public indicate support for the proposal whereas 12 oppose it. All comments received have been considered by staff and are summarized in Attachment A.

Throughout the application process staff have continuously provided feedback received to the applicant. In response the applicant has revised the design to achieve both the development objectives and to address issues brought to their attention and within the scope of the project/applicant. The following highlights points that are of most concern to the community and surrounding property owners, followed by staff's brief analysis:

1. Heritage preservation

The design is compatible with and respectful to the character of the historic buildings and has received favourable comments from many members of the community.

2. Community hub

The development will help to revitalize the subject property as a community hub to continue to provide vital services to the community, and this is widely supported by community members who submitted comments.

3. Uses on the property

All existing and proposed uses of the buildings are permitted in the C2 Zone.

4. Building scale

The overall scale of the buildings remains mostly the same: footprints mostly match existing and decrease by 3 m², maximum height increases by 0.3 m.

5. Parking

The overall parking demand based on proposed uses decreases by one space from existing parking demand.

6. Delivery

Delivery frequency is reduced by combining deliveries to grocery store and café and increased internal stocking space.

7. Garbage handling

Garbage bin is moved from outdoors to indoors to avoid conflict with on-street parking and traffic.

8. Fire hydrant and fire access

The on-site parking spaces satisfy requirements of the Fire Department.

9. Privacy and view

Privacy is improved by relocating the single family dwelling unit from the south building to the north building thereby providing a buffer to the residential property to the north, and by screening and planting around outdoor sitting and activity areas with no interference with view.

10. Restoration of legal non-conforming structure vs. variance

The existing buildings are considered legal non-conforming structures. Due to the need for substantial reconstruction of parts of the buildings, provision of the *Local Government Act* for allowing restoration of legal non-conforming structure cannot be applied to the development, whereas a development variance permit, if approved, can legalize the proposed variation from the zoning bylaw and accommodate the development. The variance will legitimize the existing setbacks as the proposed reconstruction will result in the buildings being in essentially the same location.

CONCLUSION

It is recognized that it is challenging to maintain and develop a commercial property like the Halfmoon Bay General Store amidst a residential neighbourhood in a rural community that has evolved around an original transportation and commercial hub. The application received seeks to preserve community heritage and maintain a land use pattern that allows a community hub to continue to serve the community. The redevelopment plan as proposed may not solve all existing land use issues, but seeks to achieve the goal of heritage preservation while maintaining a scale compatible with the existing buildings and uses, improving operation efficiency and lessening impact on the surrounding neighbourhood.

Staff recommend issuing Development Variance Permit DVP00063.

ATTACHMENTS

Attachment A – Public comment summary

Attachment B – November 12, 2020 staff report

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

Attachment A – Summary of Community Comments

Staff have so far received approximately 74 submissions regarding the proposed development and variance application from the community. Comments in favour of the development and the variance application are expressed by 54 members of the public in their submissions and through responses to social media posts; and comments opposing the development and application have been received from 12 members of the public. These comments can be summarized as follows.

Favourable comments indicate that:

- The redevelopment of the Halfmoon Bay General store has community benefits of offering convenient grocery shopping for local residents, amenity for visitors and economic opportunities for a local business, strengthening the vitality of the existing community hub in this location and revitalizing this historic place in Halfmoon Bay.
- There is a need for commercial facilities in this location to serve the surrounding community, and such facilities can continue to coexist with surrounding residential neighborhoods.

Common concerns expressed by those opposing the development and variance application are:

- The existing business operation of the general store has negative impacts on the surrounding residential neighborhood: congestion of traffic and on-street parking, lack of loading space, noise, delivery vehicle blocking driveway and fire hydrant access, hazard to pedestrians, loss of privacy and ocean view, garbage bin left on street.
- The proposed development is perceived as out of scale of the existing buildings and business operation.
- The proposed variances further contravene the zoning bylaw.
- The existing uses on the property are perceived as non-conforming to the zoning bylaw, and therefore should not be allowed to expand.
- Some local residents feel that the Halfmoon Bay store is not a community hub.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – November 12, 2020

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Development Variance Permit DVP00063 (5642 Mintie Rd)

RECOMMENDATIONS

THAT the report titled Development Variance Permit DVP00063 (5642 Mintie Rd) be received;

AND THAT Development Variance Permit DVP00063 to vary Zoning Bylaw No. 310:

1. Section 811.3 to reduce the required minimum building setback from any parcel line from 5 m to: 0.3 m from the front parcel line, and 0.1 m from the side parcel line for the proposed reconstructed buildings;
2. Section 509 to reduce the required number of off-street parking spaces from 20 to 2 and the required number of loading spaces from 1 to 0;
3. Section 811.2 to permit parking or loading located in a setback area where the abutting property is zoned R2; and
4. Section 507.1 to reduce the required setback from the natural boundary of the ocean from 7.5 m to 3.7 m for an uncovered and unenclosed deck and steps;

be issued.

BACKGROUND

The SCRD received a Development Variance Permit application to reduce the minimum setback requirements for the proposed reconstructed buildings and deck, to reduce the requirement for off-street parking and loading, and to allow parking and loading spaces to be located in a setback area. The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Welcome Passage Realty Ltd.
Legal Description:	LOT 6 BLOCKS H AND J DISTRICT LOT 1638 PLAN 10826
PID:	009-348-182
Electoral Area:	Area B
Civic Address:	5642 Mintie Road
Zoning:	C2 (Commercial Two)

OCP Land Use:	Community Hub
Proposed Use:	Reconstruction of the existing Halfmoon Bay General Store, proposed uses include grocery store, café, art studio, retail, gift shop, gallery, storage, office, one single family dwelling unit

Figure 1 - Location Map



Figure 2 – Aerial photo



The subject property is known as the Halfmoon Bay General Store. The property is surrounded by residential properties to the south, west and north and Halfmoon Bay to the east. The

purpose of this report is to provide information on the application and obtain a resolution from the Planning and Community Development Committee on the proposed variances.

Figure 3 – Existing buildings



Figure 4 – Proposed reconstructed buildings



The Halfmoon Bay General Store was established in a neighbourhood hub of the small, rural community of Halfmoon Bay in 1937, which predates the founding of the SCRDC and the present residential developments surrounding it. The two existing buildings are situated on two portions of a hooked parcel split by a public walking path connected to the ocean. The existing siting of buildings and lack of on-site parking are due to the historic establishment of the store in this location and are considered legal non-conforming in accordance with the *Local Government Act*. All existing and proposed uses of the buildings are permitted in the C2 Zone.

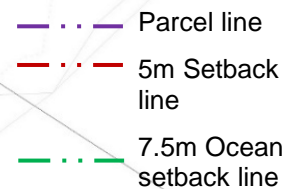
DISCUSSION

Zoning Bylaw No. 310

The applicant requests the following variances:

1. To reduce the minimum building setback from any parcel line from 5 m to: 0.3 m from the front parcel line, and 0.1 m from the side parcel line.

Figure 5 Site Plan



The existing buildings have a gross floor area of 600.36 m². The gross floor area of the reconstructed buildings is 728.18 m². The increase in floor area is a result of increasing floor

area of the second and partial second floors; however the total area of building footprint (based on area of foundation) decreases from 396.19 m² to 393.53 m², the slight increase in the building's parcel coverage (based on roof coverage of the parcel) from 39% to 41% is within the maximum permitted parcel coverage of 50% of the zoning bylaw, and the increase of building height from 7.19 m to 7.51 m is below the maximum building height of 11 m of the zoning bylaw.

Variance #1 would permit the siting of the reconstructed buildings which is largely based on the existing building siting. In support of the variance for front yard setback reduction, the Ministry of Transportation and Infrastructure (MOTI) has granted a permit to allow the reconstructed buildings to be situated less than its standard of 4.5 m from the lot line abutting the street.

2. To reduce the required number of off-street parking spaces from 20 to 2 and the required number of loading space from 1 to 0.

The lack of on-site parking is due to existing buildings occupying most of the front portions of the parcel and there are not sufficient and suitable land areas to provide parking and loading spaces on-site. Historically, parking and loading for the store have been provided on the adjacent street.

Based on Section 509 of the zoning bylaw, the existing uses permitted on the parcel, including a grocery store, a café, a hair salon, a single family dwelling and storage, require 19 off-street parking spaces, all of which are provided on the street as a legal non-conforming situation; the proposed uses, which include a grocery store, a café, an art gallery, a gift shop, a single family dwelling, an office and storage space (all permitted under the current C2 Zone), require a total of 20 off-street parking spaces. This is a minor increase in parking demand, because 100 m² of the total increase in building floor area is absorbed by the single family dwelling which does not increase parking demand regardless of size, and only 28 m² is increase in commercial floor area. Despite the minor increase in parking demand, 2 spaces will be provided within the parcel as indicated by the Site Plan and 18 will continue to be provided on the street. Therefore, the proposed development would result in a net reduction of one on-street parking space.

Variance #2 is to recognize the existing shortage of off-street parking and loading and reduce the number of required off-street parking spaces from 20 to 2 and loading spaces from 1 to 0.

3. To permit parking or loading located in a setback area where the abutting property is zoned R2.

Given the proposed building footprints which closely resemble the existing footprints, the two proposed on-site parking spaces can only be located within the setback areas abutting an R2 zone. Therefore Variance #3 is to allow the siting of these parking spaces.

4. To reduce the required setback from the natural boundary of the ocean from 7.5 m to 3.7 m for an uncovered and unenclosed deck and steps.

A portion of the existing uncovered and unenclosed deck in the back of the property is set back 3.7 m from the natural boundary of the ocean. The deck is considered a legal non-conforming structure. The deck is in need of substantial renovation and is proposed to be rebuilt based on the existing footprint and with a few added steps, therefore the requested variance is necessary in order to facilitate the proposed work. The existing buildings and deck are within Coastal Slopes

and Coastal Flooding Development Permit Areas. A development permit has been granted by the SCRDC to address those particular geo-technical issues, indicating that the reconstruction of the buildings and deck can be safely carried out as proposed.

Variance #4 would permit the rebuilt deck and steps to be set back at a minimum of 3.7 m from the natural boundary of Halfmoon Bay.

Halfmoon Bay Official Community Plan

The Halfmoon Bay General Store is within one of three Community Hubs designated by the Halfmoon Bay Official Community Plan (OCP). Policies of the OCP allow Community Hubs to continue to exist and develop within residential areas (Sections 5, 9.8, 9.29, 14), as indicated below:

“Community Hubs are focal points – a neighbourhood centre where people can come together to socialize, to eat, to purchase the basic necessities or provide a service to the community – all within the scale of a rural community”.

The Halfmoon Bay General Store, and the proposed variances to accommodate its reconstruction, are consistent with OCP objectives and policies.

Applicant's Rationale

According to the applicant, the Halfmoon Bay General Store has been a cherished community asset since its opening in 1937. The store currently serves the immediate neighbourhood and visitors. Services provided include a cafe, a grocery store and retail. The store provides an important function in the community, however; the buildings are aging and in urgent need of reconstruction.

The applicant's proposal is to reconstruct the two buildings on the current site including an update to systems, overall structure and interior. The size, massing and exterior finishing of the buildings are in keeping with the historic architectural character of the existing buildings, as demonstrated in a series of side-by-side drawings in Attachment A. The applicant anticipates that while improvements to the store may result in a slight increase in customer traffic, it will largely be due to renewed appeal and function, rather than increase in size or operation.

Parking has historically always been on the street. The street-oriented store placed close to the street provides a sociable forecourt. Placing large number of parking spaces in this socially active area would significantly impact the social functioning and historic appeal of the store, and would resemble a suburban strip mall development which is incompatible with the character of this small village hub. It would also require relocating the existing buildings towards the rear portion of the parcel or proposing an underground parking structure which is technically and financially infeasible for a small parcel and a project of this scale. This would result in impacts to geotechnical condition of the site, the existing septic field and the environmentally sensitive and flood-prone shoreline.

The applicant intends to maintain the historic character of the property and the existing parking nearby, and reconstruct the buildings so that they can continue to serve the community for many years to come. The existing buildings and deck are considered legal non-conforming

structures (based on siting), and according to the *Local Government Act*, they are allowed to be repaired or expanded without further contravention of the zoning bylaw. However, a development variance permit would enable the reconstruction being sought for, because the proposed redevelopment involves a slight change to existing building setbacks but substantial reconstruction of the existing buildings and deck, and the proposed change in permitted uses will result in an increase of one required parking space. Therefore, the requested variances in building and deck setback and parking reduction are necessary in order to facilitate the development.

Addressing Public Comments

At the time this report is published, comments in support of the variance application have been received from 22 members of the public and through responses to social media posts, and comments opposing the application have been received from 9 members of the public (Attachment B).

Supporting comments indicate that the redevelopment of the Halfmoon Bay General store has community benefits of offering convenient grocery shopping for local residents, amenity for visitors and economic opportunities for a local business, strengthening the vitality of this existing community hub and revitalizing this historic place in Halfmoon Bay. These comments recognize the need for commercial facilities to serve the surrounding community, and such facilities can continue to coexist with surrounding residential neighbourhoods.

Concerns about the existing business operation and the proposed redevelopment are the scale of the buildings, on-street parking, delivery, garbage disposal, traffic circulation, driveway access, privacy and fire truck access. These issues can be addressed as follows.

As discussed above, the reconstructed buildings are largely based on the footprint, height and scale of the existing buildings.

The Parking Plan (Figure 6, next page) provided by the applicant indicates that if space within the road right of way is organized more efficiently than it is now and overgrown vegetation is cleared away, a total of 31 parking spaces can be provided along the stretch of Mintie Road near the store without interfering with driveway entrances of adjacent properties, the fire hydrant or the water access path between the two existing buildings of the property.

On-street parking spaces on Mintie Road are currently shared by visitors to the store as well as users of the SCRD parks, public dock and a community trail nearby. Roadside shoulders further away from this stretch in front of the store, including an SCRD tenured area, can be used for additional on-street parking. It is common that the use of many rural roads on the Sunshine Coast are shared by vehicles, pedestrians, cyclists, as well as roadside parking, unless specifically prohibited or designated for specific users or purposes by MOTI.

Mintie Road has an average right of way width of 20 m, which is comparable to other local collector roads such as Redrooffs Road, and can provide sufficient space for on-street parking and vehicle maneuvering where the physical condition of the road allows. As discussed above, the proposed redevelopment would not result in an increase in demand for on-street parking, but rather a net reduction by one space. It is expected that these on-street parking spaces as

Figure 6 Parking Plan



As indicated in the proposed building plan, garbage bins will be relocated from outdoors to indoors to free up on-street parking spaces. Deliveries to both the grocery store and café will be combined, and along with increase storage space in the building, the number of deliveries will be reduced to one per week. According to the applicant, with a purpose-built receiving / stocking room located next to the street, cargos of each delivery will take about 10 to 15 minutes to unload. It is not uncommon that goods are delivered to many businesses on the Sunshine Coast from Langdale to Earls Cove by semi-trailers, whose drivers must be responsible for navigating narrow and winding rural roads and observing traffic safety rules.

The Halfmoon Bay Fire Department has reviewed the proposed site plan and building plans, and has no concerns with access to the existing fire hydrant or fire truck maneuvering on the street.

Privacy concerns commonly arise where outdoor spaces interface with each other. The proposed building plans indicate that privacy screens and planting will be in place, particularly around the outdoor patio, to mitigate privacy issues with adjacent properties.

Consultation

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

Referred Agencies and Residents	Comments
Ministry of Transportation and Infrastructure (MOTI)	MOTI has no concerns with the existing on-street parking used by the store, and has granted a setback permit for the existing buildings abutting the street.
SCRD Building Division	No concerns
shíshálh Nation	Referred on August 31, 2020. No response received to date.
Advisory Planning Commission	<p>The APC agreed with and accepted the plans as presented. The Area B APC also recommends the following:</p> <ul style="list-style-type: none"> • The SCRD investigate other parking possibilities and opportunities for additional parking perhaps near the SCRD dock. • That perhaps some of the blackberry bushes presently there be cleared to allow for more parking. • The possibility of parking up closer to the highway around the SCRD park be explored. • The SCRD meet with the Ministry of Transportation and Infrastructure to investigate safety measures and parking along Minty Road.
Neighbouring Property Owners/Occupiers	Notifications were distributed on October 30, 2020 to owners and occupiers of properties within a 100m radius of the subject property. Comments have been received.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Comments received to date are documented in Attachment B.

The 60-day period for referral to shíshálh Nation has lapsed and no comments have been received. The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed design and authorize the applicant to proceed with redevelopment of the property. Planning staff consider this option would support the preservation and enhancement of the historic Halfmoon Bay General Store with no negative impact on the surroundings.

Planning staff recommend this option.

Option 2: Deny the permit

The zoning bylaw regulations would continue to apply, and the proposed development can proceed only if the legal non-conforming building status can be maintained by not demolishing or expanding the existing buildings, and by not exceeding the number of parking and loading spaces as required for existing uses.

STRATEGIC PLAN AND RELATED POLICIES

Review of the application for the development variance permit supports the SCRD's strategy for community collaboration.

CONCLUSION

The proposed development variance permit would facilitate the reconstruction of the historic Halfmoon Bay General Store, revitalize this community hub and provide community benefits and services to residents and visitors. The facility can coexist with surrounding residential properties and the proposed improvements and variances can help to resolve existing land use conflicts.

Staff recommend issuing the development variance permit.

ATTACHMENTS

Attachment A – Proposed development plans

Attachment B – Comments from area residents

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	



HALFMOON BAY GENERAL STORE

for building permit

applicable codes:
British Columbia Building Code 2018

project address:
5642 Mintie Road
Sunshine Coast, BC, V0N 1Y2

description of work:
renovation to existing general store

legal description:
Lot 6 Block H&J Plan VAP10826 District Lot 1638 Land District 1
Land District 36

P.I.D.:
009-348-182

zone:
C2

lot area:
812.90 m² = 8750 sf

dpa(s):
coastal flooding and slope hazard

building classification:
mixed use, commercial



owners:
Welcome Passage Realty Ltd.
Blake Annable

4730 The Highway
West Vancouver, BC V7W 1J5

blake_annable@hotmail.com
604 240-8100

structural, sprinkler, septic design:

John Enevoldson P.Eng
John Enevoldson Engineering
614 Pratt Road
Gibsons, BC V0N 1V4

john@jeeng.ca
604 885 8221

tenants:
Halfmoon Bay General Store
Peter Pearson
Kristen Annable

5642 Mintie Road
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hello@halfmoonbaystore.ca
604 885 8555

geotechnical engineers:

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Lewkowich Engineering
1900 Boxwood Road
Nanaimo, BC, V9S 5Y2

jhessels@lewkowich.ca
250 756 0355

architects:
Heather L Johnston, architect AIBC
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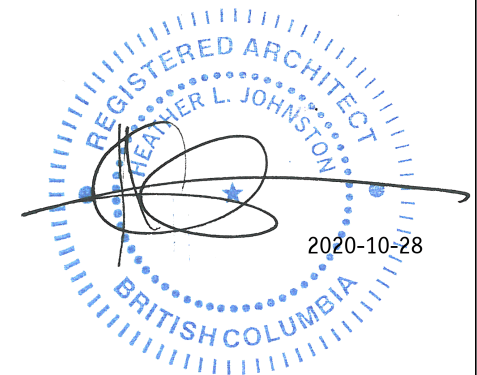
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778 386 6769

contractors:

Bill Tarves
Valley Grove Contracting, Ltd.
PO Box 492
Sechelt, BC, V0N 3A0

vgcontracting1@gmail.com
604-885-6477

A0.0	project information
A0.1	general notes, symbols, abbreviations and code summary
A0.2	perspective views
A0.3	site plan
A0.4	survey
A0.5	parking plan
A0.6	schedules & assemblies
A1.0	ground floor existing and demo plan
A1.1	second floor existing and demo plan
A2.1	proposed ground floor plan
A2.2	proposed second floor plan
A2.3	roof plan
A2.4	ground floor - reflected ceiling plan
A2.5	second floor - reflected ceiling plan
A3.1	elevations - west streetside existing and proposed
A3.2	elevations - east oceanside existing and proposed
A3.3	elevations - north building existing and proposed
A3.4	elevations - north building south existing and proposed
A3.5	elevations - south existing and proposed
A3.6	elevations - store north existing and proposed
A4.1	site section
A4.2	building sections
A4.3	building sections
A4.4	sections - north building
A5.1	interior views
4	drawing index



