



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, February 13, 2020
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. Andrea Watson, Sunshine Coast Skating Club and Stu Frizell, Sunshine Coast Minor Hockey Association Verbal
Regarding Partnership in Community Program Delivery

REPORTS

3. General Manager, Planning and Community Development – Planning and Community Development Department 2019 Q4 and Year-End Report
Planning and Community Development Services (Voting – All) Annex A
pp 1 - 16
4. Senior Planner – Zoning Amendment Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations – Implications of Implementing Temporary Use Permit
(Rural Planning) (Voting – A, B, D, E, F) Annex B
pp 17 - 33
5. Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) - Consideration of Third Reading and Adoption
Electoral Area D (Rural Planning) (Voting – A, B, D, E, F) Annex C
pp 34 - 84
6. Planner – Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315 (Bluearth Renewables Inc) – Electoral Area B
Electoral Area B (Rural Planning) (Voting – A, B, D, E, F) Annex D
pp 85 - 103
7. Manager, Facility Services and Parks – Gibsons and District Aquatic Facility Janitorial Services Contract Extension – Jerry's Janitorial Services
(Community Recreation Facilities) (Voting – B, D, E, F, DoS, SIGD, ToG) Annex E
pp 104 - 106
8. Chief Building Official – Energy Step Code Update
(Building Inspection Services) (Voting – A, B, D, E, F, SIGD) Annex F
pp 107 - 170
9. Electoral Area A (Egmont/Pender Harbour) APC Minutes of January 29, 2020
Electoral Area A (Rural Planning) (Voting – A, B, D, E, F) Annex G
pp 171 - 173
10. Electoral Area B (Halfmoon Bay) APC Minutes of January 28, 2020
Electoral Area B (Rural Planning) (Voting – A, B, D, E, F) Annex H
pp 174 - 175

11. Electoral Area D (Roberts Creek) APC Minutes of December 16, 2019
Electoral Area D (Rural Planning) (Voting – A, B, D, E, F) Annex I
pp 176 - 177
12. Agricultural Advisory Committee Minutes of January 28, 2020
(Rural Planning) (Voting – A, B, D, E, F) Annex J
pp 178 - 180
13. Policing and Public Safety Committee Minutes of January 16, 2020
(Voting – All) Annex K
pp 181 - 183

COMMUNICATIONS

14. Pammila Ruth, Board Chair, School District 46 – Sunshine Coast, dated January 10, 2020
Regarding Joint Use Committee Meeting Annex L
pp 184
15. Ian Winn, Director, Howe Sound Biosphere Region Initiative Society, dated January 24, 2020
Regarding News and updates from the October 25, 2019 Howe Sound Community Forum Annex M
pp 185 - 188
16. BC Ministry of Agriculture News Release dated January 27, 2020
Regarding new residential options proposed for agricultural land Annex N
pp 189 - 191

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 13, 2020

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

SUBJECT: **PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT 2019 Q4 AND YEAR END REPORT**

RECOMMENDATION

THAT the report titled Planning and Community Development Department – 2019 Q4 and Year End Report be received.

BACKGROUND

The purpose of this report is to provide an update on activity in the Planning and Community Development Department for the Fourth Quarter (Q4) and 2019 Year End: October 1 to December 31, 2019.

The report provides information from the following divisions: Planning & Development, Building, Ports & Docks, Facility Services & Parks, Recreation & Community Partnerships, and Pender Harbour Aquatic & Fitness Centre.

PLANNING AND DEVELOPMENT DIVISION

Regional Planning [500]

Key projects in Q4 included:

- Extensive collaboration and coordination with Ministry of Indigenous Relations and Reconciliation, shíshálh Nation and District of Sechelt planning for implementation of the Foundation Agreement.
- Coordination and partnership work with member municipalities on Childcare Action Plan work and Housing Needs Assessment.

Rural Planning [504]

Key projects in Q4 included:

- Zoning Bylaw 310 Review – A Public Participation report was provided to the Board in Q2 summarizing feedback from community consultation events in late 2018 and the questionnaire released late in Q1. In Q4, Planning staff held internal sessions to refine the draft bylaw and prepare for additional consultation/final public participation steps including focus group meetings before finalizing the draft bylaw.
- Short Term Rental Accommodations – Staff reported to the Committee on the recommended changes to the zoning amendment bylaws in Q2. A public hearing concerning these bylaws was held on June 18, 2019. In Q3, staff analyzed the results of the public hearing and overall process and presented a recommendation for consideration of third reading of the bylaws in November 2019. As per Board direction, staff will prepare a report on the implications of implementing temporary permit for short term rental accommodation.

A continued high demand for Planning services, steady volume of applications and referrals, and several staff vacancies have impacted progress on several strategic projects. Management and staff have taken steps to streamline processes, including reconfiguring front counter services, to balance service levels with progress on key items. Recruitment is underway for Senior Planner position; a casual Planning Technician has been recruited to assist in the short term.

OPERATIONS

Development Applications Statistics

Applications Received	Area A	Area B	Area D	Area E	Area F	Q4 2019	2019 Total
Development Permit	3	2	2		1	8	53
Development Variance Permit	3			1		4	11
Subdivision	1	1			1	3	13
Rezoning/OCP					1	1	8
Board of Variance							3
Agricultural Land Reserve					1	1	3
Frontage Waiver							4
Strata Conversion							1
Total	7	3	2	1	4	17	96

There were 17 Development Applications received in Q4 2019 compared to 12 in Q4 2018.

- The 2019 total for Development Applications was 96.
- The 2018 total for Development Applications was 88.
- The 2017 total for Development Applications was 80.
- The 2016 total for Development Applications was 57.
- The 2015 total for Development Applications was 51.

Development Applications Revenue

Revenue Stats	Area A	Area B	Area D	Area E	Area F	Q4 2019	2019 Total
DP	\$1,500	\$1,000	\$900		\$500	\$3,900	\$25,500
DVP	\$2,000			\$500		\$2,500	\$5,500
Subdivision	\$1,030	\$700			\$700	\$2,430	\$8,100
Rezoning/OCP					\$2,900	\$2,900	\$14,875
BoV							\$1,500
ALR					\$1500	\$1500	\$4,500
Strata Conversion							\$650
Total	\$4,530	\$1,700	\$900	\$500	\$5,600	\$13,230	\$60,625

Development Applications revenue was \$13,230 in Q4 2019 compared to \$6,157 in Q4 2018.

- The 2019 total for Development Applications revenue was \$60,625.
- The 2018 total for Development Applications revenue was \$69,402.
- The 2017 total for Development Applications revenue was \$63,360.
- The 2016 total for Development Application revenue was \$54,505.

Provincial and Local Government Referrals

Referrals	DoS	ToG	SIGD	Isld Trst	SqN	Province	Other*	Q4 2019	2019 Total
Referrals						5		5	26

There were 5 Referrals received in Q4 2019 compared to 6 in Q4 2018.

- The 2019 total for Referrals was 26.
- The 2018 total for Referrals was 24.
- The 2017 total for Referrals was 36.
- The 2016 total for Referrals was 34.
- The 2015 total for Referrals was 48.

In 2019 changes were made to how Provincial applications are made:

- The implementation of the Foundation Agreement / Shared Decision Making-Process with shíshálh Nation has increased the rigor of requirements for some Provincial Private Moorage applications such as requiring Registered Professional Biologist field assessment / archeological assessment in advance of applications. Applications involving this rigor require less SCRD staff time for analysis, report-writing and APC referrals. Generally SCRD analysis focuses on service-area interests, such as OCP and Zoning analysis, parks and trails, water service
- Applications that don't require this rigor by the Province involve considerable SCRD staff time for analysis, reports, and APC referrals. The time requirement increases with the complexity of the application.
- Referrals for Provincial Log Handling applications are now managed by the applicant. SCRD received 2 log handling applications direct from applicants in 2019. Each referral required considerable staff time to ensure all documentation was received.
- Staff are reviewing how SCRD processes and responds to Provincial referrals, including a comparison with other regional districts, in an effort to identify efficiency opportunities.

Building Permit Reviews Completed by Planning Staff

BP Review	Area A	Area B	Area D	Area E	Area F	Q4 2019	2019 Total
Building Permit Reviews by Planning & Development Div.	22	3	6	5	8	44	117

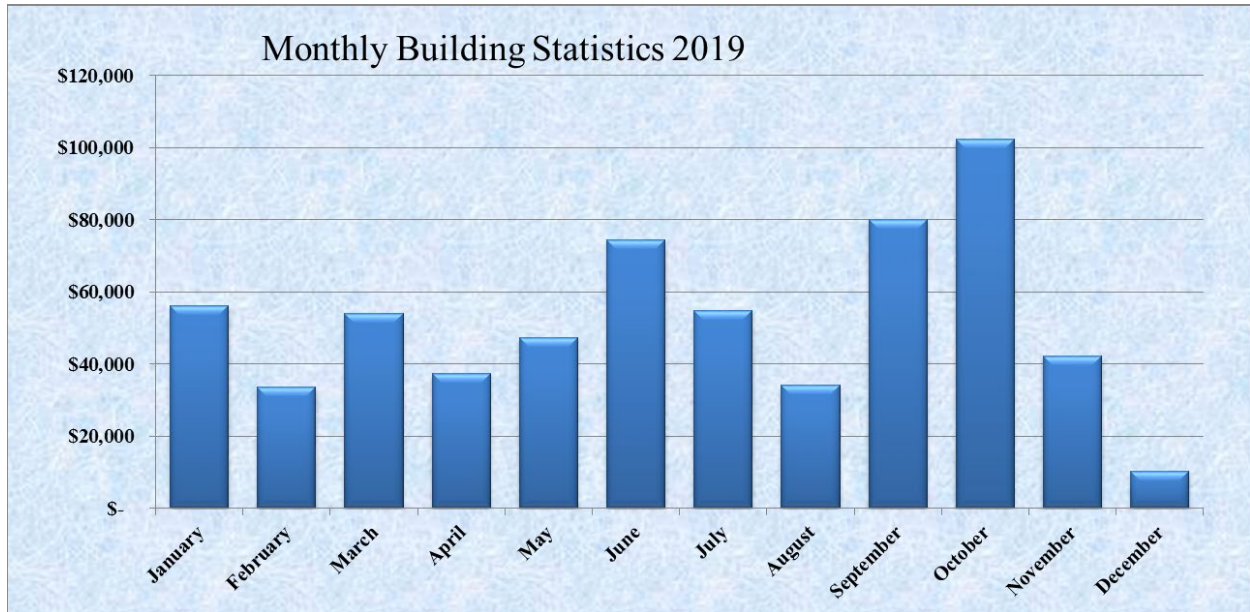
There were 44 Building Permit Reviews completed in Q4 2019 compared to 53 in Q4 2018.

- The 2019 total for Building Permit Reviews was 117.
- The 2018 total for Building Permit Reviews was 254.
- The 2017 total for Building Permit Reviews was 241.
- The 2016 total for Building Permit Reviews was 293.
- The 2015 total for Building Permit Reviews was 215.

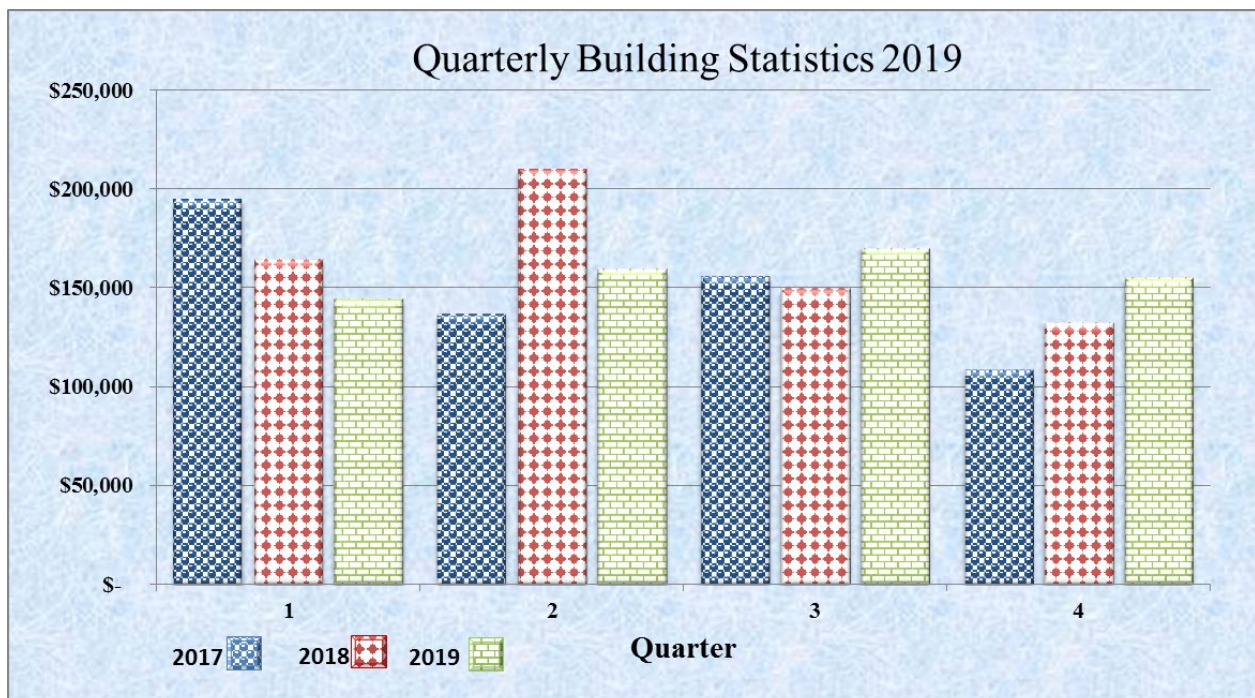
BUILDING DIVISION

Even with the typical decline in building permit activity into the end of the year, the fourth quarter was relatively consistent with the previous few years.

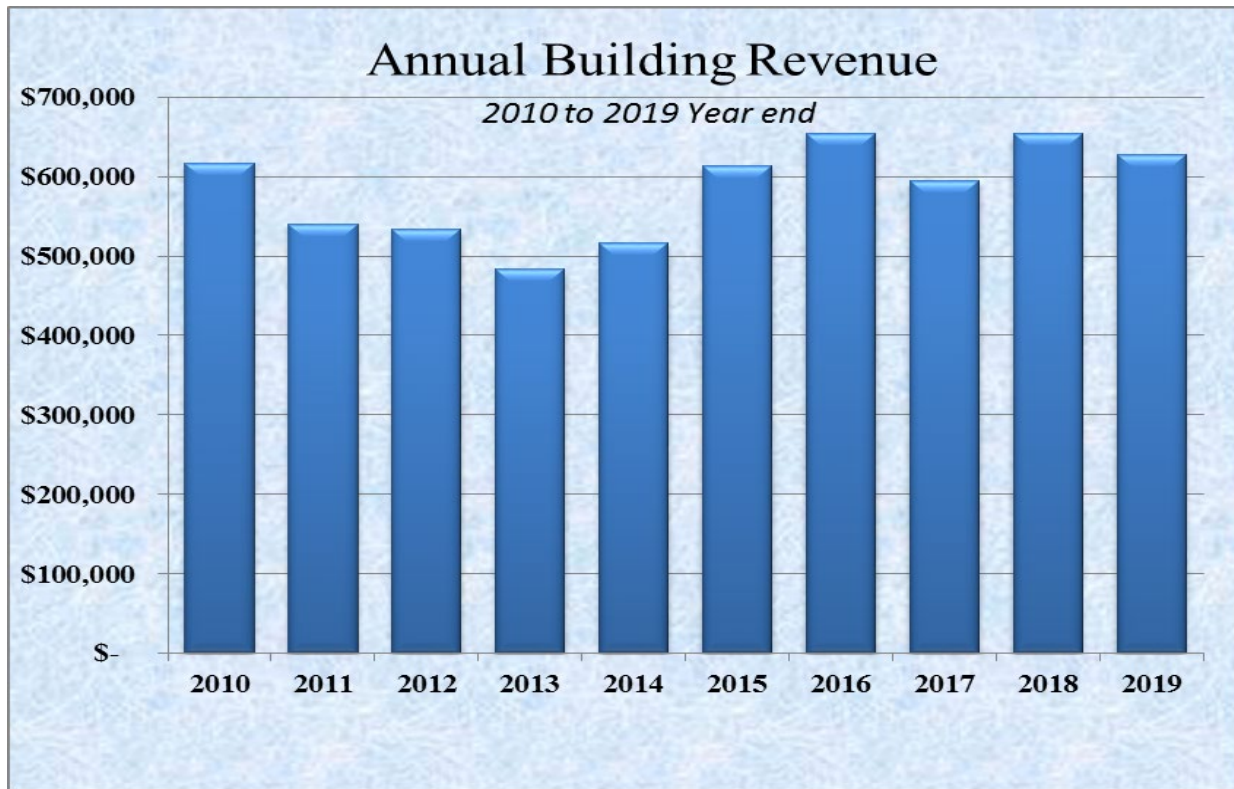
Monthly Building Statistics 2019



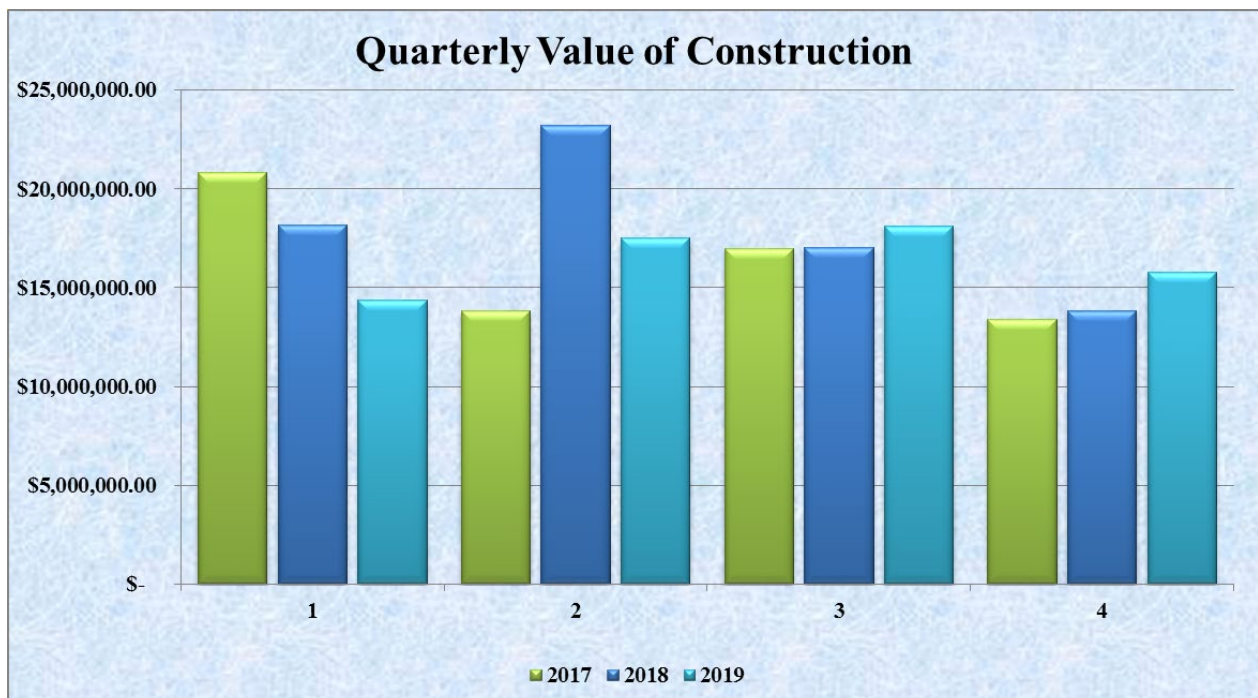
Quarterly Building Statistics Comparison 2017 - 2019



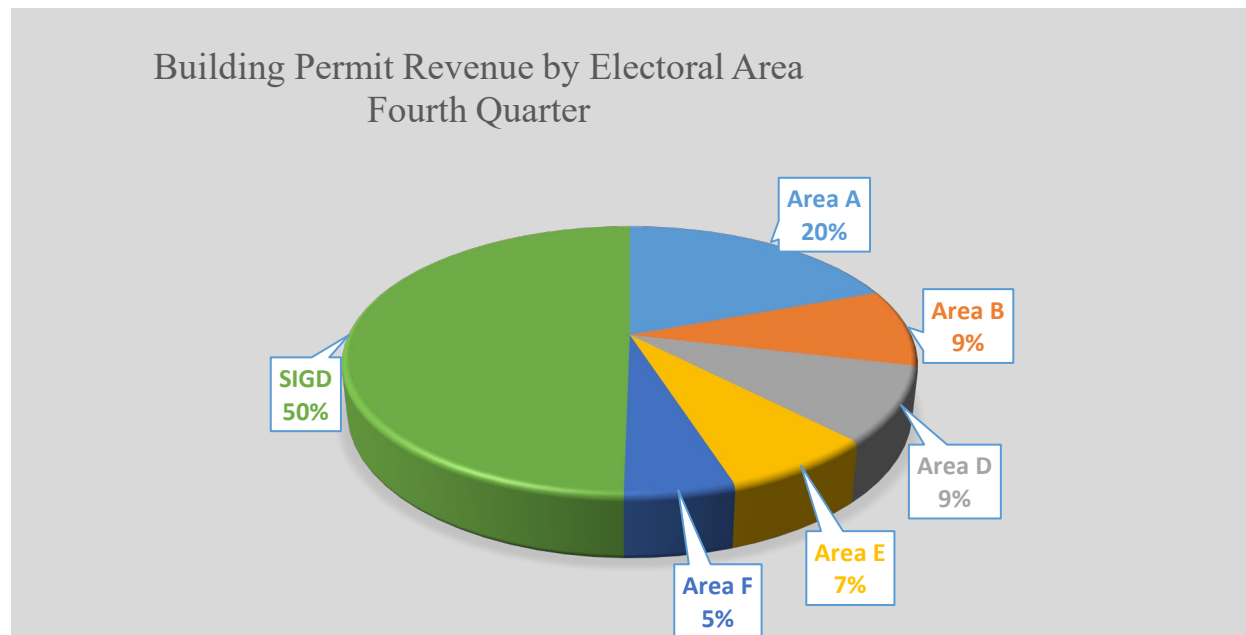
Annual Building Revenue Comparison - Year End 2010 – 2019



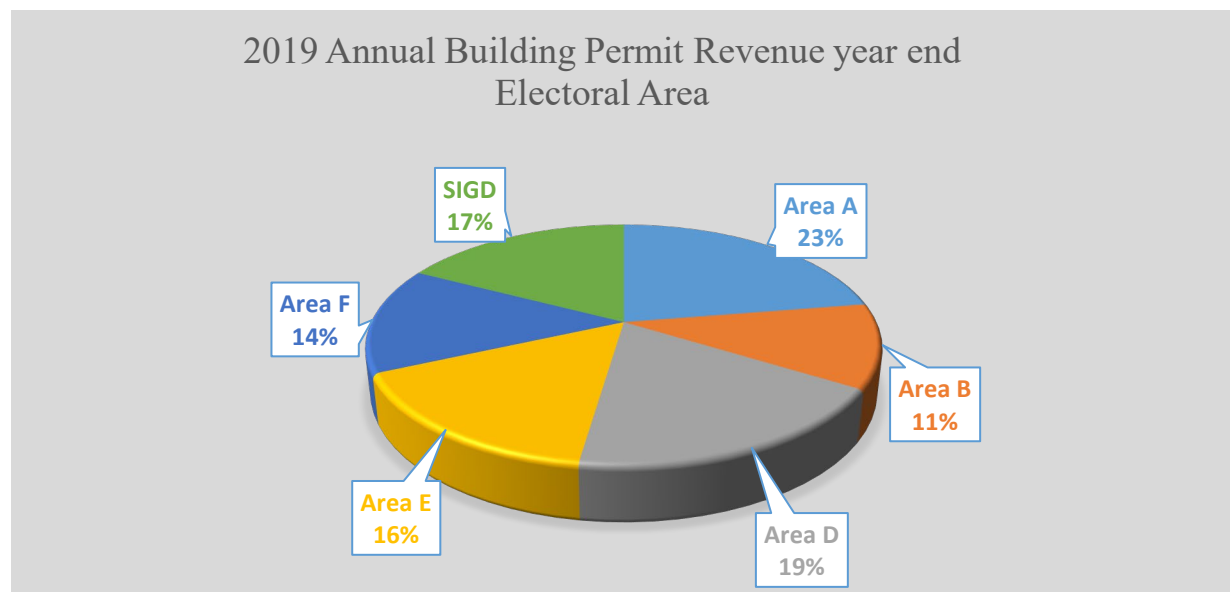
Quarterly Value of Construction Yearly Comparison 2017 – 2019



Building Permit Revenue by Electoral Area – Q4 2019



Building Permit Revenue by Electoral Area – 2019 Year End



PORTS AND DOCKS DIVISION

OPERATIONS

In Q4, 2019 inspections and preventative maintenance were completed at all 9 docks. Many reported deficiencies were addressed in Q4, with further work being designed and costed at several locations.

A barge struck Keats Landing dock on June 25, 2019 causing damage to a number of piles. As a safety precaution the wharf approach was closed to vehicles. Notification were made to Keats Camp, POMO, water taxis, etc. The facility has been assessed and a prescription developed by an engineer. Staff finalized a repair plan for mobilization late Q4 early Q1 2020. Keats Camp has agreed to assist by providing temporary community use of their float while repairs are completed.

Vehicle access is temporally closed on both Vaucroft and Halkett Bay docks as a result of vehicle load rating recommendations from the Herold Engineer safety assessment reports. The facilities are expected to be reopened to traffic once scheduled capital repairs and upgrades have been completed.

PORTS MONITORS (POMO) COMMITTEE

The POMO approach of “eyes on the dock” to identify condition, maintenance or operation issues provided useful feedback that enables SCRDP to respond to issues more quickly and more efficiently.

In Q4 2019, POMO was helpful in gathering feedback on planned capital projects including project design, timing and local service considerations.

Staff provided updates to POMO around inspection/maintenance visits and on key repair items.

In Q4, 6 of the 9 POMO Committee members were re-appointed. One representative’s term was still valid. Recruitment for representatives at Halfmoon Bay and Port Graves dock took place in November and December.

The next POMO meeting is scheduled for Q1 2020 with 1 new representative.

MAJOR PROJECTS

- Vaucroft capital works neared completion in Q4 (final completion planned for early Q1 2020). The community has shared positive feedback about the quality and coordination of the work completed.
- Halkett Bay Approach capital works tendering process completed. Contract to be awarded early Q1 2020, construction planned to begin in March.
- West Bay Float design work for repairs is advanced in Q4.
- A series of small, complex repairs were completed at Gambier Harbour dock. Work to stabilize and strengthen the connection between Float A (dolphin-anchored) and Float B (chain-anchored) was completed. This area is exposed to ferry wake.