HALFMOON BAY GENERAL STORE
5642 Mintie Road
Halfmoon Bay, BC, V0N 1Y2

project number: 1913

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project information

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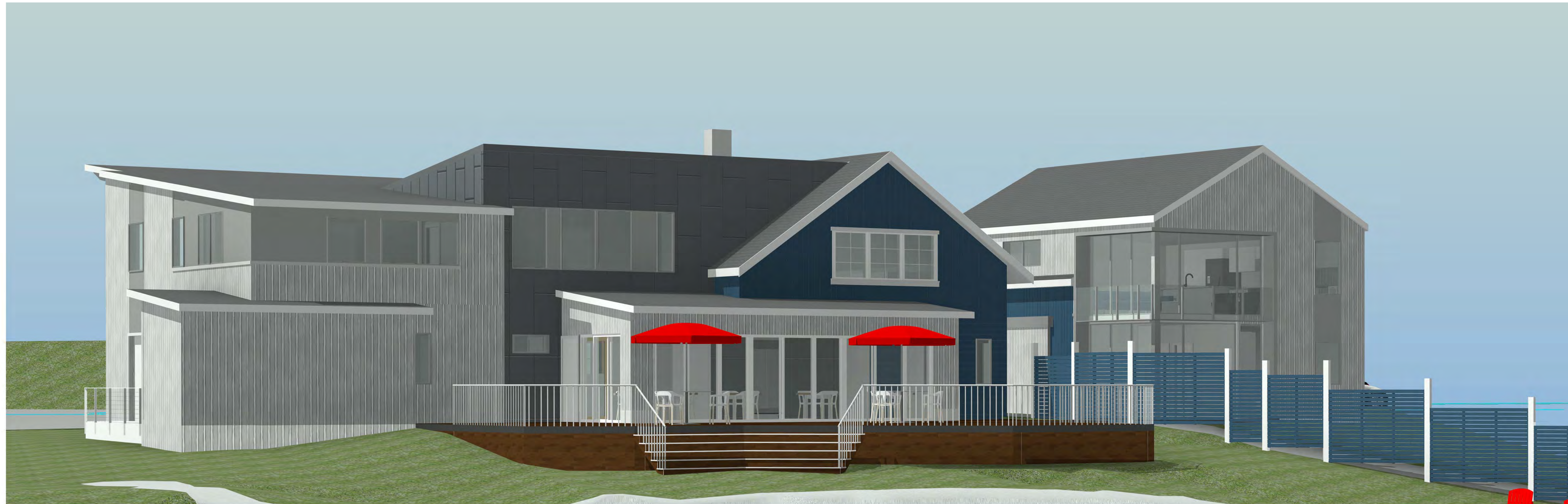
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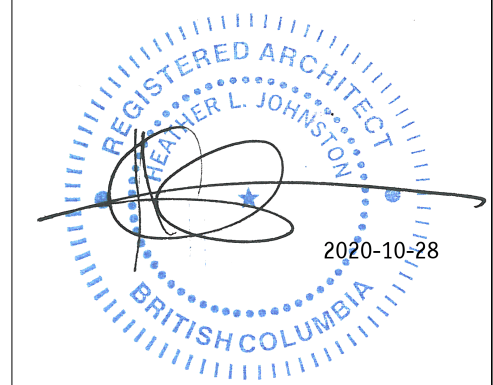
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1 new view from southwest on Mintie Road
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2 new view from the bay
A0.2



HALFMOON BAY GENERAL STORE
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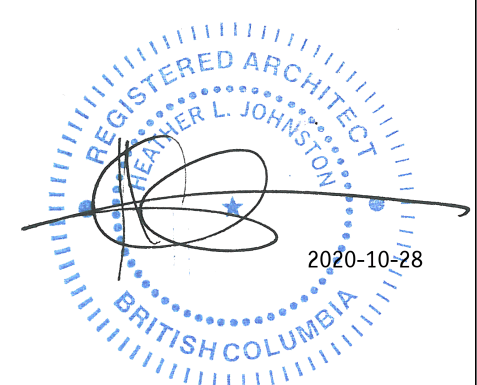
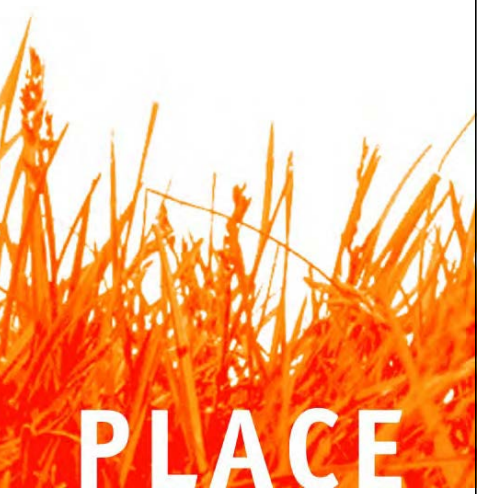
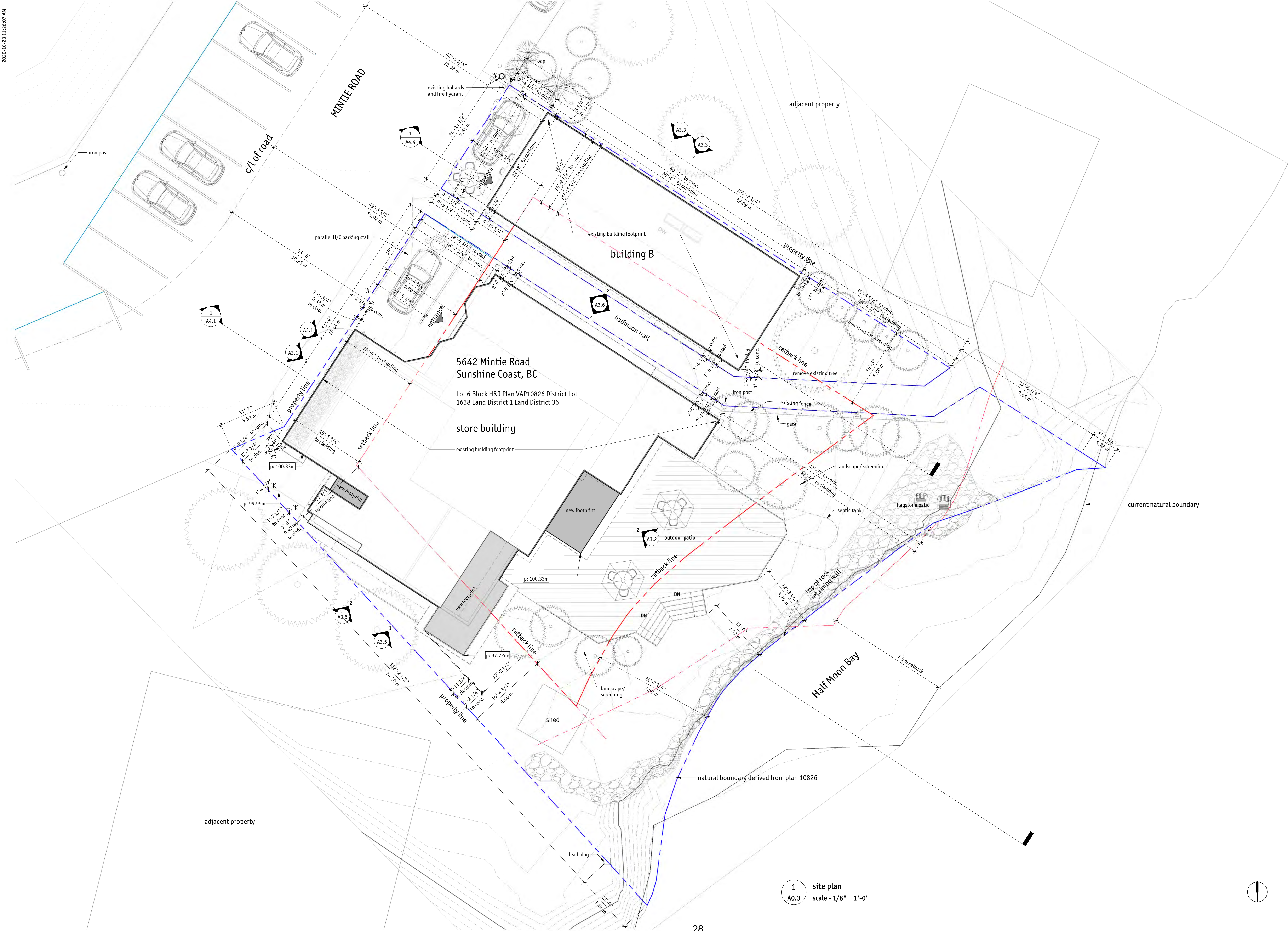
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perspective views

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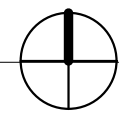
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site plan

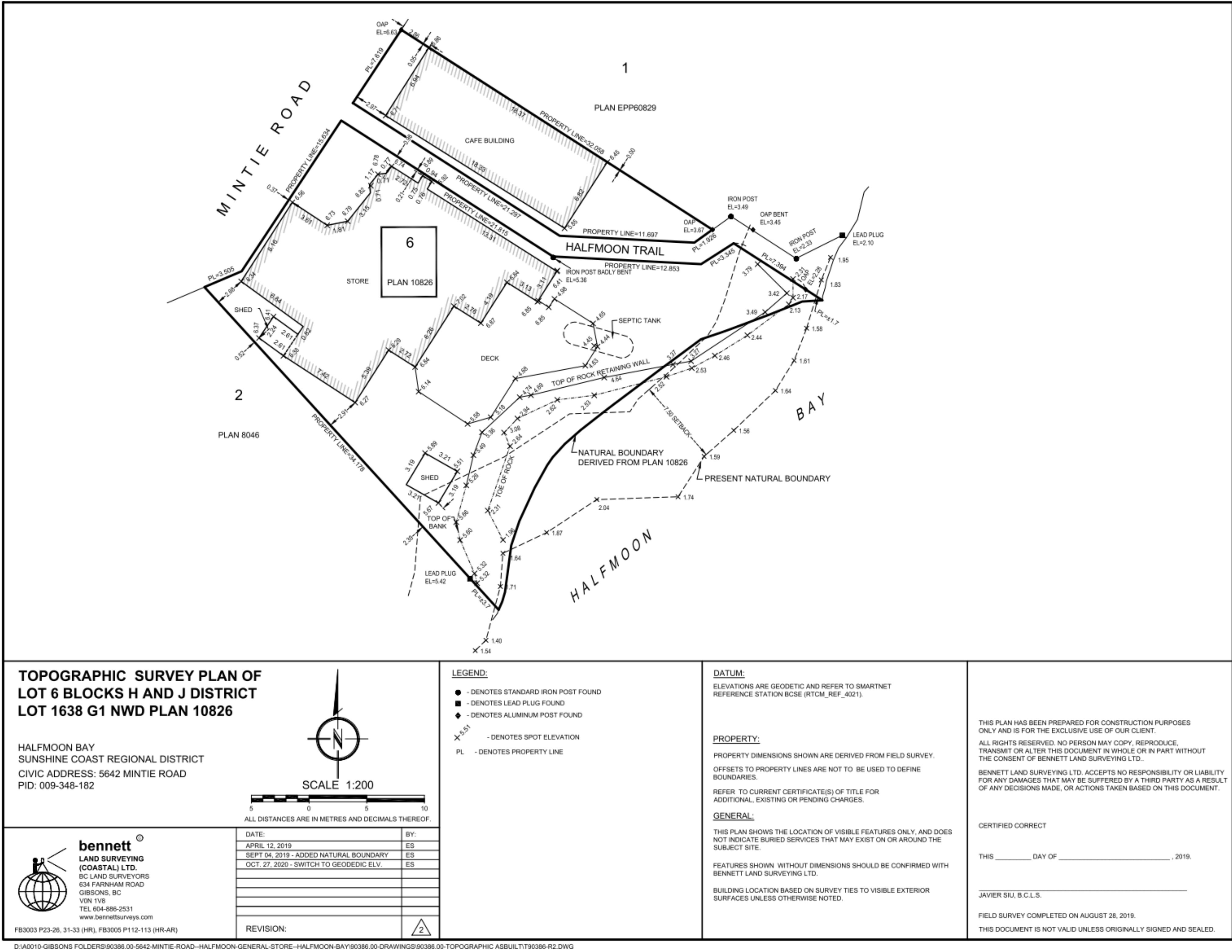
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1 site plan
A0.3 scale - 1/8" = 1'-0"

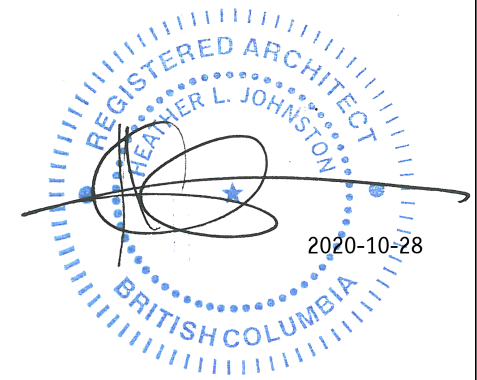


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HALFMOON BAY GENERAL STORE
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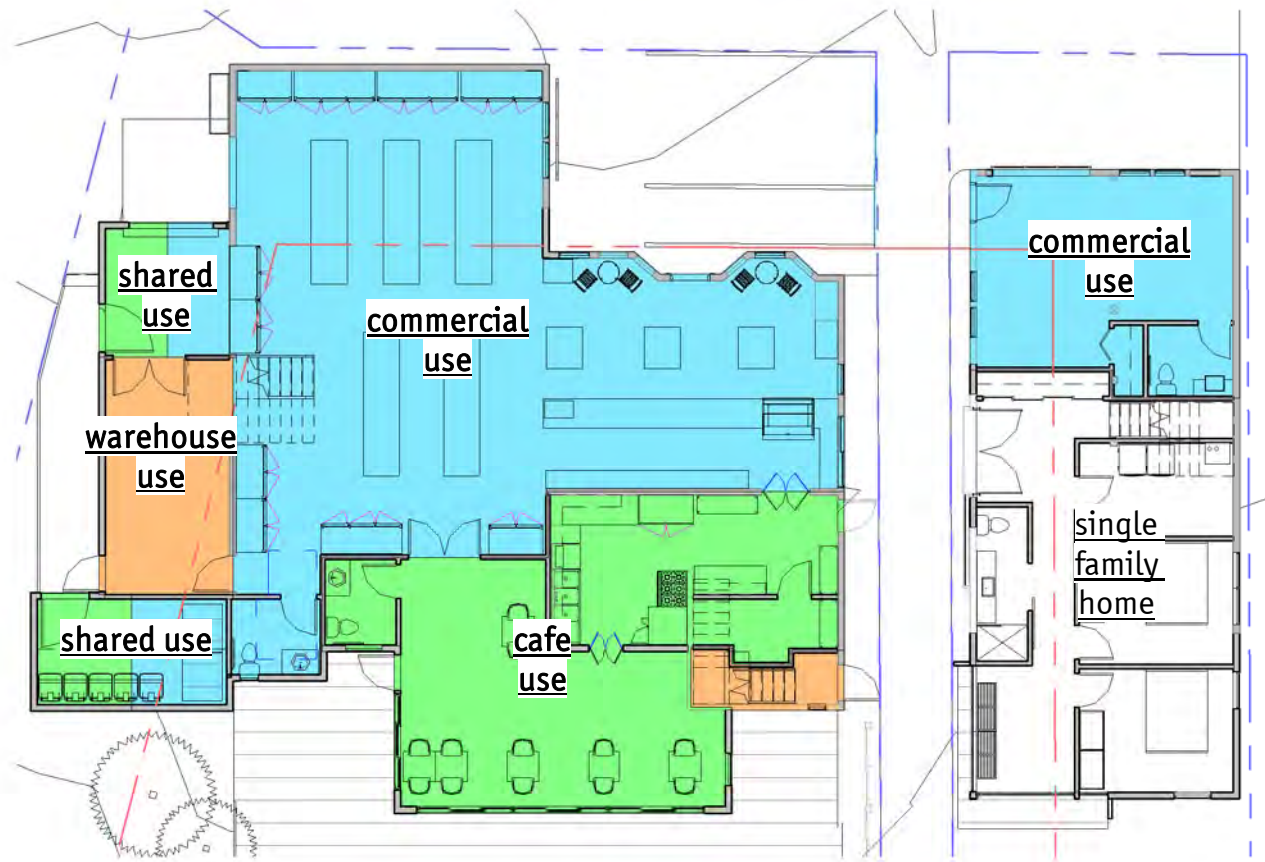
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survey

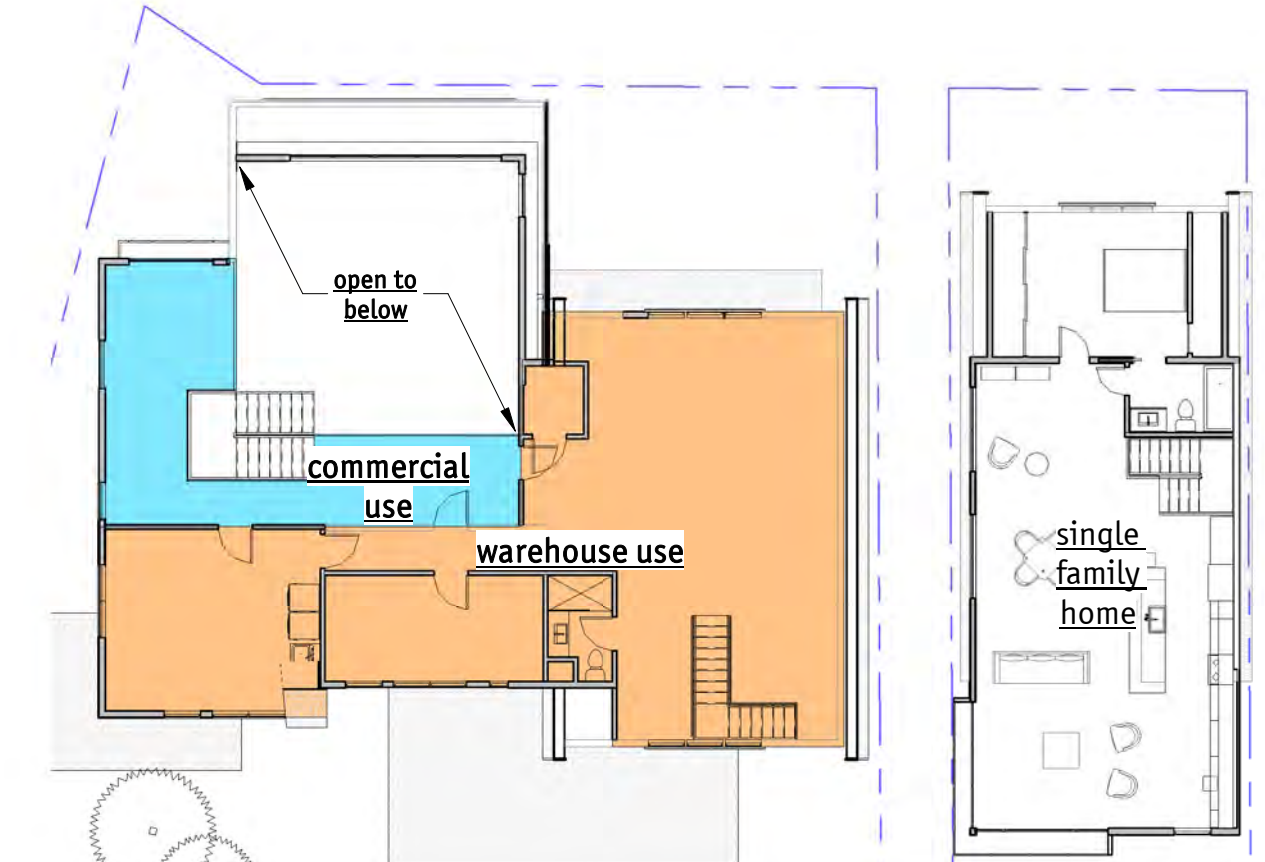
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1 parking plan
A0.5 scale - 1/16" = 1'-0"



2 level 1 - proposed - key plan
A0.5 scale - 1/16" = 1'-0"



3 level 2 - proposed - key plan
A0.5 scale - 1/16" = 1'-0"

parking calculations -- existing:

use	area/ units	requirement	required spaces
single family dwelling:	1	2 per	2.00
commercial:			
general store	158.25 sqm	4/ 100 sqm	6.33
salon	31.33 sqm	4/ 100 sqm	1.25
warehouse/ storage:	162.5 sqm	1 per occupancy + 1 per 185 sqm	2.00

cafe:			
indoor	12 seats	0.33/seat	4.00
outdoor (seasonal)	10 seats	0.33/seat	3.33

total required by bylaw*: 19 spaces
*none of this is provided on site.

parking calculations -- proposed:

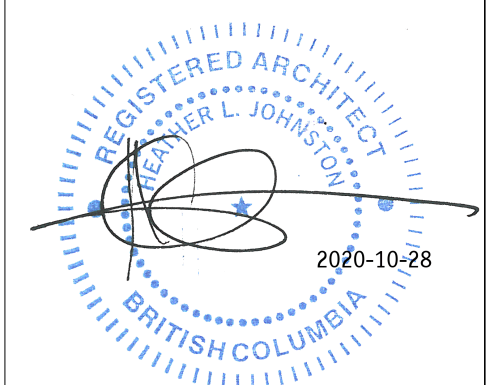
use	area/ units	requirement	required spaces
single family dwelling:	1	2 per	2.00
commercial:			
(store and art gallery)	238.06 sqm	4/ 100 sqm	9.52
warehouse/ storage:	162.5 sqm	1 per occupancy + 1 per 185 sqm	2.00
cafe:			
indoor	12 seats	0.33 /seat	3.96
outdoor (seasonal)	6 seats	0.33/seat	1.98

total required by bylaw*: 20 spaces
*2 provided of this is provided on site.

The Halfmoon Bay General Store is both a local service provider and a recreational destination. It is not the kind of shopping destination that one would likely drive to, especially given that there are much bigger shops and more variety nearby at Trail Bay Center and other locations.

A large percentage of Halfmoon Bay General Store customers arrive either on foot, bike, horse, or boat. Customers do come by car, but for as long as the store has been in this location, local on street parking has been sufficient to handle busy days.

One significant issue in this location is that often in summer, someone will park an RV or a truck and boat trailer across five or six spaces on the road, and leave it for a weekend or more. These spaces should be one hour parking. That change alone would make a big difference in the ease of parking at this location.



HALFMOON BAY GENERAL STORE
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project number: 1913

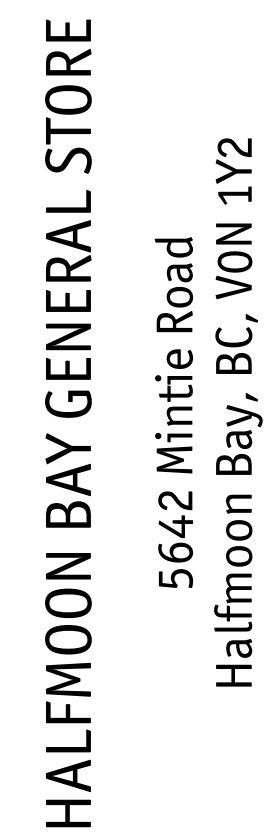
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parking plan

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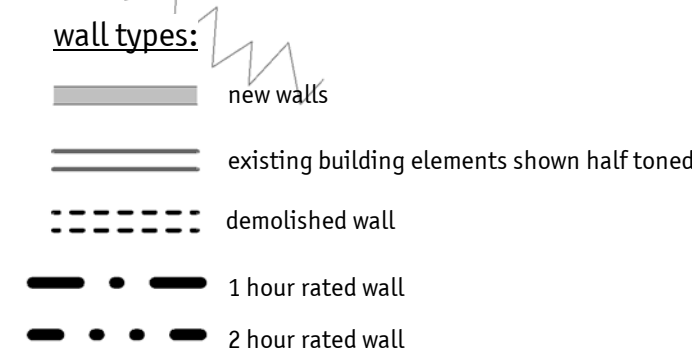
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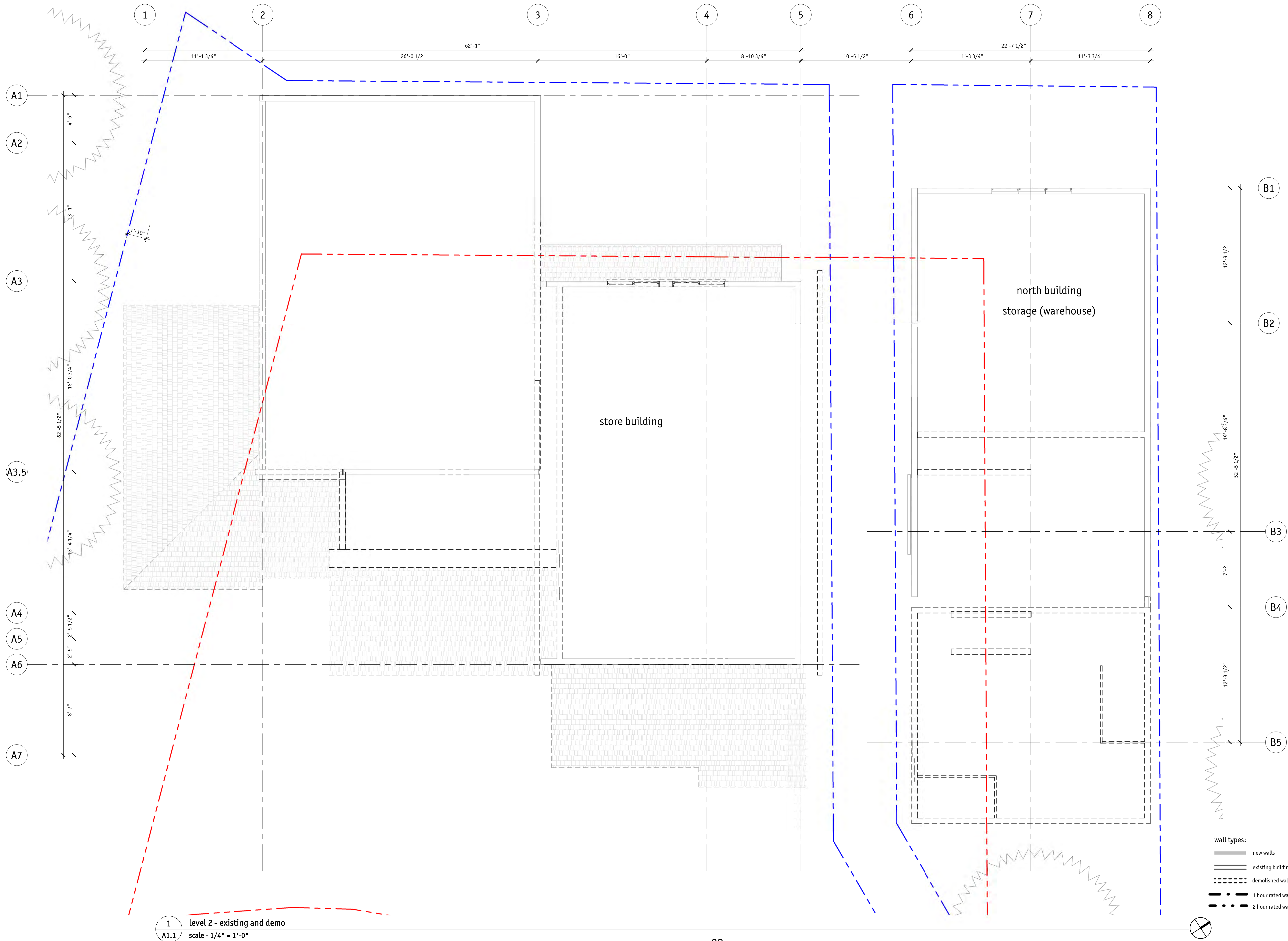
second floor
existing and
demo plan

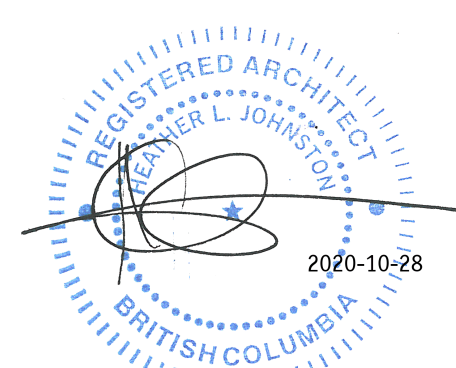
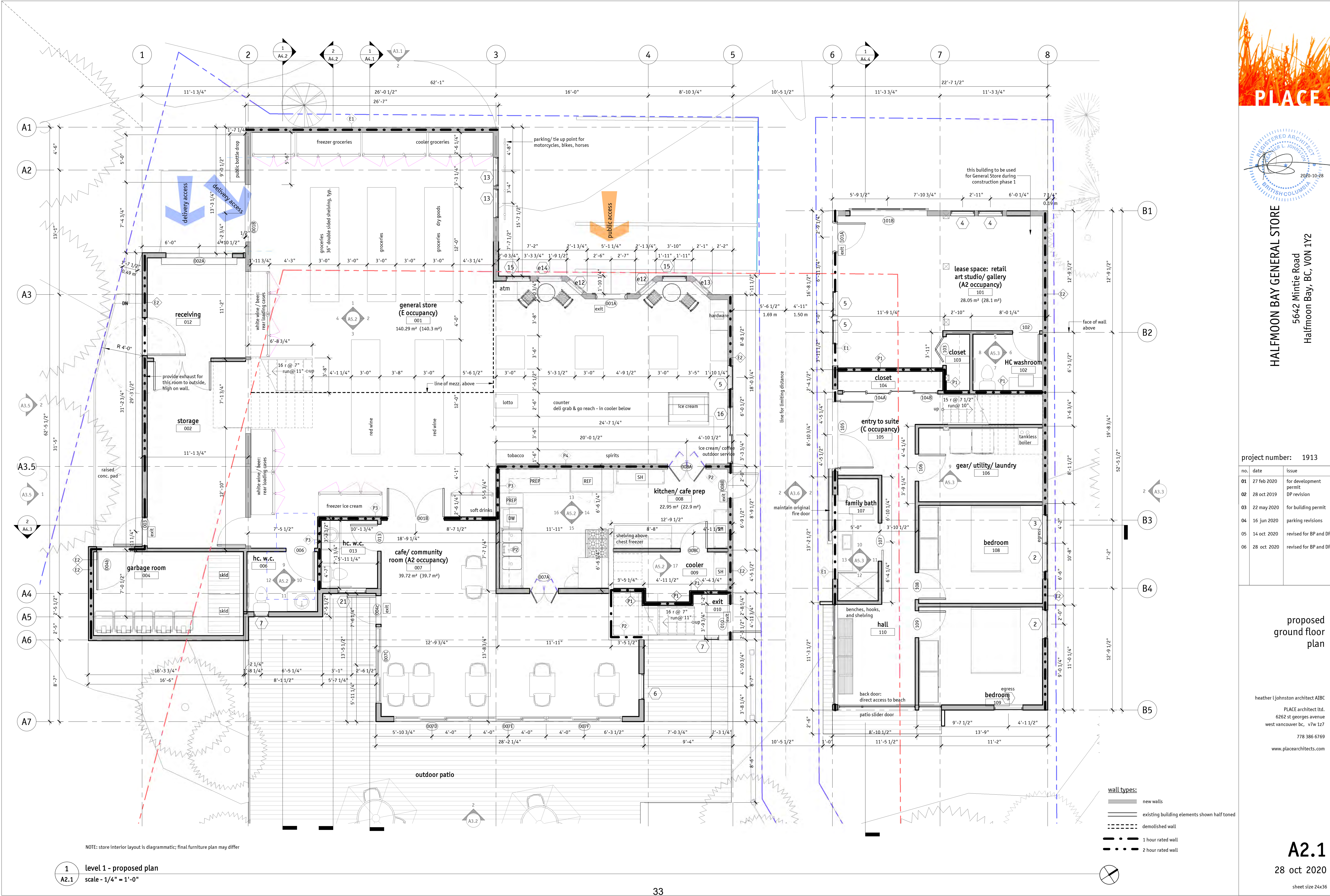
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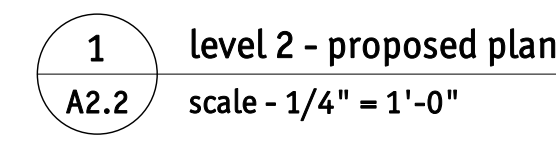
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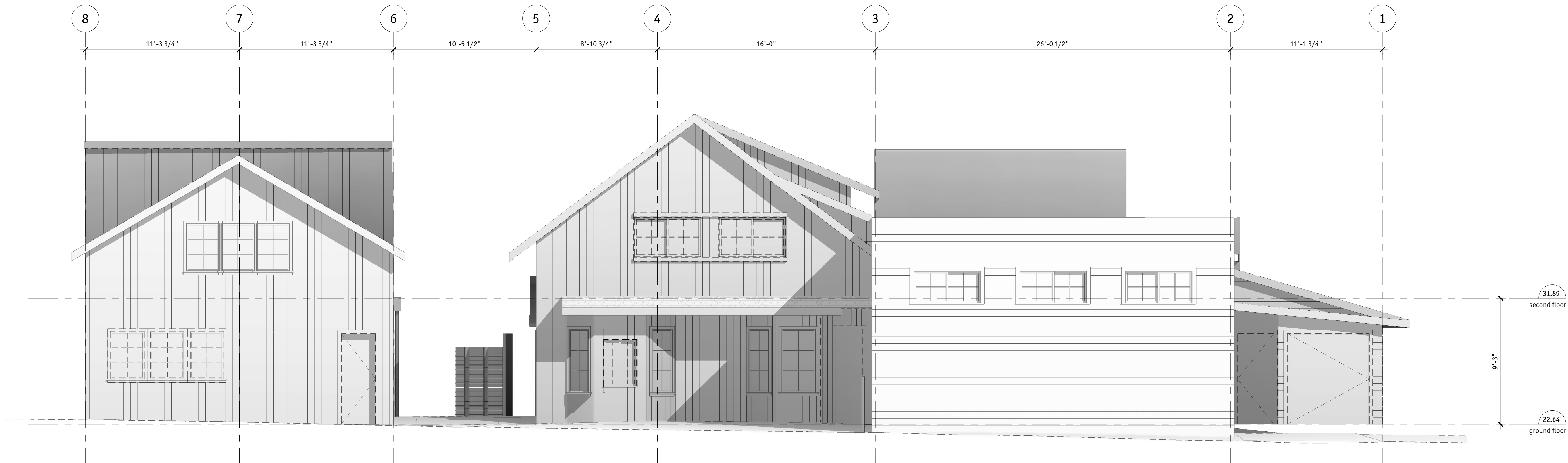
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proposed
ground floor
plan

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A2.1
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1 west (streetside) elevation - existing
A3.1 scale - 1/4" = 1'-0"

tag	MATERIAL
1	board and batten siding to match original
2	metal siding
3	swisspearl f.c. siding
4	asphalt shingles
5	new prefinished aluminum guard rail, colour black
6	new aluminum metal panel
7	new fiber cement fascia board
8	new fiber cement horizontal plank siding

Material Colour Key

Board and Batten/plank Siding
Metal siding, silver colour
SwissPearl siding with exposed s.s. fasteners

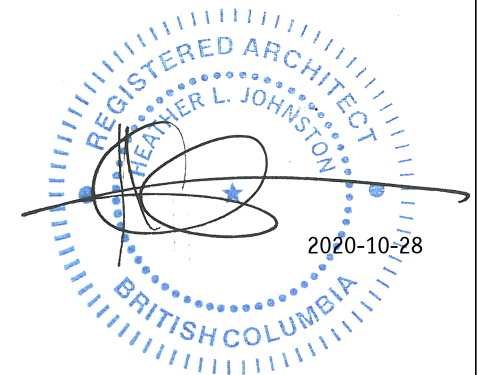


spatial separation calculations
Table 3.2.3.1.-D
exempt since limiting distances is greater than 9m

spatial separation calculations
Table 3.2.3.1.-E
exempt since limiting distances is greater than 15m

spatial separation calculations
Table 3.2.3.1.-E
Compartment 2: Mercantile
exposed building face: 94.28 sqm
limiting distance: 10.26 m
max upo: 84% (79.20 sqm)
proposed upo: 29.7% (28.03 sqm)

2 west (streetside) elevation - proposed
A3.1 scale - 1/4" = 1'-0"



HALFMOON BAY GENERAL STORE

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Halfmoon Bay, BC, V0N 1Y2

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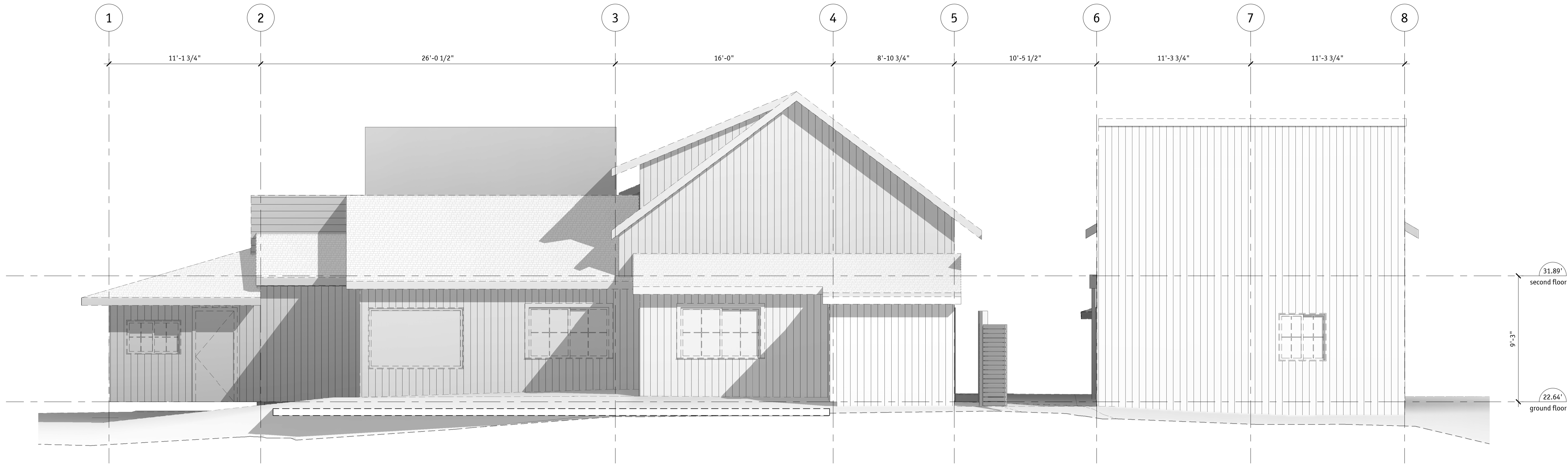
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elevations -
west
streetside
existing and
proposed

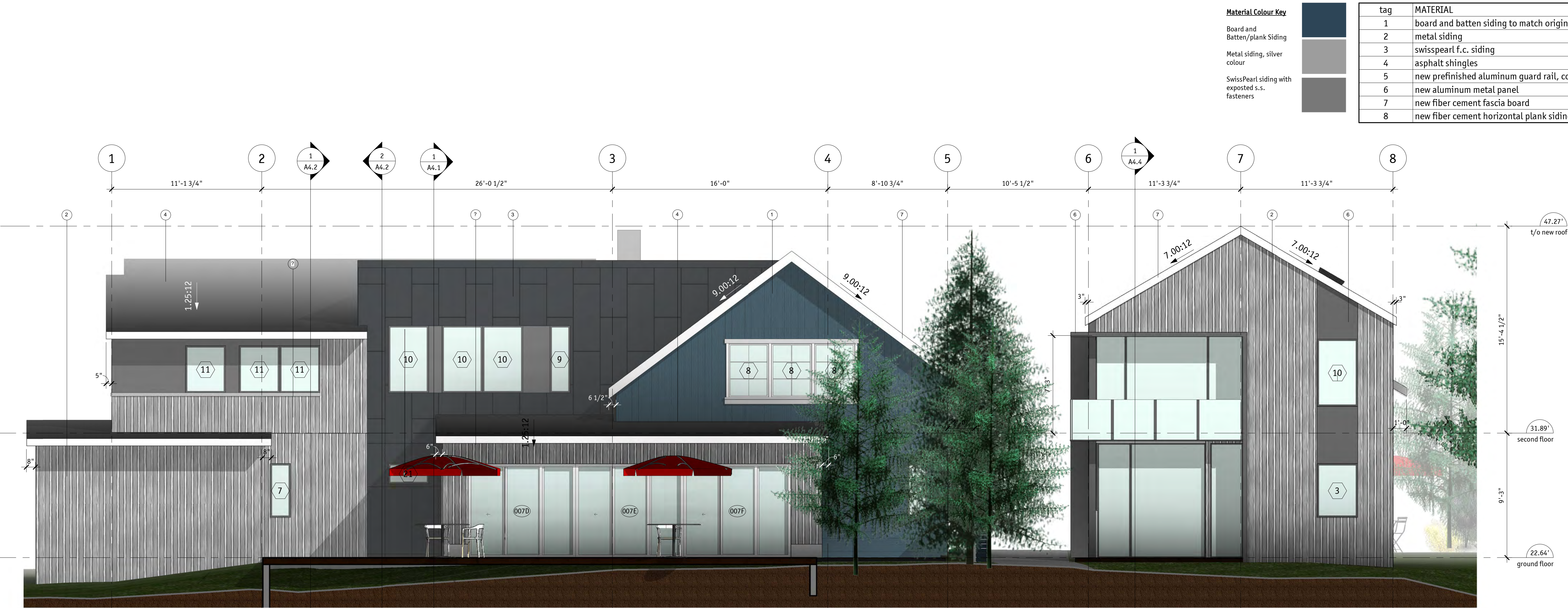
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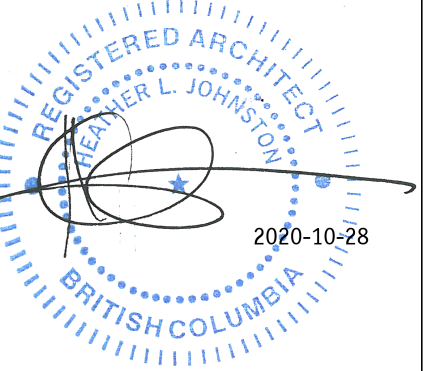
1 east (water side) elevation - existing
scale - 1/4" = 1'-0"