FACILITY SERVICES DIVISION

Building Maintenance [313]

Building Maintenance Tickets	Oct. 1 – Dec. 31
Tickets received	52
Tickets resolved	38
Open (unresolved) tickets as of Dec 31 st	29

Tickets received and resolved are slightly higher than they should be, additional tickets are generated when the ticket is emailed directly and IT is working on a solution.

In Q4, preventative maintenance and/or emergency repairs were completed at Mason Rd, Gibson Library, firehalls and Field Road.

Recreation Facilities [613]

GACC

- Snow & salt plan for winter including Town of Gibsons and SCRD tractor.
- New water fountain / recycling containers
- Reception glass enclosure repair
- Wizard repair (ice lights for Public skate), lights/ballast repair above ice & outside
- Brine pump repair
- Ice decorations install for month of December
- Sprinkler/fire system repair
- Weather stripping repairs and replacements

SAC

- Main pool and leisure pool repair
- IBC boiler upgrade
- Leisure pool auto-fill fixed
- Construction of family change room benches
- Pressure wash beams

SCA

- Zamboni water fill repair
- Ice decorations installed for the month of December
- Parking lot lights, wind sock and photo sensor all repaired
- Repair to boiler
- Relocation of wind sock in order to get better wind flow direction to aid with evacuation and emergency response
- Completion of the condenser deck

GDAF

- Repairs to hot tub and tot pool
- Tot pool quick fill line repair
- Exterior exit door replacement project completed
- Completion of door stops
- Replacement of the south east exhaust fan
- Develop trouble shooting guide for pool operations
- TP quick fill
- Family change room door

- Glass block – waiting for product delivery
- Fire Plan update
- Exhaust motor replacement

PHAFC

- Repair, adjustment or replacement of main pool line, hot tub sensor, shower doors, hot tub hand rails, access hatch, main pool heater and coil

PARKS DIVISION

Cemeteries [400]

Q4 Statistics – October 1 to December 31

	2019 Q4	2018 Q4	2019 Q4	2018 Q4
Service	Burials	Burials	Cremations	Cremations
Plots Sold	13	2	2	0
Niches Sold	N/A	N/A	0	0
Interments	4	1	2	1
Inurnments (Niche)	N/A	N/A	1	1

- Ongoing interments at Seaview Cemetery;
- Brush removal, landscaping and limbing of hazard vegetation;
- Additional bark mulch placed on berm.

Parks [650]

PROJECTS

Parks, Trails and Beach Accesses

Key projects, maintenance and repair activities:

Area A – Egmont Pender Harbour

- Regular maintenance, inspections and operation of all electoral area park sites and amenities;
- Performed comprehensive Suncoaster Trail inventory and work plan assessment;
- Site cleanup and maintenance at Katherine Lake Campground;
- Seasonal shutdown and winterization at Katherine Lake Campground; and,
- Additional regulatory signage installed at Pender Hill Park.

Area B – Halfmoon Bay

- Regular maintenance, inspections and operation of all electoral area park sites and amenities;
- Installed new bollard lights at Coopers Green park;
- Detailed trail inventory and inspection performed within Connor Park/Welcome Woods trail networks.

Area D – Roberts Creek

- Regular maintenance, inspections and operation of all electoral area park sites and amenities;
- Levelled and added sod to pitcher mound at Cliff Gilker Park; and,
- Maintenance to the Cliff Gilker Park septic field.

Area E – Elphinstone

- Regular maintenance, inspections and operation of all electoral area park sites and amenities;
- Stair repair work at Soames Hill;
- Beach cleanup at Chaster Park;
- Complete seasonal closure of the Shirley Macey Tot Waterpark system;
- Danger tree removal at Beaman Road beach access;

- Removal of deteriorating stairs and Secret Beach and access corrections;
- Addition of material and capping of Kearton connector trail; and,
- Ditch and culvert work to correct drainage conditions at Mahon connector trail.

Area F – West Howe Sound

- Regular maintenance, inspections and operation of all electoral area park sites and amenities;
- Trail work at Sprockids park in coordination with Recreation Sites and Trails BC, BC FLNRORD and the Coast Mountain Bike Trail Association including deconstruction/remediation in area of unauthorized trails;
- Stair construction and crib step work at Soames Hill;
- Hazard tree removal and vegetation management at Soames Hill;
- Repairs to Esperanza bridge access to Soames Hill Park;
- Ground levelling at Shirley Macey Dog Park;
- Monitoring of slide area on provincial land adjacent to Grantham's Landing Community Park;
- Grantham's Community Park trail – closed the site due to precipitation and a resulting geotechnical instability. The area has been cordoned off and closure/warning signage has been posted. Parks staff are closely monitoring the area on a weekly basis and after any significant weather events;
- All Electoral Area F trails and beach accesses received seasonal maintenance, brushing and upkeep;
- Falling, bucking and dispersal of hazard trees within Sprockids Park;
- Continual monitoring and documenting of McNair bridge;
- On-site discussions regarding potential improvements to the Shirley Macey disc golf course with the Sunshine Coast Disc Golf Association.
- Continued support to Grantham's Hall rehabilitation project; and,
- Repairs to the stairs at Forbes beach access.

All Areas:

- All trails and beach accesses ditching and vegetation management;
- All trails blown, pruned and maintained drainage ditches;
- All trails assessed regularly for seasonal storm damage, blowdown and safety concerns;
- Regular playground safety inspections;
- Routine inspections and maintenance at all SCRD parks;
- Routine inspections and maintenance at all SCRD community halls;
- New Parks Division work truck finalized and delivered; and,
- The Hazard Tree Assessment project (2017 budget initiative) was completed. Staff are trained in assessment methods and assessments are now conducted as part of regular business.

Parks Planning

- Inter-agency collaboration on strategies to mitigate illegal dumping of waste issues in relation to parks, trailheads and priority sites region-wide;
- Dialogue with other local governments and user groups toward a "show and tell" meeting in January 2020 to examine coordination and partnership opportunities related to sports fields;
- Community consultation for Welcome Woods/Connor Park future management plan;
- Updated preventative maintenance tracking sheets and procedures for community halls;

- Substantial completion of Grantham's Community Hall rehabilitation (opening planned for February 2020);
- Suncoaster Trail capital and maintenance planning;
- Divisional collaboration on 2020 budget proposals package;
- Divisional collaboration on operational, maintenance and capital planning requirements of parks water systems at Katherine Lake Campground and Lions Field;
- Review of Dakota Ridge and general parks services lone worker procedures;
- Coordination with District of Sechelt regarding MoU and snow removal services;
- Coordinated compliance inspections of parks bylaw infractions in Electoral Area B;
- Met on-site with MoTI to discuss next steps and responsibilities for the cleanup of vegetation at Crab Road;
- Development of an MoU with the Coast Mountain Bike Trail Association for volunteer engagement and involvement at Sprockids Recreation Site;
- Discussions with regional parks management and BCRPA membership in regards to the implementation of parks functions within regional districts in the province;
- Attended planning meetings to discuss parkland dedication specifics for the subdivision at Fitchett Road;
- Finalization of Community Hall Fire Safety Plans;
- Daniel Point foreshore lease renewal;
- Pender Harbour Authority septic system lease renewal (in progress);
- Community consultation to explore the potential for disc golf within Connor Park/Welcome Woods; and,
- Initial field assessment and planning for Ocean Beach Esplanade Connector Trail project.

Sports Fields

Number of bookings per sports field in 2019 Q4 compared to 2018 Q4 bookings:

Sports Field	2019 Q4 Bookings	2018 Q4 Bookings
Lions Field	40	52
Cliff Gilker	204	235
Connor Park	66	87
Maryanne West	66	84
Shirley Macey Park	188	173

- Slicing and venting at, Cliff Gilker Park, Shirley Macey Park and Connor Park sports fields complete;
- Fertilizing of all sports fields;
- Overseeded with pre-germinated perennial rye;
- Expose and clear all overgrown valve boxes;
- Digging of test holes to verify irrigation rates and soil retention at Shirley Macey Park;
- Location and clearing of valves and electrical boxes at Shirley Macey sport fields;
- Over-seed goal mouths at Connor Park sport field with a pre-germinated seed mix;
- Over-seed goal mouths at Shirley Macey Park with a pre germinated seed mix; and,
- Switched out the old sandbags for new ones and made some minor repairs on the soccer nets.

Community Halls

Number of bookings in Community Halls in 2019 Q4 compared to 2018 Q4 bookings:

Community Hall	2019 Q4 Bookings	2018 Q4 Bookings
Eric Cardinall	60	38
Frank West Hall	62	38
Coopers Green	36	25
Chaster House	80	44

- Divisional collaboration with Building maintenance to effectively coordinate share community hall safety and maintenance upgrades and priorities (ongoing);
- Lease renewals for Pender Harbour Reading Centre, Serendipity Child Care Development and Harbour Gallery.

Dakota Ridge [680]

Operations

- Dakota Ridge Winter Recreation Area opened for the season on December 20th, 2019;
- Preparation of the PistenBully groomer and snowmobile (seasonal preparation maintenance) and return operational machinery on-site to Dakota Ridge;
- Facility signage review and update;
- Replacement of trail signage;
- Annual marketing and advertisement promotional campaign implemented;
- Coordination with Recreation staff for seasons pass sails;
- Day tickets issued to vendors (internal and external); and
- Received donation offer of a volunteer kiosk from the Tetrahedron Outdoor Club to be used at Dakota Ridge; working with Finance to adhere to SCRD donation and asset management obligations.

Community Events

Staff coordination and liaising with various school and community groups including:

- Dakota Nordics ski program. The program runs for 7 ski sessions starting in January 2020. Program has 93 children from 63 families, and 28 coaches/key volunteers and is a nationally certified sports program which assists children in the development of a love of the outdoors, a healthy lifestyle, excellent technical skills and a good level of physical fitness within a sport environment; and,
- Sunshine Coast Loppet (fun ski and snowshoe race) scheduled February 9.

Volunteers

- Staff led volunteer work party prepared for the opening of Dakota Ridge. Work included trail brushing and preparing firewood for the warming hut;
- Volunteer recruitment, training, and on site orientation of 23 volunteer trail hosts and groomers completed in early December; and,
- Ongoing seasonal coordination and support for Volunteers.

Access Road

- Annual inspection and signage update completed; and
- Road engineering/technical support contract to be renewed in Q1 2020

RECREATION AND COMMUNITY PARTNERSHIPS DIVISION

Gibsons and District Aquatic Facility

Admissions and Program Registrations

GDAF	Q4 2019	Q4 2018
Admission Visits	4946	5027
Program Registrations	608	768

This represents a decrease of 81 in admission visits during the period of October-December, 2019.

Included in this admission total are 353 L.I.F.E Admissions for those requiring participation assistance for 2019.

Program registration decrease of 160

Special Event

Christmas Aquafit: 34

Gibsons and Area Community Centre

Admissions and Program Registrations

GACC	Q4 2019	Q4 2018
Admission Visits	35586	32095
Program Registrations	2144	2962

This represents an increase of 3491 admission visits in the, October-December 2019 period.

Included in this admission total are 409 L.I.F.E admissions for those requiring participation assistance for 2019 and arena facility rental attendance.

Program registration decrease of 818.

Sunshine Coast Arena

Admissions and Program Registrations

SCA	Q4 2019	Q4 2018
Admissions	16685	14803
Program Registrations	324	519

This represents an increase of 1882 admission visits in the October-December, 2019 period.

Included in this total are 56 L.I.F.E admissions for those requiring participation assistance for 2019.

Program registration decrease of 195. Mainly due to no birthday party rentals.

Sechelt Aquatic Centre

Admissions and Program Registrations

SAC	Q4 2019	Q4 2018
Admission Visits	41450	41983
Program Registrations	4817	4749

This represents a decrease of 533 admission visits in the October-December, 2019 period.

Included in this total are 2497 L.I.F.E. admissions for those requiring participation assistance for 2019.

Program registration increase of 68.

Special Event:

- November: Customer Appreciation public engagement event to introduce revised Aquafit Schedule: 50
- December : Christmas Aquafit: 35

Pender Harbor Aquatic and Fitness Centre

Admissions and Program Registrations

PHAFC	Q4 2019	Q4 2018
Admission Visits	3818	3767
Program Registrations	1530	1705

This represents an increase of 51 visits for the October-December, 2019 period.

Included in this total are 120 L.I.F.E admissions for those on low income for 2019.

Program registration decrease of 175. Mainly due to lower registrations in Yoga programs.

Special events

- Nutrition Workshops: Busy Bees and Lunch and Dinner, aprox 35 per workshop.
- 5th Annual Cardboard Boat Building Challenge October 4 in partnership with RCMSAR: 40 in attendance
- Glow Night Nov 8, 50 in attendance
- 5th Advent Calendar Challenge Dec 2-20: 60+ participated over the month
- Christmas Aquafit: Dec 16: 15

Reviewed by:			
Manager	X- A. Whittleton X- K. Robinson X- D. Cole 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 – February 13, 2020

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: ZONING AMENDMENT BYLAW NOS. 310.184, 2018 AND 337.118, 2018 FOR SHORT TERM RENTAL ACCOMMODATION REGULATIONS – IMPLICATIONS OF IMPLEMENTING TEMPORARY USE PERMIT

RECOMMENDATIONS

1. THAT the report titled Zoning Amendment Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations – Implications of Implementing Temporary Use Permit be received;
 2. AND THAT Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018 be forwarded to the Board for Third Reading;
 3. AND FURTHER THAT, subject to the Board providing Third Reading, and prior to adoption of the Bylaws, staff bring forward an implementation plan for temporary use permits for short term rental accommodations and amendments to the following bylaws:
 - a. Planning and Development Procedures and Fees Bylaw No. 522, 2003
 - b. Municipal Ticket Informatin System Bylaw No. 558, 2006
 - c. Bylaw Notice Enforcement Bylaw No. 638, 2011
-

BACKGROUND

At the November 28, 2019 Regular Board meeting Resolution 296/19 was adopted as follows:

Recommendation No. 8 *Zoning Amendment Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations – Consideration of Third Reading*

THAT the report titled Zoning Amendment Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations – Consideration of Third Reading be received;

AND THAT staff bring forward the implementation implications for temporary use permits for short term rental accommodation and other relevant bylaw amendments including the impacts on bylaw enforcement to facilitate such implementation.

This report provides an overview of necessary mechanisms to implement a temporary use permit system for short term rental accommodations managed by off-site operators, including application procedures and fees, amendments to relevant bylaws, and an assessment of implications on SCRD administration such as benefits and costs associated with system setup,

operation and enforcement. This report also discusses possible outcomes of implementing temporary use permits and options for managing the implementation.

DISCUSSION

Discussions of this report on implications of implementing temporary use permits (TUP) for short term rental accommodations (STRA) are mainly focused on implications on the SCRD. Other implications such as those for residents and operators have been discussed in previous staff reports, which include providing a balanced solution for the community that reflects a broad range of interests, a legal channel to do business, promoting bylaw compliance, reducing complaints and negative impacts, enabling neighbourhood watch, etc.

Implications to the SCRD can be assessed from various aspects of the implementation process, including regulation adoption, one-time system setup, on-going operation and enforcement and long-term effects.

Bylaws Adoption and System Setup

Prior to implementing the TUP process, the proposed zoning amendment bylaws and other relevant bylaws must be adopted by the Board to enable the proposed TUP regulations:

1. Zoning Amendment Nos. 310.184, 2018 and 337.118, 2018 to regulate STRA and TUP;
2. amendments to Planning and Development Procedures and Fees Bylaw to include the TUP application procedure, fee and deposit; and
3. amendments to Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw to increase fines for STRA related and other offences.

Additionally, an administrative system must also be set up to receive and process permit applications. System setup and preparation will include:

1. the creation of an application form with detailed instructions;
2. establishing application review criteria and procedures for staff; and
3. determination of the appropriate amount of application fee and deposit.

Further to this, the community must be informed prior to the commencement of receiving TUP applications. Public notification can include newspaper advertising, social media posting, and communication to stakeholder groups.

Implications of the above processes on the SCRD are staff time spent on preparing amendment bylaws, setting up the application system, training staff to operate the system, and costs in advertising and notification. These costs are one-time costs and can be built upon research and analysis completed previously on this subject.

Permit Review Process

The review of a TUP application generally includes the following sequence of contingent steps with an estimate of staff time required.

1. Pre-application consultation with potential applicants to inform of the process, provide information and a checklist necessary to make a complete application. (0.5 hour)
2. Verify that the application is complete with all required information and materials. (2.5 hour)
3. Site visit to inspect the interior and exterior setup (e.g. number of bedrooms, parking spaces, etc.) of the premise to verify consistency with advertisements of the STRA and compliance with zoning regulations. (4 hours)
4. Notification and advertising of the application. (3 hours)
5. Refer the application to the electoral area Advisory Planning Commission (APC) for comment (1 hour)
6. Review public feedback (if received), APC comments and compliance records of the property (if existent), analyse the proposed use against approval criteria and relevant regulations, and prepare a report with recommendation on the application for the Board's consideration. (8 hours)
7. Present staff recommendation to the Board. It is recommended that the approval of a TUP be decided by the Board, rather than by delegation to staff, as the applicant is entitled to request a local government to reconsider a decision made by a delegate (Section 493.3, *Local Government Act*) which may not be favourable to the applicant. This is a common practice adopted by several comparable BC regional districts (Alberni-Clayoquot, Okanagan-Similkameen, Columbia Shuswap) that have implemented TUP for short term vacation rentals. (2 hours)
8. If the permit is approved by the Board, conduct notification to the applicant, neighbouring residents and SCRD staff. (2 hours)

It is estimated that the above process would require a total of approximately 23 staff hours per permit. The process would be primarily administered by Planning and Development Division staff and is likely to take two to three months to complete, with notification timeline and meeting cycle taken into consideration. Implications of this process on the SCRD are staff time and resources, which will be on-going operating costs.

It is difficult to determine if current staffing levels can meet the demand of administering TUP applications since the number of potential applications is uncertain. If application volume is high, for example, more than 12 applications per year, the impact on current staffing levels could be considerable, and additional staffing may be required. Options to manage uncertain outcomes of implementing TUP will be further discussed later in this report.

It is possible, however, that the costs of processing applications may be recovered by application fees. The TUP application fees of the above referenced regional districts range from \$600 to \$1000. It is estimated that the total costs for the SCRD to process an application including the basic staffing costs plus advertising, notification and material costs could be upward of \$1400. The SCRD would need to determine if the TUP fee would be set to be fully recoverable or a portion to be subsidized through taxation. Setting the fees and charges can be explored further upon implementation.

Bylaw Enforcement Process

Once a TUP is issued, SCRD Bylaw Compliance staff will manage compliance issues that may occur. As SCRD bylaw enforcement is complaint-driven, the implication of TUP on bylaw enforcement will largely depend on how the implementation of TUP may affect the volume of complaints and the complexity of enforcement.

Short term rental accommodations without on-site operators have been operating on the Sunshine Coast for years. According to SCRD Bylaw Compliance records, in 2018 and 2019, offences related to short term rental accommodations due to the absence of on-site operators are 12-14 cases, which account for about 11% of offences of all kinds. Although this does not represent a substantial proportion of the entire enforcement workload, there appears to be a need for an enhanced enforcement mechanism for STRA cases, as the non-compliance rate among these cases is about 65% (8-9 cases per year).

Despite the current bylaw enforcement process being a reactive system, TUP is designed to be a proactive and preventive system that can assist Bylaw Compliance staff to specifically tackle the problem of off-site operation, incentivize compliance, and therefore may result in reduction of issues and complaints. TUP can help bylaw enforcement officers to track down operators more easily when issues arise. Permit holders will be fully conscious of the obligations under the permit and concerns of neighbouring residents, and are hence more likely to comply with the rules. Being informed of a permit's issuance and its terms and conditions and provided with the operator's contact information, neighbouring residents are better equipped to provide casual surveillance of guest activities and help to prevent issues from occurring. They can contact the operator directly to resolve an issue more quickly. This is a concept similar to neighbourhood crime watch or community policing. All of the above represent benefits of implementing TUP.

On the other hand, as TUP is a new administrative process, there are costs associated with extra staff time to be spent on record keeping and coordination through the permit application process. Staff may need to respond to large number of inquiries regarding the new process and regulations in the initial stage of implementation; but inquiries do not normally transpire into complaints, and responding to inquiries takes much less effort than investigating complaints. As the number of permit applications the SCRD may receive is uncertain, the administrative impact cannot be assessed. However, it can be reasonably expected that the benefits of implementing TUP can offset the costs, resulting in no significant overall impact on bylaw enforcement staffing resource. Extra bylaw enforcement costs for an offence to a permit could also be recovered by using part or whole of the deposit paid for the permit. Similar to the deposit other local governments, a deposit of \$1000 per permit could be considered.

Despite the additional administrative process, the investigation and enforcement process after a formal complaint is filed will remain the same with or without the implementation of TUP.

Additionally, increasing fines for bylaw contravention can help to deter infractions and support cost recovery for bylaw enforcement. The current fine of \$150 for zoning and other infractions has proven to be too low to be effective, as the profit that can be obtained from a short term rental is much higher than the fine even if its operation does not comply with the bylaw. Increasing the fines can be considered as part of the TUP implementation plan and through amendments to the Municipal Ticket Information System Bylaw and the Bylaw Enforcement Notice Bylaw.

Long Term Perspective

Although TUP is generally intended for short term uses which normally do not exceed a total duration of 6 years (a 3-year term plus one renewal), a new permit can be applied for after 6 years even if it is the same use in the same location. Several of the regional districts referenced in this report have adopted this approach. This allows a local government to re-evaluate the use, obtain fresh feedback and update terms and conditions for the permit based on changing circumstances. As a new permit is still temporary in nature, it allows a local government a level of control and neighbourhood involvement on a term by term basis. A local government can also subject a continuing use to a rezoning application if it deems it more appropriate to facilitate the use by zoning change. However, once the rezoning is adopted, the local government cannot review the use periodically, terminate or prohibit the use, other than enforce regulations for the use. Compared to rezoning, TUP is a more robust land use control tool. It allows a local government the authority in whether or not to issue a permit, and flexibility in determining the length and specific conditions of a permit on a case by case basis.

Coping with Uncertainty

TUP for short term rental accommodation is new to the SCRD, and the outcome of deploying such a system is uncertain. As discussed previously, the impact of implementing TUP on SCRD administration will largely depend on the number of applications the SCRD may receive. The average number of applications received by the afore-mentioned BC regional districts varies widely, ranging from 3 to 14 per year, while the number of vacation rentals operating in these regional districts is uncertain. Given such uncertainty and the difference in local conditions, these numbers cannot be used to estimate the number of applications to be received by the SCRD. As these regional districts have implemented TUP for only a short period of time (1-3 years) and have received relatively small number of applications, the impact on their administration is not considered substantial, and the effectiveness of TUP in managing vacation rentals is inconclusive.

To cope with uncertainty in the outcome of implementing TUP, the Board has the power to control the scope and pace of implementation, for example, in the initial stage of implementation, the Board can set shorter term for a TUP (e.g. one year), limit the application intake volume, and budget for appropriate staffing resources for the tasks. The Board always has the discretion to control the terms and conditions of a TUP, especially for difficult properties. A strategy for this will be provided in an implementation plan if the Board proceeds to implementing TUP. Through the initial implementation stage, SCRD can obtain community feedback and evaluate the effectiveness and implication of TUP. Based on the outcome of the initial implementation, the Board can make adjustments to the implementation process. The Board can also repeal the TUP provisions of the bylaws if the outcomes are undesirable.

Implication of Alternative Options

If the Board chooses not to proceed with the proposed TUP provisions, staff recommend consideration of the following two alternative options.

Alternative Option 1 – Remove both the TUP and STRA provisions from the proposed bylaws

As proposed in the bylaws, short term rental accommodation operated by an off-site operator (STRA) is permitted only if a TUP is obtained. TUP is designed as a bylaw enforcement

mechanism for STRA, therefore regulations for STRA and TUP must be implemented together. If TUP is not implemented, the STRA provisions should also be removed. Without the STRA and TUP provisions, a short term rental accommodation managed by an off-site operator can only be considered through a rezoning application.

As this option would represent a change to the use specified by the proposed bylaws after the initial public hearing, a second public hearing must be held to obtain further public input (*Local Government Act* Section 470).

Alternative Option 2 – Remove only the TUP provisions from the proposed bylaws and increase fines for STRA infractions

This option means that STRA would be permitted without a TUP. As discussed in this report, the recent cases of STRA related offences are between 12 and 14 per year, among which 8 to 9 cases remain non-compliant. Based on SCRD Bylaw Compliance experience, the current low fine (\$150 per ticket) for offences is a reason for these persistent non-compliant cases. Heavier fines may help to bring the residual non-compliance into compliance. Therefore, to compensate for the lack of TUP as an important bylaw enforcement mechanism, increasing fines specifically targeted at STRA violations should be considered. A maximum fine of \$500 per ticket may be considered.

As this option also represents a change to the use specified by the proposed bylaws after the initial public hearing, a second public hearing must be held.

Financial Implications

As it is unknown how many TUP's would be processed in any given year, as well as the fee and subsequent resources required to implement the new program are not available, it is not recommended that a Financial Plan amendment be contemplated at this time. However, as part of the implementation process, further financial considerations may be required.

Timeline for Next Steps

If the Board gives the proposed bylaws Third Reading, staff should be directed to bring forward a TUP implementation plan and amendments to other relevant bylaws.

If the Board chooses to alter the proposed bylaws by removing the TUP and/or STRA provisions, a second public hearing must be held.

Communication Strategy

The decisions of the Board on the proposed bylaws will be posted on the SCRD website and social media. If the Board adopts the bylaws and any other related bylaws or procedures or alters the bylaws, it will be advertised in the newspaper and on the SCRD website and social media.

CONCLUSION

Assessment on the implications of implementing TUP for short term rental accommodation indicates that there are costs and benefits to the SCRD. Although the costs or benefits cannot

be fully quantified at this time, it is expected that the costs for initial system setup and on-going operating and enforcement costs can be offset by the potential benefits of TUP and recovered by application fees and deposits. Possible increase in fines for offences can further enhance bylaw compliance and compensate for enforcement efforts.

To cope with uncertainty in the outcomes of implementing TUP, the SCRD has options to manage the scope of implementation, budget for staffing, set specific terms and conditions, subject a short term rental use to rezoning, or repeal the TUP provisions.

With information provided in this report, staff recommend that the revised zoning amendment bylaws be forwarded to the Board for Third Reading. If the Board proceeds to Third Reading of the Bylaws, it is recommended that prior to adoption of the bylaws, a TUP implementation plan along with amendments to the Planning and Development Procedures and Fees Bylaw, Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw be brought forward for consideration.

ATTACHMENTS

Attachment A – Zoning Amendment Bylaw 310.184, 2018 for Third Reading

Attachment B – Zoning Amendment Bylaw 337.118, 2018 for Third Reading

Reviewed by:			
Manager	X – D. Pady	CFO/Finance	X - T. Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Protective Services	X – M. Treit

Attachment A SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 310.184

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

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

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018*.