2 east (water side) elevation - proposed
scale - 1/4" = 1'-0"

spatial separation calculations
omitted since limiting distance is greater than 15m

spatial separation calculations
omitted since limiting distance is greater than 15m



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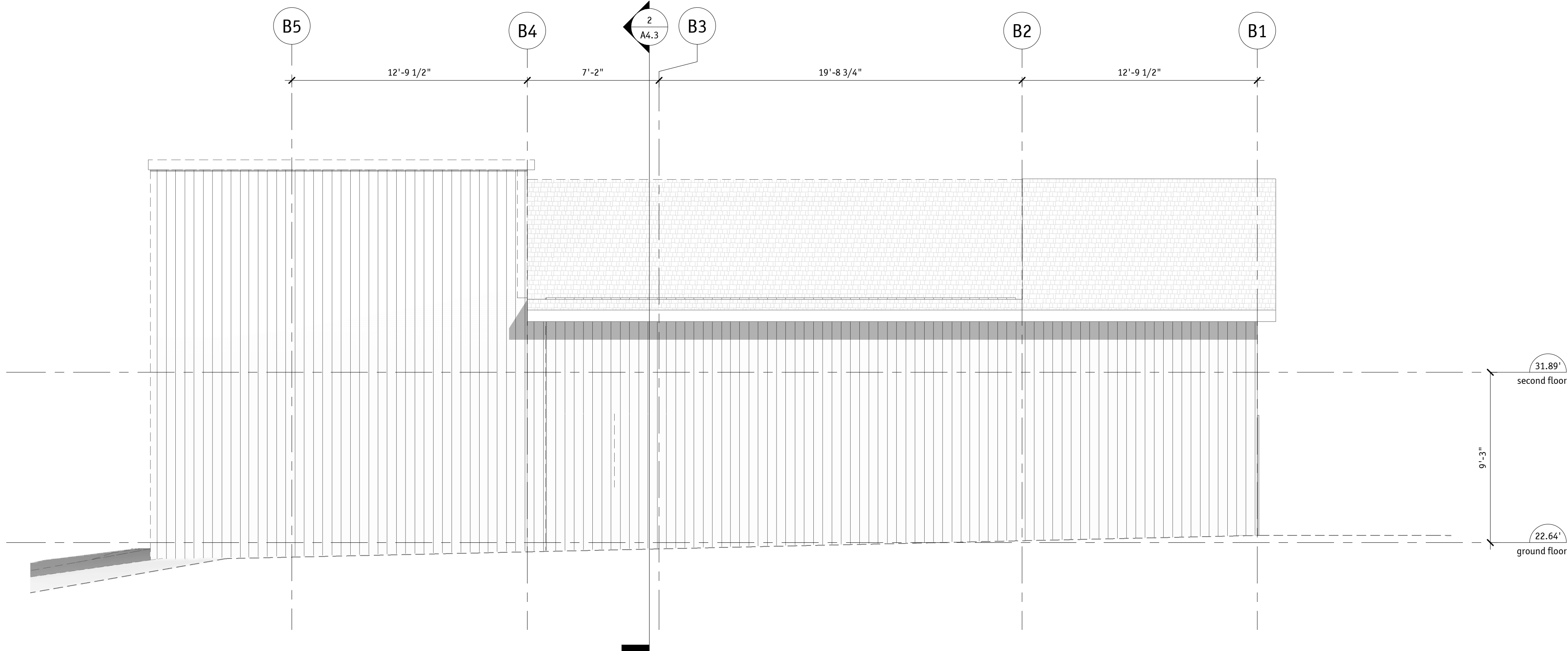
elevations -
east oceanside
existing and
proposed

heather l Johnston architect AIBC
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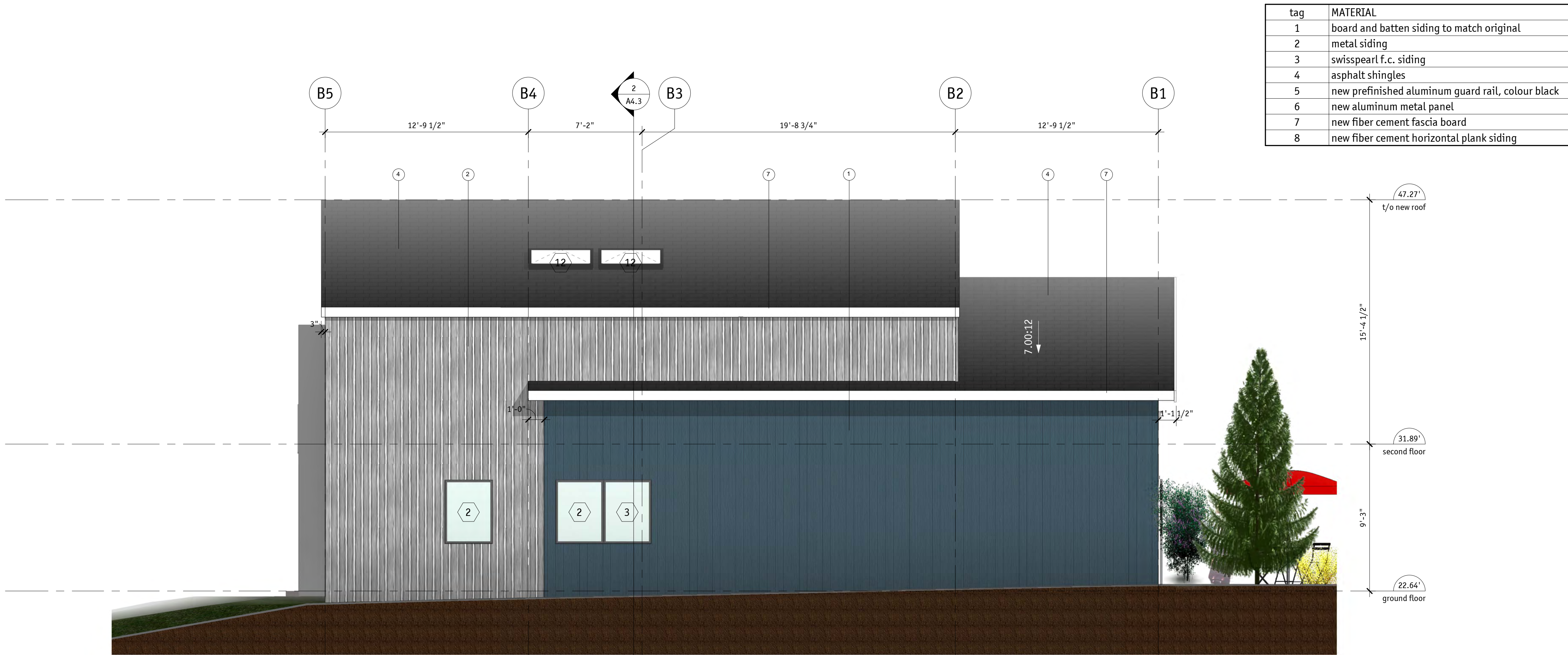
A3.2

28 oct 2020

sheet size 24x36

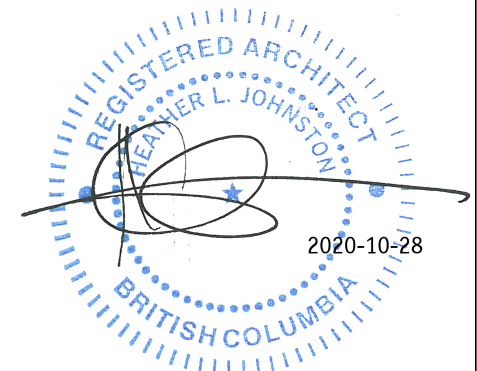


1 building 2 - north elevation - existing
A3.3 scale - 1/4" = 1'-0"



2 building 2 - north elevation - proposed
A3.3 scale - 1/4" = 1'-0"

spatial separation calculations
Table 3.2.3.1.1-D
exposed building face: 100.5 sqm
limiting distance: 0.19 m
max upo: 2.22% (2.23 sqm)
proposed upo: 1.76% (1.77 sqm)



HALFMOON BAY GENERAL STORE
5642 Mintie Road
Halfmoon Bay, BC, V0N 1Y2

project number: 1913

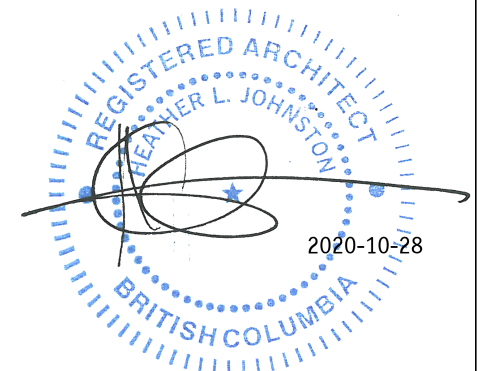
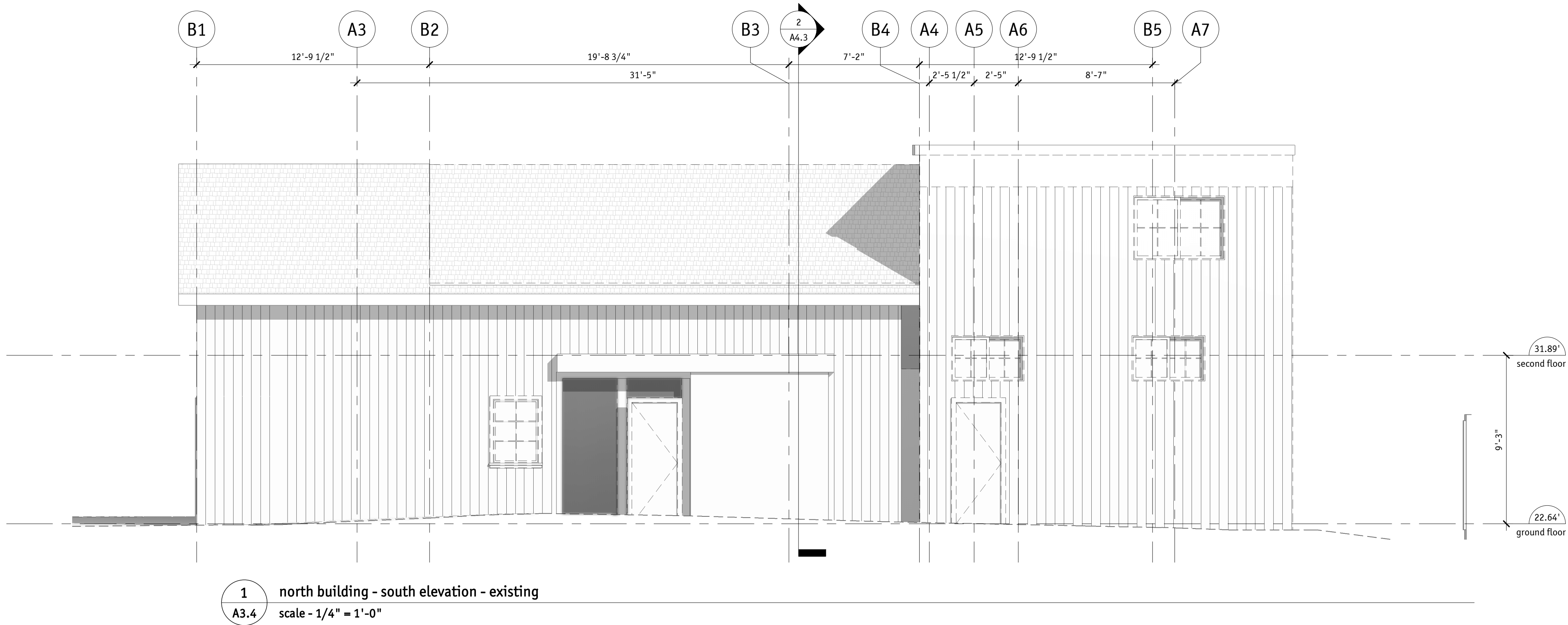
no.	date	issue
01	27 feb 2020	for development permit
02	28 oct 2019	DP revision
03	22 may 2020	for building permit
04	16 jun 2020	parking revisions
05	14 oct 2020	revised for BP and DP
06	28 oct 2020	revised for BP and DP

elevations -
north building
existing and
proposed

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www.placearchitects.com

A3.3
28 oct 2020

sheet size 24x36



HALFMOON BAY GENERAL STORE
5642 Mintie Road
Halfmoon Bay, BC, V0N 1Y2

project number: 1913

no.	date	issue
01	27 feb 2020	for development permit
02	28 oct 2019	DP revision
03	22 may 2020	for building permit
04	16 jun 2020	parking revisions

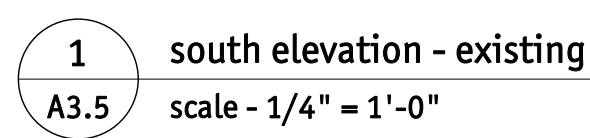
elevations -
north building
south existing
and proposed

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A3.4

:16 jun 2020

sheet size 24x36



Material Colour Key

Board and
Batten/plank Siding

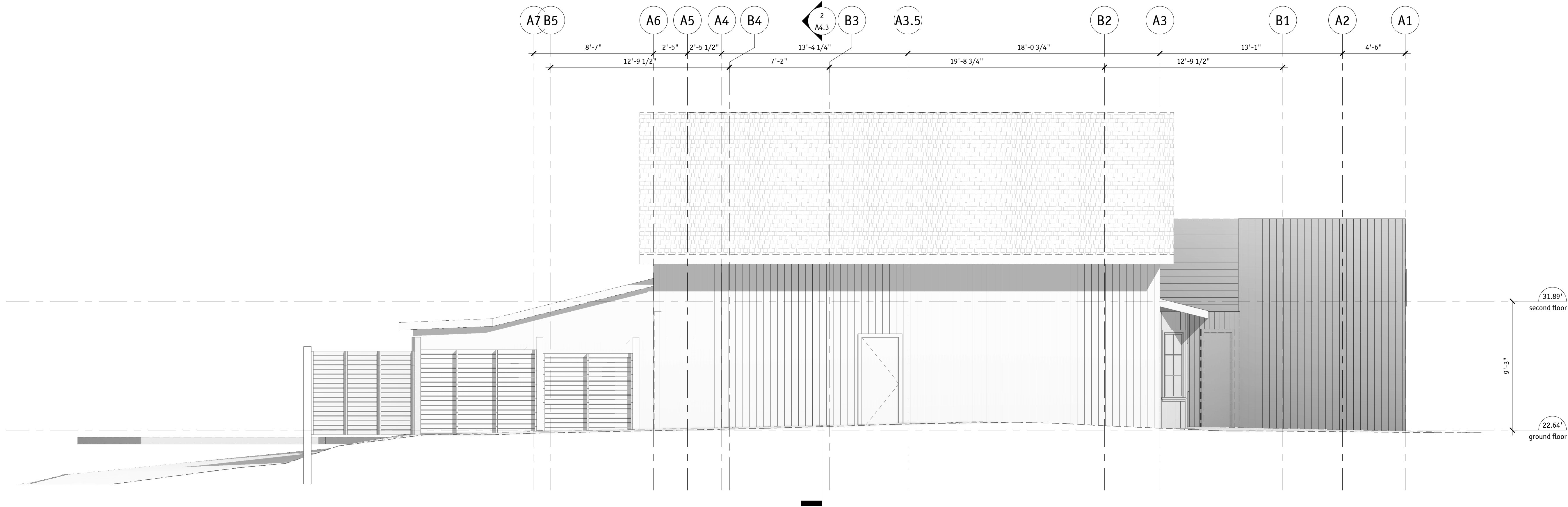
Metal siding, silver
colour

SwissPearl siding with
exposed s.s.
fasteners

2 south elevation - proposed
A3.5 scale - 1/4" = 1'-0"

no.	date	issue
01	27 feb 2020	for development permit
02	28 oct 2019	DP revision
03	22 may 2020	for building permit
04	16 jun 2020	parking revisions
05	14 oct 2020	revised for BP and DP

A3.5
4 oct 2020



1 store building north elevation - existing
A3.6 scale - 1/4" = 1'-0"

tag	MATERIAL
1	board and batten siding to match original
2	metal siding
3	swisspearl f.c. siding
4	asphalt shingles
5	new prefinished aluminum guard rail, colour black
6	new aluminum metal panel
7	new fiber cement fascia board
8	new fiber cement horizontal plank siding

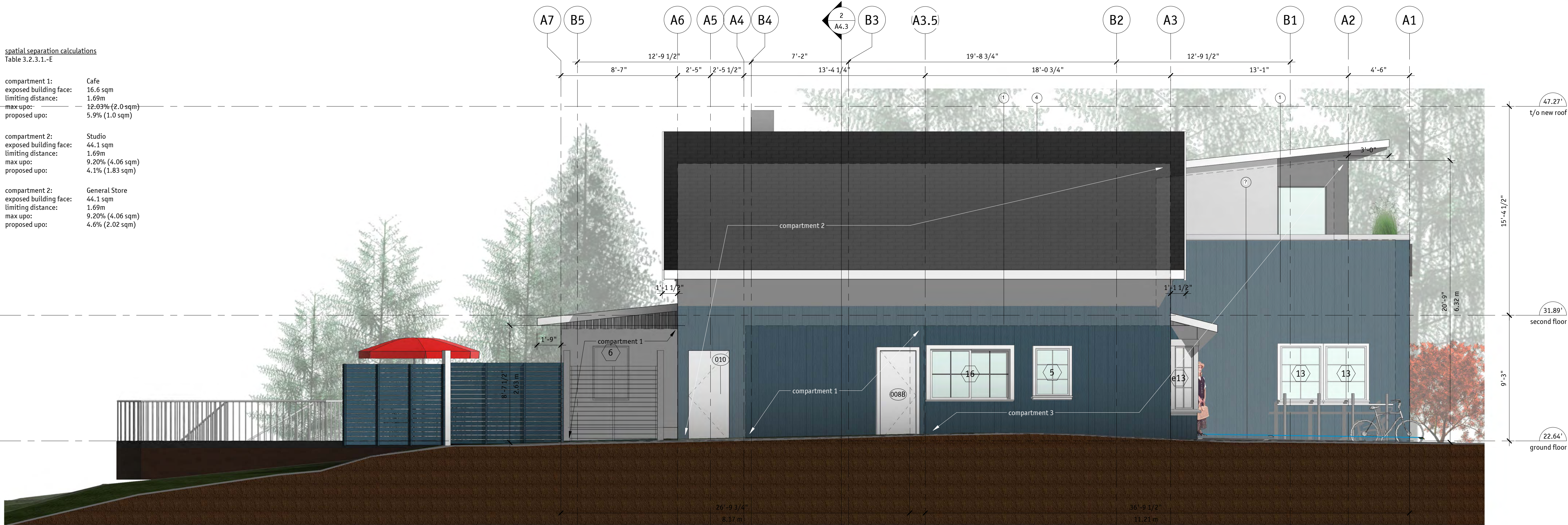
Material Colour Key	
Board and Batten/plank Siding	
Metal siding, silver colour	
SwissPearl siding with exposed s.s. fasteners	

spatial separation calculations
Table 3.2.3.1-e

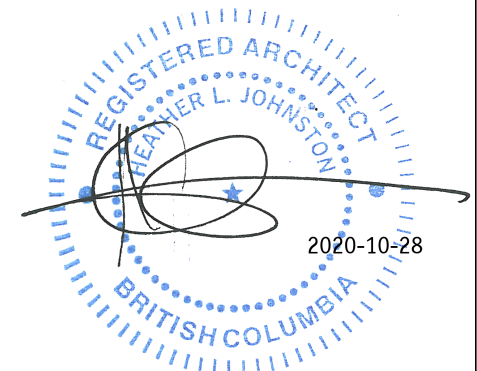
compartment 1: Cafe
exposed building face: 16.6 sqm
limiting distance: 1.69m
max upo: 12.03% (2.0 sqm)
proposed upo: 5.9% (1.0 sqm)

compartment 2: Studio
exposed building face: 44.1 sqm
limiting distance: 1.69m
max upo: 9.20% (4.06 sqm)
proposed upo: 4.1% (1.83 sqm)

compartment 2: General Store
exposed building face: 44.1 sqm
limiting distance: 1.69m
max upo: 9.20% (4.06 sqm)
proposed upo: 4.6% (2.02 sqm)



2 store building north elevation - proposed
A3.6 scale - 1/4" = 1'-0"



HALFMOON BAY GENERAL STORE
5642 Mintie Road
Halfmoon Bay, BC, V0N 1Y2

project number: 1913

no.	date	issue
01	27 feb 2020	for development permit
02	28 oct 2019	DP revision
03	22 may 2020	for building permit
04	16 jun 2020	parking revisions

elevations -
store north
existing and
proposed

heather l johnston architect AIBC
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A3.6
16 jun 2020

sheet size 24x36

Attachment B – Summary of Community Comments

Staff have so far received approximately 50 submissions regarding the proposed development and variance application from the community. Comments in favour of the development and the variance application are expressed by 30 members of the public in their submissions and through responses to social media posts; and comments opposing the development and application have been received from 11 members of the public. These comments can be summarized as follows.

Favourable comments indicate that:

- The redevelopment of the Halfmoon Bay General store has community benefits of offering convenient grocery shopping for local residents, amenity for visitors and economic opportunities for a local business, strengthening the vitality of the existing community hub in this location and revitalizing this historic place in Halfmoon Bay.
- There is a need for commercial facilities in this location to serve the surrounding community, and such facilities can continue to coexist with surrounding residential neighborhoods.

Common concerns expressed by those opposing the development and variance application are:

- The existing business operation of the general store has negative impacts on the surrounding residential neighborhood: congestion of traffic and on-street parking, lack of loading space, noise, delivery vehicle blocking driveway and fire hydrant access, hazard to pedestrians, loss of privacy and ocean view, garbage bin left on street.
- The proposed development is perceived as out of scale of the existing buildings and business operation.
- The proposed variances further contravene the zoning bylaw.
- The existing uses on the property are perceived as non-conforming to the zoning bylaw, and therefore should not be allowed to expand.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020 and Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 (BC Ferries Earls Cove)–Consideration of Third Reading and Adoption

RECOMMENDATIONS

1. THAT the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020 and Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 (BC Ferries Earls Cove)–Consideration of Third Reading and Adoption be received;
2. AND THAT Egmont / Pender Harbour Official Community Plan Amendment Bylaw 708.2, 2020 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 be forwarded to the Board for Third Reading;
3. AND FURTHER THAT prior to consideration of adoption of Egmont / Pender Harbour Official Community Plan Amendment Bylaw 708.2, 2020 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020, the following condition be met:

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

BACKGROUND

On October 8, 2020, the SCRD Board adopted the following recommendation:

319/20 **Recommendation No. 7** *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020 and Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 (BC Ferries Earls Cove)*

THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw 708.2, 2020 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020* be forwarded to the Board for First and Second Readings;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw 708.2, 2020* is considered consistent with the SCRD's 2020-2024 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the Bylaws be scheduled;

AND FURTHER THAT Director Pratt be delegated as the Chair and Director Lee be delegated as the Alternate Chair to conduct the Public Hearing.

This report provides a summary of the public hearing and recommends third reading of the bylaws and adoption of the bylaws subject to a condition.

DISCUSSION

Public Hearing Summary

A public hearing was held electronically on October 20, 2020, with 4 people attending and viewing the meeting including 2 representatives of the applicant. Other than the applicant, no public submissions of any form have been received. The public hearing report can be found in Attachment C.

The applicant explained the proposed terminal development plan and public consultation process and spoke in favour of the application. The applicant requested that the maximum height for structure be increased from 20 m to 25 m in order to accommodate a tower structure that is required for the ferry terminal operations. This is the same structure height for the Langdale terminal in the M1 zone. This change is reflected in the revised amendment bylaw in Attachment B.

CONCLUSION

Through the public hearing process no comments from members of the public were received. As indicated in the previous staff report, the proposed amendment bylaws to recognize existing uses and accommodate future growth of the BC Ferries Earls Cove terminal are appropriate for the location and can provide a community benefit for the Sunshine Coast.

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 – OCP Amendment Bylaw 708.2 for Third Reading and Adoption
Attachment B – Zoning Amendment Bylaw 337.122 for Third Reading and Adoption
Attachment C – Public hearing report

Reviewed by:			
Manager	X – D. Pady	CFO/Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Solid Waste	

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

####

DAY OF, YEAR

READ A THIRD TIME this

####

DAY OF, YEAR

ADOPTED this

####

DAY OF, YEAR

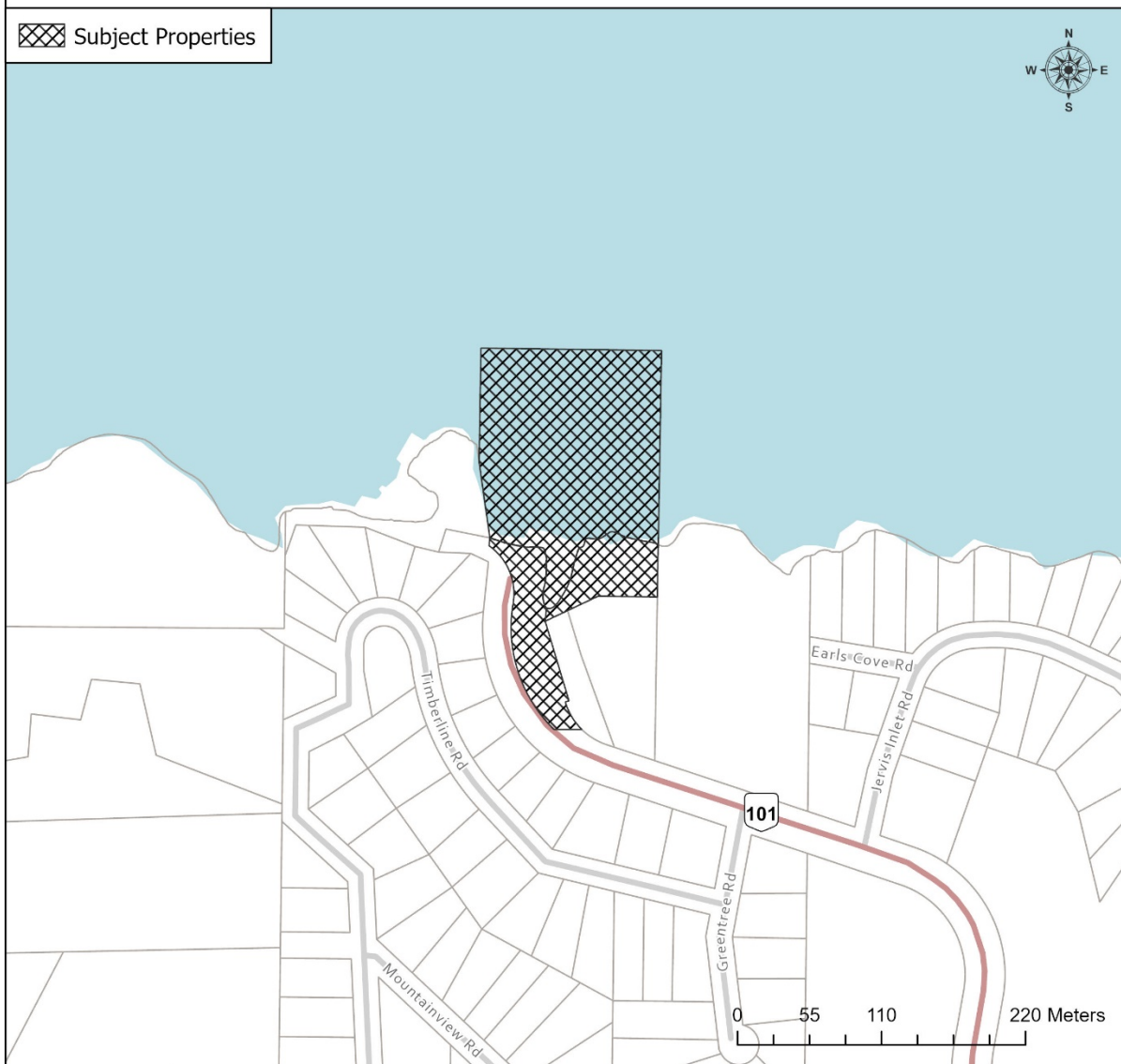
Corporate Officer

Chair

Appendix A to Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020

Re-designate District Lot - 8008 Group 1 New Westminster District Plan - BCP5643, District Lot – Lot 1
 5387 Group 1 New Westminster District Plan – BCP5644 and District Lot - Block A 5387 District Plan –
 12770 from **Residential to Marine Transportation**

 Subject Properties



Chair

Corporate Officer

Attachment B

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 337.122

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

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

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:

- a. In Section 501 (1) add “M1 Marine Transportation” following “C4 Commercial Four”.
- b. In Part VIII (Commercial Zones), insert the following in numerical order as follows:

834 M1 Zone (Marine Transportation)

Permitted Uses

- 834.1 Except as otherwise permitted in Part V of this bylaw the following and no other uses are permitted:

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

Conditions of Use

- 834.2 the combined floor area and site area for retail, restaurant and mobile vendor uses shall not exceed 20% of the total building floor area up to a maximum of 500 square metres.

Siting of Structures

- 834.3 no structure shall be located within 5 metres of any parcel line.

Height of Buildings and Structures

- 834.4 (a) buildings shall not exceed 14 metres;
(b) structures shall not exceed 25 metres;
(c) fences within the setback area may not exceed 2 metres.

Parcel Coverage

- 834.5 the maximum parcel coverage of all buildings and structures shall not exceed 45%.

Buildings Per Parcel

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

c. Schedule A is hereby amended by rezoning:

- 1) District Lot - 8008 Group 1 New Westminster District Plan - BCP5643,
- 2) District Lot – Lot 1 5387 Group 1 New Westminster District Plan – BCP5644, and
- 3) District Lot - Block A 5387 District Plan – 12770

from R1 (Single Family Residential), R2 (Single and Two Family Residential), C2 (Tourist Commercial) to M1 (Marine Transportation), as depicted on Appendix A to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF,	YEAR
READ A SECOND TIME this	####	DAY OF,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF,	YEAR
READ A THIRD TIME this	####	DAY OF,	YEAR

APPROVED PURSUANT TO SECTION 52 OF
THE *TRANSPORTATION ACT* this

DAY OF, YEAR

ADOPTED this

DAY OF, YEAR

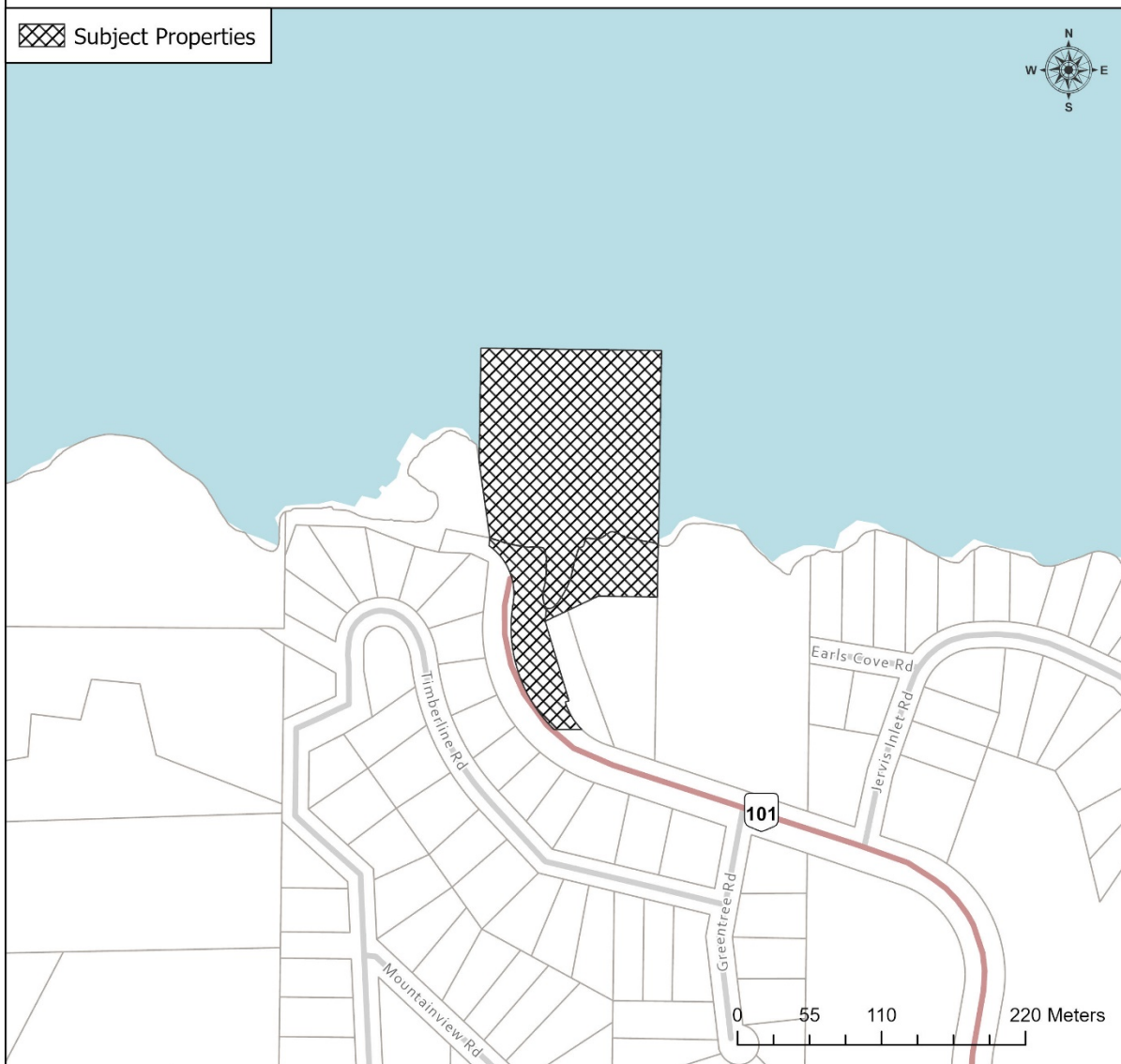
Corporate Officer

Chair

Appendix A to Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020

Rezone District Lot - 8008 Group 1 New Westminster District Plan - BCP5643, District Lot – Lot 1 5387
 Group 1 New Westminster District Plan – BCP5644 and District Lot - Block A 5387 District Plan – 12770
 from **R1, R2 and C2 to M1 (Marine Transportation)**

 Subject Properties



Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD ONLINE VIA ZOOM October 20, 2020

*Sunshine Coast Regional District Egmont / Pender Harbour Official Community Plan Amendment 708.2
and
Sunshine Coast Regional District Egmont / Pender Harbour Zoning Amendment Bylaw No. 337.122*

PRESENT:	Chair, Electoral Area B Director	L. Pratt
	Alternate Chair, Electoral Area A Director	L. Lee
ALSO PRESENT:	Senior Planner	Y. Siao
	Planner 1 / Senior Planner	J. Clark
	Planner 1	R. Brigden
	Recording Secretary	G. Dixon
	Members of the Public	2

CALL TO ORDER

The public hearing for *Sunshine Coast Regional District Egmont / Pender Harbour Official Community Plan Amendment No. 708.2* and *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122* was called to order at 7:00 p.m.

The Chair introduced elected officials and staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. In response to COVID-19 and in accordance with the BC government Ministerial Order M192 to authorize local governments to hold public hearings electronically, the public hearing was held electronically via ZOOM and open to members of the public.

PRESENTATION OF THE PROPOSED BYLAWS

The Senior Planner provided a PowerPoint presentation of the proposed bylaws: *Sunshine Coast Regional District Egmont / Pender Harbour Official Community Plan Amendment No. 708.2* and *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122*.

PUBLIC SUBMISSIONS AT PUBLIC HEARING

The Chair called a first time for submissions.

Mitchell Jacobson, 2825 Prior Street, Victoria – BC Ferries

On behalf of the applicant expressed support for the proposal, future terminal upgrades, new waiting room and washrooms, traffic safety items, new berth in the long-term plan and current engagement initiatives.

The Chair called a second time for submissions.

Courtney Gosselin, 1920 Patricia Avenue, Port Coquitlam - AECOM

On behalf of the applicant expressed support for the proposal, one height amendment to be made.

The Chair called a third time for submissions, no speakers spoke.

CLOSURE

The Chair called a final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed *Sunshine Coast Regional District Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2*, and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.122*, closed at 7:20 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:



L. Pratt, Chair

G. Dixon, Recording Secretary

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Robert Brigden, Planner I

SUBJECT: Development Variance Permit DVP00068 (1269 Burns Road)

RECOMMENDATIONS

THAT the report titled Development Variance Permit DVP00068 (1269 Burns Road) be received;

AND THAT Development Variance Permit DVP00068 to vary Zoning Bylaw No. 310 Section 601.4 to reduce the required front yard setback from 5 metres to 1.1 metres and to reduce the required side yard setback from 1.5 metres to 0.46 metres in order to permit a recently constructed parking deck structure be approved.

BACKGROUND

The SCRD received a Development Variance Permit application to relax the parcel line setback requirements to permit a recently reconstructed parking deck. The parking deck structure, which is in situ, is wider (by around 0.5m) and higher off the ground (by around 0.2m) than the previous structure, which was legally non-conforming as to siting.

Table 1 below provides a summary of the application.

Owner / Applicant:	Irina Lim and Yevgeniy Lim
Civic Address:	1269 Burns Road, Gibsons, V0N 1V1
Legal Description:	PLAN VAP7429 LOT 19 BLOCK 12 DISTRICT LOT 1402 NEW WESTMINSTER DISTRICT GROUP 1
Electoral Area:	F – West Howe Sound
Parcel Area:	560 sqm
OCP Land Use:	Residential
Land Use Zone:	R1 (Residential 1)

Table 1 - Application Summary of Subject Parcel

The subject parcel is a generally triangular piece of land with boundaries running alongside Burns Road and Hopkins Road. The applicant wishes to regularize the construction of a replacement parking deck that is partly located within the parcel line setback areas stipulated by the zoning bylaw. The purpose of this report is to provide information about the application and obtain a resolution.

Figure 1 – Subject parcel location



Figure 2 – Site Layout

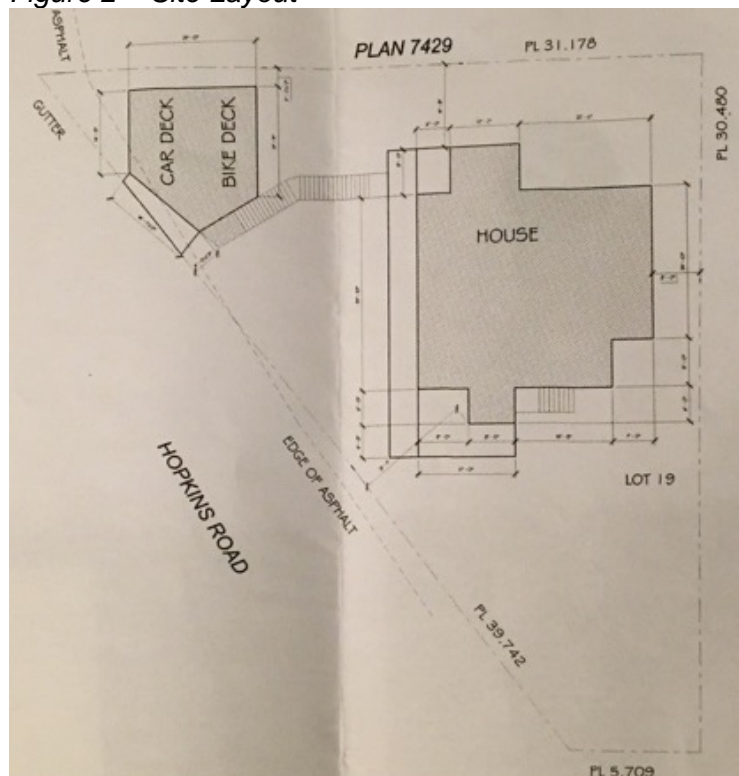


Figure 3 – Site Photographs





DISCUSSION

Analysis

Zoning Bylaw No. 310

Section 601.4 stipulates minimum parcel line setback distances in relation to the siting of structures, as follows:

“no structure shall be located within:

- (1) 5 meters of a front parcel line;*
- (2) 2 meters of a rear parcel line except where the rear parcel line is contiguous to a highway in which case the minimum setback shall be 4.5 metres; and*
- (3) 1.5 meters of a side parcel line except where the side parcel line is contiguous to a highway in which case the minimum setback shall be 4.5 meters.”*

The new parking deck breaches the minimum requirements in relation to the required front and side parcel line setbacks.