PART B – AMENDMENT

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

- a. Replace the definition for “bed and breakfast” in Section 201 with the following definition:

“bed and breakfast” means rental accommodation provided in and auxiliary to a dwelling, occupied by the same occupant(s) for not more than 30 consecutive days, and operated by an on-site operator, but specifically excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

- b. Insert the following definitions in Section 201:

“short term rental accommodation” means rental accommodation provided in and auxiliary to a dwelling, occupied by the same occupant(s) for not more than 30 consecutive days and operated by an off-site operator, but specifically excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

“on-site operator” means an operator of a bed and breakfast who resides on the property where the bed and breakfast is located and for the duration of when the bed and breakfast is in operation.

“off-site operator” means an operator of a short term rental accommodation who does not reside on the property where the short term rental accommodation is operated, but resides within the boundaries of the Sunshine Coast Regional District when the short term rental accommodation is in operation.

- c. Replace Sections 502.11(a) to (f) with the following sections:

- (a) Except as provided for in Section 1001A.4 for the RU1A zone and Section 1001C.3(h) for the RU1C zone or any other parts of this bylaw, the number of bedrooms utilized for bed and breakfast shall not exceed two per dwelling. Where

short term rental accommodation is also permitted, the total number of bedrooms for both bed and breakfast and short term rental accommodation shall not exceed two per dwelling.

- (b) The total number of occupants of a bed and breakfast establishment shall not exceed two per each permitted bedroom.
 - (c) No external indication or advertising associated with a bed and breakfast shall be permitted on the property except a single sign not exceeding 3500 square centimetres.
 - (d) Any dwelling utilized for bed and breakfast shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
 - (e) A bed and breakfast shall be operated by an on-site operator.
- d. Insert the following section immediately following Sections 502.11:

Short Term Rental Accommodation

- (12) (a) Short term rental accommodation is permitted in the R1 zone where the parcel size exceeds 2000 square metres, and in the R2, C2, C2A, C3, C4, C6, CR1, CR2, RU1, RU1A, RU1B, RU1C, RU1D, RU2, PA2 and PA3 zones, subject to the following conditions:
- i. A short term rental accommodation shall be operated by an off-site operator when the short term rental accommodation is in operation.
 - ii. The number of bedrooms utilized for short term rental accommodation shall not exceed two per dwelling. Where bed and breakfast is also permitted, the total number of bedrooms for both bed and breakfast and short term rental accommodation shall not exceed two per dwelling.
 - iii. The total number of occupants of a short term rental accommodation shall not exceed two per each permitted bedroom.
 - iv. No external indication or advertising associated with a short term rental accommodation shall be permitted on the property except a single sign not exceeding 3500 square centimetres.
 - v. Any dwelling utilized for short term rental accommodation shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
 - vi. A minimum of one off-street parking space shall be provided for each permitted short term rental accommodation bedroom in addition to all off-street parking spaces required by this bylaw for all other permitted uses in the parcel where the short term rental accommodation is operated.

- (b) All zones within this bylaw that permit short term rental accommodation are designated as a Temporary Use Permit Area for the consideration of permitting short term rental accommodations, subject to the following conditions:
 - i. The maximum duration of a Temporary Use Permit is three years. The permit may be renewed only once. After the renewed permit expires, further continuation of the same use on the same property may be considered through an application to rezone the property.
 - ii. Notice regarding a Temporary Use Permit application must be published in a local newspaper and provided to owners and residents of properties within a 100-m radius of the subject parcel. If the permit is granted, contact information of the operator shall be provided to those owners and residents therein.
 - iii. An application fee and a deposit shall be required for a Temporary Use Permit application in accordance with the Planning and Development Procedures and Fees Bylaw in effect.
 - iv. An off-site operator shall be responsible for all operations of the short term rental accommodation, and shall address noise and safety issues within 30 minutes of being notified, and all other issues within 12 hours of being notified.
 - v. An off-site operator shall inform the short term rental accommodation occupants of all applicable bylaws and regulations, including on-street parking, noise bylaw, garbage disposal, water usage restriction and fire ban when in effect.
 - vi. Upon a total of three infractions of any terms or conditions of the Temporary Use Permit, the zoning bylaw or any applicable bylaws, the permit may be revoked.
- e. Renumber Subsections 12 to 16 of Section 502 as Subsection 13 to 17.
- f. Insert the following subsection after subsection 601.2(3):
 - (4) short term rental accommodation subject to Section 502(12) of this bylaw.
- g. Insert the following subsection after subsection 611.1(5):
 - (6) short term rental accommodation subject to Section 502(12) of this bylaw.
- h. Insert the following subsection after subsection 612.1(3):
 - (4) short term rental accommodation subject to Section 502(12) of this bylaw.
- i. Insert the following subsection after subsection 801.1(6):

- (7) short term rental accommodation subject to Section 502(12) of this bylaw.
- j. Insert the following subsection after subsection 811.1(15):
 - (16) short term rental accommodation subject to Section 502(12) of this bylaw.
- k. Insert the following subsection after subsection 811.1(15):
 - (16) short term rental accommodation subject to Section 502(12) of this bylaw.
- l. Insert the following subsection after subsection 811A.1(12):
 - (13) short term rental accommodation subject to Section 502(12) of this bylaw.
- m. Insert the following subsection after subsection 821.1(11):
 - (12) short term rental accommodation subject to Section 502(12) of this bylaw.
- n. Insert the following subsection after subsection 831.1(8):
 - (9) short term rental accommodation subject to Section 502(12) of this bylaw.
- o. Insert the following subsection after subsection 1000.1(4):
 - (5) short term rental accommodation subject to Section 502(12) of this bylaw.
- p. Insert the following subsection after subsection 1001.1(6):
 - (7) short term rental accommodation subject to Section 502(12) of this bylaw.
- q. Insert the following subsection after subsection 1001A.1(6):
 - (7) short term rental accommodation subject to Section 502(12) of this bylaw.
- r. Insert the following subsection after subsection 1001B.1(6):
 - (7) short term rental accommodation subject to Section 502(12) of this bylaw.
- s. Insert the following subsection after subsection 1001D.1(6):
 - (7) short term rental accommodation subject to Section 502(12) of this bylaw.
- t. Insert the following subsection after subsection 1011.1(7):
 - (8) short term rental accommodation subject to Section 502(12) of this bylaw.
- u. Insert the following subsection after subsection 1011A.1(6):
 - (7) short term rental accommodation subject to Section 502(12) of this bylaw.
- v. Insert the following subsection after subsection 1102.1(14):

(15) short term rental accommodation subject to Section 502(12) of this bylaw.

w. Insert the following subsection after subsection 1103.1(9):

(10) short term rental accommodation subject to Section 502(12) of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	25 TH DAY OF OCTOBER,	2018
READ A SECOND TIME this	23 RD DAY OF MAY,	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	18 TH DAY OF JUNE,	2019
READ A THIRD TIME this	DAY OF	MONTH YEAR
ADOPTED this	DAY OF	MONTH YEAR

Corporate Officer

Chair

Attachment B SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 337.118

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

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

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018*.

PART B – AMENDMENT

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

- a. Revise the definitions for “bed and breakfast home” and “bed and breakfast inn” and insert new definitions in Section 201 as follows:

“bed and breakfast home” means rental accommodation provided as an auxiliary use in not more than two bedrooms of a dwelling, occupied by the same occupant(s) for not more than 30 consecutive days and operated by an on-site operator, but specifically excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

“bed and breakfast inn” means rental accommodation provided in not more than five bedrooms of a dwelling, occupied by the same occupant(s) for not more than 30 consecutive days and operated by an on-site operator, but specifically excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

“short term rental accommodation” means rental accommodation provided in and auxiliary to a dwelling, occupied by the same occupant(s) for not more than 30 consecutive days and operated by an off-site operator, but specifically excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

“on-site operator” means an operator of a bed and breakfast who resides on the property where the bed and breakfast is located and for the duration when the bed and breakfast is in operation.

“off-site operator” means an operator of a short term rental accommodation who does not reside on the property where the short term rental accommodation is operated, but resides within the boundaries of the Sunshine Coast Regional District when the short term rental accommodation is in operation.

- b. Replace Section 509 Bed and Breakfast Homes and Section 510 Bed and Breakfast Inns with the following:

Bed and Breakfast Homes and Bed and Breakfast Inns

509 Bed and breakfast homes and bed and breakfast inns, where permitted and herein referred to as bed and breakfast, are subject to the following conditions:

- (a) Where short term rental accommodation is also permitted, the total number of bedrooms for both bed and breakfast home and short term rental accommodation shall not exceed two per dwelling.
- (b) Where short term rental accommodation is also permitted, the total number of bedrooms for both bed and breakfast inn and short term rental accommodation shall not exceed five per dwelling.
- (c) The total number of occupants of a bed and breakfast establishment shall not exceed two per each permitted bedroom.
- (d) No external indication or advertising associated with a bed and breakfast shall be permitted on the property except a single sign not exceeding 3500 square centimetres.
- (e) Any dwelling utilized for bed and breakfast shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
- (f) A bed and breakfast shall be operated by an on-site operator.

- c. Insert the following section immediately following Section 509:

Short Term Rental Accommodation

510

- (a) Where bed and breakfast home is also permitted, the total number of bedrooms for both the bed and breakfast home and short term rental accommodation shall not exceed two per dwelling.
- (b) Where bed and breakfast inn is also permitted, the total number of bedrooms for both the bed and breakfast inn and short term rental accommodation shall not exceed five per dwelling.
- (c) The total number of occupants of a short term rental accommodation shall not exceed two per each permitted bedroom.
- (d) A short term rental accommodation shall be operated by an off-site operator when the short term rental accommodation is in operation.

- (e) No external indication or advertising associated with a short term rental accommodation shall be permitted on the property except a single sign not exceeding 3500 square centimetres.
- (f) Any dwelling utilized for short term rental accommodation shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
- (g) A minimum of one off-street parking space shall be provided for each permitted short term rental accommodation bedroom in addition to all off-street parking spaces required by this bylaw for all other permitted uses in the parcel where the short term rental accommodation is operated.
- (h) All zones within this bylaw that permit short term rental accommodation are designated as a Temporary Use Permit Area for the consideration of permitting short term rental accommodations, subject to the following conditions:
 - i. The maximum duration of a Temporary Use Permit is three years. The permit may be renewed only once. After the renewed permit expires, further continuation of the same use on the same property may be considered through an application to rezone the property.
 - ii. Notice regarding a Temporary Use Permit application must be published in a local newspaper and provided to owners and residents of properties within a 100-m radius of the subject parcel. If the permit is granted, contact information of the operator shall be provided to those owners and residents therein.
 - iii. An application fee and a deposit shall be required for a Temporary Use Permit application in accordance with the Planning and Development Procedures and Fees Bylaw in effect.
 - iv. An off-site operator shall be responsible for all operations of the short term rental accommodation, and shall address noise and safety issues within 30 minutes of being notified, and all other issues within 12 hours of being notified.
 - v. An off-site operator shall inform the short term rental accommodation occupants of all applicable bylaws and regulations, including on-street parking, noise bylaw, garbage disposal, water usage restriction and fire ban when in effect.
 - vi. Upon a total of three infractions of any terms or conditions of the Temporary Use Permit, the zoning bylaw or any applicable bylaws, the permit may be revoked.
- d. Insert the following subsection after subsection 600.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- e. Insert the following subsection after subsection 601.1(3)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.

- f. Insert the following subsection after subsection 602.1(2)(a):
 - (b) short term rental accommodation subject to Section 510 of this bylaw.
- g. Insert the following subsection after subsection 603.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- h. Insert the following subsection after subsection 611.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- i. Insert the following subsection after subsection 612.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- j. Insert the following subsection after subsection 621.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- k. Insert the following subsection after subsection 631.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- l. Insert the following subsection after subsection 641.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- m. Insert the following subsection after subsection 651.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- n. Insert the following subsection after subsection 801.1(j):
 - (k) short term rental accommodation subject to Section 510 of this bylaw.
- o. Insert the following subsection after subsection 811.1(h):
 - (i) short term rental accommodation subject to Section 510 of this bylaw.
- p. Insert the following subsection after subsection 811A.1(h):
 - (i) short term rental accommodation subject to Section 510 of this bylaw.
- q. Insert the following subsection after subsection 821.1(p):
 - (q) short term rental accommodation subject to Section 510 of this bylaw.
- r. Insert the following subsection after subsection 821A.1(o):
 - (p) short term rental accommodation subject to Section 510 of this bylaw.

- s. Insert the following subsection after subsection 831.1(e):
 - (f) short term rental accommodation subject to Section 510 of this bylaw.
- t. Insert the following subsection after subsection 1001.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- u. Insert the following subsection after subsection 1011.1(1)(c):
 - (d) short term rental accommodation subject to Section 510 of this bylaw.
- v. Insert the following subsection after subsection 1021.1(1)(c):
 - (d) short term rental accommodation subject to Section 510 of this bylaw.
- w. Insert the following subsection after subsection 1031.1(1)(b):
 - (c) short term rental accommodation subject to Section 510 of this bylaw.
- x. Insert the following subsection after subsection 1041.1(1)(c):
 - (d) short term rental accommodation subject to Section 510 of this bylaw.
- y. Insert the following subsection after subsection 1051.1(1)(c):
 - (d) short term rental accommodation subject to Section 510 of this bylaw.
- z. Insert the following subsection after subsection 1061.1(1)(c):
 - (d) short term rental accommodation subject to Section 510 of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	25 TH DAY OF OCTOBER,	2018
READ A SECOND TIME this	23 RD DAY OF MAY,	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	18 TH DAY OF JUNE,	2019
READ A THIRD TIME this	DAY OF MONTH	YEAR
ADOPTED this	DAY OF MONTH	YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 13, 2020

AUTHOR: Yuli Siao, Senior Planner

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

RECOMMENDATIONS

1. **THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of Third Reading and Adoption be received;**
 2. **AND THAT Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019 be forwarded to the Board for Third Reading and Adoption.**
-

BACKGROUND

On November 28, 2019, the SCRD Board adopted Resolution 295/19:

Recommendation No. 1 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd)*

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

AND THAT Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019 be forwarded to the Board for Second Reading;

AND THAT Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 is considered consistent with the SCRD's 2019 - 2023 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the Bylaws be scheduled for January 14, 2020 at 7:00 p.m. at Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek, BC;

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

This report provides a summary of the public hearing, further addresses key issues around this application, and recommends Third Reading and Adoption of the Bylaws.

DISCUSSION

A public hearing was held on January 14, 2020. Approximately 30 people attended the public hearing. Written submissions had been received before the closing of the public hearing. The Public Hearing Report can be found in Attachment A.

Most attendants of the public hearing and written submissions for the public hearing expressed support for the proposed bylaw amendments based on the understanding that the proposed subdivision can help to create more affordable housing opportunities, which not only benefit the owners' families, but also the broader community. Supporters of the application generally acknowledge that besides being modest in nature and having no adverse impact on the surrounding natural environment and rural character, the proposed subdivision is appropriate for this location and should be supported "on the basis of simple fairness", which reflects the fact that numerous parcels of similar or smaller size around this area have already been existing in harmony with a mix of parcels of different sizes in this neighbourhood.

Housing affordability is widely recognized as a critical issue affecting the Sunshine Coast Community. This application can help to address this issue by creating affordable housing options and increasing housing supply. The proposed subdivision, by splitting the existing large lot into two, can reduce the land ownership cost of each lot. The proposed smaller second dwelling on each lot can provide a more affordable housing option for the owner's family or a potential rental suite for others.

As indicated by the public hearing participants, at the core of this application are the questions of where appropriate densification should occur and to what extent. With an aim at addressing housing supply, allocation and affordability, Densification Strategies to Support Affordable Housing were adopted into OCPs of five electoral areas. These policies provide guidance and direction to evaluate housing development proposals. Most local residents and public hearing attendants are familiar with policies that prioritize densification and increasing housing units on existing parcels with infill capacity and in areas around the village cores. However, these policies also have provisions through the rezoning process to consider diverse local conditions in other areas where moderate densification may be appropriate and can meet specific criteria set out in these provisions. This approach provides practical solutions to accommodate the diverse and continual evolution of local land uses. It is these provisions that are particularly relevant to this application.

Analysis of the application indicates that the proposed subdivision can meet all criteria of the OCP for densification in this location. Based on the same policies, a similar proposal (Zoning Amendment Bylaw 310.179 and OCP Amendment Bylaw 641.9) for the parcel immediately adjacent to the south was recently approved by the SCRD Board.

Opponents to the proposed bylaws expressed opposition to densification in general and particularly in this area. Concerns were raised regarding the potential impacts of the proposed development on the rural atmosphere, existing trees, as well as the short term rental business

of a property immediately adjacent to the west. With respect to the concern with densification in Roberts Creek and in this area, the discussions above address how densification should be managed in accordance with OCP policies. Analysis of the application concludes that the proposed development is appropriate in this location with no negative impacts on the surrounding neighbourhood as a direct result. The reduced size of 90 m² for a second dwelling will provide opportunities to preserve existing trees on the property and enhance privacy between neighbouring properties.

STRATEGIC PLAN AND RELATED POLICIES

The OCP and bylaw amendment process supports the SCRD's strategy for engagement and collaboration.

CONCLUSION

Through the public hearing process, the proposed bylaws have received further input from the community. The majority of participants support the proposed bylaws. This report addresses key issues raised by area residents, and concludes that the proposed subdivision is consistent with OCP policies, and can help to create affordable housing opportunities.

Staff recommend that the bylaws proceed to Third Reading and Adoption.

Attachments

Attachment A – Public Hearing Report

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

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

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

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD AT
Roberts Creek Community Hall
1309 Roberts Creek Road, Roberts Creek, BC
January 14, 2020

Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019
and
Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019

PRESENT:	Chair, Area E Director Alternate Chair, Area D Director	D. McMahon A. Tize
ALSO PRESENT:	Manager, Planning & Community Development Senior Planner Recording Secretary Members of the Public	D. Pady Y. Siao G. Dixon 30

CALL TO ORDER

The public hearing for *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019* was called to order at 7:03 p.m.

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCR D Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density. The Chair asked Yuli Siao, Senior Planner, Planning & Development, to introduce *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019*.

PURPOSE OF BYLAW

The Senior Planner began by explaining that the subject property is located at 2723 Toni Road (Legal description: Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP30166).

The applicant proposes to subdivide an 8500 m² parcel into two 4250 m² parcels. The Roberts Creek Official Community Plan (OCP) and SCR D zoning bylaw require a minimum parcel size of 5000 m² for subdivision purposes in this area. Therefore the applicant submitted an application to amend the OCP and zoning bylaw to allow a parcel size smaller than 5000 m².

The subdivision is a density increase only in terms of number of lots: from one to two. But from a physical and spatial density perspective, the density or parcel coverage will remain the same: 35%.

From a lot size compatibility perspective, there are numerous lots already existing in the surrounding neighbourhood that are smaller than 4250 m².

In an effort to reduce the scale of development, retain more of the existing trees, reduce perceived impacts to neighbouring properties, and maintain the rural character of the surrounding neighbourhood, the applicant proposes to limit the gross floor area of a second dwelling on each lot to 90 m².

Furthermore, The Senior Planner would like to highlight a few critical planning rationales for this application.

The OCP's Densification strategies to support affordable housing are applicable to the proposed subdivision, because it will create less than 3 lots, it is located in a Residential designation outside of village hub, and it can meet criteria of the OCP such as water supply, solid waste collection, sewage treatment, fire protection, convenient access to major roads and community amenities, and compatible housing type and design.

Additionally, to understand why the OCP supports the application, it is important to understand the Densification Strategies of the OCP.

The Strategies provide important guidance on evaluating densification proposals. The essence of these Strategies is to create land use opportunities and favourable conditions to support the development of affordable housing in a wide range of circumstances and housing types, and for broad segments of the local population. It is about providing housing choices and options for people with different needs. It is not about directly producing affordable housing or specific housing types, or setting densification targets.

These policies balance between the overall vision of the community on where and how densification should occur and the consideration of diverse local conditions where moderate densification may be appropriate and can meet criteria set out in the OCP. This approach provides both general policy directions and practical solutions to accommodate the diverse and continual evolution of local land uses.

Densification Strategies have also been adopted into the OCPs of four other electoral areas.

To understand why these policies can support affordable housing, it is also important to understand what affordable housing is in the context of the OCP.

In the Roberts Creek OCP the term "affordable housing" is used in many places and refers to a wide range of housing types affecting a wide range of people, other than any exclusive types of housing, such as low-income housing, or auxiliary dwellings. In particular, Section 17 states:

"The lack of affordable rental and home ownership housing in Roberts Creek has become an increasingly important social and economic issue due to the rise in real estate values and only modest increases in income levels in recent years. Affordable housing issues affect all sectors of our community, all age ranges and all types of residents from individuals to families to seniors."

Such an interpretation of "affordable housing" is consistent with that of the Canadian Mortgage and Housing Corporation, which states:

"In Canada, housing is considered 'affordable' if it costs less than 30% of a household's before-tax income. Many people think the term 'affordable housing' refers only to rental housing that is subsidized by the government. In reality, it's a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure such as rental, ownership and co-operative ownership, as well as temporary and permanent housing."

Based on this planning analysis, the proposal is consistent with OCP policies, the proposed subdivision is appropriate for this location with minimal impact on the surrounding land uses, and it can help to create affordable housing options.

The proposed amendment bylaws have received first and second readings by the SCRD Board. The application has been reviewed by the Advisory Planning Commission and various agencies. A public information meeting has been held with respect to the application.

PUBLIC SUBMISSIONS PRIOR TO PUBLIC HEARING

The Senior Planner noted that a number of letters were received prior to the public hearing.

The Chair called a first time for submissions.

PUBLIC SUBMISSIONS AT PUBLIC HEARING

Brian Topping, 2720 Lower Road, Roberts Creek

Mr. Topping noted his property is the large triangle that is south of the applicant's property. He and his wife are in support of this application. He spoke with the Applicant of their intentions and the efforts they have made to accommodate us and other neighbours with the planning and developing of this property, we are impressed with their undertaking, and for all the reasons the Senior Planner has already mentioned, he feels this is a beneficial development in the area.

Nick Wort, 1500 Henderson Road, Roberts Creek

Mr. Wort expressed support of the application, thanked the Senior Planner for going through all aspects of the application in detail as it is quite complicated. In his opinion the majority of the property adjacent with the proposed property has been subdivided and he finds it perplexing why there are issues with this one, and is in support of the previous speaker statement that the applicant has put a lot of effort to comply and engage with the SCRD Planning Department.

Mark Lebbell, 1175 Roberts Creek Road, Roberts Creek

Written submission is attached in the Appendix.

Mr. Lebbell spoke in favour of the application. One of the key approaches to rural smart growth is to plan for more density near the core and near the amenities and less density towards the outskirts. He doesn't think that's news to most of us in this room, more density near the core, and more to the outskirts and again that's a principle in our OCP. Roberts Creek has an enormous range of lot sizes just below Highway 101, they range from 0.2 of an acre in the OCP core area up to 12 acres below the highway. On one side of the Blackburn Road core area we are pushing towards 0.2 acre while across the road is pushing at 12 acres which is obviously absurd. While the core is prioritized for density increase, clearly a continued spectrum is a more logical approach for lot sizing. He thinks the core of this application is how far from the core certain lot size should be allowed.

He thinks that question has already been answered, precedence has already been set in Cheryl-Ann Park, Agnes Road, Maskell Road, Joe Road, Geddes Road, Leek Road and Gulf Roads towards Gibsons. A quick scan of the SCRD mapping site reveals in the area from Gibsons to Toni Road there are over 100 parcels smaller than those proposed in this application, he guesses that number is closer to 150. So on that scale to use the term "precedent" is incorrect, it's more of a pattern. This particularly

would be the case for your own neighbourhood, in a SCRD staff report it is noted that there are lots smaller than those two proposed within a 100 metres of the site in question.

It is an area between two bus lines, it's 1.6 km away from the centre of Roberts Creek which is close enough that School District 46 does not provide bus services, because they expect children to walk from that distance.

Staff note that the proposal is consistent with form and scale of housing in the surrounding neighbourhood, by reducing the size of the second building on each property to an auxiliary dwelling is a generous compromise of what has been proposed. This application has seen lots of community discussion around the proposed changes on the property. It has also seen its share of hyperbole.

Mr. Lebbell is supportive of this subdivision application. He believes this is one of the ways and places that we want to provide housing options in these changing times. Thank you for your time.

Brett Heneke, 2930 Day Road, Roberts Creek

Mr. Heneke expressed support for this application, for all the many reasons given already on top of helping affordable housing in Roberts Creek you get the Applicant/Owner as your neighbour, he can't think of a better person to have as your neighbour.

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Written submission is attached in the Appendix.

Ms. Hicks is happy to have the Applicant/Owner as her neighbour even though she is doing something she absolutely disagrees with. Ms. Hicks has lived in Roberts Creek for 27 years. We choose this area for its rural community. She was a member of the OCP review committee and worked hard. Her home is now surrounded by garden that used to be a forest, the property in question has a huge two acre parcel, a clear envision of what the forest used to be. She has a thin row of evergreens that masks the visibility of the applicant's property, from the second floor of their house. She can hear the noise from the applicants, chainsaws, lawnmowers, trucks and vans going down the street, but she can't complain about that as its only one dwelling on the property right now. But this change of the bylaw references to low income senior housing that is already in place.

Ms. Hicks noted she relies on their bed and breakfast business revenue to pay their mortgage. With changes to the zoning our forested, peaceful and quiet area will be destroyed. Although the applicant is thoughtful and considerate and she admires her courage, creativity and determination the applicant and her financial partner want to change the OCP and SCRD bylaw and this will not make it a rural area anymore and it is against the intent of the Bylaw and OCP.

Joshua MacNab, 986 Woodley Road, Roberts Creek

Ms. MacNab wants to acknowledge that it is a difficult conversation for our community and a conversation that has been forced by the SCRD, and it's creating division between neighbours and friends. She lives adjacent to the property. She is supportive of the subdivision as long as many of the negative impacts that might arise due to the way this decision has been brought upon this community: a decision the SCRD should have made.

Ulla Shine, 2908 Latimer Road, Roberts Creek.

Ms. Shine stated there are a few areas she wants to cover as noted below:

1. The subdivisions around the area occurred many years ago, and there's a reason the subdivisions stopped.
2. Affordability definition. There are too many affordable housing definitions, and discrimination against renters.
3. Specialness of Roberts Creek, we should value the forested areas.
4. Affordable housing in other areas where it can be established. For example vacancy tax leads to affordable housing.

Valerie McQueen, 2217 Pixton Road, Roberts Creek (statement read by Caitlin Hicks)

Written submission is attached in the Appendix

Ms. McQueen and husband strongly oppose this proposal. The Roberts Creek OCP is clear; development and increased density should be limited to around the heart of the Creek and encourage people to live closer to amenities and transit among other reasons. She believes the OCP should be followed. The question of Section 18 of the OCP appears to be an issue we encourage you to postpone any decision on this proposed amendment, until the OCP committee and the community can get clarification on Section 18 and amend the language so it isn't open to interpretation. If the SCRD approves this application, in the future this will be considered piece meal zoning. She is aware the applicant received wrongful zoning information at the time the property was purchased, but the community and the SCRD should not make an exception to the zoning bylaws.

Clyde Irving, 3435 Beach Avenue, Roberts Creek

Mr. Irving is in support of the OCP and very much supports the existing zoning, and feels strongly it's there for a reason. There are hardships for the applicant, and if the OCP deems there are real housing hardships then we should be changing our zoning laws on a case by case basis.

Melanie Burner, 1160 Cedar Grove Road, Roberts Creek

Ms. Burner is in favour of the re-zoning application, the owner of a property has the right to cut down all the trees on the property if chosen too. It is not up to the applicant to keep trees there for the neighbour if the zoning says she can take the trees down. There's talk and concern that the other property owner who's a foreign investor wants to do a mega development on the property, and that's the farthest thing from the truth. When looking at the property and it's the same size as the four lots beside it, it's just being proposed to be cut in half.

Amanda Offers, #13-1123 Flume Road, Roberts Creek

Ms. Offers is in favour of the OCP amendment. Ms. Offers has heard a lot of things this evening and stated that Mr. Lebbell said it to the point. She's heard some people complain because they lose their view, there is no written guarantee on your view, and people have to live somewhere.

Sarah Jacobs, 2723 Toni Road, Roberts Creek

The Applicant/Owner clarified that the current lot of 2.1 acres, the minimum lot size based on the zoning is 0.98 acres. We are proposing a 1.05 and 1.04 lot size. The problem with the Subdivision District E which is supposed to have 2.5 acres to split down. Previously when in talks with the SCRD she understand the property size requirement was based on bedrock instead of the density. She had a geotechnical engineer to test the soil, the soil is very good. She is being very respectful for the neighbourhood. She is considering future affordability within Roberts Creek, and future land for her children to build on.

Erin McGregor, 2703 Robinson Road, Roberts Creek

Ms. McGregor lives on the lot next door to the applicant's property. Hard for this to create such tension in this neighbourhood but she wants to limit comments to say that she is very familiar with the OCP for this area, and with the proposed development and she doesn't oppose the development.

John Gibbs, 3039 Lower Road, Roberts Creek

Mr. Gibbs felt compelled to come to the meeting, as he was on the OCP committee when the Topping subdivision was approved. He looked at the Topping proposal through a housing lens, his recollection was there was no objections when the Topping subdivision was approved, as there was no neighbour complaints. For simple fairness he supports this application.

Paul Blakey, 1309 Ole's Place, Roberts Creek

Mr. Blakey expressed his support of the bylaw amendment.

Angela Tychkowsky, 2645 Lower Road, Roberts Creek

Ms. Tychkowsky expressed her support of the application for rezoning.

Sharon Tron, 1222 Paggio Road, Roberts Creek

Ms. Tron expressed her support of the application, understands that there was a mistake made by the SCRD. She noted we can't always control what happens on neighbouring properties. Need to be reasonable what goes on in your neighbourhood. The applicant lives in Roberts Creek and won't ruin Roberts Creek.

The Chair called a second time for submissions.

Jason Dougall, 1188 Hawthorn Road, Roberts Creek

Mr. Dougall stated Roberts Creek is beautiful with a lot of families and that is what brought him to live here. He has seen what the Applicant has done over time and she creates beautiful spaces and really cares for her environment. He thinks splitting that land in half and putting another family there, with kids and animals and share the land and He is in support of the application.

Ulla Shine, 2908 Latimer Road, Roberts Creek

Ms. Shine noted the issues with Section 18. Old growth forests in the area are being cut down. Roberts Creek will become another suburbia due to Section 18. The forest needs to be saved.

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Ms. Hicks clarified what she termed gossip going around regarding the petition she gathered and had 50 signatures to not approve the bylaw and zoning amendments. She stated that there is gossip regarding the foreign investor: the Applicant/Owners are friends. The applicant's property should be preserved.

Brian Topping, 2720 Lower Road, Roberts Creek

Mr. Topping stated historically this property was a 5 acre parcel. The proposed application will consist of planting of new trees along the perimeter to minimize impacts on the neighbours, and the community continues to support this. He stated that the property is second growth forest.

Sarah Jacobs, 2723 Toni Road, Roberts Creek

The Applicant/Owner is creating opportunities for affordable housing, the cabin on the property has only been rented to local people and not used as an Air BNB. Looking at building a smaller home at 1200 sq. ft. to rent out to other families known to us. She will continue to rent the dwelling from her friend, the other property owner. Commented on the petition and inaccuracies on property lot size.

Five minute break 8:00 p.m. reconvened at 8:05 p.m.

The Chair called for third time for submissions.

Ulla Shine, 2908 Latimer Road, Roberts Creek

Ms. Shine spoke about the global crisis, SCRD wanting to densify Roberts Creek. The nature around Roberts Creek and what densification will do.

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Ms. Hicks made comments regarding the bylaw and zoning amendment going to SCRD committee and to the Board in November 2019 to bring this to a public hearing that no oppositions were made only staff recommendations. Ms. Hicks noted the noise from an additional three homes on the neighbouring property would affect their quiet garden forested bed and breakfast. She stated that the petition brought forward was ignored at the Board meeting. How will approving this prevent suburban subdivisions in the area from future approval?

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Ms. Hicks stated there are problems with Section 18 and consider the following before voting for this bylaw zoning amendment:

1. Home based income is threatened if the bylaw and zoning is changed.
2. Ability to age in place is threatened, with low income housing already in place.
3. Double density is an issue.
4. A 10 year moratorium should be in place if this bylaw zoning amendment is approved.
Applicant/Owner not open to this.

Maria Hampvent, 3373 Richards Road, Roberts Creek

Ms. Hampvent stated that taking two acres and splitting into 1 acre lots with one dwelling on each lot is far better than what could happen to this area. The Applicant/Owner has given up her right to put two full size dwellings on each acre. She expressed strong support of the applicant being able to do this.

Caitlin Hicks, 992 Woodley Road, Roberts Creek

Ms. Hicks noted that 1000 sq. ft. is not a small building. The applicant is a good neighbour and is definitely willing to work together. With all the neighbours looking to change bylaws and zoning she is glad the applicant is the one doing so.

CLOSURE

The Chair called a final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed Roberts Creek *Official Community Plan Amendment Bylaw No. 641.12, 2019*, and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019* closed at 8:18 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:



D. McMahon, Chair

Prepared by:



G. Dixon, Recording Secretary

Appendix Written Submissions

From: [Sechelt Message](#)
To: [Yuli Siao](#)
Subject: Petition Meeting this Evening
Date: Tuesday, January 14, 2020 7:21:54 PM

Hi There,

I am writing to request that my name, Starr Rousseaux of 1940 Lower Road, Robeets Creek. I am requesting to have my name removed from the petition in support of Caitlyns movement.

I didnt have a full understanding of exactly what i was supporting and feel i wasnt given an in accurate description of what was actually occuring. I was told there were foreign developers going to develope this forested area i behind her home.

I have been doing qi gong with Sarah Jacobs for over a year now and had no idea she was the person Caitlyn had been refering to. It had never come up in conversation, but today it happen to, because this meeting was on her mind and she shared.

I feel that i have a really good understanding of who Sarah is and what she stands for and her honest intentions moving forward with her plan. It makes me sad that someone would paint her in a light that doesnt match the light with in her.

Had i understood the all the facts, i would not have been in support. I wish to have my name removed.

I feel sad that this is occuring between two local residents and hope that they can find a way to come together and find a solution that works for everyone.

This email was scanned by Bitdefender

Written Submission, Public Hearing, 2723 Toni Rd, January 14, 2020

Mark Lebbell, 1175 Roberts Creek Rd

I'd like to begin with reiterating the acknowledgement that we are within shishálh nation swiya, discussing land that falls within the territory of the Skwxw7mesh Nation. Repeating not just as an act of Reconciliation, but as a reminder that stewardship of the land in question and that around it is, and always will be in some state of change.

One of the key approaches to Rural Smart Growth is to plan for more density nearer the center of the community and its amenities, and less density towards the outskirts. This is likely not news to anyone who is in the room or who is reading this. That principle reflected in our Roberts Creek OCP.

Roberts Creek has an enormous range lot sizes, (and this is just below Highway 101) ranging from about 0.2 of an acre (found within OCP Core area) up a handful at about 12 acres. The notion that on one side of the Blackburn Rd. "Core" boundary one would be acceptable, and the other would be the encouraged norm is obviously absurd. What the core does is simplify a broad concept for OCP purposes. Clearly, a continuum is a more logical approach.

What is at the core of this application is how far from the center of a community should lots of a given size be allowed.

I believe that lot size question has already been answered. Precedent has been set in neighbourhoods like Cheryl Ann Pk, Agnes, Maskell, Joe, Geddes, Leek, Gulf Rds. A *quick* scan of the SCRD mapping site at areas farther from the core than Toni Rd (off Lower Rd towards Gibsons) reveals over 100 lots smaller than those proposed in this application. I would guess the number is closer to 150. At that scale, using the term precedent is inaccurate. Pattern.

This particular Woodley Road neighbourhood is a case in point. A Staff Report notes 10 lots smaller than the two proposed within 100m of 2723 Toni Rd. All of these were subdivided, purchased and cleared to some degree at some point.

This is an area between 2 bus lines, 1.6 km center of RC, which is close enough that SD 46 policy technically doesn't provide bus service, expecting children to walk to school from that distance.

Staff note that the proposal is consistent with scale and form of housing in the surrounding neighbourhood." (Staff Rpt PCDC Nov 14) By reducing the size of the second building on each property to an auxiliary dwelling a generous compromise of has been proposed.

This application has seen lots of community discussion around the proposed changes on the property. It has also seen its share of hyperbole.

I am supportive of this subdivision application. I believe this is *one* of the ways and places that we want to provide housing options in these changing times. Thank you for your time.

Mark Lebbell

Submission by Sarah Jacobs

Dear fellow residents of Roberts Creek,

As some of you may know, I've been involved in a lengthy rezoning application with the SCRDC, and there is a public hearing for it coming up January 14th at the Roberts Creek hall at 7pm and I would like to ask for your support of my application ideally in person or by signing below.

Background:

A friend and I had done our due diligence with the SCRDC to see if a large 2.1 acre parcel on Toni Road, off of Woodley was possible to subdivide. I was trying to find an option for my family- I'd had a contractor to my small creek home for my family of 5 and the cost of a renovation wasn't feasible so I looked for alternatives. My friend whom I'd met at university, who grew up in Canada and first introduced me to the coast on a camping trip in the 1990s, is a teacher at a Canadian International school in Hong Kong. He was looking to buy something he can one day come back and retire to, and I was trying to find a more affordable housing option for my family. We looked at purchasing this 2.1 acre parcel to subdivide and were informed by SCRDC staff that the minimum lot size in our area was 0.98 acres and that with a 2.1 acre lot size we had enough for two lots. We were also told that zoning bylaw wise each lot could support 2 homes. We double checked this and proceeded with purchasing the property. We triple checked before removing subjects.

The short of it is that we were unfortunately misinformed by staff at the SCRDC, and that yes the minimum lot size in our area to subdivide to was 0.98 acre but that we were supposed to have 2.5 acres in order to subdivide and we had 2.1 acres. We tried getting out of the deal but couldn't and we've had a lengthy, stressful challenging time and are going through all the customary steps in the process to have it rezoned. The property is bordered by four 0.5 acre parcels to the west, and a 1.5 acre parcel to the south, and a 5 acre parcel to the east. The 1.5 acre parcel below us is itself already in the process of being subdivided after being rezoned without public opposition, into 2 parcels allowing a house and auxiliary. Please see the attached image of the map of our neighbourhood and see the varying parcel sizes in the close vicinity.

Having two 1.05 acre parcels would fit into the sizes of the surrounding area. The previous parcel size requirements for subdivision was based on water and soil requirements in this area, and tests were done on this lot that meet the requirement from Vancouver Coastal Health. There isn't an issue of bedrock and there is good soil depth.

Rather than what the current zoning allows on one acre parcels in my area which is two full sized homes, I voluntarily submitted a proposal to limit each 1.05 acre parcel to one house and an auxiliary up to 968 sq ft. My friend's side of the property has a rental house that we are currently renting in a rental market with a shortage of houses. He does not plan on building an auxiliary dwelling for several years, if ever, and his plan is to have his house be a rental for at least the next 15 years.

My neighbours, the Toppings, rezoning and subdivision application has gone forward smoothly, without opposition in our neighbourhood. Unfortunately, one of my neighbours, as my lot directly borders her backyard, has opposed my application and has been very public and vocal about this and she has enjoyed living beside an empty lot for decades and does not want to see densification. Her chief concern that she has voiced is regarding the potential impact on her air bnb. We have a housing crisis happening and don't have enough housing for our community, is having a bnb 'quiet enough' for visiting tourists more of a priority???

If you are in agreement with my application that is keeping with surrounding parcel sizes, as well as retaining the rural feel of the area and voluntarily reducing building density to preserve the natural feel of the surroundings, then please sign below to show you are in support of me and our application. If you have any questions or want to come see it for yourself in person, please let me know and I'd be happy to speak with you and show you the property.

Attached is another photo looking west at the tree buffer between the lot and my neighbours place that would remain.

Thank you for taking the time to read this, I know it is a busy time of year for all of us, your support is greatly appreciated.

Please let me know if you can come out to the Public Hearing at the hall on January 14th at 7pm to support me if it is necessary.

If you are in agreement and can offer your support, I will be happy to bring this Signatures of Support to your place to sign, or if you prefer to do so electronically, please cut and paste and email the following to Yuli Siao at the SCRD (feel free to add anything to it if you like) His email address is :

Yuli.siao@scrd.ca

Dear Yuli Siao,

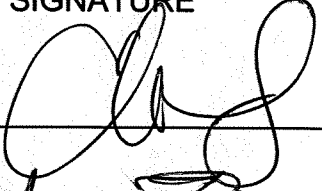
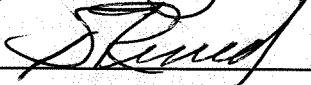
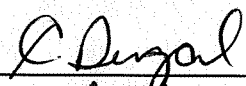
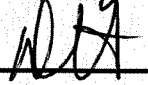
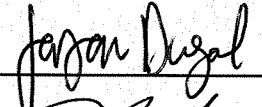
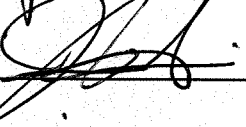





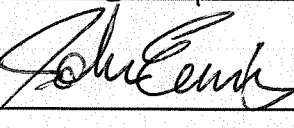
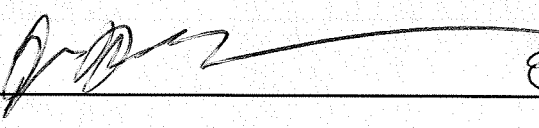
I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels.

Sincerely,

YOUR NAME (and your partners if agree) , DATE and ROBERTS CREEK ADDRESS

Thank you so much!!
Sarah and family

I, the undersigned, support Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre parcel at ~~2713~~ ²⁷³³ Toni Road into two 1.05 acre parcels.

PRINT NAME	SIGNATURE	ADDRESS	DATE
Meghan Styles		3172 Mossy Rock	12/21/19
Simone Renaud		3201 Mossy Rock	12/21/19
Cristie Dugal		1188 Hawthorn	12/21/19
Doug Styles		3172 Mossy Rock	12/21/19
Jason Dugal		1188 Hawthorn Rd. RC	12/21/2019
Jeremy Kotai		3201 Mossy Rock Rd.	12/21/2019
CORRIE TRIPPILL		1780 Lower Rd.	12/27/2019
WALTER GILSON		1780 Lower Rd	12/27/2019
MARNIE MARSHALL		2024 Coach Rd	12/27/2019
SEAN CULLEN		1222 Lysander Rd	12/27/2019
Heather Evans-Cullen		1222 Lysander	12/26/19
John Ennis		2470 Hwy 101	12/28/19
BILL NEWMAN			01/07/20

1528 Henderson Road, RC

Jx Jasem Wensveen Jasem Wensveen 01/07/20

ANGELA TYCHROWSKY Tychowsky 2645 LOWER RD 01/08/20

Patrick Visser Patrick 2645 Lower RD 01/08/20

LORA WIDANA 2735 ROBINSON RD 01/14/20

BRIAR WATKES 2735 ROBINSON RD 01/14/20

BRIAR HARTUELL 2652 GULFSTREAM RD 01/14/20

Susannah Bragg Susannah Bragg 3306 Kraus Rd. 01/14/20

Danielle Piche 1479 Park Ave RC 01/14/20

Joshua Simmons 1811 Sunshine Coast Hwy 1/14/20

Janet Rowell 1455 Henderson Ave 1/14/20 Rowell

Kristin Keith 2980 Lower rd. 1/14/20

Juanani 763 mansfield Rd. 1/14/20

Kevin Broome RT-1131 Emily Road 1/14/20

Amy Robinson 245 Shani P. Creek rd 1/14/20

Kendra Fancor 906 Joe Road 01/14/20

From: [Marcel Meyer](#)
To: [Yuli Siao](#)
Subject: Bylaw no 310.185
Date: Tuesday, January 14, 2020 7:59:10 PM

Hi there Yuli,
I am in support of Sarah Jacobs' proposal for the subdivision.

Regards,
Marcel

This email was scanned by Bitdefender

From: [Peter and Sandy Quinn](#)
To: [Yuli Siao](#)
Cc: [Sarah](#)
Subject: DEVELOPEMENT PROPOSAL Tuesday,
Date: January 14, 2020 8:10:44 PM

My name is Sandra Quinn. I live at 1268 Roberts (Hall) Road, Roberts Creek.

I have lived here for upwards of 45 years.

I have just come from the public hearing and what spoke to me was the word FAIRNESS spoken by the former SCRD board member.

In all fairness this is what our community stands for, fairness.

I am in complete favour of this the approval of this request to subdivide the property on Tony Road.

Sincerely, Sandra Quinn

This email was scanned by Bitdefender

From: [Karen Watson](#)
To: [Yuli Siao](#)
Subject: Fwd: Public Hearing, January 14, 2020, Roberts Creek Hall re application to rezone 2712 Toni Road
Date: Tuesday, January 14, 2020 3:18:40 PM

Sent from my iPad

Begin forwarded message:

Dear Yuli Siao,

My apologies, - correction to first paragraph please, should read 2712 Toni Road, not 2723.

Thank you,

Karen Watson

Sent from my iPad

Begin forwarded message:

From: Karen Watson
Date: January 14, 2020 at 2:47:17 PM PST
To: "Yuli.siao@scrld.ca" <Yuli.siao@scrld.ca>
Subject: Public Hearing, January 14, 2020, Roberts Creek Hall re application to rezone 2712 Toni Road

Dear Yuli Siao,

It was my intention to attend the above hearing this evening in support of Sarah Jacobs' and Steve Brown's application to rezone their property at 2723 Toni Road. Unfortunately, due to the increment weather we are currently experiencing and, my very icy driveway, I regret I am unable to attend.

I own my home in Roberts Creek – the address is 3478 Beach Avenue. For over the past eight years I have enjoyed permanently living in the Creek.

It has been my pleasure to know Sarah, both personally and professionally for the past seven years. This past summer I was pleased to meet her business partner, Steve, who was home on summer holidays from his international teaching job in Hong Kong.

Both are professional individuals who are considerate and responsible citizens and I am in support of their application to rezone 2712 Toni Road.

I, the undersigned, support Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre parcel at 2712 Toni Road into two 1.05 acre parcels.

Karen Watson
3478 Beach Avenue
Roberts Creek, BC V0N 2W2

January 14, 2020

This email was scanned by Bitdefender

From: [Nicholas Wort](#)
To: [Yuli Slao](#)
Subject: Planning Meeting
Date: Tuesday, January 14, 2020 7:13:22 PM

Dear Yuli Slao,

I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels.

Sincerely,

Nick Wort and Hayley Wort,

1500 Henderson Road

14th January 2020

Sent from my iPhone

This email was scanned by Bitdefender

From: [Melissa Simmons](#)
To: [Yuli Slao](#)
Subject: Re: rezoning application
Date: Tuesday, January 14, 2020 3:49:03 PM

Dear Yuli Slao,

I will not be able to make it tonight as planned due to the poor weather. My apologies for late email.

I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels.

Sincerely,

Melissa and Joshua Simmons

January 14, 2020

Of 1811 Sunshine Coast Hwy, Roberts Creek, V0N2W6

Sent from my iPhone

From: [Catherine & Ryan Hanson](#)
To: [Yuli Siao](#)
Subject: Rezoning application support, 2723 Toni Rd
Date: Tuesday, January 14, 2020 1:32:42 PM

Dear Yuli Siao,

We are in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels. We believe these two parcels would be in keeping with the surrounding parcel sizes, and would still retain the rural feel of the area.

Sincerely,

Catherine Macleod and Ryan Hanson,
1835 Hanbury Rd
Roberts Creek, BC
V0N 2W1

Sent from my iPhone

From: [Debby](#)
To: [Yuli Siao](#)
Subject: Rezoning application
Date: Sunday, January 12, 2020 3:04:24 PM

January 12, 2020

Dear Yuli Siao,

I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels.

This proposal would still result in larger lots than those that are neighbouring and would retain the rural character desired for Roberts Creek. An error that the SCRD has made initially should not result in financial hardship for people who are looking to create affordable opportunities to live and work in Roberts Creek.

Sincerely,

Debby Carson
1861 Lower Road
Roberts Creek, BC
V0N2W6

Debby

From: [BruceMitchell](#)
To: [Yuli Siao](#)
Subject: Rezoning TONI RD property
Date: Tuesday, January 14, 2020 12:31:23 PM

Yuli

I fully intended to attend this evenings Hearing on the subdivision of Sarah Jacobs property on Toni Road but for the Snow I am stuck in Vancouver.

I am a property owner on Toni Road and fully support her Rezoning application. Sarah and her family are fine neighbours and we would like to keep them.

Your truly,
Bruce Mitchell

Sent from my iPhone

From: [Joyce](#)
To: [Yuli Siao](#)
Subject: Roberts Creek Hall / amendment
Date: Tuesday, January 14, 2020 8:57:08 PM

Hello Yuri,

We were signed in tonight at the meeting. Gary Robinson and Joyce Persoon @ 2546 Lower Rd. We are in total support of the amendment but unable to speak in microphone.

We lived next to Sarah for 14 years on the Lower Rd. Great neighbours and would add a real rental not a short term Airbnb which the coast has plenty of.

Thank you for a good meeting. Joyce & Gary
Sent from my iPad

This email was scanned by Bitdefender

From: [Brett P. Mjanes](#)
To: [Yuli Siao](#)
Subject: Sarah Gilbert zoning
Date: Tuesday, January 14, 2020 3:45:26 PM

Hi this is Brett Mjanes just reiterating again that I fully support Sarah Gilbert in her zoning pursuit. We live just a couple properties up from her.

Sent from my iPhone

From: [Tamara Smith](#)
To: [Yuli Siao](#)
Subject: Sarah Jacobs and Steve Brown's application
Date: Tuesday, January 14, 2020 10:05:50 AM

Dear Yuli Siao,

I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels.

Sincerely,

Tamara Smith and Quinn Vander Helm , January 14, 2020
797 Geddes Road
Roberts Creek
V0N 2W6

This email was scanned by Bitdefender

From: [Aaron Kirkland](#)
To: [Yuli Siao](#)
Subject: Sarah Jacobs
Date: Tuesday, January 14, 2020 6:37:44 PM

Good evening Yuli,

Due to the weather I can not attend the public hearing in support of Sarah Jacobs. Sarah Jacobs is looking to a much needed rental property to Roberts Creek. It is my understanding that the person opposing her application is somewhat afraid that her Airbnb will be affected by the application to subdivide her current property.

In my mind is it clear that the airbnb's in the creek have destroyed the rental market and now we have a chance to add a much needed rental unit to our beloved coast.

Have a nice evening,
Aaron Kirkland.

This email was scanned by Bitdefender

From: [Asha Labreche](#)
To: [Yuli Siao](#)
Subject: Support for rezoning for Sarah Jacobs
Date: Tuesday, January 14, 2020 3:56:46 PM

Hi there,

My husband Norman Labreche and I support Sarah Jacobs in the rezoning and subdividing of her 2.1 acre parcel of land at 2723 Toni Road, Roberts Creek.

Thank you so much!

Asha Labreche

From: [Jennifer Sunshine Coast Essential Oils](#)
To: [Yuli Siao](#)
Subject: Support for subdivision at 2723 Toni Road into 2 parcels
Date: Sunday, January 12, 2020 1:45:55 PM

Dear Yuli Siao,

I have lived in Roberts Creek since 1984 (I was 4 years old), with a few years away for school and travel. I came back to Roberts Creek to raise my own family because I love this community.

I wanted to email that I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels. We live in the same neighbourhood as Sarah and her family in a residential subdivision off of Cheryl-Ann Park Road and often walk up through Woodley to enjoy the trails.

It appears that the parcel size being proposed still exceeds many lots within the neighbourhood, namely to the west and directly north.

Further, this case seems to be exceptional in that Sarah exercised due diligence when checking in with the SCRD to see if the property was sub-dividable. It is unfortunate that the information she received was not accurate. Secondly, it appears that there are other subdivisions going through in the neighbourhood and it is difficult to understand why this one should not be allowed the same.

In a community where affordable housing is such a big issue, and in this particular case, the proposed subdivision seems like a good idea.

Lastly, I wanted to say that Sarah and Bartek both run small businesses on the sunshine coast and contribute so much to the community. One small example is all the volunteer work Sarah does in the community, the two things I know of is that she is on the PAC for Roberts Creek Elementary School where her three kids go to school and coaches soccer every weekend. They are an asset to our little community and as a community we should support them(:

I am going to try to come to the meeting on Tuesday evening, but if I am not able to make it I wanted to ensure that the SCRD is aware of my support for this subdivision.

Sincerely,

Jennifer Carson

2651 Manatee Road, Roberts Creek

This email was scanned by Bitdefender

From: Jody Youngren
To: Yuli Siao
Subject: Support for Sarah Jacobs
Date: Tuesday, January 14, 2020 5:54:43 PM

Hi Yuli,

I was planning on attending tonight but unfortunately am unable to make it. My name is Jody Youngren and my address is 2540 Lower Road, Roberts Creek.
I support Sarah Jacob's application.

Thank you!