Applicant's Rationale

The applicant's rationale for the variance is that the development undertaken simply replaces the pre-existing, concrete structure which had become structurally unsound. The applicant states that the proposal was required to allow continued on-site parking, and that it has not resulted in any significant harm to neighbours.

The reconstructed deck is slightly taller and wider than the previous structure to allow improved access from the highway; however, the setbacks are consistent with the siting of the previous structure with the modest increase in width extending the deck towards the applicant's house.

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

Referral Agency	Comments
MOTI	Provincial Public Highway Permit for the structural encroachment required. This has since been granted. No objections.
SCRD Building Division	If the DVP is approved a building permit to bring the structure into compliance will be required to be approved and completed. A building permit application has been received.
Squamish Nation	Awaiting comments.
Advisory Planning Commission	The APC recommended that the SCR D proceed with issuance of DVP00068 (1269 Burns Road) provided there are no negative comments from the neighbours who have been contacted.
Neighbouring Property Owners/Occupiers	Notifications were distributed on November 20th, 2020 to owners and occupiers of properties within a 100m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Staff Comments

The reconstructed parking deck structure replaces a legally non-conforming structure. The proposed setbacks are consistent with the previously existing structure. The parking area could have been achieved through the construction of a retaining wall system and introduction of fill and this would be permitted since it would not be considered a structure. The structure is necessary to accommodate on-site parking on the steeply-sloped lot and is maintaining an existing condition. Staff do not anticipate the structure will have an unacceptable impact on neighbouring properties nor create a visual impact to the form and character of the surrounding neighbourhood.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would authorize the applicant to retain the replacement parking deck structure. Planning staff consider this option reasonable given that the development has involved the replacement of a former structure which had

become structurally unsound, and the new deck does not breach the required setbacks any more than was previously the case.

Planning staff recommend this option.

Option 2: Deny the permit

The zoning bylaw parcel line setback requirements would continue to apply; the proposed development cannot be accommodated and would need to be at least partially removed.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed variance would allow a reduction in the parcel line setbacks required by the zoning bylaw, and the retention of a recently reconstructed parking deck structure.

Staff recommend approval of the development variance permit.

Reviewed by:			
Manager	X - D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

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

SUBJECT: Provincial Referral - shashishalhem proposed names - Areas A & D

RECOMMENDATIONS

1. **THAT the report titled Provincial Referral - shashishalhem proposed names - Areas A & D be received;**
 2. **AND THAT the following comments about SCRD service areas be forwarded the BC Geographical Names Office for consideration by shíshálh Nation and the Province:**
 - a. **THAT the Sunshine Coast Regional District supports efforts to identify and rename geographical features and locations within the shíshálh swiya as a small but important part of building relationships, cultural awareness, respect and reconciliation;**
 - b. **THAT the Province be requested to confirm, with input/support from the shíshálh Nation, how the interface of k (underscore-k) with E911 and IT systems can best be managed, and to provide that information to SCRD and emergency service providers;**
 - c. **THAT as SCRD, the Province of BC and the shíshálh Nation seek to build support and momentum for both the Foundation Agreement specifically and cultural awareness, respect and reconciliation more generally that geographical feature(s) and location(s) other than Madeira Park be identified and considered for renaming at this time.**
 3. **AND THAT the delegated authorities be authorized to accept UBCM Community-to-Community Forum grant support of up to \$2,984;**
 4. **AND THAT the 2020-2024 Financial Plan be amended accordingly;**
 5. **AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 10, 2020.**
-

BACKGROUND

Earlier this year, SCRD received correspondence from Carla Jack, Provincial Toponymist, BC Geographical Names Office, Heritage Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development SCRD requesting local government comment on the proposed name changes for the communities of Madeira Park, Wilson Creek, as well as for Wilson Creek itself. SCRD has been asked to respond to the question: "Is there any reason why these names would not be appropriate for these features?" The shíshálh Nation, proposes the following shashishalhem (shíshálh language) names:

- “ts'ukw'um” (Wilson Creek)
- “salalus” (Madeira Park)

The “re-naming of geographical features and locations within the shíshálh swiya” is a Social, Culture and Community milestone identified in the shíshálh Nation / British Columbia Foundation Agreement signed in 2018.

After dialogue at several Committee meetings, on July 23, 2020 the Board directed:

269/20 **Recommendation No. 18** *Motion in Support of the Proposal to Rename Madeira Park*

THAT the shíshálh Nation be invited to a Sunshine Coast Regional District (SCRD) Community to Community meeting to discuss the proposed place name change for Madeira Park;

AND THAT the SCRD send a letter to the Ministry of Indigenous Relations and Reconciliation, and Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting they organize an online Town Hall meeting in consultation with the SCRD that includes members from the shíshálh Nation, Pender Harbour and Area Residence Association, Pender Harbour and Egmont Chamber of Commerce, and Pender Harbour Rotary to discuss the proposed place name change for Madeira Park;

AND THAT the SCRD provide a letter to the Pender Harbour and Egmont Chamber of Commerce to inform Madeira Park businesses of the Province’s name change proposal and process, including information on how to submit comments to the Province regarding the proposed name change;

AND THAT the SCRD request the BC Geographical Names Office provide an extension of the comment period to December 31, 2020;

AND FURTHER THAT staff explore the option of Union of BC Municipalities (UBCM) Community to Community program funding and make an application for same, if it applies.

The requested extension was granted. This report is an update on the work requested and seeks direction on a response to the Province.

DISCUSSION

Community-to-Community Meetings

Elected officials from shíshálh Nation, District of Sechelt and SCRD shared dialogue on October 21, 2020 and on December 4, 2020.

This dialogue revealed a shared understanding that communities place a very high importance/value on place names. This is true for both First Nations and settlers on unceded lands. Further there is a shared understanding of the importance of name reclamation/restoration to the reconciliation process. SCRD support for reconciliation (a Strategic Priority, as set in the Regional District’s Strategic Plan) was strongly affirmed.

Understanding that there is community apprehension about the tangible (e.g. postal service) and intangible (e.g. identity) impacts of re-naming Madeira Park, and seeking to build support and momentum for both the Foundation Agreement specifically and reconciliation more generally, it was discussed that considering alternate geographical features and locations for renaming at this time could potentially serve all communities well.

Province-led Town Hall

With Board direction, provincial involvement with a Town Hall in Pender Harbour was requested. Due to the election, this Town Hall including the Province has yet to occur, although a Province-led Town Hall for Pender Harbour did take place regarding the Dock Management Plan.

Community-to-Community (C2C) Forum

Staff have worked with shíshálh Nation staff and UBCM to plan a C2C Forum for March 2021 (soonest possible timing). UBCM funding support of up to \$2,984 has been confirmed (Attachment A). The exact scope of this forum is to be determined. Place names is a possible topic.

Implications for SCRD Service Areas

Staff have done a preliminary scan of potential impacts to SCRD service areas and have identified the following considerations:

- **Fire Protection / Emergency Response:** Protective services staff have highlighted known issues from other parts of the Province when place names are not easily pronounced or spelled. It is beneficial, and at times life-saving, to ensure that 911 callers and dispatchers can easily pronounce and spell place names. Protective Services staff have indicated that ts'ukw'um may be challenging for 911 callers and dispatchers which could in turn impact SCRD fire protection response times.
- **Information Technology (IT) Systems:** Staff indicate that k (underscore-k) is not a supported character in many information systems, which may result in the use of an unadorned 'k' in civic addressing and postal addressing data entry fields. IT staff have noted that it may not be possible to deliver the correct spelling of the requested name in system-driven documents.
 - Staff recognize the importance of correct use of characters. The guidance below was received from shíshálh Nation at the time of working with Elders to develop shashishalhem names for regional parks: "The shishalh language also has certain letters which use apostrophes and underlines and these modified letters may lose their markings when entering their names into different programs. It is important that these shishalh letters and words retain these modified letters if possible. Removal or alteration of the modified letters could possibly change the entire meaning and pronunciation of a name. Example: tsekwnachten – chair, ts'ekwnachten – toilet paper."
 - The issue of unsupported characters, such as the k in "ts'ukw'um," likely also has implications for the EComm Computer Aided Dispatch system, in which the SCRD 911 Service also has a vested interest, regardless that the neighborhood of ts'ukw'um falls within the boundaries of the District of Sechelt and the Sechelt Fire Department.

- **Planning:** Official Community Plan (OCP) amendments would update the place names.

For the emergency response and IT implications, staff recommend that the province be requested to confirm, with input/support from the shíshálh Nation, how the interface of k (underscore-k) with E911 and IT systems can best be managed, and to provide that information to SCRD and emergency service providers.

OCP amendments can be addressed as housekeeping, if and when required.

Consultation

The Egmont / Pender Harbour and Roberts Creek Advisory Planning Commissions considered this referral.

As reported to the May Planning and Community Development Committee, the Egmont / Pender Harbour (Area A) APC was “strongly opposed” to the proposed name change for Madeira Park.

As reported to the June Planning and Community Development Committee, the Roberts Creek (Area D) APC declined to provide a recommendation noting that while renaming is intended to advance reconciliation the process through which the name change proposal was rolled out creates challenges with building buy-in and acceptance.

The District of Sechelt was referred the proposal to rename Wilson Creek by the Province and recently confirmed its support.

Financial Implications

Renaming can drive costs related to updating signage. Staff are not aware of SCRD signage needs that would be immediately triggered by the renaming proposals referred to SCRD. If other locations/features are considered for renaming, cost implications to SCRD can be assessed.

SCRD is required to match UBCM funding for the C2C forum. Funds or in-kind contributions are available from existing base budgets.

Timeline for next steps or estimated completion date

SCRD was granted an extension until December 31, 2020 to respond to the referral from the Province. Staff have developed recommendations with this deadline in mind, to be forwarded to the Regular Board meeting of December 10, 2020.

Further dialogue through a C2C Forum in early 2021 is anticipated.

Advancing relationship and reconciliation with First Nations is a Strategic Priority in SCRD's Strategic Plan. Addressing the challenges and harms of centuries of colonization will require sustained work. Local governments have a role to play in this work.

STRATEGIC PLAN AND RELATED POLICIES

SCRD's Strategic Plan focuses on reconciliation under Section 3.1: Regional Collaboration and Partnership (Section 3.1): SCR D has committed to enhancing First Nations relations and reconciliation. This referral from the Province provides an opportunity to support reconciliation efforts and work together to resolve any potential service area impacts.

CONCLUSION

The SCR D was provided an opportunity to comment on a Provincial Referral regarding the shashishalhem proposed names of Wilson Creek to "ts'ukw'um" and Madeira Park to "salalus."

SCR D supports reconciliation efforts, and a referral response with this in mind has been developed. As well, a C2C Forum is planned for early 2021.

ATTACHMENTS

Attachment A – Letter from UBCM C2C Program – Approval Agreement & Terms of Conditions of Funding

Reviewed by:			
Manager	X – D. Pady	Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	



November 23, 2020

Chair Pratt and Board
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC, V0N 3A1

RE: 2020/21 (September) C2C Program – Approval Agreement & Terms of Conditions of Funding

Dear Chair Pratt and Board,

Thank you for submitting an application under the September intake of the 2020/21 Regional Community to Community Forum grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your event(s) in the amount of \$2,984.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The provincial Ministry of Municipal Affairs & Housing and Indigenous Services Canada have provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;
- (2) The funding is to be used solely for the purpose of organizing and holding a C2C event and for the expenses itemized in the budget that was approved as part of your application;
- (3) The grant funding must be matched in cash or in-kind;
- (4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (5) It is expected that in-person meetings meet physical distancing and other public health guidance in relation to COVID-19;
- (6) The event(s) must be held on or before March 31, 2021;

The Regional Community to Community Forum program is administered with the First Nations Summit and is funded by the Province of BC and the Government of Canada.

- (7) The event(s) must include participation by elected officials and/or senior staff from both the local government and First Nation;
- (8) The Final Report Form is required to be submitted to UBCM within 30 days of the C2C event and no later than April 30, 2021;
- (9) Any unused funds must be returned to UBCM within 30 days following the C2C event.

Please note that descriptive information regarding successful applicants may be posted on the UBCM, provincial and/or federal government websites, and all final report materials may be made available to the provincial and/or federal governments.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to strengthen relationships between neighbouring First Nations and local governments.

If you have any questions, please contact Local Government Program Services at 250 356-5193 or lgps@ubcm.ca.

Sincerely,



Danyta Welch
Manager, Local Government Program Services

cc: Ian Hall, General Manager, Planning & Community Development, Sunshine Coast Regional District

Approval Agreement (to be signed by the CAO or designate)

I, _____, have read and agree to the general Terms & Conditions and the requirements for funding under the 2020/21 Regional Community to Community Forum program.

Signature

Date

Please return a scanned copy of the signed Approval Agreement to lgps@ubcm.ca.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Regulations for Cannabis Production on Agricultural Land

RECOMMENDATIONS

THAT the report titled Regulations for Cannabis Production on Agricultural Land be received;

AND THAT amendments to the general use provisions sections of Zoning Bylaws Nos. 310 and 337 be prepared stating that where land is within the Agricultural Land Reserve, applicable provisions of Agricultural Land Reserve Use Regulation, and amendments thereto, override provisions of the zoning bylaw;

AND FURTHER THAT updated setbacks for farm uses, including cannabis production, be proposed in the forthcoming revised zoning bylaws to be considered through a public consultation process.

BACKGROUND

The SCRD Board adopted the following recommendation on October 22, 2020:

348/20 Recommendation No. 18 *Industrial Cannabis Production on agricultural land*

The Planning and Community Development Committee recommended that staff report to a future committee on the current status of regulations on production of cannabis on agricultural land and opportunities to improve or clarify those regulations.

This report provides information regarding current regulations for cannabis production in the Agricultural Land Reserve (ALR) and possible zoning bylaw amendments to enhance these regulations.

DISCUSSION

Current Regulations

Currently SCRD Zoning Bylaws Nos. 310 and 337 contain regulations for cannabis production in a number of zones, including those that permit agriculture as a land use, such as Rural and Agricultural zones. Bylaw language was drafted prior to legalization of cannabis through the *Cannabis Act* and related amendments to the Province's ALR Use Regulation.

Not all lands on which agriculture is permitted are commonly referred to as "agricultural land." For clarity of discussion in this report, "agricultural land" refers to lands within the Agricultural Land Reserve (ALR) subject to the Province's ALR Use Regulation. Areas designated by the

Province as ALR overlap several SCRD zones, particularly most of RU3 and RU4 zones in Bylaw 337 and most of AG zone in Bylaw 310.

In Zoning Bylaw No. 310, cannabis production is permitted within AG zone where a parcel exceeds 8 hectares in size. In Zoning Bylaw No. 337, cannabis production is permitted in RU3 zone for parcels exceeding 8 hectares only. Where a cannabis production facility is permitted, it must be set back at least 60 metres from a parcel line.

The provincial ALR Use Regulation supersedes local government regulations where conflicts arise. The ALR Use Regulation provides that local governments can regulate cannabis production, but cannot prohibit cannabis production if cannabis is produced outdoors in a field or inside a structure with a base consisting entirely of soil. The Regulation does not distinguish medical from non-medical cannabis.

Current SCRD zoning bylaws prohibit cannabis production in a parcel less than 8 ha in size. This conflicts with the ALR Use Regulation in areas where cannabis production can meet those conditions of the provincial regulation. The SCRD's 60-metre setback requirement for a cannabis production facility may also constitute a *de facto* prohibition of the use on smaller parcels (e.g. less than 2 ha) where this requirement cannot be met and hence conflicts with the ALR Use Regulation. To promote clarity and avoid future challenges, zoning bylaw amendments are recommended.

The scope of the issue is bigger than just zoning regulations. There are questions or concerns related to security, crime prevention, building safety, fire risk, noise and odor of cannabis production that need to be addressed by various authorities, such as federal and provincial licensing agencies, RCMP, local fire departments and building departments. Further controls to protect farmland exist in the Province's ALR Use Regulation.

Possible Amendments

Prior to the *Cannabis Act* coming into force on October 17, 2018, SCRD Zoning Bylaw Nos. 310 and 337 were amended to prohibit non-medical cannabis production and retail in Residential and Rural Zones. These bylaw amendments were made as an initial step when the full impact of legislation was not yet clear and in order to prevent existing cannabis facilities from claiming legal non-confirming status. Further bylaw amendments can be made to fully and accurately reflect the new legislation.

When it comes to matching local regulations with the ALR Use Regulation, SCRD's past practice and the approach of some other municipalities is to transcribe relevant provincial regulations into the local zoning bylaws. However, the drawback of this approach is that local zoning bylaws will need to be amended every time relevant provincial regulations change. ALR regulations change from time to time, as exemplified by the recent change to recognize cannabis production as a permitted farm use if it meets certain conditions as discussed above, and the changes being considered for residential uses in the ALR.

Therefore, rather than continuing to transcribe the latest ALR regulations into SCRD's zoning bylaws, staff recommend inserting a provision in the general use provisions of the zoning bylaws, stating that where land is within the ALR, applicable provisions of ALR Use Regulation, and amendments thereto, override provisions of the zoning bylaw. This is a housekeeping matter that will enhance clarity of regulations for all types of agriculture and could help protect SCRD from future challenges.

Local government can further regulate land uses in the ALR in a way that does not conflict with the provincial regulations. The current parcel size restriction for cannabis production in RU3 and AG zones of the zoning bylaws can be amended to prevent the *de facto* prohibition of cannabis production that otherwise meets the provincial regulation. The setback requirement for cannabis production permitted by ALR Use Regulation can be reduced from 60 m to distances similar to those for other farm uses, such as 5 m.

Staff recommend that this change be included in the forthcoming revised Zoning Bylaw(s). Doing so will allow for public consultation on the changes, and for changes to be seen in the context of an updated land use bylaw. Waiting to introduce change could lead to a challenge in the interval between now and whenever the new Bylaw(s) are adopted.

CONCLUSION

Based on the above analysis, this report recommends an approach to improve consistency of SCRD's zoning bylaws with the Province's ALR Use Regulation, which include a general provision to recognize the precedence of relevant provincial regulations and specific amendments with respect to parcel size limitation and setback requirement for cannabis production in the ALR.

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X - I. Hall	Legislative	X – S. Reid
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Telus Telecommunication Tower in Egmont / Earls Cove – Request for Local Government Concurrence

RECOMMENDATIONS

- 1. THAT the report titled Telus Telecommunication Tower in Egmont / Earls Cove – Request for Local Government Concurrence be received;**
 - 2. AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Egmont / Earls Cove:**
 - a. Telus has satisfactorily completed consultation with the SCRD; and**
 - b. SCRD concurs with Telus’s proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans.**
-

BACKGROUND

The SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 70-metre tall telecommunication tower to be located on provincial land on Egmont Road and between Egmont and Earls Cove (Figure 1).

In November, SCRD provided a letter of support to Telus for a grant application related to this project.

While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public.

The proposed facility is detailed in the proponent’s information package (Attachment A), and reviewed in accordance with SCRD’s land use regulations and policies for telecommunication facilities.

The subject location and surrounding areas are designated “Resource” in the Egmont / Pender Harbour Official Community Plan (OCP), and zoned RU2 (Rural Two) in Zoning Bylaw No. 337. Telecommunication facilities are permitted as a public use or utility in all zones and land use designations.

The purpose of the new facility is to improve wireless communication and rural internet services to residents, businesses and tourists in areas between Egmont and Earls Cove. Telus has determined that there are no viable existing structures in the area of adequate height suitable for co-utilization and the operations of Telus’s network equipment. Telus considers the proposed location for the new tower appropriate because the site is comprised of existing cleared land with good access to the road and is surrounded by densely forested and undeveloped lands.

Telus has conducted the required consultation with the public, and one inquiry received regarding service area and visibility from Ruby Lake is documented in Attachment A.

The proposal has been reviewed and is supported by the Egmont / Pender Harbour Advisory Planning Commission.

Improved communication capacity in the area is a benefit to E911 service, Search and Rescue and other emergency response organizations.

Based on the above discussion, staff consider the proposed facility appropriate for the location and consistent with SCRD policies, and recommend providing concurrence to ISED regarding this proposal.



Attachments

Attachment A – Telus Telecommunication Facility Proposal and Request for Concurrence

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective Services	



November 2, 2020

Via Email: Yuli.Siao@scrd.ca

Yuli Siao
Senior Planner
Sunshine Coast Regional District (SCRD)
1975 Field Road, Sechelt, BC V0N 3A1

Dear Mr. Siao,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC106304
Proposed Location:	Crown Land 49.750104° N, 123.958810° W
Description:	70 metre self-support / wireless communications facility

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build 70 m telecommunications ac improved wireless services for TELUS users between Egmont and Earls Cove and surrounding areas. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

On September 3rd, 2020, an Information Package was submitted to the SCRD formalizing the initiation of the consultation process. Please see **Appendix 1: Information Package**.