Jody

Sent from my iPhone

This email was scanned by Bitdefender

From: [bett mac](#)
To: [Yuli Siao](#)
Subject:
Date: Monday, January 13, 2020 2:44:41 PM

January 1, 2020

Dear Yuli Siao,

I am in support of Sarah Jacobs and Steve Brown's application to rezone and subdivide the 2.1 acre lot at 2723 Toni Road into 2 parcels.

It is unfortunate the incorrect information was given to Sara initially. However, her application should proceed. Sara Jacobs has always been ethically responsible & a wonderful asset to our Roberts Creek community. As a resident for 30 years in Roberts Creek, BC; I strongly support her application.

Sincerely,

Betty MacPhee

1193 Roberts Creek Rd

Roberts Creek BC

V0N 2W2

YOUR NAME (and your partners if agree) , DATE and ROBERTS CREEK ADDRESS

This email was scanned by Bitdefender

From: [Sally Burke](#)
To: [Yuli Siao](#)
Subject: 2723 Toni Rd, Roberts Creek subdivision
Date: Tuesday, January 14, 2020 4:01:15 PM

To whom it may concern:

My husband John Corey and myself Sally Burke are owners at 2805 Lower Rd, Roberts Creek support Sarah Jacobs application to subdivide their property on Toni Rd. I have personally viewed this property and see how this piece of land could easily and esthetically support two dwellings.

Sally Burke

Sent from my iPhone

This email was scanned by Bitdefender

From: [Mira Hunter](#)
To: [Yuli Siao](#)
Subject: RE: 2723 Toni Road Subdivision in Roberts Creek
Date: Tuesday, January 14, 2020 3:59:02 PM

To Whom It May Concern,

My husband, Derek Hunter and I strongly support Sarah Jacobs' in the rezoning and subdividing of her 2.1 acre parcel of land on Toni Road in Roberts Creek. I believe the marginally greater density in the neighbourhood would be an asset for the community.

Sincerely,
E. Mira Hunter
2803 Lower Road
Roberts Creek, BC V0N 2W4

Sent from my iPhone

This email was scanned by Bitdefender

From: Tatiana Velasquez
To: Yuli Siao
Subject: Re: Rezoning Application Support
Date: Friday, January 17, 2020 12:23:32 PM

Yes!

Thanks

Tatiana

Sent from my iPhone

> On Jan 17, 2020, at 11:21 AM, Yuli Siao <Yuli.Siao@scrd.ca> wrote:

>

> Hi, do you support the application?

>

> -----Original Message-----

> From: Tatiana Velasquez

> Sent: Tuesday, January 14, 2020 4:20 PM

> To: Yuli Siao <Yuli.Siao@scrd.ca>

> Subject: Rezoning Application Support

>

> Hi Yuli,

>

> I'm a friend of Sara's, I can't make it today to the public hearing at 7pm.

>

> She told me to send my name and number to count my presence.

>

> Tatiana Velasquez

> (714) 300-0500

>

>

>

>

> Sent with hope

>

> This email was scanned by Bitdefender

From: Jeremy Kotai
To: Yuli Siao
Subject: Rezoning application for Sarah Jacobs
Date: Tuesday, January 14, 2020 7:22:48 PM

Hi Yuli,

I would have loved to come to the hall and support Sarah Jacobs in her rezoning application but I have family duties.

I support DO Sarah in her rezoning application
My name: Jeremy Kotai
My address: 3201 Mossy Rock Road Roberts Creek

Please let me know if there is anything else I can provide you with to support Sarah -- thanks,
Jeremy Kotai

Re: Roberts Creek Official Community Plan & 2723 Toni Road

From: Gordon Halloran & Caitlin Hicks

Re: 2723 Toni Road, Roberts Creek *Legal description*: Lot C, West Part of District Lot 1316, New Westminster District. Plan BCP30166

Amendment Bylaw 641.12 & SCRD Zoning Amendment Bylaw 310.18 request

To: Board Directors of the SCRD

Lori Pratt, (SCRD Chair), Darnelda Siegers, (Vice Chair), Bill Beamish (Gibsons), Alvina Paul, (Sechelt Indian Government District), Leonard Lee, (Area A Egmont), Andreas Tize, (Area D, Roberts Creek), Donna McMahon, (Area E, Elphinstone), Mark Hiltz, (Area F, West Howe Sound)

& Members of the OCPC for Roberts Creek

Anna Banana
Angus Bethune
Emily Cook
Jamie Davidson
Casandra Fletcher
Elaine Futterman
Carolann Glover
Anne Myers
Elizabeth Rolls
Ulla Shine
Amber Stoby

Elaine Futterman, Chair

We've lived in Roberts Creek at 992 Woodley Road for 27+ years. We chose Roberts Creek because of the rural nature of the community and the determination of its residents to retain that rural quality. The by-laws and the OCP were both designed to support a planned and natural expansion as people moved to Roberts Creek, but with a strong emphasis on preserving the rural quality of life here. I was a member of the Official Community Plan Committee on one of its drafts, and I worked hard to maintain that intent.

At the time we moved here, the population of Roberts Creek was in excess of 800 people. Today it's 3,421.

Our home is now surrounded by garden, and what used to be forest. The property in question, a two-acre parcel, (2723 Toni Rd) has a huge building rising prominently, obscuring vision of the forest it used to be. We have a thin row of evergreens which partially masks their building, quite visible, especially at night. From the second floor we can see a huge pile of discarded wood, and the noise of only one additional family – chain saws, weed eaters, leaf blowers, lawn mowers,

trucks and vans speeding up and down the street at any hour of the day already contribute to noise and air pollution.

Threatens low income & senior housing already in place

But more vital to us: the business we rely on, as seniors, to pay our mortgage, our modest one room studio B & B in our home— in this competitive market, stands out because of the promise of being ‘quiet’ and ‘peaceful’ and ‘surrounded by forest and garden.’ (Our B & B is ‘rustic’ and basic, not like many new ones) Quiet and Peaceful has been mostly true - up until the home at 2723 Toni Road was positioned on their two-acre lot. With an additional doubling of housing and change of ByLaw and Zoning, our promise of ‘forest’, of ‘quiet’ will be destroyed, reducing the necessary income we use to pay our mortgage.

Although outwardly, Sarah Gilbert Jacobs is a thoughtful and considerate neighbor, (and I admire her intelligence and courage and creativity and determination), she and her financial partner want to change the OCP and SCRD bylaws to allow the creation of three new homes on the land directly adjacent to our half acre. That’s not a rural neighborhood anymore and is against the intent of the bylaw and the OCP.

Although Sarah repeats her modest intentions for her use of what she would ultimately own, (her proposed one acre of land)-- the fact is, that once you legally subdivide the property, the owner of the subdivided property is legally entitled to build the property out to its potential.

Also – consider this: When competing businesses take up residence in the same mall, allowances are always made for all the businesses that share the mall and especially for the businesses who have been there first. For example, IGA may not be allowed to sell certain kinds of medicinal supplements because that would threaten the viability of the Medicine Shoppe.

By the same token, you as the responsible government vote, must consider the viability of our home-based business, already in place when you vote to approve or disapprove *a Change in ByLaw and Zoning* that will clearly affect our business. You can’t allow it to have free reign in such close proximity -- especially when it has been demonstrated that it can be destructive to our home-based business.

Carrying Capacity of the land?

Can this doubling of density really be in keeping with the OCP and the carrying capacity of the land? We live downstream of most houses on Woodley. One summer, our pond (fed by groundwater) bloomed with algae from what we guessed to be an overflow of the septic capacity of the land. Whatever caused the algae bloom? When you’re downstream, gravity is the rule of law, no matter how many inspections have been completed.

As part of the delegation in front of the entire board regarding these proposed changes, at a Planning Council Meeting on September 12, I presented a letter in support of the Official Community Plan and the OCPC Committee decisions against this development. The petition had almost 50 signatures, and it was voted into the record by the SCRD Directors at the motion of Bill Beamish.

Gossip:

At that same delegation, Sarah Jacobs, on the public record, vaguely referred to 'mistakes' 'and wrong information' that she said was part of that petition. Since then, I heard from one other person that this hearsay was being passed around that there was something wrong with the petition. In a discussion with Sarah, I asked her about this 'incorrect' information, and she told me of this 'gossip'. Which by association, pointed the finger at me for allegedly saying that Sarah's business partner (and friend who lives in Hong Kong) is a 'Chinese Investor'. This is both hearsay and gossip, designed to discredit my reputation. And anyone who repeats gossip is spreading it.

As I understand it:— Sarah's financial partner is her friend, he lives in Hong Kong and has enough disposable money to buy a \$500,000 property outright without Sarah's financial contribution. And Sarah, who is the property manager, not the owner, has always openly asserted that he bought the property as an investment. I have no idea what his race is.

These are the facts: The OCPC essentially voted 'no' to develop the property according to a normal one acre re-zoning; i.e. they voted NO on doubling the density on that acreage; they voted to allow a sub division of the acreage into 2 separate acres, only if there would be a limit of one home per acre.

And there are 50 people who have come forward to support the original OCPC decision. After the first delegation, where I presented these signatures, I didn't make any effort to collect additional signatures – I just scratched the surface w the first 50.

Since the petition was signed, I cleaned the list by adding and subtracting a couple of signatures. One person, Rick O'Neil, has died, and another has stepped back from actively supporting me, not because he doesn't believe what he already signed, but because Sarah is an acupuncture practitioner, and works on members of their family.

Acknowledgement of our very real problems w/ this proposed change:

Not one point of the opposition was mentioned in the discussion with SCRD board, when the property was being considered at the last SCRD meeting for Public Hearing. Only staff recommendations were considered, conditions to fulfill justification of a 'yes' decision invoking Section 18, and Andreas' personal opinion that the proposed changes to the Zoning and ByLaws fulfill the maintenance of the rural nature of Roberts Creek.

When Andreas concluded that the property in question 'ticks all the boxes' (for an exception under Section 18), it was moved to PUBLIC HEARING. Not one single doubt was expressed by or communicated to any member of the board, and according to Andreas, no one else in the Roberts Creek neighbourhood/community had any problem with the proposed changes either.

At a meeting with Lori Pratt, she said in terms of the vote, Directors usually take their lead from the area rep.

How can our side be fairly considered if we are not even heard and acknowledged by our own area Rep?

Noise, pollution, traffic & destruction of habitat

Although the addition of three more homes on the 2 acre property would most definitely increase the noise, pollution, traffic and destruction of the woods and habitat for many animals who have hitherto made these woods their home, these facts, clearly stated at a Sept 12 delegation, this were not even mentioned to the board at the vote to move to Public Hearing.

Although the building of these 3 additional homes would cause (in terms of noise and visual disturbance), a ruination of our modest B & B business that is currently based on the 'quiet garden surrounded by forest' reputation; and although we as seniors rely on that income to be able to age in place, this point was not even mentioned when considering the viability of this change of byLaw and zoning in advance of the vote to bring this to Public Hearing.

Although fifty citizens of Roberts Creek have signed a petition to support the OCP and the original vote of the OCPCCommittee, this point was completely ignored in council, in fact Andreas said something like 'neighbors have no problem with this' . . .

Door Open to Development in Roberts Creek

Furthermore, if this additional subdivision goes through, it will be a message that the bylaws here are easy to alter. What is to stop others from looking to buy a parcel of land and thinking: 'no problem, I can just apply to alter the bylaw' in Roberts Creek. What we have here, our rural quality of life, will be lost, acre by acre and half acre by half acre as suburban subdivisions are expanded, lot by lot.

Essential consideration of Section 18:

This vote to change the by-law and zoning is a precedent-setting ruling that if approved, will now open the doors to whatever project can justify the invocation of 'Section 18'. Although Section 18 has as its goal to provide lower income housing in the Creek, there are several things very wrong with this recently-added piece of the OCP that violates the spirit of the community of Roberts Creek — and our determination to rule ourselves.

The Topping Property was invoked as a Section 18 qualifying part of the half acre subdivision which is Woodley Road. And Andreas and SCR D Staff are trying to use Section 18 to make 2723 Toni Road be part of this half acre community (built 30 years ago). But 2723 Toni Road is surrounded by a much larger rural area. *Subdividing it simply INCREASES THE SUBURBAN area of Roberts Creek in a rural location, subtracting the rural nature of the property surrounding it.* PLEASE HAVE A LOOK AT THE (attached) MAP that demonstrates the Toni Road property surrounded on two sides by much larger acreage. *This is the rural area that Toni Road is part of,* not the half acre neighborhood of Woodley Road that was settled 28 years ago.

There are problems with Section 18

Number One, Roberts Creekers believe that they are protected by an OCP that has been in place for years prior to this hastily added section 18. And none of these people were even consulted for their opinion on the addition of this amendment. They don't even know it exists.

Number Two, Hardly any Creekers had the opportunity to even consider Section 18 in open discussion, or to vote on it before it became incorporated into the OCP.

Number 3. Just because it is there, does not mean it gives permission to our elected representatives to use it — the wording says 'may be considered' but it doesn't mean that it should be the deciding factor. If it is even legitimate, it should be reserved to be a 'consideration' factor — for the OCPC, *not for the SCR D Roberts Creek rep.*

Number 4 – The building of additional houses is a weak excuse to invoke Section 18 as a solution to low income housing, because the building of more houses does not equal 'low income housing'.

As an article of the Official Community Plan, Section 18 should be invoked by the OCP Committee, as it was annexed to the Official Community Plan. The Official Community Plan Committee should have the last word on all matters of land use, because they represent the community, because they study the land and its uses and are more familiar with the subtleties of the impact that development has on Roberts Creek than one member of the SCR D board.

OCP & Roberts Creek citizens not respected with breaking of ByLaws

The OCP Committee and the people of Roberts Creek ask that you respect our wishes and deny these proposed changes.

Section 18 is **not** a justification to strip the Official Community Plan Committee of its power — the power to veto development when it does not fall into the plan and zoning already in place.

Section 18 **does not** give the Roberts Creek Representative jurisdiction over the OCPC.

The OCP speaks for the community of Roberts Creek — it doesn't speak out one side of its mouth for one SCRDC Roberts Creek representative, and the other side for a developer.

In Conclusion:

I ask you to consider these things right now prior to voting.

1. Our income is threatened if this ByLaw and Zoning are changed,
2. Our ability to age in place is threatened (in low-income housing already in place)
3. Our home-based businesses are threatened. We also produce a podcast series from our home. Trucks grinding up the street, chain saws, hammering, even voices interfere with this. This past weekend we had to stop altogether because someone was using a chainsaw on Sarah's property to buck up wood – this went on for hours, two days in a row. It's impossible to record clean sound with the penetrating whine of machinery.
4. Because of the above reasons, ***we strongly are in opposition to these changes and we urge you to vote NO.***

And because of the precedent of allowing one person to change a by-law, and the result of that potential flood of other developers who want to maximize the density on the land in Roberts Creek, ***we as residents of Roberts Creek do not support this change to the bylaw.***

Moratorium on building suggested

At the delegation where we first voiced our concerns, Sechelt's Mayor Darnelda Siegers suggested that a 10-year moratorium on building the 2 extra houses. Although we do not condone doubling the density on the property at all, we were open, at the very least, to some kind of moratorium, a compromise, a postponement of this doubling of density, so that we could continue our home-based business as long as possible. And although we met to discuss that moratorium several times, Sarah never uttered a word of compromise on this suggestion.

We want some legal protection to replace the current zoning and bylaws which we have relied upon for years.

From: [Valerie McQueen](#)
To: [Yuli Siao](#)
Subject: 2723 Toni Road, Roberts Creek Official Community Plan Amendment
Date: Tuesday, January 14, 2020 4:21:27 PM

Dear Yuli,

Please enter this email in the official file regarding the proposal to change the zoning for 2723 Toni Road in the Roberts Creek Official Community Plan from E to D to enable subdividing the subject lot into two lots.

We, my husband Eric and I, strongly oppose this proposal.

The Roberts Creek OCP is clear in that development or increased density should be limited to around the Heart of the Creek, to encourage people to live close to amenities and transit, among other reasons. The community and the Roberts Creek OCP committee has spent a vast amount of time developing our OCP and we believe that the OCP should be followed. There is a plan in place and it should be followed.

The question of Section 18 in the OCP appears to be an issue. We would encourage you, at the very least, to postpone any decision on this proposed amendment until the OCP committee and the community get clarification on Section 18 and amend the language so that it is not open to interpretation. The current language in Section 18 leaves opportunities for many different interpretations of what is allowed regarding development.

By allowing this development at 2723 Toni Road to proceed the SCR D is setting a precedent and one that very few residents of The Creek want to see. What is to stop the person in the next block over from using this ruling to allow them to get a similar amendment for their property? You will be zoning by piece meal, which creates problem of its own.

This becomes the "thin edge of the wedge" by allowing this and will allow other to ask for the same consideration.

This becomes the beginning of urbanization of The Creek. People live here because they like the feel of the community, the beautiful trees, the privacy our neighbourhoods provide us. It is a slower pace. We feel ourselves exhale deeply when we drive and walk around The Creek. It's peaceful energy and beauty will be ruined by urbanization. We know some will say that our thought regarding urbanization are perhaps extreme, but it is the beginning.

When we bought our property we spent time to learn what the zoning was in our neighbourhood and that of neighbourhoods around us. It is likely that most of us do this when we purchase our properties. We are aware that the owner of 2723 Toni Road did the same thing and likely received misinformation about what could be done with the property. We are

sorry for her trouble. We believe that what has happened is unfortunate for the owner of the property but the community and the SCRD should not make an exception to the zoning by-laws.

While we like Gibsons and Sechelt we live here in Roberts Creek because it's not Gibsons and Sechelt and how they have developed. Roberts Creek is the jewel of the Lower Sunshine Coast and we should do everything we can to preserve it's individuality, identity and all that makes it special. Many of us live here because of the rural nature of our community. If we have read the Roberts Creek OCP correctly then the rural nature of our community of a key aspect our OCP.

We appreciate your time and attention to this matter.

Regards,
Valerie and Eric McQueen
2217 Pixton Road
Roberts Creek

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 641.12**

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

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

PART A – CITATION

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

PART B – AMENDMENT

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

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

PART C – ADOPTION

READ A FIRST TIME this	28 TH	DAY OF MARCH ,	2019
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this			
	28 TH	DAY OF MARCH,	2019
READ A SECOND TIME this	28 TH	DAY OF NOVEMBER,	2019
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this			
	28 TH	DAY OF NOVEMBER,	2019
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	14 TH	DAY OF JANUARY,	2020
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

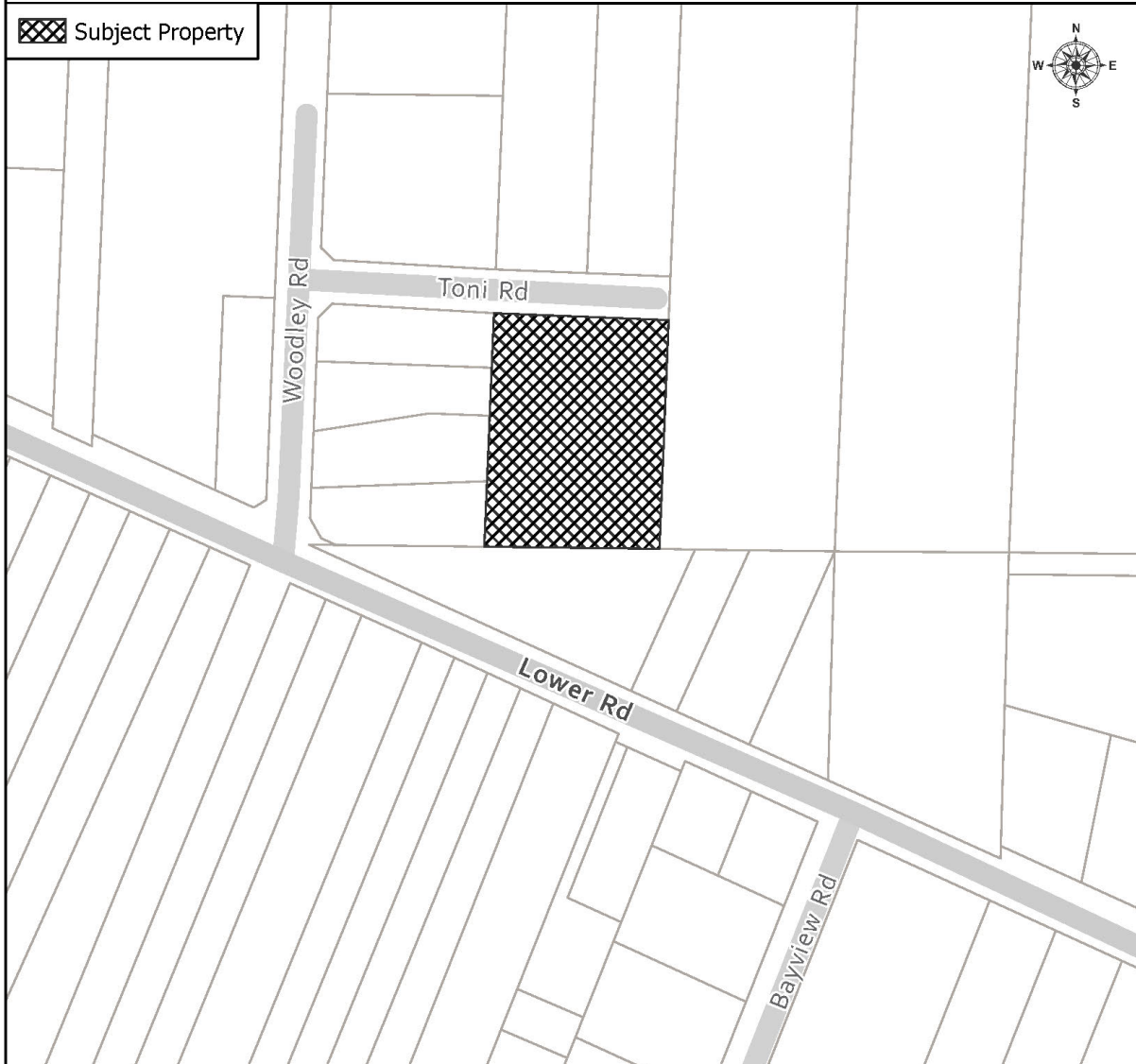
Corporate Officer

Chair

Appendix A to Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019

Amend the Land Use Designation of
Lot C, West Part of District Lot 1316 New Westminster District, Plan BCP30166
from Residential C to Residential B

 Subject Property



Chair

Corporate Officer

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

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

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

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
 - a. *Schedule B* is amended by rezoning Subdivision District E to Subdivision District D for Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166, as depicted on Appendix 'A', attached to and forming part of this bylaw.
 - b. Insert the following subsection immediately following Section 611.4:

611.5 Notwithstanding Section 611.3(1), on any parcels exceeding 3500 m² in area and subsequently created from Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166, a permitted second single family dwelling shall not exceed 90 m² in gross floor area.

PART C – ADOPTION

READ A FIRST TIME this	28 TH	DAY OF MARCH ,	2019
READ A SECOND TIME this	28 TH	DAY OF NOVEMBER,	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	14 TH	DAY OF JANUARY,	2020
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	####	DAY OF MONTH ,	YEAR

ADOPTED this

DAY OF MONTH, YEAR

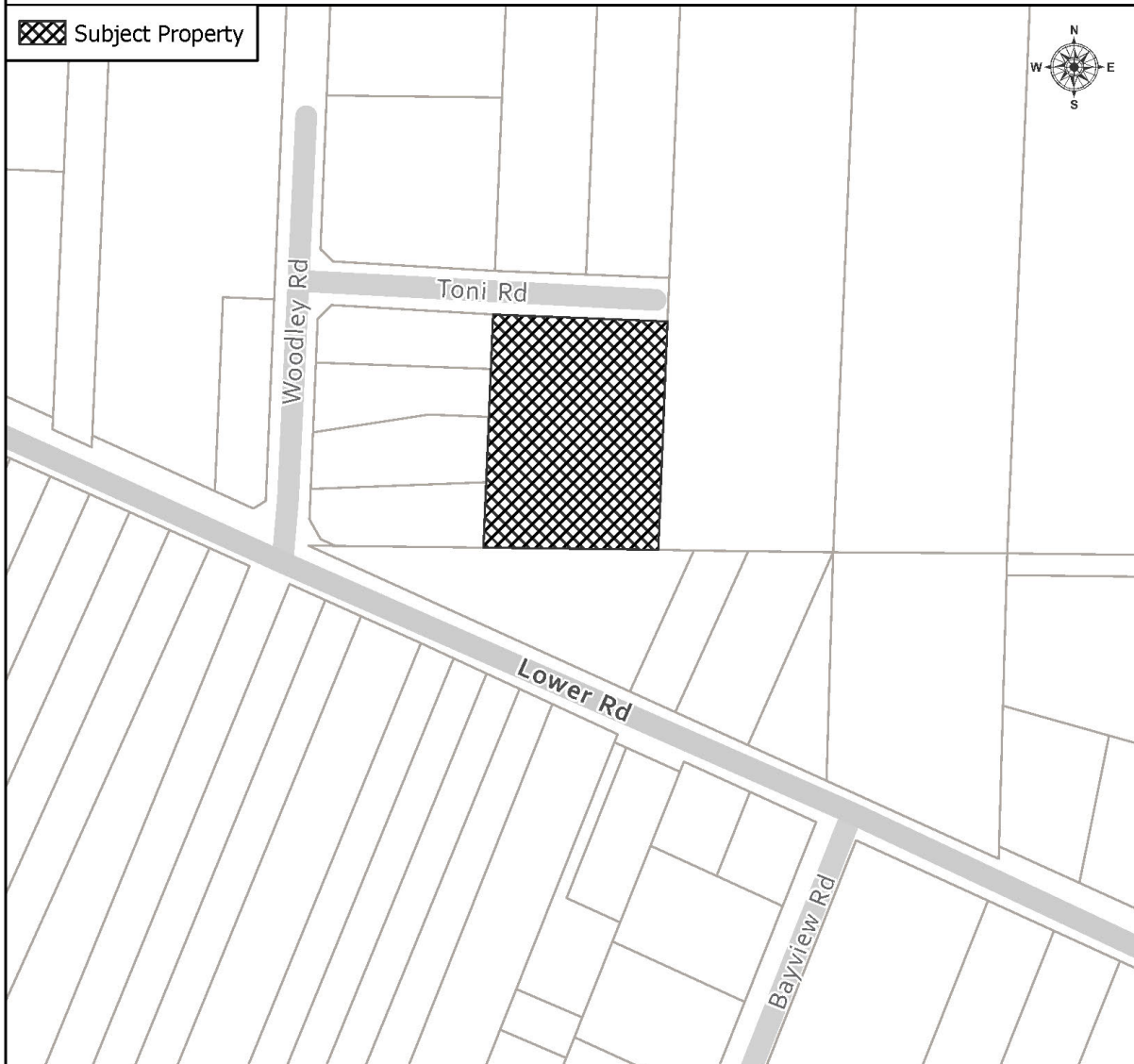
Corporate Officer

Chair

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019

Amend the Subdivision District of
Lot C, West Part of District Lot 1316 New Westminster District, Plan BCP30166
from E to D

 Subject Property



Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 13, 2020

AUTHOR: Julie Clark, Planner

SUBJECT: Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315 (Bluearth Renewables Inc) - Electoral Area B

RECOMMENDATIONS

1. **THAT the report titled Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315 (Bluearth Renewables Inc) - Electoral Area B be received;**
 2. **AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development:**
 - a. **SCRD does not support the tenure application based on outstanding Building Permit requirements at Chickwat, Upper and Lower Ramona Powerhouses of Blue Earth Renewables.**
 - b. **SCRD requests that the Province make the approval of the License of Occupation conditional upon obtaining Building Permits for buildings and structures at Chickwat, Upper and Lower Ramona lease areas.**
-

BACKGROUND

The SCRD received a Provincial referral from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for a License of Occupation for a laydown area (0.25 hectares) associated with an independent power project at Chickwat Creek. The proposed area is located next to the existing Provincial Lease for the Chickwat Creek powerhouse, in the Tzoonie River Valley, approximately 8km up the Tzoonie Mainline Forest Service Road (FSR) from the head of Narrows Inlet.