On September 25th, 2020, an advertisement ran in the Coast Reporter newspaper, please see **Appendix 2: Newspaper Tear Sheet**. No mail out notifications packages were sent as there ae no properties within three times the tower height.

On October 26, 2020, the consultation period ended. During the consultation period, one inquiry was made regarding the service area of the site and visibility of the tower from Ruth Lake. The tower will not be servicing Ruth Lake and will not be visible from the lake. For a complete summary of all comments please see **Appendix 3: Comments and Responses Tracker**.

TELUS is committed to providing reliable wireless service to areas between and around Earls Cove and Egmont. Many community members across BC rely on wireless services to meet there personal, business

and emergency needs. Enclosed in **Appendix 4** is a **Letter of Support** that the Area Director has signed in support of the funding program.

We look forward to support from the SCRD at the upcoming November 12 Planning Committee meeting to enhance improved services for the community. Please find in **Appendix 5: Sample Resolution**, a sample resolution which may be used by the Board to support this project. TELUS is also requesting a resolution from SCRD Board to officially issue the Letter of Support for their funding application as it requires applicants to obtain support in the form of a resolution.

Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at tawny@cypresslandservices.com.

Tawny Verigin
Manager of Government Affairs

A handwritten signature in blue ink, appearing to read 'Tawny Verigin', is positioned above the printed name and title.

Cypress Land Services
Agents for TELUS

Appendix 1: Information Package

September 3, 2020

Via Email: Yuli.Siao@scrd.ca

Yuli Siao
Senior Planner
Sunshine Coast Regional District (SCRD)
1975 Field Road, Sechelt, BC V0N 3A1

Dear Mr. Siao,

**Subject: TELUS Communications Inc. ("TELUS") Telecommunications Facility Proposal
Information Package**
Legal: Crown Land
Coordinates: 49.750104° N, 123.958810° W
TELUS Site: BC106304 - Egmont Road/North Lake Road

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and tourists between the areas of Egmont and Earls Cove.

We have been in preliminary consultation with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development ("MFLNRO") to identify a suitable site for a communication facility. TELUS has applied to the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO), Crown Land Tenure Application for Communication Site purposes situated on Provincial Crown land under Application number 100320529.

Proposed Site

The proposed site location is identified at the coordinates 49.750104° N, 123.958810° W located on Crown Land off Egmont Rd between North Lake and Waugh Lake in a cleared area surrounded by dense forested land. Please see **Schedule A: Tower Site Location**.

Rationale for Site Selection

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is comprised of existing cleared land with good access of the roadway and is surrounded by densely forested undeveloped land. From a radio frequency perspective, a site at this central location allows TELUS to expand its wireless services to surrounding areas.

Tower Proposal Details

TELUS is proposing to construct a 70.0 metre steel self-support tower inclusive of a 4.0 metre lightning rod installed at the top of the tower. The fenced equipment compound will enclose an equipment shelter, generator and propane tank.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans**. These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada (no tower lighting and/or marking is required).

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. There are no properties located within three times the height of the proposed tower, however TELUS will place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use

concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada: http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php.

Conclusion

Please consider this information package as the official commencement of consultation with the SCRD. TELUS is committed to working with the SCRD and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely,

CYPRESS LAND SERVICES

Agents for TELUS

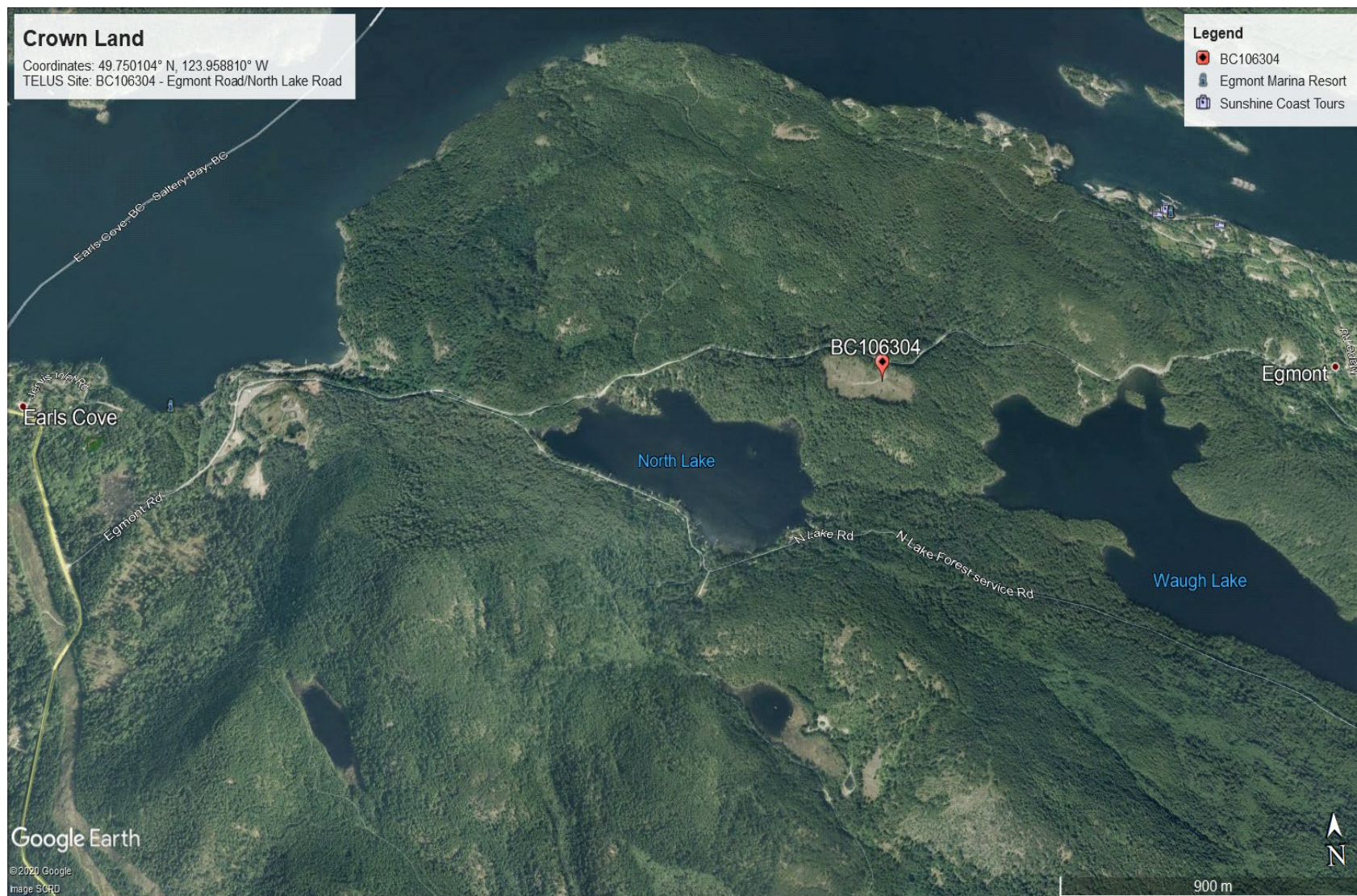
A handwritten signature in blue ink, appearing to read 'Tawny Verigin', is written over a light blue horizontal line.

Tawny Verigin

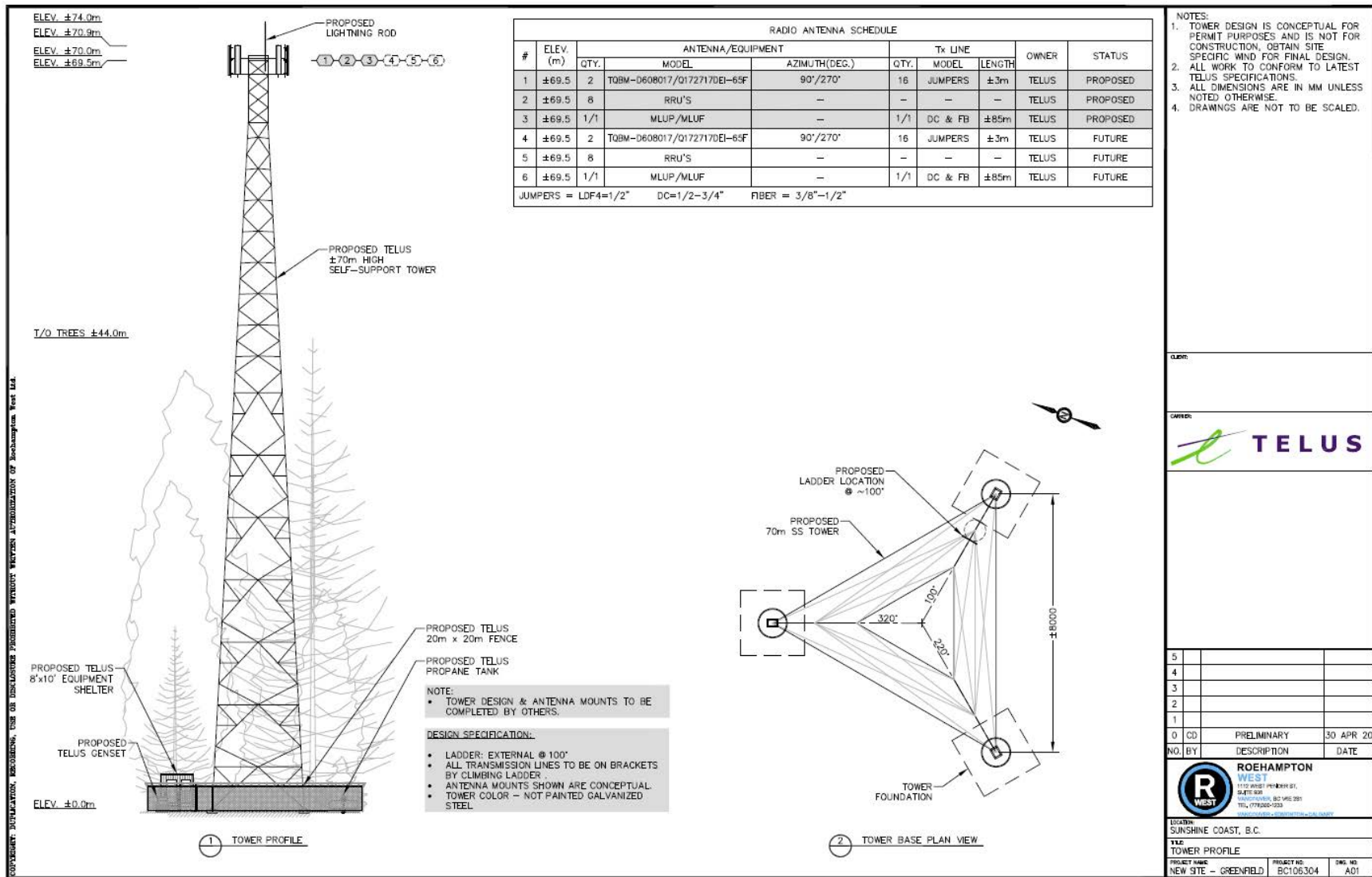
Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS

SCHEDULE A TOWER SITE LOCATION



PRELIMINARY DESIGN PLANS – TOWER PROFILE

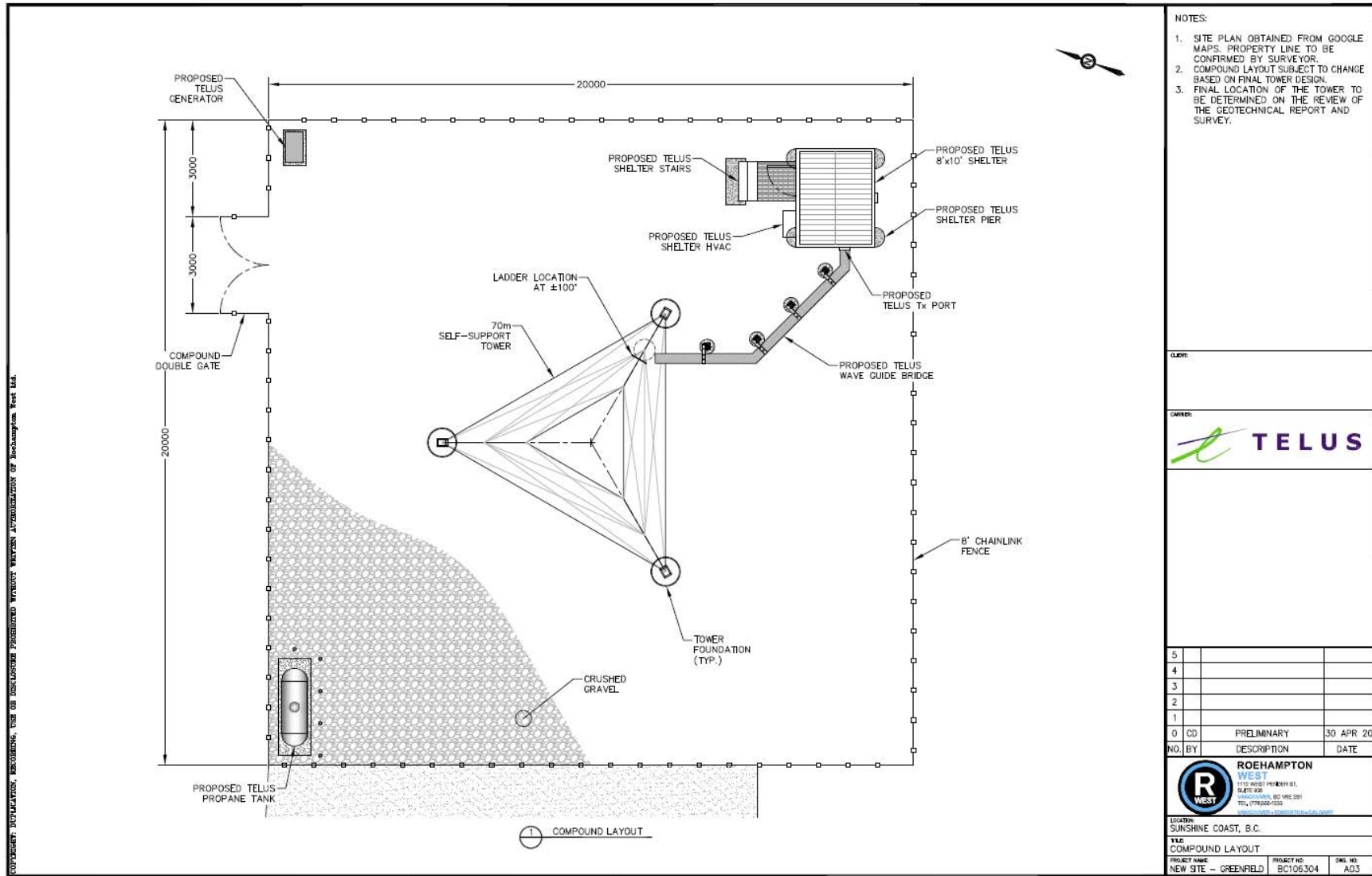


SCHEDULE B **PRELIMINARY DESIGN PLANS –SITE PLAN**



SCHEDULE B

PRELIMINARY DESIGN PLANS – COMPOUND LAYOUT



Appendix 3: Comments and Responses Tracker

Comments & Responses Tracker									
BC106304									
Name of Resident	Address	Email	Phone	Date Message Received	Email, Letter, Comment Sheet or Voice Message	Comment or Question	Support / non-support / neutral	Response to Comment or Question	Date Response Sent
				27-Sep-20	email	Hello Tawny, Could you please do some computer sims from the water ski course location? I tried to take pics from east end of North Lake, but - ironically - no internet coverage. Cheers, Cathy M.		Catherine – Tawny passed your information on to me. The photos provided seem to be taken from the north end of Ruby Lake, correct? See the image below with Photosim 1 & 2 identifying the location of the photos. If so, the hilltops to the northeast would block view of the proposed tower as they are much higher in elevation. Or do I have the photo locations incorrect? Thanks, Chad Sept 30/20 Catherine – I just had one more look and you will not see the tower from Klein Lake. You would likely see the top portion of the tower when your actually on North Lake or from the shore/homes along the south side of North Lake.	28-Sep
				28-Sep-20	email	Thanks Chad, Those sim locations were from Ruby lake. I am aware of that ridge and have two questions: That ridge is about to be completely logged – would that make a difference? Second, would the ridge prevent the cell signal from the tower reaching the North end of Ruby lake? Please enquire of Telus. This neighbourhood has been desperate to get decent cell service for some time. Also, I could not take pictures from Klein Lake campground or the westerly end of North lake because there is “no internet service”. Is there any other way to get photo sims? Thanks, Catherine McEachern		Catherine – sorry for the delay. Logging the Ridge will not make a difference as the ridge is about 150m higher in elevation than the tower site. And yes the ridge will block the signal. There are other upgrades and another tower that we are working on south of the Ruby Lake Resort that will improve service at the north end of Ruby Lake. If someone supplied a photo from the other lakes we could do a photosim? Regards, Chad Catherine – I just had one more look and you will not see the tower from Klein Lake. You would likely see the top portion of the tower when your actually on North Lake or from the shore/homes along the south side of North Lake. Chad	30-Sep
				28-Sep-20	email	Thanks Chad. I am familiar with the location of the other tower at south end of Ruby lake. (Ruby Lake Resort site). Can you advise which north end properties might get service from that tower? Thanks, Catherine			

Appendix 4: Letter of Support

To: Whom it May Concern

Re: TELUS Application: Connecting British Columbia Program - Economic Recovery Intake

I fully support TELUS' application to provide increased wireless connectivity along Egmont Road including the community surrounding North Lake under the Connecting BC Program - Economic Recovery Intake.

Once this network investment is operational, I am confident it will allow the community and the Sunshine Coast Regional District (SCRD) an opportunity to better deliver services and develop new solutions to support our members to stay local, stay connected and to attract new residents.

In addition, these network upgrades will support the health and safety of Egmont Road by introducing e911 services through the new coverage.

Thank you for the opportunity to support this application,

Sincerely,



Leonard Lee
SCRD Director, Area A – Egmont/Pender Harbour

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Julie Clark, Planner 1 / Senior Planner

SUBJECT: MONTHLY PROVINCIAL REFERRAL REVIEW

RECOMMENDATIONS

THAT the report titled Monthly Provincial Referral Review be received;

AND THAT SCRD responds to the province regarding files 2412377, 2412376 as follows:

Provincial Private Moorage Application 2412355: Interests unaffected

Provincial Private Moorage Application 2412360: Interests unaffected

AND FURTHER THAT SCRD includes this request to the Province with each referral response:

That the applicant be advised that any future proposed development, changes or replacements to structures, including any land alteration, may be subject to SCRD Planning or Building Bylaw requirements. Please contact SCRD in advance of proposed works.

BACKGROUND

SCRD receives referrals from the Province of BC through the Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNRORD) for applications to make private use of public (provincial) land, including areas over the water.

FLNRORD hosts a public information and comment portal and is responsible for decision making and enforcement related to applications and tenures granted. Through the application process, FLNRORD requires the applicant to notify the community of their application through local print media.

Agencies responding to the referrals are provided 4 options for response. Further comments are optional. Options:

1. Interests unaffected
2. No objection to approval of project
3. No objection to approval of project subject to conditions
4. Recommend refusal of project due to reasons

Staff have updated the format of Committee reports regarding Provincial referrals in an attempt to provide more timely response to the Province and to reflect SCRD's commenting role in the Provincial application process.

DISCUSSION

Provincial Application, Community Facility Lease: 2412377



Application details

Application Intent	Seeking authorization for existing dock, divested by Transport Canada to Squamish Nation
Application documents	Found here.
Electoral Area	F, West Howe Sound
Civic Address	Thornborough Bay
Legal Description	DISTRICT LOT 7960, GROUP 1, NEW WESTMINSTER DISTRICT
Tenure Size and Type	0.37ha, Lease
DMP area	No.

SCRD Jurisdiction

OCP Land Use	(Islands Trust) SR
Land Use Zone	(Islands Trust) W2(a)
SCRD Response	<ol style="list-style-type: none"> Interests unaffected No objection to approval of project No objection to approval of project subject to conditions Recommend refusal of project due to reasons
Other Comments	The New Brighton Dock is a key element of the transportation system between Gambier Island and the Sunshine Coast where island residents access services. SCRD response is "Interests unaffected" as SCRD does not have authority relating to land use planning or governance in the area of the dock. Unrelated to the tenure application/referral, SCRD is engaged in dialogue on the future of this facility.