The proposed License of Occupation is for a laydown area - to store vehicles, equipment, and to locate emergency accommodations.

The applicant is Bluearth Renewables Inc. This project is in partnership with shíshálh Nation via the tems sayamkwu Limited Partnership (TSLP). Bluearth Renewables has three run-of-the-river hydro electric generating stations in the Tzoonie River Valley.

The purpose of this report is to provide information on the referral and a response to FLNRORD. The referral is enclosed for reference as Attachment A. Location maps and an application summary is provided below.

Staff Report to Planning and Community Development Committee - February 13, 2020
Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315
(Bluearth Renewables Inc) - Electoral Area B

Page 2 of 5

Table 1 - Application Summary

Owner / Applicant:	Bluearth Renewables Inc
Purpose:	Laydown area adjacent to existing lease at Chickwat Powerhouse
Tenure Type:	Licence of Occupation
Tenure Length:	10-30 years
Tenure Size:	0.25 hectares
Location:	Chickwat Creek powerhouse, approx.. 8km north on Tzoonie Mainline FSR
Legal Description:	District Lot 8281
Electoral Area:	Halfmoon Bay
OCP Land Use:	none
Land Use Zone:	Industrial (I9)
Comment deadline:	March 1, 2020

Figure 1 – Location of Chickwat Creek proposed laydown area

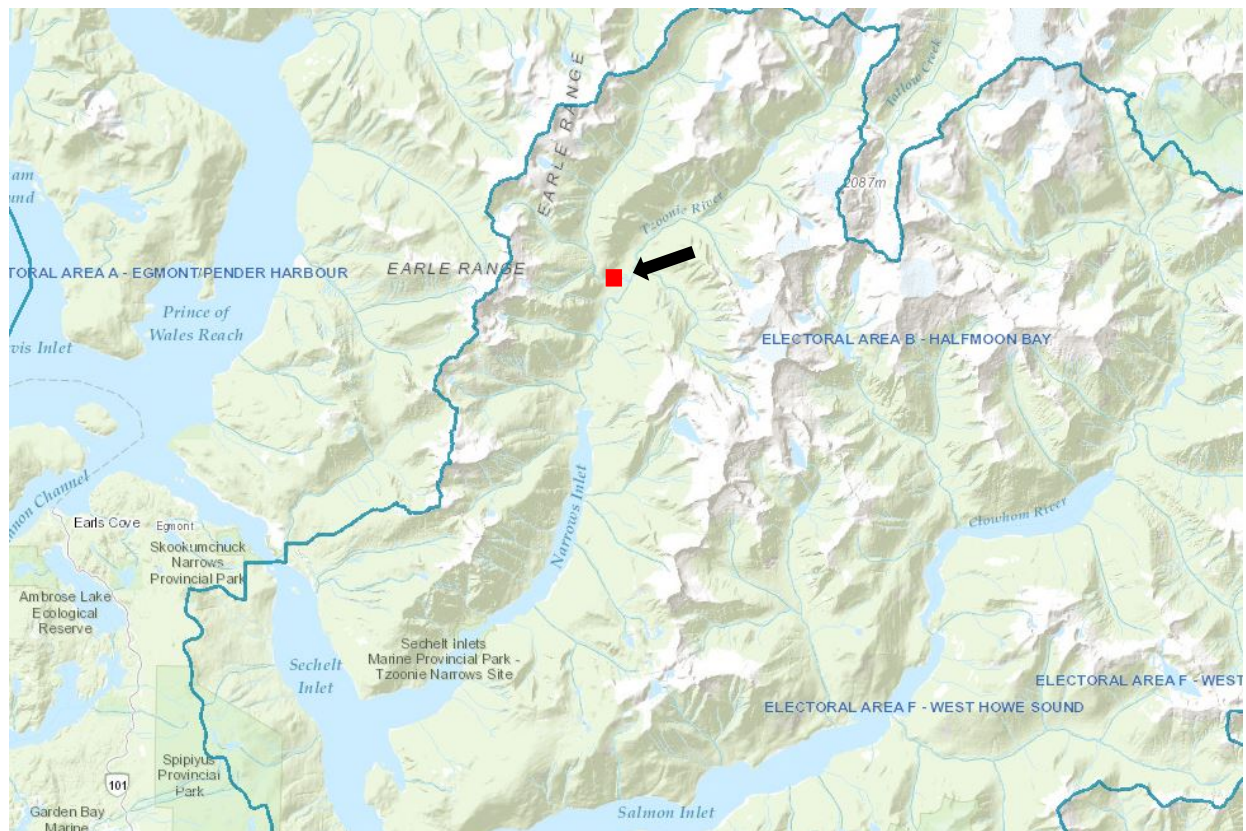
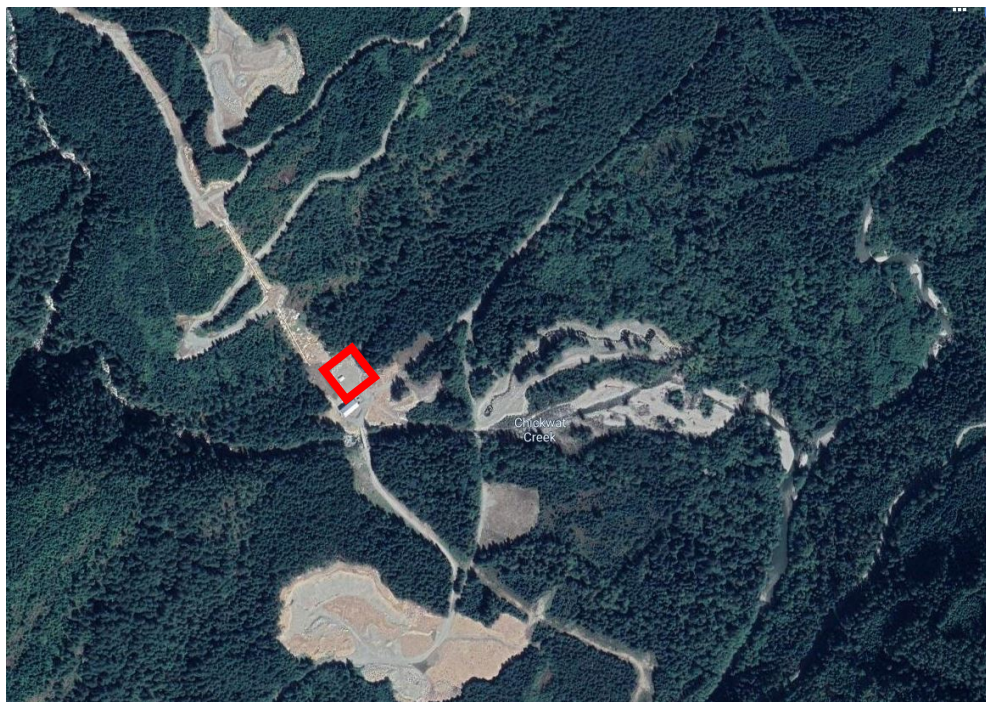


Figure 2 – Location of Chickwat Creek proposed laydown area



Figure 3 – Aerial imagery of Chickwat Creek proposed laydown area



DISCUSSION

The proposed License of Occupation is immediately adjacent Chickwat Powerhouse, see Figure 1 above.

SCRD Official Community Plan and Zoning Analysis

- The Chickwat Creek area is within Electoral Area B, Halfmoon Bay and outside the Official Community Plan area
- Zoning for the subject area is Industrial 9 (I9) under Zoning Bylaw No. 310
- Industrial 9 (I9) permits Independent Power Projects, buildings and structures accessory to IPPs
- The rezoning to add I9 Zoning in this location took place in 2016. Zoning for industrial activity became a requirement for the project to receive their Environmental Certificate, resulting from SCRD comments made during the process

SCRD Building Department Considerations

The buildings and structures associated with Chickwat, Upper and Lower Ramona Powerhouses are each without Building Permits. Building staff have been in communication with Bluearth Renewables Inc. staff since early 2017 to seek compliance. To date this approach has not resulted in completed applications for Building Permits.

Options

The Province requests SCRD decide on one the following options in response to the referral:

1. Interests unaffected
2. No objection to approval of project.
3. No objection to approval of project subject to the conditions outlined below.
4. Recommend refusal of project due to reasons outlined below.
5. N/A

SCRD recommends refusal of the project until Building Permits are completed.

Consultation

The Province is responsible for referring this application to the *shíshálh* Nation, SCRD and other agencies it identifies as appropriate and posts an advertisement in the Coast Reporter to enable comments from the public.

The Halfmoon Bay Advisory Planning Commission is reviewing this application at its meeting on January 28, 2020. Comments from the Advisory Planning Commission will be forwarded to FLNRORD.

Timeline for next steps or estimated completion date

The Province provided an extension to the deadline to comment on this application until March 1, 2020 in order to obtain a Board Resolution. The Resolution will be forwarded to FLNRORD and the final decision will be made by the Province.

STRATEGIC PLAN AND RELATED POLICIES

Engagement and Communications – this referral from the Province provides an opportunity to share information in an effort to resolve a challenge with a Provincial lease holder.

CONCLUSION

The SCRD was provided an opportunity to comment on a Provincial Referral Application 2412315 for a License of Occupation for 0.25 hectares for a laydown area to store equipment, vehicles and locate emergency shelters. Planning and Building department analysis shows that Bluearth Renewables has outstanding Building Permit requirements at 3 locations associated with this project. SCRD requests that the Province require approval to be conditional upon satisfying Building Permits for buildings and structures.

ATTACHMENTS

Attachment A – Referral Package

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



Crown Land Tenure Application

Tracking Number: 100301565

vSUS919

ATS. 555005

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization?

Company/Organization

File 2412315

What is your relationship to the company/organization?

Employee

APPLICANT COMPANY / ORGANIZATION CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: BLUEARTH RENEWABLES INC.
Doing Business As: tems sayamkwu GP Corp
Phone: 778-887-8351
Fax:
Email: isabelle@bluearth.ca
BC Incorporation Number:
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Deguise Isabelle
Mailing Address: 400-214 11th Avenue SW
 Calgary AB T2R0K1

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: isabelle@bluearth.ca
Contact Name: Isabelle Deguise

ELIGIBILITY

Question	Answer	Warning
----------	--------	---------

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? Yes

Please specify your file number:

2409412

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Industrial General Laydown to support operation of a hydroelectric project, including equipment storage, vehicle parking and emergency shelter.	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road:

The laydown area is located beside the Chickwat Creek Hydroelectric Project, in Narrows Inlet. Access is by boat to the end of Narrows Inlet and then by vehicle up the Tzoonie River mainline FSR.

INDUSTRIAL GENERAL

Specific Purpose:	Laydown to support operation of a hydroelectric project, including equipment storage, vehicle parking and emergency shelter.
Period:	Ten to thirty years
Tenure:	Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Please specify the area: .25 hectares

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area?

No

LOCATION INFORMATION

LAND DETAILS

DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Map of laydown area	TSLP Operations Laydown.jpg	Industrial General

ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	General site map	General Site Map.pdf
Management Plan	Management Plan	Operations Laydown Manageme...
Site Plan	Site plan	Operations Laydown Site Pla...

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization:	tems sayamkwu GP Corp c/o BluEarth Renewables
Contact Name:	Isabelle Deguise
Contact Address:	400-214 11th Ave SW Calgary, AB T2R 0K1
Contact Phone:	604-988-6803
Contact Email:	isabelle@bluearth.ca

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$500.00	GST @ 5%: \$25.00	\$525.00	\$0.00

OFFICE

Office to submit application to: Surrey

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

OFFICE USE ONLY			
Office Surrey	File Number	2412315	Project Number 555005
	Disposition ID	937819	Client Number 290528

Management Plan for the Chickwat Creek Laydown Area

Prepared by:

tems sayamkwu Limited Partnership
c/o BluEarth Renewables Inc.
Suite 400, 214 – 11 Avenue SW
Calgary, Alberta
T2R 0K1

Table of Contents

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Infrastructure	4
Utilities	4
Waste Disposal	5
Environmental	5
Decommissioning	5
Appendix A: Site Plan	6

Project Overview

This Management Plan has been prepared for tems sayamkwu Limited Partnership (TSLP) in support of an application for a Licence of Occupation – General Industrial. TSLP currently holds Licence of Occupation File #2409412 over the application area but this Licence is in the process of being replaced by a Lease (DL8281) for the powerhouse building. Additional land tenure is required adjacent to the powerhouse to support operational activities.

From 2016-2019, tems sayamkwu LP built three run-of-river type hydropower projects in the Narrows Inlet area in Southwestern British Columbia. The project was awarded an Environmental Assessment Certificate (E13-04) in January 2014. The Chickwat Creek and Lower Ramona facilities became operational in 2018, while the Upper Ramona facility reached commercial operations in July 2019.

Narrows Inlet is a remote inlet located approximately 40 kilometres north of Sechelt, British Columbia. There is no road access to the area and thus access is by boat or air only. A laydown area is required near the Chickwat Creek powerhouse to allow for parking of vehicles and storage of equipment. In addition, there are no worker accommodation facilities in the Inlet now that construction is complete. TSLP has installed a temporary shelter at the operations laydown adjacent to the Chickwat powerhouse in case of emergencies. The laydown area is located on previously cleared land that was used as a laydown during construction, thus no additional disturbance is required. The general location is shown on the attached location map (Appendix A).

The area lies within the traditional territory of the shíshálh Nation, who are partners on the project. The Nation have reviewed this management plan and have provided written support for the laydown area and temporary shelter.

Location

The laydown area is 0.25 hectares and will be located adjacent to the Chickwat Creek hydroelectric project powerhouse building, approximately 8km up the Tzoonie Mainline FSR. The area will be used for the following activities:

- Vehicle parking
- Equipment storage
- Temporary ATCO-style trailer for accommodation in emergencies
- 1000 liter propane tank

The location and layout of the laydown area is shown on the attached drawings (Appendix A). A picture of the site is included in Photo 1 below. LandSea Camp Services supplied and installed the temporary emergency trailer. TSLP operations staff will be responsible for the long-term operation and management of the site.



Photo 1 – The site is a 0.25 hectare area which was previously used as a laydown area during construction of the hydro project. Vehicle parking, equipment storage shed and the temporary shelter are shown.

Infrastructure

The laydown area will be used to store equipment and park vehicles. New infrastructure includes a temporary storage shed, 24 ft x 62 ft ATCO trailer and 1000 liter propane tank (Photo 1). The shelter will meet the Occupational Health and Safety Criteria set out by WorkSafe BC. A safety plan, including fire and evacuation, has been prepared by TSLP. Appropriate signage and safety materials will be located at site in adherence with the applicable safety plans.

Utilities

Electricity for the temporary shelter will be supplied from the Chickwat Creek facility powerline using a station service transformer. Propane for cooking and heating will be brought to site by barge and stored in a 1000 liter tank beside the trailer. The trailer contains non-potable and grey water holding tanks. Non potable water is supplied to the holding tank by the existing powerhouse water system. Drinking water is brought in on an as needed basis.

Waste Disposal

All waste from the temporary shelter will be stored within the Chickwat powerhouse building until it can be properly disposed of off-site. Waste water and sewage are contained within the trailers holding tank system as well as an additional external 5000L tank. Holding tanks are to be emptied on an as needed basis and transported to an appropriate disposal facility.

Environmental

The laydown area is located on previously disturbed land that was used to support construction activities from 2016-2019. No additional land or vegetation disturbance is required. Chickwat Creek is located 75 meters from the southern corner of the laydown area but is separated by the powerhouse building and a large flood protection berm. No other water bodies are located on or near the application area.

TSLP has developed a detailed Operational Parameters and Procedures Report (OPPR) for the Chickwat Creek hydroelectric facility which has been approved by the Water Stewardship Division of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (Version 1.4 dated March 2018). The purpose of the OPPR is to identify the environmental values and mitigations associated with operations of the facility. In relation to the laydown area and temporary shelter, the OPPR includes details on the following:

- Detailed access and infrastructure description
- Permitting and agency approvals
- Water quality protection
- Waste management
- Spill response
- Emergency preparedness and response


Decommissioning

Once operation of the project is complete, the shelter and its associated infrastructure will be removed and the site returned to its pre-project condition. An appropriate reclamation plan will be prepared in consultation with Shishalh Nation.

Appendix A: Site Plan

SITE PLAN

Legend

 Laydown Footprint

Chickwat Creek
penstock ROW

Chickwat Creek
Powerhouse
DL8281

Operations laydown
application area

Chickwat Creek

Tzoonie River Mainline

100

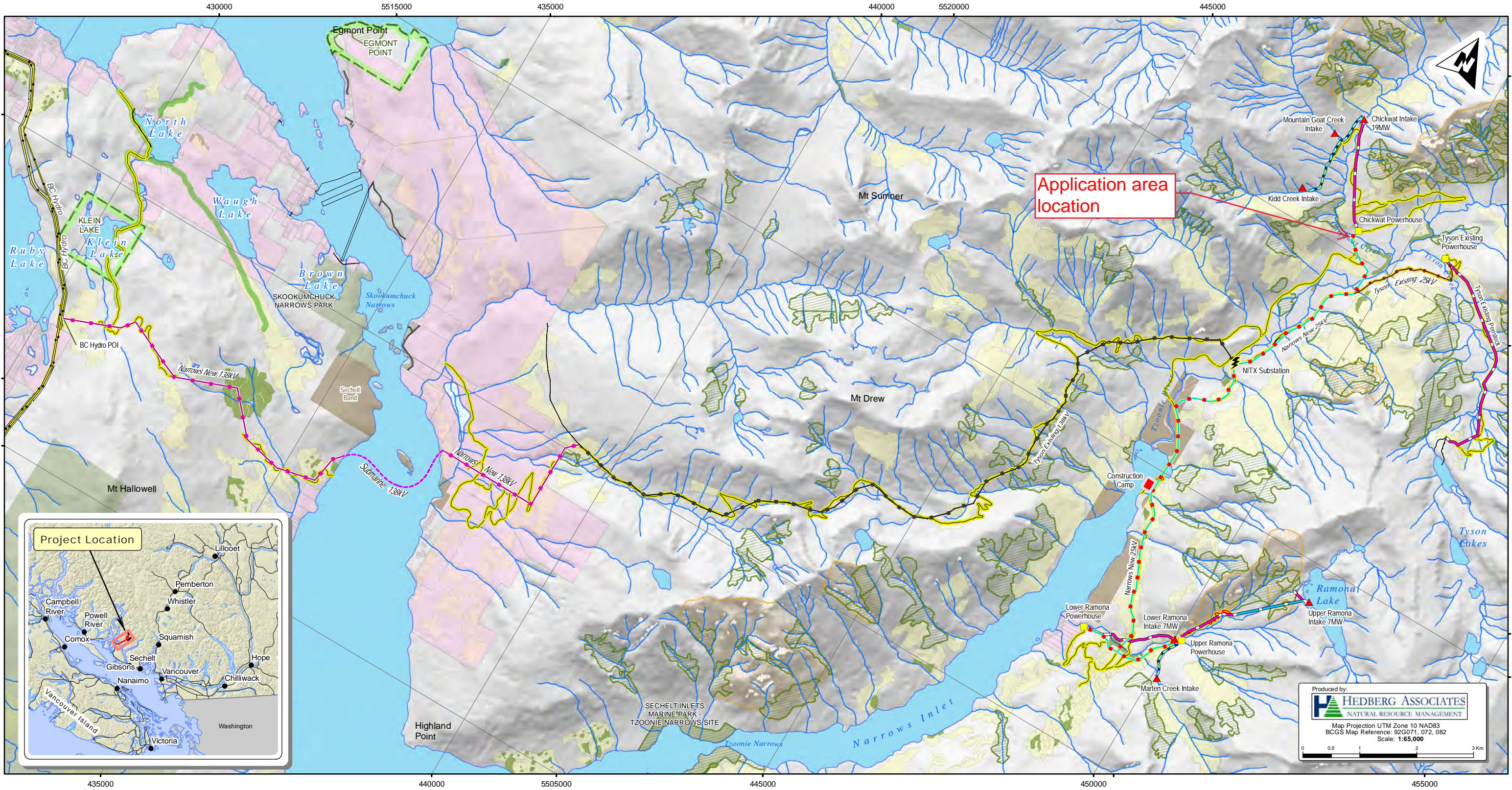
Google Earth

© 2018 Google

Image © 2019 CNES / Airbus

100 m





Hydroelectric Facilities

- ▲ Intake
- Powerhouse
- Tunnel
- Penstock
- Pipeline
- ConstructionCamp

Transmission Line

- Narrows New 138kV
- Tyson Existing 138kV
- Narrows New 25kV
- Tyson Existing 25kV
- Submarine TX Alignment
- BC Hydro Circuit
- ⚡ Substation

Ownership & Tenure

- Private Property
- Sechelt Band Lands
- Crown ROW (Tantalis)
- Hydrology**
- Lake, River
- Stream, River

Roads

- Project Road
- New Road Construction
- Forest Service Road
- Timber Harvest**
- Harvested Block and Year
- Forest Cover Reserve

Management Issues

- Deer Winter Range
- Goat Winter Range
- OGMA
- Park, Protected Area
- Recreation Site
- Wildlife Habitat Area


tems sayamkwu Clean Energy CONSULTING INC.

Narrows Inlet Hydro Project Overview Map

Operations Laydown

0.25 ha

Legend

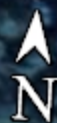
 Laydown Footprint

Google Earth

© 2018 Google
Image © 2019 CNES / Airbus


102

100 m



SITE PLAN

Legend

 Laydown Footprint

Chickwat Creek
penstock ROW

Chickwat Creek
Powerhouse
DL8281

Operations laydown
application area

Chickwat Creek

Tzoonie River Mainline

103

Google Earth

© 2018 Google
Image © 2019 CNES / Airbus

100 m



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 13, 2020

AUTHOR: Ken Robinson, Manager, Facility Services and Parks

SUBJECT: **GIBSONS & DISTRICT AQUATIC FACILITY JANITORIAL SERVICES CONTRACT EXTENSION – JERRY’S JANITORIAL SERVICES**

RECOMMENDATIONS

THAT the report titled Gibsons & District Aquatic Facility Janitorial Services Contract Extension – Jerry’s Janitorial Services be received;

AND THAT the delegated authorities be authorized to enter into a 2-year contract extension with Jerry’s Janitorial Services for janitorial services for up to a total 5 year contract value of \$148,470 (plus GST);

AND THAT the Gibsons and District Aquatic Facility base budget be increased up to \$1000 to cover the difference in costs for the contract extension;

AND THAT the 2020-2024 Financial Plan be amended to reflect updated contract values;

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of February 13, 2020.

BACKGROUND

Janitorial services at the Gibsons and District Aquatic Facility (GDAF) are provided through a contracted service provider: Jerry’s Janitorial Services.

A contract was entered into for janitorial services at GDAF in February 2017 from award of RFP 16 274. The term of the contract is from March 1, 2017 until February 29, 2020 to supply all labour, materials, and supervision for janitorial services for the Gibsons and District Aquatic Facility with an option to extend the contract for an additional two years.

DISCUSSION

Upon discussions with both the Manager of Facility Services and Parks, as well as an authorized representative for Jerry’s Janitorial Services, both parties are in agreement to exercise the contract extension clause for a period of a further 2 years. The contract extension required a review of services, scope and rates. As such, amended quoted rates for services during the extended 2 years are as follows:

Original 2017 Contract Rates for GDAF Janitorial Services		Revised Quoted 2020 Contract Extension Rates for GDAF Janitorial Services		Inflationary Extended Contract Price (Percentage)
Hourly	\$25.00	Hourly	\$27.52	2.5%
Monthly	\$2,450.00	Monthly	\$2,511.25	
Annual	\$29,400.00	Annual	\$30,135.00	

Financial Implications

The original contract values for Jerry's Janitorial Services excluding GST are:

\$29,400 annually, total 3 year contract value \$88,200

By mutual agreement the parties may extend the contract for one additional two year period.

The difference between the total cost of the old contract value and new contract value is:

- 1st year: \$30,135, excluding applicable taxes
- 2nd year: \$60,270, excluding applicable taxes

The total, inclusive extended value of the contract for janitorial services at the Gibsons and District Aquatic Facility will be \$148,470. As per SCRD purchasing policy and guidelines, this contract value exceeds CAO signing authority of \$100,000 limit and requires Board approval to proceed with the extension.

Contract values will be updated in the 2020-2024 Financial Plan and reflected in the preliminary 2020 budget.

Timeline for next steps or estimated completion date

Following Board decision, the contract extension will be executed immediately and prior to the original contract term expiry of February 29, 2020.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Facility Services staff and management are pleased with the scope and level of services this provider has supplied throughout the duration of the original contract term. As such, staff are recommending a 2 year extension of the janitorial services contract for the Gibsons and District Aquatic Facility at a rate of \$30,135 per year for the 2 year extension, for a total 5 year contract value of \$148,470.

As part of the contract extension staff recommend that the based budget for the Gibsons and District Aquatic Facility be increased to cover the difference of the increased service costs which are approximately \$1000 annually.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 13, 2020

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: ENERGY STEP CODE UPDATE

RECOMMENDATION(S)

THAT the report titled Energy Step Code Update be received for information;

AND THAT the Chief Building Official indicate to the Energy Step Code Council the Sunshine Coast Regional District's intention to consult the community and local building industry about implementation of the BC Energy Step Code;

AND THAT staff proceed with a regionally-coordinated public consultation process for the purpose of receiving input from the community on implementing the Energy Step Code in the Sunshine Coast Regional District;

AND FURTHER THAT staff report to a Committee in Q4 2020 with recommendations to support implementation of the Energy Step Code.

BACKGROUND

The purpose of this report is to provide background on the Energy Step Code and to move forward with a regionally-coordinated and locally-appropriate approach to consultation on local implementation of the Step Code.

Consultation is the provincially-prescribed process to be undertaken to enable incorporation of the Step Code into Sunshine Coast local governments' Building Bylaws sooner than the province's planned changes to the BC Building Code (2022).

As described below, SCRD, Town of Gibsons and District of Sechelt staff recommend applying a proactive, coordinated regional approach to minimize disruption to the local building industry.

What is the Energy Step Code?

The BC Energy Step Code is currently an optional compliance path in the BC Building Code that local governments may use, to incentivize or require a level of energy efficiency in new construction that goes above and beyond the current requirements of the BC Building Code.

The BC Energy Step Code takes a new performance-based approach rather than the traditional prescriptive approach. This means the BC Energy Step Code does not specify *how* to construct a building, but identifies an energy efficiency target that must be met. This lets the designer/builder decide how to meet the target. The BC Energy Step Code has four steps for large, complex buildings (referred to as Part 3 buildings in the BC Building Code), and five steps for houses and small buildings (referred to as Part 9 buildings in the Building Code).

A general overview of the Steps for each building type and the percentage increase in energy efficiency over the prescriptive requirements of the 2018 BC Building Code, along with the date when the Step will become provincially mandatory is below.

Step	Part 3 Buildings Requirement	Provincially Mandatory	Part 9 Buildings Requirement	Provincially Mandatory
1	Energy modelling and airtightness testing	2022	Energy modelling and airtightness testing	2022
2	20% improved performance (versus current code)		10% improved performance	
3	40% improved performance	2027	20% improved performance	2027
4	80% improved performance	2032	40% improved performance	
5	N/A	N/A	80% improved performance	2032

Table 1: Overview of Energy Step Code – summary for convenience only, additional specific requirements apply

A key feature of the BC Energy Step Code is that every level of performance (or step) is evaluated using the same tests and metrics. This is intended to create a consistent way of measuring and understanding energy use in all buildings regardless of their level of performance, and prepare industry for a province-wide performance based building approach. Higher steps in the BC Energy Step Code represent higher performance targets (i.e., greater energy efficiency), but use the same measurement tools as the lower steps.

Many BC local governments (58 as of late 2019) are consulting or have adopted the Step Code in advance of the province making it mandatory through changes to the BC Building Code. Some have adopted Step 1, others have selected more aggressive paths.

There are market and development considerations associated with implementation of the Step Code (discussed below).

Update on Local Dialogue about the Energy Step Code

In January 2020, Building Officials and representatives from Town of Gibsons, District of Sechelt and SCRD (Sechelt Indian Government District (SIGD) was invited but was unable to attend at the last minute) convened to discuss a regionally-coordinated and locally-appropriate approach to the implementation of the Step Code.

Town of Gibsons, District of Sechelt and SCRD staff agreed to bring forward coordinated information to their respective Board/Councils, and to follow up with SIGD staff. This report is the result of coordinated regional dialogue.

The Town of Gibsons staff report, scheduled for presentation on February 4, 2020 is included as Attachment A of this report.

DISCUSSION

Analysis

Implementation Process

The first step toward local government adoption of the Step Code is to complete consultation. Prior to consultation, notice must be given to the Energy Step Code Council. Staff recommend that this notice be given, and that consultation proceed.

A regionally-coordinated consultation approach is proposed; outlined in Attachment C of the Town of Gibsons staff report (Attachment A).

Getting Started: Step 1

To achieve Step1, a building can still comply with the current prescriptive requirements of the Building Code but will require energy modelling and airtightness testing. With no specific energy targets to meet with Step 1, designers and builders get a chance to learn how to construct energy efficient buildings before the requirements to achieve Step 3 become mandatory in 2022.

Sunshine Coast Considerations

The Sunshine Coast is home to many progressive and high-quality builders. Specialty trades and consultants such as energy modellers and advisors sometimes need to be sourced from off coast. Staff are aware of a number of builders/firms that already have or are building energy services capacity in anticipation of Step Code becoming mandatory.

Through consultation, staff hope to learn how local governments can best work with the building industry to support a smooth transition to the Step Code.

By starting consultation sooner, and perhaps by adopting Step 1 before 2022 (when Step 3 becomes mandatory for Part 9 buildings) disruption from change can be minimized and development will not be hampered.

Organizational and Intergovernmental Implications

An intergovernmentally-coordinated (and consistent) approach to consulting on Step Code is proposed.

Organizationally, resources are in place to support the consultation work recommended.

Continued professional development will be required to support Building Officials to be well-placed to work with the development community on Step Code use and inspections.

Financial Implications

Resources (funds for advertising, staff time for consultation and analysis) are available within existing budgets.

Timeline for next steps or estimated completion date

Following Board direction, and in coordination with member municipalities, notice would be provided to the Energy Step Code Council in March, with consultation taking place in Q2 and

Q3 2020. Staff would report to a future committee with results and recommended next steps in Q4 2020.

Communications Strategy

A summary of the proposed consultation plan is included in Attachment C of the Town of Gibsons Staff Report (Attachment A) and is subject to refinement.

STRATEGIC PLAN AND RELATED POLICIES

The subject of this report relates to strategic priorities of **Engagement and Communications**, **Regional Collaboration and Partnership**, and **Climate Change and Resilience**. Proactive work toward a smooth transition to Step Code requirements support local economic development.

CONCLUSION

The BC Energy Step Code is an optional compliance path in the BC Building Code. Step Code requirements become mandatory for Part 9 buildings beginning in 2022 (Step 3). Sunshine Coast local government staff have conferred and recommend notifying the Energy Step Code Council of our intention to consult the local community and industry on implementation of the Step Code, proceeding with that consultation, and reporting back with recommendations for next steps.

This proactive approach can limit disruption from change and help ensure that development is not hampered as a result of coming Step Code requirements.

ATTACHMENTS

A: Town of Gibsons Staff Report (February 4, 2020) – Energy Step Code Update

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



STAFF REPORT

TO: Planning and Development Committee **MEETING DATE:** February 4, 2020
FROM: Lesley-Anne Staats, MCIP, RPP **FILE NO:** 3760-09
Director of Planning
SUBJECT: Energy Step Code Update

RECOMMENDATIONS

THAT the report titled Energy Step Code Update be received;

AND THAT the Planning and Development Committee recommends that Council directs staff to signal to the Energy Step Code Council the Town of Gibsons' intention to consult and reference the BC Energy Step Code;

AND THAT the Planning and Development Committee recommends that Council directs staff to proceed with a regionally coordinated public consultation process outlined in this report for the purpose of receiving input from the community on implementing the Energy Step Code in Gibsons;

AND FURTHER THAT these recommendation from the Planning and Development Committee be forwarded to the next Council meeting for Adoption.

BACKGROUND / PURPOSE

In April 2017, the Province of British Columbia adopted the BC Energy Step Code (the "Step Code") a provincial standard designed to help both local government and industry incrementally move toward a future in which all new construction across the province is "**net-zero energy ready**" by 2032, meaning the building is capable of producing at least as much energy as it uses.

The BC Energy Step Code is an optional compliance path in the BC Building Code that local governments may use, if they wish, to incentivize or require a level of energy efficiency in new construction that goes above and beyond the requirements of the base BC Building Code. It consists of a series of steps, representing increasing levels of energy-efficiency performance. By gradually adopting one or more steps, local governments can increase building performance requirements in their communities. This standard does not apply to existing homes and renovations. Attachment A provides a Best Practices Guide for Local Governments.

As part of the development and rollout of the Step Code, the Province has undertaken significant industry consultation, so that industry is ready as local governments adopt and bring the Step Code online. The Province also wants each municipality to conduct its own stakeholder

consultation. The local governments on the Sunshine Coast have, at the staff level, discussed a regional consultation approach, however, have not yet begun this work.

Local governments are asked to signal their intentions to the Energy Step Code Council – through the Province's Building and Safety Standards Branch – at two key points in the implementation process:

1. Initial Notification: When a government begins consultation with industry on its proposed approach (Attachment B)
2. Final Notification: When a government establishes or ratifies a bylaw, policy or program that references the BC Energy Step Code

The Town has not provided the province with the initial notification to begin consultation.

SUMMARY

The Province of British Columbia has set a goal that all new buildings must reach a net-zero energy ready level of efficiency by 2032; the BC Energy Step Code serves as the policy pathway to reach that goal, should local governments choose.



Figure 1: Steps of the BC Energy Step Code for Part 9 residential buildings

Step 3 will be required by 2022 for Part 9 (residential – single family homes, garden suites, smaller townhouse) buildings, and Step 2 will be required for Part 3 (larger multi-family and apartment residential) buildings.

Significant industry consultation has been undertaken by the Province as part of the rollout of this program, but each municipality must undertake its own consultation where it is considering participating in the Step Code program.

OPTIONS

- Option 1: THAT Council directs staff to signal to the Energy Step Code Council the Town of Gibsons' intention to consult and reference the BC Energy Step Code, and to

proceed with organizing public consultation for the purpose of receiving input from the community on implementing the Energy Step Code in Gibsons.

Option 2: THAT Council directs staff to take no further action on implementation of the BC Energy Step Code.

DISCUSSION

According to the Province, the Energy Step Code provides an incremental and consistent approach to achieving more energy-efficient buildings that go beyond the requirements of the BC Building Code with the recent Provincial announcement of meeting Step 3 by 2022 for Part 9 buildings and Step 2 for Part 3 buildings. The expectation of the Province is that by 2032 all new buildings will be “net-zero energy ready”. This initiative also moves toward compliance with the BC Building Code, where the higher steps of the Step Code will be a minimum requirement of the Building Code by 2032. Of note, the National Building Code of Canada will also be moving toward these targets by 2030. Communities may voluntarily choose to adopt the code in bylaws and policies.

The Province defines a “net-zero energy ready” building as one built to high energy-efficiency standards such that it could, with additional measures, generate enough energy onsite to meet its own energy needs. Step 1 of the Code means a building meets current requirements of the BC Building Code, with a tested energy model. Step 3 targets a 20% improvement in energy efficiency for houses, and the higher steps work toward higher energy efficiency. Step 5 of the Step Code means a new house is 'net-zero' ready. A similar 4-step system is in place for larger Part 3 Building Code buildings such as wood frame multi-unit residential buildings and commercial office buildings.

To comply with the levels of the Step Code, an energy model must be submitted to the municipality as part of a building application, indicating that the proposed construction meets or exceeds the requirements of a particular step. These energy models would typically be prepared by an Energy Advisor, trained and licensed consultants, or architects or engineers.

The Town's Smart Plan Official Community Plan (OCP) sets out policies for improved, efficient use of energy and resources. One of the primary goals of the OCP is to address climate change and energy. Policies focus on reducing greenhouse gas emissions, and encouraging conservation and efficiencies. Policy 6.6.3 specifically addresses buildings by promoting and encouraging energy efficiency and alternative energy production amongst developers, builders and property owners, taking into consideration building design and the effects of climate and solar orientation to maximize energy efficiency and solar access. Inclusion of these policies provides a similar direction as to the intent of the Energy Step Code.



Implementing the BC Energy Step Code

There are a number of factors that warrant consideration should Council wish to pursue implementing the Step Code in Gibsons. Of significant note would be cost and capacity.

1. Municipal Administrative Cost

- Staff anticipate administrative costs at the municipal level is likely low. Building permit applicants will be required to submit a performance statement or design by a certified energy analyst indicating the building plans conform to Step Code requirements. A second letter of assurance must be submitted during, or at the end of construction, confirming that the building actually performs in accordance with the design. This process would result in limited staff involvement with preparation or examination of the energy model.
- An industry cost issue relating to the mid or post construction performance test for houses has been identified during other municipal consultation processes and as a result some municipalities have chosen to provide incentives such as a temporary building permit fee reduction until the incentive funds run out. Council may discuss whether it would like to provide incentives.

2. Industry Capacity

- The December 2018 BC Building Code update essentially brought all new buildings to Step 1, without requiring the use of an Energy Advisor to test the building for proof of Step Code achievement level.

- b. Involvement of an Energy Advisor is a key success factor, along with the building trades, in making the Step Code process smooth and the ultimate product successful. Current indications are that there is sufficient capacity and capability in both the design and construction industries for a community to establish a Step 3 (20% energy efficiency improvement) target by 2022 for Part 9 (residential – single family homes, garden suites, smaller townhouse) buildings.

The literature from the Province indicates that Steps 1 to 3 (the lower steps) can be achieved using construction techniques and products readily understood and available in today's market. Homes built to Steps 4 and 5 (the upper steps) are more ambitious and may require more training and incentives.

To date, it is unknown if there are certified Energy Advisors on the Sunshine Coast, however, builders who currently build to the higher steps bring in Energy Advisors from the lower mainland to test their buildings.

3. Cost / Benefit and Step Code Levels

The Province commissioned a costing study to assess the incremental costs of implementing the Energy Code. The study showed that meeting the requirements of the lower steps of the Step Code involved modest increases. In the case of new houses, the report found that builders should achieve the majority of the steps for less than a 2% capital cost premium above the cost of conventional construction.

The upper steps may generate higher cost premiums and for that reason, a delay should occur after adoption of Step 3 before proceeding to the upper steps. An assessment of the Step Code program should be made over several years in order to gain confidence that further steps beyond Step 3 are economically and technically feasible in the pursuit of higher environmental performance.

Pausing for several years after implementation of Step 3 fits with the Province's timeline for achieving Step 5 in 2032. Rational assessments of cost / benefit and industry capacity to deliver higher steps can be made during this time, prior to proceeding with the upper steps. For example, a timeline for adopting the various levels of the Step Code in Gibsons may be as follows:

Energy Step Code Level	Implementation
Step 1	Sep 2020 for Part 9 & Part 3 buildings
Step 2	Jan 2022 for Part 3 buildings only
Step 3	Jan 2022 for Part 9 buildings
Step 4	To be determined
Step 5	To be determined (if before Jan 2032)

4. Cost of Non-Participation

A consistent approach by all three local governments would be complementary to each other and provide the building industry with the certainty of a consistent approach to energy efficiency in this region.

Should Council choose to pursue the adoption of the Step Code, there may be potential for some housing market fluctuations.

Non-participation would most likely only impact the building community, as it would not have the opportunity to learn how to accomplish the Step Code requirements through practice.

POLICY / PLAN IMPLICATIONS

Strategic Plan Implications

Council 2019-2022 Strategic Plan has the following core objectives that align with implementing the Step Code:

- Respond to the changing climate
- Plan for sustainable growth
- Collaborate on a regional climate resiliency strategy
- Maintain a regional approach to economic development and tourism

Financial Plan Implications

A budget of \$30,000 was placed in 2019 to re-write the Building and Plumbing Bylaw No. 822 and to prepare Short Term Rental bylaws. To date almost \$13,000 has been used. The remainder will be carried forward into 2020 to complete the projects.

Official Community Plan Implications

Official Community Plan Policies

6.6 Energy and GHG Emissions – Public comments recognized the importance of shifting trips to non-automobile transportation or low-emission forms of transportation, promoting energy efficiency and use of renewable energy, developing a Low Carbon Economy and Green Development Standards, and local food production.

6.6.2 Implement Development Permit Area requirements or Zoning Bylaw provisions to encourage better building energy performance and solar readiness.

6.6.3 Promote and encourage energy efficiency and alternative energy production amongst developers, builders and property owners. Design should consider the effects of climate and solar orientation to maximize energy efficiency and solar access.

6.6.7 Support economic and community development that results in (local) clean energy production and / or lower energy cost for households.

6.6.8 Work with the Province and utilities to implement a residential energy retrofit program.

Gospel Rock Neighbourhood Plan

Goal 3: Reduce fossil fuel energy consumption and impacts on air quality and climate change

Upper Gibsons Neighbourhood Plan

5.1 Land Use Objectives – *Promote high-quality building design, energy conservation, and integration of building and landscape design concepts.*

Encourage creative and cost-effective solutions to residential design that utilize performance concepts in development.

5.2 Housing objectives - *Provide energy-efficient buildings not only in forms of materials and heating and cooling systems, but in terms of building design, orientation, and landscaping*

Harbour Area Plan

5.2.1 All new development (rezoning or development permit applications) should be required to demonstrate a sustainable or low-impact development approach, using one of several existing systems, such as, but not limited to, LEED™ and Built Green™. The main categories for consideration include: sustainable sites, water efficiency, energy efficiency, reuse and recycling of materials and resources, indoor air quality, certification is not required, but documentation of “equivalency” will be expected to accompany all submissions.

PUBLIC CONSULTATION PLAN

Prior to adopting the Step Code, and subject to the Council's direction, staff have prepared a consultation program to seek relevant input from builders and developers via targeted stakeholder emails and a public online survey. This would provide valuable insight into how implementing the Step Code might potentially affect the local building industry and help shape future communications around implementation. A consultation program is enclosed as Attachment C for Council's consideration. The consultation plan outlines the goals, how it will be promoted, and the information to solicit feedback on.

Goals of public consultation

- Educate the public about the existence of the BC Energy Step Code;
- Determine how important energy efficient buildings are to the community;
- Gauge builders readiness and experience with improved construction techniques;
- Identify public concerns and support around using the BC Energy Step Code regulations; and
- Collaborate with regional partners (District of Sechelt and Sunshine Coast Regional District).

Promotion

- Posters in community spaces
- Municipal website
- Spotlight feature on homepage
- 'News' item
- 'Building Permits' page notice
- Social Media posts - Facebook and Instagram
- Email notice to identified stakeholders

Information to solicit via survey

- Level of knowledge about the BC Energy Step Code;
- Role as it relates to the development community
- Barriers to constructing energy efficient buildings;
- Importance of regional consistency;
- Types of buildings being constructed;
- Energy efficient standards that builders have used; and,
- Step Code level appropriate for Gibsons.

NEXT STEPS

Should Council adopt the recommendations, staff will begin public consultation, then report back to Council with the results of the public consultation, and recommended next steps for moving forward with the Step Code, including any necessary policies and bylaw amendments.

RECOMMENDATIONS / ALTERNATIVES

Staff's recommendations are on page 1. Alternatively, Council may suggest additional changes prior to beginning public consultation.

Attachments

- Attachment A – A Best Practices Guide for Local Governments (July 2019)
- Attachment B – Notice of Consultation on the BC Energy Step Code
- Attachment C – Consultation Plan

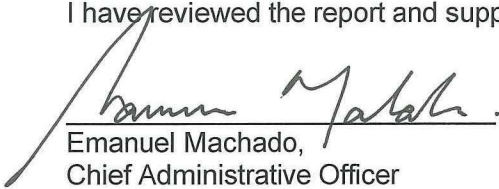
Respectfully Submitted,



Lesley-Anne Staats, RPP, MCIP
Director of Planning

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).



Emanuel Machado,
Chief Administrative Officer

BC Energy Step Code

A Best Practices Guide for
Local Governments



BRITISH
COLUMBIA

Version: 2.0 July 2019

A publication of the Energy Step Code Council and the Building and Safety Standards Branch.



Acknowledgements

This Guide was made possible through the generous contributions from numerous organizations that dedicated resources in the form of financial contributions, guidance, and time. The Energy Step Code Council and the Building and Safety Standards Branch would like to acknowledge the contributions of the following organizations: The BC Innovative Clean Energy (ICE) Fund, Building and Safety Standards Branch and BC Hydro Sustainable Communities

Energy Step Code Council Members

This Guide was made possible through the generous input and contributions from numerous organizations:



Photo: Passive House, Surrey BC (Part 9, Step 5).

Letter from the Executive Director of the Building and Safety Standards Branch

The British Columbia Energy Step Code and this local government best practices guide represent an important milestone for energy efficient buildings and climate leadership in British Columbia. They are excellent examples of collaboration between the Province, local governments, the construction industry, professional associations, energy utilities, and other stakeholders.

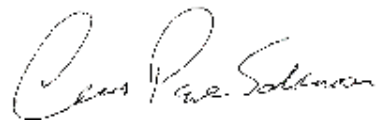
As the information in this guide demonstrates, improving energy efficiency requires careful consideration of long-term affordability, consumer acceptance, capacity in the industry, and other conditions that can be unique to each community.

The Building and Safety Standards Branch is committed to the **Building Act** objective of improving the consistency of technical building requirements in British Columbia, while supporting local governments in pursuing improved energy efficiency and reducing greenhouse gas emissions from buildings.

The **BC Energy Step Code** provides local governments with another tool to achieve their policy objectives, while also providing the construction industry with a single set of consistent standards for energy efficiency across British Columbia. This improved consistency ensures that as we innovate with energy efficient designs, we are also avoiding unnecessary costs associated with the current patchwork of unique standards to each community – enabling a balance of energy efficiency and housing affordability. Much effort has

been invested by the Energy Step Code Council to establish a consensus approach to responsible implementation of the **BC Energy Step Code**, reflected in this guide.

I would like to acknowledge the significant contributions of all those involved in the development of this guide, and I look forward to continuing in the spirit of open collaboration in the future.



Andrew Pape-Salmon, P.Eng., MRM, FCAE
Executive Director, Building and Safety Standards Branch
Office of Housing and Construction Standards
Ministry of Municipal Affairs and Housing

Executive Summary

In April 2017, the Province of British Columbia adopted the BC Energy Step Code as regulation. The standard is a tool designed to help both government and industry chart a course to a future in which all new construction across the province is “net-zero energy-ready” by 2032.

In late 2018, the Province established new deadlines for increased energy efficiency performance via its *CleanBC* plan. Local governments may use the **BC Energy Step Code** to increase capacity so that their builders will be ready to deliver on these requirements before they come into force. Along the way, they will facilitate demand for energy-efficient buildings, help the market mature, and grow industry capacity for high-performance products and practices across British Columbia.

The Energy Step Code Council, a multi-stakeholder body tasked with facilitating the implementation of the **BC Energy Step Code**, believes the standard will enjoy a greater chance of success if local governments implement it thoughtfully and prudently, with attention to appropriate incentives and industry capacity.

For this reason, the Energy Step Code Council strongly encourages local governments to follow the practices and processes outlined in this Best Practices Guide (Guide) – for the benefit of all. The pages that follow outline a wealth of information on the **BC Energy Step Code**. The recommendations are not regulatory requirements and not intended as legal advice regarding the authorities of local governments and Authorities Having Jurisdiction under the *Local Government Act* or the *Community Charter*.

Here are some of the most important considerations:

- The **BC Energy Step Code** is a **performance-based standard**. It establishes measurable requirements for energy efficiency in new construction. To demonstrate compliance, a builder must prove to local building officials that the building meets or exceeds a set of defined metrics for building envelope, equipment and systems, and airtightness testing.
- The **Energy Step Code Council** exists to support local governments as they develop a **BC Energy Step Code** strategy. The Energy Step Code Council has no regulatory authority; rather, it serves as a “bridge” between local governments, the Province, and the design, building, development, and construction sectors, offering advice and providing support and resources, such as this Guide.
- Local governments who choose to pursue establishing the **BC Energy Step Code** in their communities may select from a **broad spectrum of policy tools** including tools that raise awareness, provide incentives, institute bylaw requirements, remove barriers to energy efficient building, and/or demonstrate leadership. Each jurisdiction will need to select the tools most suitable to its community.
- If your local government is considering referencing one or more steps, you will need to establish a **consultation process with appropriate stakeholders** to select a strategy that will be successful for your community, including obtaining input to define the: policy and/or incentive tool(s), building type(s), geographic scale, and step(s).

- When developing your strategy, it is vital to provide your staff and industry **sufficient time and notification** to prepare for change. In particular, industry should be notified of consideration of a new program implementing Lower Steps jurisdiction-wide at least six months prior to enforcement. Other timelines apply to other circumstances and instances of referencing the steps and are detailed within this Guide.
- Your government can demonstrate leadership in the transition to net-zero energy-ready buildings by **constructing new civic buildings to the Upper Steps**, and by encouraging those who are overseeing the development of new provincial and federal buildings in your community to do the same.

The above points represent just a sample of the advice and explanation you will find within this Guide. We hope this document serves as a valuable resource as you work to access the co-benefits of high-performance buildings while ensuring industry in your community has a head start on the future direction of the **BC Building Code**.

To stay abreast of additional resources as they come available, be sure to visit energystepcode.ca.



Kwayatsut concrete high-rise apartment building at Broadway and Fraser, Vancouver BC (Part 3, Step 3).



Photo: North Park Passive House, Victoria BC, photo by Ryan Hamilton (Part 9, Step 5).

About This Document

This Guide is a resource for all local governments in British Columbia that are interested in referencing the **BC Energy Step Code** in policies, programs, or bylaws. For this Guide, the term **local governments** includes: municipalities, regional districts, and the University of British Columbia Board of Governors who administer the **BC Building Code**. The **BC Energy Step Code** applies to the same jurisdictions as the **BC Building Code** and does not apply to construction in the City of Vancouver, or on federal land.

The BC Energy Step Code is a new standard designed to help both government and industry chart a course to a future in which all new construction across the province is “net-zero energy-ready” by 2032, as reiterated in the government’s CleanBC plan.¹

By gradually adopting one or more steps of the standard, local governments can increase building performance requirements in their communities. They can do so at an appropriate pace for their communities, enabling demand to grow, the market to mature, and industry capacity to increase as services and products for the design and construction of high-performance buildings become more widely available.

The **BC Energy Step Code** provides more consistency to industry, establishing a standard set of performance requirements, while offering local governments a simple and effective set of standards to support their energy conservation and greenhouse gas reduction goals.

1. <https://cleanbc.gov.bc.ca>

This Guide is for local government staff members and elected officials who are starting out along that path. It delves into the nuts and bolts of the standard, and offers context and clear information on the characteristics of each step. It highlights anticipated costs and benefits and offers guidance on suggested timelines and effective engagement for developing a community-specific strategy for implementing the **BC Energy Step Code**.

The new standard will have a greater chance of success if local governments implement it thoughtfully, with due care to stakeholder engagement, appropriate incentives, and industry capacity. For this reason, local governments are strongly encouraged to follow the best practices outlined in this Guide. While local governments are strongly encouraged to adopt the best practices outlined here – for the benefit of all – local governments are autonomous in the exercise of their lawful authorities.

If you are a local government staff member or elected official and cannot find an answer to your concern or question in this Guide, please visit energystepcode.ca, where resources will continue to be shared as they become available. For policy and technical questions, please contact the Building and Safety Standards Branch at building.safety@gov.bc.ca.

Finally, various agencies and organizations have published illustrated guides that are helping industry deliver on the requirements of the **BC Energy Step Code**. **All are available via** the “resources” section of energystepcode.ca.