Provincial Private Moorage Application: 2412376



Application details

Application Intent	Seeking tenure to construct a new private moorage.
Application documents	Found here
Electoral Area	A, Egmont / Pender Harbour
Legal Description	UNSURVEYED FORESHORE OR LAND COVERED BY WATER BEING PART OF THE BED OF BARGAIN BAY, GROUP 1, NEW WESTMINSTER DISTRICT Upland Block: 14 District Lot: 1392 Plan: VAP5388 PID 011-183-187
Tenure Size and Type	0.12 ha
DMP area	Zone 3 (Green)

SCRD Jurisdiction

OCP Land Use	Residential A
Land Use Zone	R2
SCRD Response	<ol style="list-style-type: none"> 1. Interests unaffected 2. No objection to approval of project 3. No objection to approval of project subject to conditions 4. Recommend refusal of project due to reasons
Other Comments	For Provincial staff: SCRd imagery shows an existing float moored near this property.

Consultation

The Province requires the applicant to notify the community via the local newspaper.

The Province provides the application documents and information on the webpage: [Applications, Comments and Reasons for Decision](#) as well as an interactive online platform open to the public to review and comment.

Staff referred this report to the corresponding APCs: Area A and Area F for their November 2020 meetings. Comments are as follows:

Area A APC:

Recommendation No. 1 *Monthly Provincial Referral Review*

Provincial Private Moorage Application: 2412376

- No objection to approval of project with the following comments
- The Area A APC agrees with the concerns in the applications regarding the Dock Management Plan's mandated dock width being too narrow for safety reasons.
- We agree that the North-South orientation is appropriate for this dock, however, it may not be for other dock applications in this area and we recommend that North-South orientation not be mandated in the Dock Management Plan.

Area F APC:

Area F APC discussed the referral and noted the need for SCRD, including APC, feedback in future developments of the dock. No recommendations were made.

Timeline for Next Steps

The Province extended the deadline to comment on this application in order to obtain a Board Resolution. The Province has been made aware of the SCRD PCD committee date of December 10th, 2020. The Resolution, once adopted by the SCRD Board, will be forwarded to FLNRORD and final decision will be made by the Province.

STRATEGIC PLAN AND RELATED POLICIES

- Strategic Plan – N/A Operation matter

CONCLUSION

The SCRD was provided an opportunity to comment on a 2 Provincial referrals for uses over the water in Area A, Egmont Pender Harbour and Area F, West Howe Sound. The proposals were analyzed in light of applicable SCRD policies, bylaws and regulations. Staff recommend responding to the Province as per the recommendations included in the report.

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 10, 2020

AUTHOR: Raphael Shay, Water Sustainability Coordinator

SUBJECT: SUNSHINE COAST COMMUNITY SOLAR ASSOCIATION DELEGATION NEXT STEPS

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Community Solar Association Delegation Next Steps be received;

AND THAT Staff bring forward a proposal to Budget 2022 for a renewable energy strategy at selected sites;

AND FURTHER THAT Staff prepare shovel-ready lighting retrofit projects for selected Fire Halls and other identified facilities.

BACKGROUND

Following a delegation by the Sunshine Coast Community Solar Association, the Board adopted the following resolution at the October 22, 2020 meeting:

348/20 **Recommendation No. 1** *Sunshine Coast Community Solar Association Delegation Materials*

The Planning and Community Development Committee recommended that the delegation materials from the Sunshine Coast Community Solar Association regarding Gibsons and Area Community Centre: Proposed Energy & Emergency Power Upgrade be received;

AND THAT the Sunshine Coast Community Solar Association delegation materials be referred to staff and a report be brought to a future Committee meeting with potential next steps and grant opportunities.

The delegation material included six proposals for consideration. These were focused on the Gibsons and Area Community Centre (GACC) and the delegation expressed openness to considering other facilities. The proposals are:

1. 100kW solar photovoltaic (PV) array at GACC with net metering, to be expanded when policies permit;
2. 140kWh battery backup system to provide emergency power and shave peak loads;
3. Improving energy efficiency with, for example, adopting LED lighting;
4. Use of solar thermal energy to pre-heat domestic hot water;
5. Replacing gas fired HVAC with electric heat pumps;
6. Installing more public electric vehicle charging stations.

This report identifies Strategic Plan elements used to frame consideration of the proposals. A discussion of the individual proposals as well as possible next steps follows.

DISCUSSION

The Strategic Plan's focus areas on Asset Stewardship and Community Resilience and Climate Change Adaptation combined with work plan priorities offer useful frameworks to consider the delegation's proposals and potential next steps.

Staff is actively engaged in developing asset stewardship plans that are informed by, amongst other things, facility condition assessments, levels of service, capital and operational maintenance plans, and funding strategies. Asset stewardship plans and facility maintenance plans guide many facility-related decisions. The SCRD's Strategic Energy Management Plan (SEMP) was another guiding document until the termination of the Corporate Energy Manager position in 2015.

These plans outline expected end-of-life of facility components. Proactive planning using that information can lead to replacements with more efficient systems or integrated approaches to look at energy conservation measures and performance upgrades.

The Strategic Plan's Community Resilience and Climate Change Adaptation focus area includes helpful principles and concrete objectives for evaluating proposals. The strategies of achieving corporate carbon neutrality and adaptation and resilience planning are particularly helpful for setting priorities.

Options and Analysis

Proposal 1: 100kW solar PV array at GACC

Net-metered solar projects are now affordable enough that they provide a payback. Assumptions on future BC Hydro rate increases influence simple payback and net present value of solar investments. Using conservative assumptions, a positive net present value is possible with a simple payback of approximately 18 to 20 years for facilities on the Large General Service Rate for businesses such as GACC. This does not include other feasibility assessments such as roof load capacity. Smaller facilities on a Small General Service Rate pay more than twice the amount per kilowatt hour (kWh) than large facilities, shortening payback periods.

Should BC Hydro rates increase more quickly than inflation in the coming years solar PV could insulate GACC, or other facilities, from future price increases. This would contribute to community resilience.

Although the 2015 SEMP proposed investigating solar in 2019/2020, this was never integrated into workplans. Workplans have been focused on maintaining facility condition, addressing regulations (particularly in arenas) and the development of Asset Stewardship Plans.

Greenhouse gas (GHG) emission offsets is another question to consider when looking at facility investments. A 100kW solar PV would offset roughly 1.5 tonnes of CO₂e/year at a cost of approximately \$5,130/tonne over 25 years. Since the solar electricity would offset BC Hydro electricity, then that value is subject to change as BC Hydro's energy generation portfolio changes.

For context in 2019 the SCRD Traditional Service Inventory emissions accounted for 1,114 tonnes of CO₂e. If emission reductions is the goal, there are many lower-hanging fruit at SCRD facilities and in carbon offsets in the community, Province, and beyond.

Grant availability for solar PV may be limited. Most programs ask a climate lens be applied that includes GHG reduction potential. Offsetting low-carbon BC Hydro power does not meet this criteria and is explicitly stated as such in programs like the CleanBC Communities Fund grant.¹

Option 1.1: Develop renewable energy strategy for the SCRD

Staff recommends a renewable energy strategy be crafted for the SCRD. The strategy would include a policy on how to integrate renewables in new builds and major renovations, a technical and financial scan of opportunities, and an assessment and prioritization of facilities.

The facility assessment would evaluate technical, financial, and resilience criteria as well as integration with Asset Stewardship Plans and facility maintenance plans. Facilities can then be categorized into different groups. Group A would include priority sites that should be pursued first. Group B would include sites to be pursued at a later date. And Group C would include sites where solar and other renewable energy sources are likely unfeasible. Economies of scale could be realized if multiple sites are undertaken as part of a larger project.

This project would be executed by a team comprising of the new sustainability services staff person as well as the facility services team. Staff propose preliminary work be completed in 2021 for a proposal with strategic next steps for 2022 given limited capacity at this time. Consideration will also be given to public participation opportunities in this process.

Option 1.2: Bring forward a GACC solar project to Budget 2021.

Since solar at a large facility benefits from an economy of scale and that such a project would be financially beneficial to the SCRD over its lifespan, a budget proposal could be brought to Budget 2021 Round 1. The project would include two phases. The first would be bringing the project to a shovel ready stage where the Board could consider a final investment decision. The first phase would include elements such as a structural study of the roof and electrical study of the solar-grid intertie. The second phase would be construction and commissioning of the solar project.

However, other facilities would likely provide greater economic returns. Additionally, an approach looking at multiple SCRD facilities may also provide a stronger financial case.

Integration with facility maintenance plans should also be considered. Most significant is the roof at GACC that is scheduled for replacement in 2025. Although removing and reinstalling a solar system is technically feasible, avoiding that is preferred as damage to equipment can occur and solar power is not generated during the roof replacement process.

¹Investing in Canada Infrastructure Program Green Infrastructure – Climate Change Mitigation Sub-Stream. CleanBC Communities Fund Program Guide. 2020. <https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/icip-clean-communities-fund-program-guide.pdf>

Staff will re-evaluate the roof replacement timeline in the coming years and synergies may be possible as facility maintenance plans are revised.

Another consideration for this option is the Board's objective of being carbon neutral. There are opportunities at SCRD facilities that can reduce emissions and other projects that can provide offsets that the SCRD can claim. Beyond these, carbon offsets will have to be purchased for the SCRD to be carbon neutral. These offsets can be purchased for a much smaller price than that realized by solar.

For the above mentioned reasons, staff does not recommend this option.

Proposal 2: Battery system at GACC

As presented by the delegation, batteries remain an expensive proposition.

The value add of batteries lies not only in the backup during an emergency situation but as a peak shaving device. Peak demand is the highest 15 minute demand for energy in a billing period and represents an important part of the utility bill. Equipment at GACC is already scheduled to minimize peak demand and opportunities will continue to be sought. However, with a battery bank, it is possible to further shave peak demand.

Staff will monitor the evolution of battery prices and control systems capable of shaving peak demand.

Proposal 3: Improving energy efficiency

Improving energy efficiency can often be a financially and environmentally wise investment. Efficiency is increasingly becoming a primary criteria when choosing equipment, be it new or replacement.

As the delegation pointed out, lighting retrofits to LEDs are one such example. The lighting at GACC is nearing replacement and efficiency will be prioritized in new lighting decisions.

Recently-completed energy audits identified lighting retrofits as a worthwhile investment at several fire halls, the Utility Building at Mason Rd, and the Sunshine Coast Arena in Sechelt. The payback on these varies between four and six years depending on current lighting and the GHG emission reduction potential, although small, costs between -\$6,800 to -\$2,300 / tonne of CO2e over the lifetime of the investment. Given these benefits, staff propose to build upon the energy audits by developing a shovel-ready lighting retrofit project at selected fire halls and other facilities.

Proposal 4: Solar thermal to pre-heat domestic hot water

The Sechelt Aquatic Center had a Solar Thermal Hot Water component added to the large energy project under taken around 2012/2013. The primary goal was to reduce energy costs for the facility that were exceptionally high at the time and reduce greenhouse gas while altering and repairing the mechanical systems that were not properly functioning. Staff recommended at the time that the Solar Thermal Project to pre-heat domestic hot water be added to the project even though it did not necessarily meet the threshold of normal payback within a 5–10-year period. Staff also believed that by incorporating this into the grant proposal it helped to enhance the chances of being successful in obtaining the energy grant.

Solar thermal pre-heating of domestic hot water will be integrated into the design considerations of larger facilities at time of heating system replacement. For the sites that heat domestic hot water with natural gas, there are GHG emission reduction opportunities that would help qualify potential projects for grant funding under the climate lens.

Proposal 5: Replacing gas-fired HVAC with electric heat pumps

GACC uses electric heat pumps for the HVAC units. The gas boiler and on-demand hot water heaters are the only sources of GHG emissions at GACC.

Fuel switching for the gas boiler or the on-demand water heater can be considered at equipment end-of-life.

Proposal 6: Installing more public electric vehicle charging stations

The SCRD recently updated the two public electric vehicle charging stations it manages to continue service. With the province and BC Hydro looking at rolling out fast-charge infrastructure, extended range of many newer EVs, and home charging becoming more common, SCRD's role as a provider of fuel for private vehicles is a policy question that staff have not fully researched at the current time.

STRATEGIC PLAN AND RELATED POLICIES

The subject matter of this report relates to Strategic Focus Areas of Asset Stewardship and Community Resilience and Climate Change Adaptation.

CONCLUSION

Staff completed a brief review of the thoughtful proposals presented by the Sunshine Coast Solar Association. Staff recommend that a shovel-ready lighting retrofit project be developed in 2021 and that work toward a renewable energy strategy begin in 2021 in order that such a project could be considered in the 2022 budget process.

Reviewed by:			
Manager	X – K. Robinson	Finance	X – B. Wing
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective Services -	X – M. Treit
		Asset Management	X – K. Doyle

SUNSHINE COAST REGIONAL DISTRICT**AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION****November 25, 2020**

**RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING
HELD ONLINE VIA ZOOM**

PRESENT:	Chair	Peter Robson
	Members	Dennis Burnham Jane McOuat Gordon Littlejohn Alan Skelley Catherine McEachern Tom Silvey Janet Dickin Sean McAllistar Gordon Politeski Alex Thomson
ALSO PRESENT:	Electoral Area A Director (Non-Voting Board Liaison) Recording Secretary	Leonard Lee Kelly Kammerle
REGRETS:	Member	Yovhan Burega

CALL TO ORDER 7:00 p.m.**AGENDA** The agenda was adopted as presented.**DELEGATIONS****MINUTES**Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of September 30, 2020 were approved as circulated. October 28, 2020 Meeting Cancelled.

The following minutes were received for information:

- Planning and Community Development Committee Minutes of September 10 & October 8, 2020

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

The APC would still like answers to our questions below from our September meeting on Provincial Private Moorage Application 0700042.

Provincial Private Moorage Application: 0700042

- No objection to approval of project subject to the conditions/concerns:
- Is there an environmental impact study on record?
- No objection to approval of the project subject to the following concerns:
- Is this new use (quarrying instead of gravel extraction) part of the original mine permit? If not, does this new use require a new environmental impact study?
- There are concerns regarding blasting having a negative impact on whales in the area?
- The APC would like more information about the mine. The link to the application documents is unavailable so it is impossible for the APC to properly evaluate the amended Mine Plan.
- Is there a Bond in place to deal with closing costs of the mine? If so, it should be adjusted for inflation since 1984.

Development Variance Permit Application DVP00064 (PODS)

The Area A APC notes in the Planning and Community Development Committee Minutes of September 10, 2020, (Recommendation No. 11), the approval of DVP00064 (PODS) was subject to comments from shishalh Nation, and the Area A APC would like to know if any of our recommendations from the July 24, 2020 Area A APC minutes were reviewed before approval?

REPORTS

Monthly Provincial Referral Review

Provincial Application, Community Facility Lease 2412377

- No comment. This is specific to Electoral Area F.

Recommendation No. 1 *Monthly Provincial Referral Review*

Provincial Private Moorage Application: 2412376

- No objection to approval of project with the following comments
- The Area A APC agrees with the concerns in the applications regarding the Dock Management Plan's mandated dock width being too narrow for safety reasons.
- We agree that the North-South orientation is appropriate for this dock, however, it may not be for other dock applications in this area and we recommend that North-South orientation not be mandated in the Dock Management Plan.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING January 27, 2021

ADJOURNMENT 8:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION****November 24, 2020**

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair	Gretchen Bozak
	Members	Sarah Macdonald Doug MacLennan Susan Fitchell Fred Gazeley
ALSO PRESENT:	Director, Electoral Area F	Mark Hiltz (Non-Voting Board Liaison)
	Recording Secretary	Diane Corbett
REGRETS:	Members	Kate-Louise Stamford John Rogers

CALL TO ORDER 7:06 p.m.

AGENDA The agenda was adopted as presented.

MINUTESWest Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of June 23, 2020 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of June 24, July 29, September 30, 2020
- Halfmoon Bay (Area B) APC Minutes of June 23, July 28, 2020
- Roberts Creek (Area D) APC Minutes of June 15, 2020
- Elphinstone (Area E) APC Minutes of June 24, 2020
- Planning and Community Development Committee Minutes of June 11, July 9, September 10, October 8, 2020

REPORTS

Development Variance Permit DVP00068 (1269 Burns Road)

The Area F APC discussed the staff report regarding Development Variance Permit application DVP00068 (1269 Burns Road) to vary Zoning Bylaw 310, Section 601.4, to reduce the front yard setback from 5 metres to 1.1 metres and the side yard setback from 1.5 metres to 0.46 metres to permit a recently constructed parking deck structure. The following points were noted:

- A stop work order had been issued on the parking structure as no building permit had been obtained. The new parking space was double the size of the previous parking spot.
- The structure would provide parking on a steep lot. It goes further into the lot than the previous parking spot and wouldn't create a visual impact.
- It is tricky parking, right on the corner.
- It would be beneficial for the Area F APC to know what the neighbourhood response is. The referral went out on November 20th. It is difficult for the Area F APC to comment when there has not been adequate time to hear back from the neighbours.

Recommendation No. 1 *Development Variance Permit DVP00068 (1269 Burns Road)*

The APC recommended that the SCRD proceed with issuance of DVP00068 (1269 Burns Road) provided there are no negative comments from the neighbours that have been contacted.

Monthly Provincial Referral Review

The Area F APC discussed the staff report regarding the Monthly Provincial Referral Review. Discussion ensued on the application for Community Facility Lease 2412377, to authorize an existing public wharf, the New Brighton dock, divested by Transport Canada to the Squamish Nation.

The Director noted that the Gambier Island Community Association would appear as a delegation regarding the New Brighton dock at the December 10, 2020 (electronic) meeting of the Planning and Community Development Committee. The SCRD is engaged in a dialogue on the future of this facility. There was a placeholder for the New Brighton dock process in the SCRD 2021 budget discussions.

The Area F APC discussed the regulatory process pertaining to the dock and had many questions about it, including about the Provincial referral process, and how it will incorporate SCRD and Area F APC input in future developments of the dock. The Area F APC hopes to get more information going forward.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING January 26, 2021

ADJOURNMENT 8:30 p.m.



TOWN OF GIBSONS

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Gibsons BC | V0N 1V0



ANNEX O

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OFFICE OF THE MAYOR | WILLIAM BEAMISH

November 4, 2020

0530-60

Lori Pratt
Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt BC V0N 3A1

Dear Chair Pratt,

RE: Letter of Support for the Climate Action Report Card Project

At the November 3, 2020 Regular Council Meeting, the Town of Gibsons Council adopted the following resolution:

R2020-493 Climate Action Report Card Project

MOVED by Councillor Croal

SECONDED by Councillor De Andrade

THAT the Town of Gibsons Council support My Sea to Sky's Climate Action Report Card Project.

CARRIED

By way of resolution, My Sea to Sky's Climate Action Report Card Project is supported by Town of Gibsons Council.

Sincerely,

Bill Beamish
Mayor

TOWN OF GIBSONS

"Nature is our most valuable asset"

NOV 09 2020

CHIEF ADMINISTRATIVE
OFFICER**Tracey Hincks**

From: TraC <coasttrac@gmail.com>
Sent: Friday, November 6, 2020 7:31 PM
To: Board Chair
Subject: Planning and Community Development - TraC Active Transportation Improvements Report

External Message

Director Toth,

At the last Transportation Advisory Committee meeting it was recommended that TraC send our Active Transportation Improvement Survey report to the Planning and Community Development meeting to be formally received.

Please find the report here: <http://transportationchoices.ca/wp/wp-content/uploads/2020/09/2020-AT-Survey-Supplementary-Report.pdf>

As background, in June 2020, TraC surveyed Coast residents to learn more about active transportation infrastructure needs on the Coast. The survey identified locations of concern and asked respondents to indicate which ones posed the highest risk to cyclists and pedestrians. The referenced report includes details on the survey as well as background and recommendation on 13 priority locations.

- Marine Drive between Town of Gibsons and Langdale ferry (Gibsons/Area F)
- Highway 101 eastbound from Selma Park Rd. to Nestman Rd. (Selma Park)
- Highway 101 from Pratt Rd. to Lower Road (Area E)
- Highway 101 at Poplars Trailer Park (Area E)
- Gibsons Way from School Rd. to Sunnycrest Rd. (Gibsons)
- Highway 101 at Oceanview Dr (Area E)
- Lower Road ocean-side shoulder (Roberts Creek)
- Highway 101 westbound at Oldershaw Road (Roberts Creek)
- Highway 101 and Wharf St westbound (Sechelt)
- North Rd. southbound from Hillcrest Rd. to School Rd. (Gibsons)
- Lower Rd. Advisory Bike Lane (Roberts Creek)
- Highway 101 and Marlene Rd. (Roberts Creek)
- Reed Road (Gibsons)

thanks

Alun Woolliams

TraC Director

This message originated outside the SCRD. Please be cautious before opening attachments or following links.