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1 Introducing the BC Energy Step Code

1.1 What is the BC Energy Step Code?

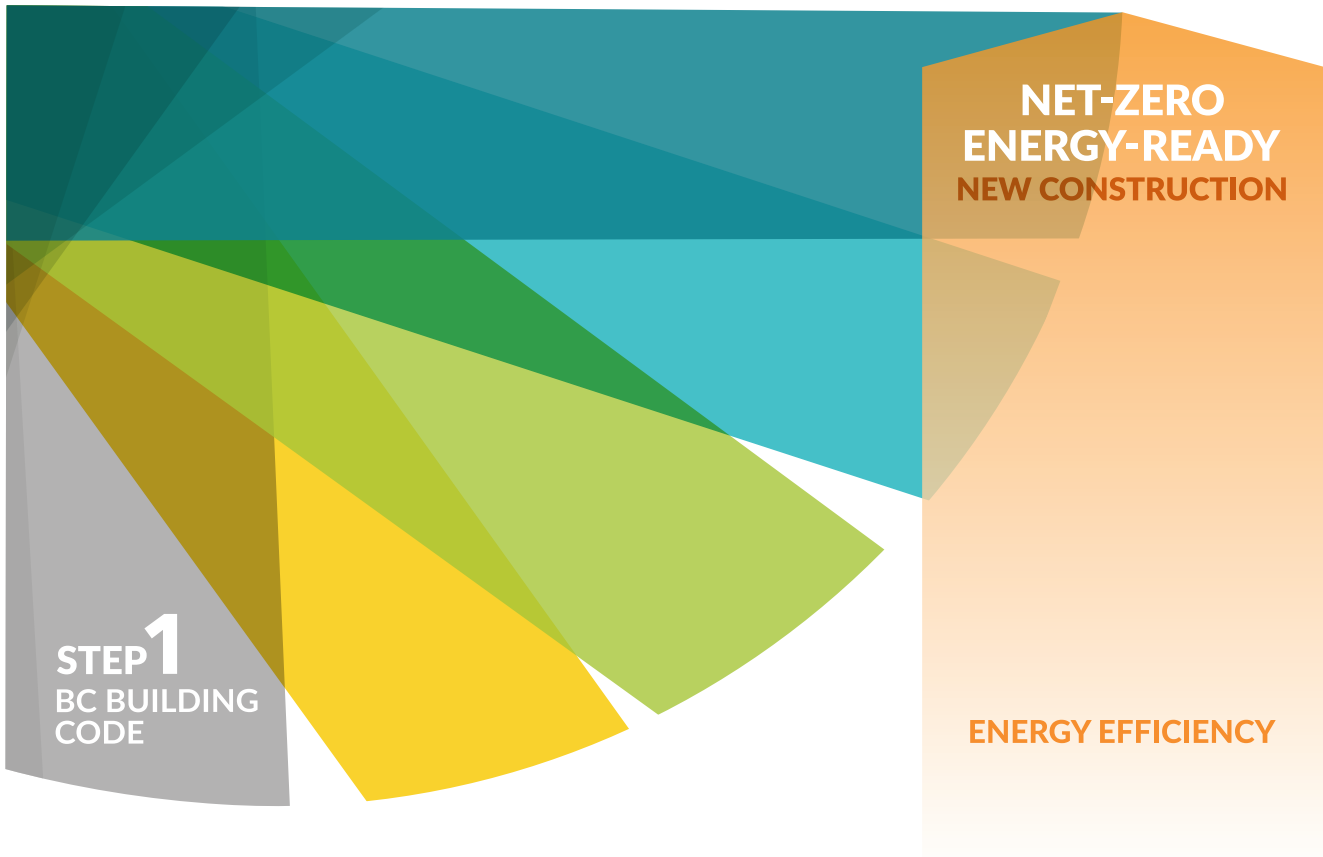
The *BC Energy Step Code* is a provincial standard that provides an incremental and consistent approach to achieving more energy-efficient buildings. It provides a common pathway that local governments may use to ensure British Columbia delivers on its goal of net-zero energy-ready performance by 2032. It does so by establishing a series of measurable, performance-based energy-efficiency requirements for construction that communities may choose to adopt when ready.

The BC Energy Step Code groups these energy-efficiency requirements into a series of “steps.”

Step 1 entails modelling energy performance and measuring airtightness to ensure that a building will meet or exceed the minimum energy-efficiency requirements in the base *BC Building Code*. Meanwhile, at the opposite end of the scale, the highest step represents a “net-zero energy-ready” standard – a standard that is being met by the most energy-efficient projects being developed today.

TODAY

» 2032



The **BC Energy Step Code** also aligns with the Government of Canada's **Pan-Canadian Framework on Clean Growth and Climate Change** (2016) and Build Smart: Canada's Buildings Strategy (2017). Both establish a goal that provinces and territories adopt a net-zero energy-ready model building code by 2030; the **BC Energy Step Code** provides a path to incrementally prepare British Columbia for this coming change.

The **BC Energy Step Code** provides more consistency to industry, establishing a standard set of performance requirements, while offering local governments a simple and effective set of standards to support their energy conservation and greenhouse gas reduction goals. It also supports co-benefits such as improved occupant comfort, lower utility bills, and reduced noise inside buildings.

Local governments in BC (except the City of Vancouver) may now reference the **BC Energy Step Code** in their policies and bylaws, and may begin enforcing requirements as of **December 15, 2017**.¹ This Guide provides notification timelines and guidance for completing appropriate consultation and preparation prior to beginning enforcement of the **BC Energy Step Code**.

The **BC Energy Step Code** is also available for industry to voluntarily adopt as a compliance path in the **BC Building Code** by meeting the minimum performance set out in Step 1 (or the Step set out in the applicable local bylaw).

1. The City of Vancouver sets its own building efficiency standards, within the Vancouver Building Bylaw, under the Vancouver Charter. In 2018 the city aligned its approach with the BC Energy Step Code.

What is a Net-Zero Energy-Ready Building?

Net-zero energy buildings produce as much clean energy as they consume. They are up to 80 percent more energy efficient than a typical new building, and use on-site (or near-site) renewable energy systems to produce the remaining energy they need. A net-zero energy-ready building is one that has been designed and built to a level of performance such that it could, with the addition of solar panels or other renewable energy technologies, achieve net-zero energy performance.



Highly energy-efficient home currently under construction in Kelowna BC (Part 9, Step 5).



The Heights, a highly energy efficient wood-frame residential building under construction in Vancouver BC (Part 3, Step 4).



“ In 2018, New Westminster City Council endorsed adoption of the BC Energy Step Code, with requirements for smaller buildings included within our Building Bylaw as of 2019, and those for larger buildings effective 2020. The standard will ensure that our residents enjoy the health and occupant-comfort benefits while allowing us to make a major leap closer to our community greenhouse gas targets. We’ve been pleased to support our builder, developer, and design community in preparing for the Step Code and transitioning to ultra-low energy construction by 2032.

*Norm Connolly, Community Energy Manager,
City of New Westminster*

Photo: Two infill homes by a builder participating in Natural Resources Canada's Local Energy Efficiency Partnership (LEEP), New Westminster BC (Part 9, Step 4; Energy Star Rating; R2000 Rating).

Supporting Local Government Climate Action

Since 2010, Sections 429(2)(d) and 473(3) of the **Local Government Act** have required that all new and updated Regional Growth Strategies and Official Community Plans include targets, policies, and actions to address climate change. Further, most British Columbia local governments have signed on to the Province's **BC Climate Action Charter**, which commits them to a range of actions, including developing strategies and taking action to achieve “complete, compact, more energy-efficient rural and urban communities.”

Many local governments adopted policies, bylaws, and incentive programs in an effort to improve building energy efficiency, because buildings typically contribute a significant portion of a community's greenhouse gas emissions.¹ These programs each defined efficiency using different approaches, which created a patchwork of requirements within the province. This in turn made it challenging for industry to keep track of what the various standards required and where they applied.

To improve consistency and address this policy patchwork, **Section 5 of the Building Act made local bylaws that establish technical building requirements unenforceable as of December 2017, unless the requirements were for “unrestricted matters,” which include the BC Energy Step Code.**² The **BC Energy Step Code** provides a tool for local governments to encourage or enforce a higher energy-efficiency standard in new construction. New policies and bylaws referencing the **BC Energy Step Code** are now enforceable, ensuring greater consistency and clarity across different jurisdictions.

1. BC Community Energy and Emissions Inventory 2012 (CEEI), BC Ministry of Environment.

2. For more information on unrestricted matters, visit gov.bc.ca/buildingcodes.

Supporting Industry Leadership

Builders anywhere in the province can voluntarily use the **BC Energy Step Code** as a new compliance path for meeting the energy efficiency requirements of the **BC Building Code**.

A number of the province's builders already build to advanced performance standards voluntarily. However, with notable exceptions, high-performance buildings remain a niche product. The **BC Energy Step Code** provides a consistent approach that allows the market to gradually build capacity and skills, and reduce costs over time.

High-Performance Profits

A March 2019 Vancouver Economic Commission study concluded that the **BC Energy Step Code** could help unlock a \$3.3 billion market for high-performance building products and materials in Metro Vancouver by 2032¹. In doing so, the study says the region could:

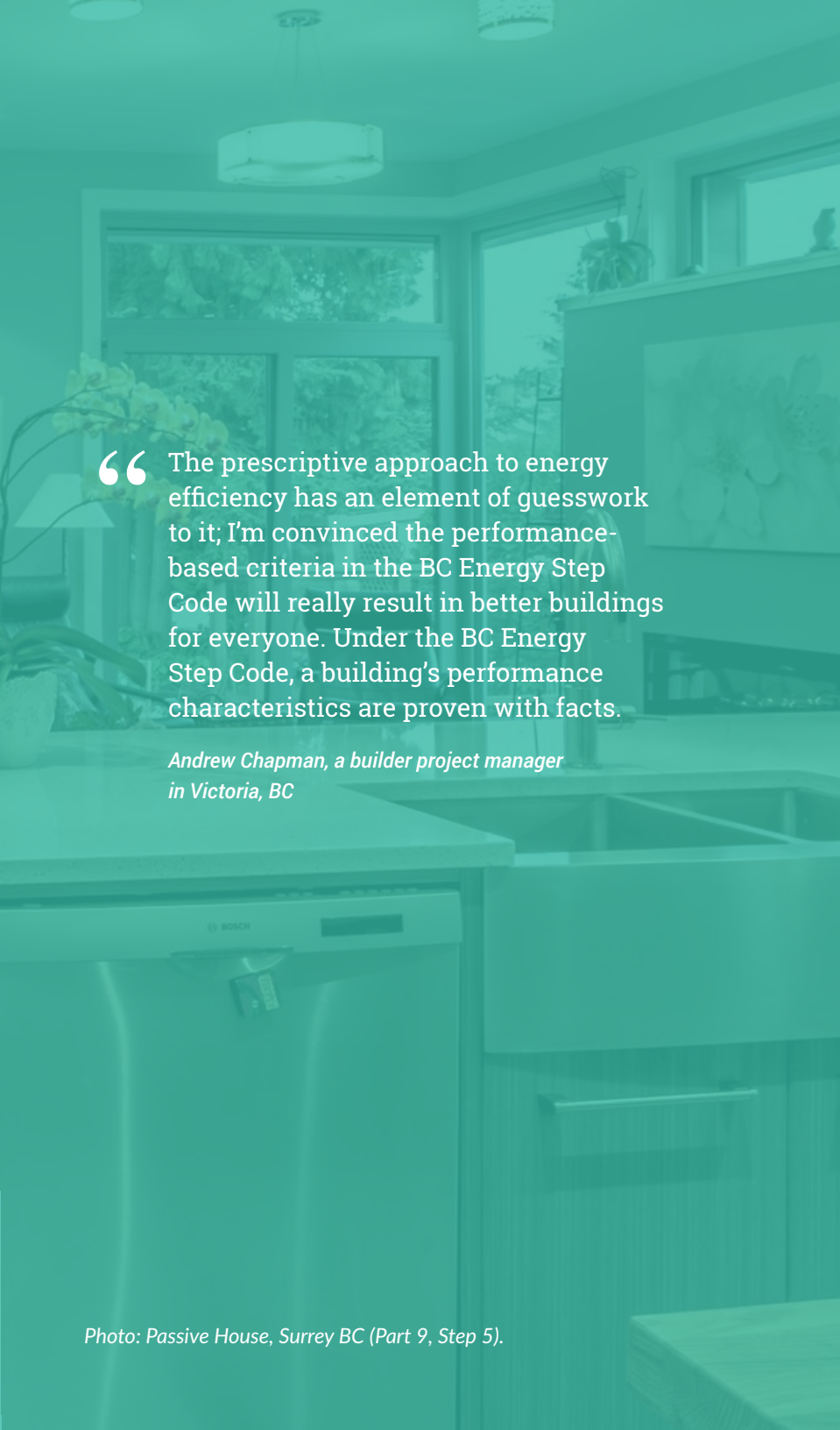
- Drive a \$3.3 billion market for building products;
- Create 925 jobs in manufacturing, on average, each year; and
- Support 770 installation jobs, on average, each year.

The study notes that a concerted effort to build on BC's strengths and increase the proportion of high performance building products manufactured or assembled in the province would allow BC to capture a wide range of economic opportunities from re-localizing the supply chain. These include creating locally-held technology and intellectual property, driving investment in BC's manufacturing infrastructure, and developing the workforce.

1. Green Building Market Forecast (2019–2032), Vancouver Economic Commission, March 2019. Available via vancouvereconomic.com.



Pre-fabricated walls being manufactured at a facility in Agassiz BC, photo by Monte Paulsen (Part 9, Step 5).



“The prescriptive approach to energy efficiency has an element of guesswork to it; I’m convinced the performance-based criteria in the BC Energy Step Code will really result in better buildings for everyone. Under the BC Energy Step Code, a building’s performance characteristics are proven with facts.

Andrew Chapman, a builder project manager in Victoria, BC

Photo: Passive House, Surrey BC (Part 9, Step 5).

1.2 Preparing for Net-Zero Energy-Ready Buildings by 2032

Shifting to a Performance-Based Approach

The Province of British Columbia first introduced energy efficiency as a requirement in the *BC Building Code* in 2008. Since that beginning, designers and builders have had the option to take either prescriptive or performance approaches to code compliance.

To date, the vast majority of buildings in BC have demonstrated compliance through a “prescriptive” approach – where buildings must meet specific requirements for insulation, windows, furnaces, water heaters, lighting, and other equipment and systems. This approach focuses on individual elements, rather than ensuring the building functions well as a system. The result can be a building that meets prescriptive requirements but does not perform as well as intended.

A “performance” approach is already an option for complying with the energy efficiency requirements in the *BC Building Code*, and a specific form of the performance approach is required for the *BC Energy Step Code*. **The performance approach establishes a desired outcome, and leaves it to the design and building team to decide how to achieve the outcome.**¹

Whole-building energy modelling and on-site testing are required to demonstrate how the design, and how the constructed building, meet the requirements in the code, but there are no requirements regarding what materials or construction methods need to be used.

This echoes the approach taken by most green building programs, including Natural Resources Canada’s Energy Star for New Homes and R-2000 programs, and The Canadian Passive House Institute Passive House certification, as well as the Canadian Home Building Association’s Net Zero Home and Net Zero Ready Home labels.

1. For more information on the difference between prescriptive and performance approaches, refer to the Province of British Columbia document “Understanding BC’s Building Regulatory System.”

Over time, the building industry will integrate these techniques into all new buildings as high-performance designs, materials, and systems become increasingly available and cost-effective.

By 2032, the BC Building Code will move towards the higher steps of the BC Energy Step Code as a minimum requirement. The National Building Code of Canada will also be moving towards this outcome by 2030.

Collaboration to Support the Path to Net-Zero Energy Buildings

Between 2014 and 2017, the Province launched a series of consultations to engage with the building and development sectors – and the trades and professions that support them – as well as local governments, utilities, and other stakeholders, to identify a consistent approach to increasing energy-efficiency standards. The consultations worked towards consensus on the core elements of what would become the *BC Energy Step Code*.

The Energy Step Code Council and the Province: Role and Mandate

The Province holds regulatory authority with respect to the *BC Energy Step Code*. As identified in the *Provincial Policy: Local Government Implementation of the BC Energy Step Code (Provincial Policy)*, the Province established the Energy Step Code Council (ESCC) with a mandate to support the successful implementation of the *BC Energy Step Code*, and the market transition to net-zero energy-ready buildings. Members of the ESCC were involved in the Province’s consultations during the development of the *BC Energy Step Code*.

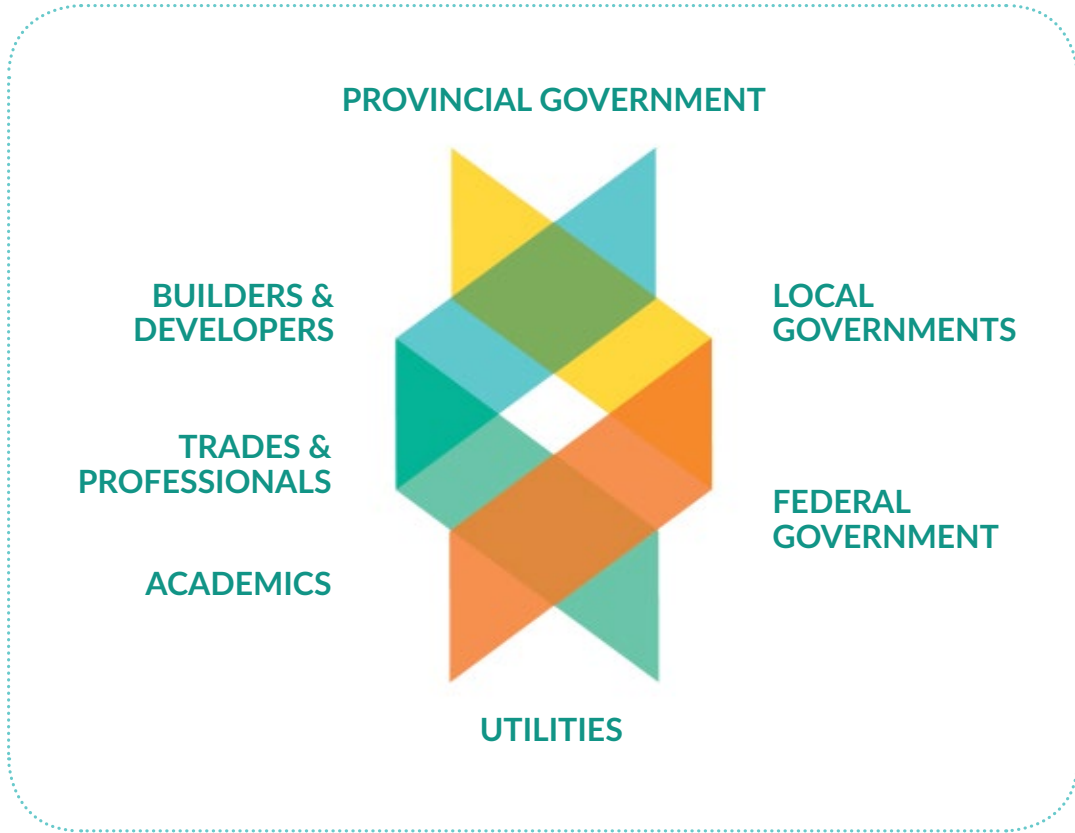
The Province will continue to obtain input from the ESCC, which serves as a “bridge” between the Province, utilities, local governments, and the design, building, development, and construction sectors, to ensure local governments adopt steps of the *BC Energy Step Code* in a responsible manner. The ESCC will monitor impacts on housing affordability and rates of implementation by local governments, and will address

unintended consequences that may arise. The ESCC also establishes best practices for the local government sector to support local governments in the judicious use of the **BC Energy Step Code**. The Province may act to resolve issues that arise. Issues identified by the ESCC may also inform future changes to the technical content of the **BC Energy Step Code**, or how it is implemented.

The ESCC does not have any formal regulatory or administrative authority, however, it provides a venue for stakeholders to gather and share information, and work collaboratively to resolve issues as they arise. The ESCC provides the Province with an opportunity to monitor and track implementation of the **BC Energy Step Code**, which could inform future changes to the energy-efficiency requirements in the **BC Building Code**.

The role of the ESCC is to:

- Share information and support the Province with the implementation of the **BC Energy Step Code** in line with the **Provincial Policy**.
- Advise and make recommendations on technical aspects of the **BC Energy Step Code**.
- Provide input to the Province and local governments on policy and regulation related to the **BC Energy Step Code**.
- Identify industry, local government, and provincial needs for successful adoption of the **BC Energy Step Code**.
- Monitor adoption of the **BC Energy Step Code**.
- Coordinate and direct research, communication, and training related to the **BC Energy Step Code**.



The ESCC is comprised of associations representing industry professions and trades, local government and public sector organizations, and utilities and consumer interests (see logos of Energy Step Code Council members on page 2 of this Guide). Representatives of three departments at the Province of British Columbia provide guidance.

The ESCC is committed to building consensus between stakeholders. Consensus does not require unanimous agreement, but it does require working together, as a group, to make decisions based on the strongest areas of agreement. The new standard will have a greater chance of success if local governments implement it thoughtfully, with due care to appropriate incentives, industry capacity, affordability, and market conditions. This Guide provides tools and advice to achieve these outcomes.

2

How the BC Energy Step Code Works

2.1 Relation to the BC Building Code

Local governments can choose to require or incentivize builders to meet one or more steps of the **BC Energy Step Code**, as an alternative to the compliance paths set out in the base **BC Building Code**. For local governments, the **BC Energy Step Code** offers greater assurance that new buildings are designed for energy efficiency and are constructed as designed. Meanwhile, builders have a consistent set of performance standards throughout the province and flexibility in how they achieve the higher standards.

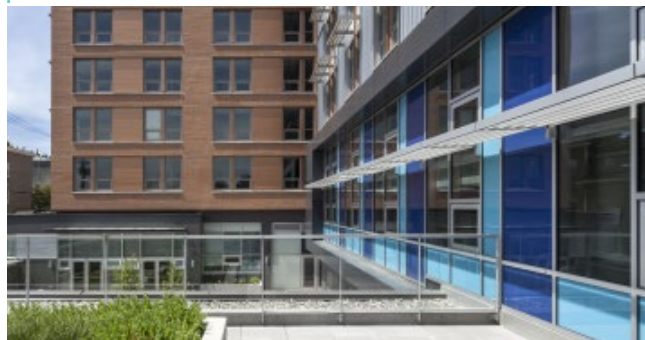
The **BC Building Code** separates all buildings into two basic categories – Part 9 and Part 3. The requirements of the **BC Energy Step Code** are also defined according to these building types, so it is important to understand the difference between them. These categories will be used throughout this Guide.

What are Part 9 and Part 3 Buildings?



Part 9 – Houses and small buildings.

These buildings are three storeys or less and have a building area or “footprint” no more than 600 square metres (approximately 6,500 square feet). This category includes single-family homes, duplexes, townhomes, small apartment buildings, and small stores, offices, and industrial shops.



Part 3 – Large and complex buildings.

These buildings are four storeys and taller and greater than 600 square metres in building area or “footprint.” This category includes larger apartment buildings, condos, shopping malls, office buildings, hospitals, care facilities, schools, churches, theatres, and restaurants.

Photos: Top: Townhome in Township of Langley BC.

Bottom: 10-storey residential building in Vancouver BC, photo by Derek Lepper Photography.

These definitions are simplified for the purpose of understanding the content of this guide. The official definition of Part 9 and Part 3 buildings can be found in the **BC Building Code**.



Figure 1: Definition of Lower and Upper Steps by building type (Part 9 and Part 3)

2.2 How Many Steps Are There?

The steps are categorized into Lower and Upper Steps according to building types (see Figure 1). To achieve Step 1, builders need to use a whole-building energy model to calculate the energy use of the building and conduct an airtightness test, but the performance of the building only needs to be as good as the base *BC Building Code* requirements for energy efficiency. The purpose of **Step 1 is to familiarize builders with a new way of measuring energy efficiency** although the actual construction of the building remains the same as conventional construction.

To achieve the Lower Steps, building and design professionals and trades can rely on conventional building designs with careful air-sealing practices, and incrementally incorporate some key elements in the design, building envelope, and equipment and systems. Builders and designers are advised to collaborate with the energy modeller to select the most cost effective way to meet the requirements. These Lower Steps give builders new flexibility in how to achieve modest gains in efficiency – through improved envelopes and/or upgraded systems.

To achieve the Upper Steps, builders and designers will need to adopt a more integrated approach to building design and may need to incorporate more substantial changes in building design, layout, framing techniques, system selection, and materials. These techniques and materials will be more costly and challenging without additional training and experience.

2.3 Transition Period

The *Provincial Policy* states that the initial years of the BC Energy Step Code, ending in 2020, would serve as a transition period. The Energy Step Code Council and member organizations have used this time to provide support to communities as they implement the regulation. The policy also states that, during this period, local governments should only adopt the Upper Steps in specific circumstances and in conjunction with appropriate incentives (more details are provided in section 4.3).

2.4 Geographic Application

The *BC Energy Step Code* is now available to communities in all climate zones across British Columbia for both Part 9 and Part 3 buildings.

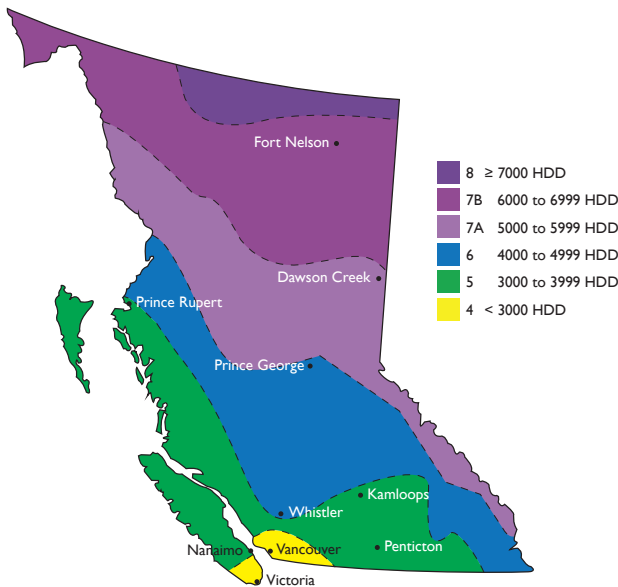


Figure 2: Map of BC Climate Zones, where zones are defined by the number of Heating Degree Days (HDD) in one year.

2.5 Technical Requirements

The *BC Energy Step Code* establishes requirements for **whole-building energy modelling**, including modelling the performance of building envelopes and equipment and heating systems. The energy model must demonstrate how the building design will meet a set of requirements that represent increasing levels of energy efficiency. Once constructed and before occupancy, the building must undergo **on-site airtightness testing** to ensure the building is constructed as designed and meets airtightness expectations.

A primer on each of these key elements is provided in section 5 of this Guide, to help local governments better understand the technical requirements of the *BC Energy Step Code*. The actual performance metrics requirements are also summarized in the tables in Appendix A for different climate zones and different building types. There are many resources available on energystepcode.ca that provide more in-depth guidance about building to meet the *BC Energy Step Code* requirements.

2.6 Considering Costs and Benefits

The *BC Energy Step Code* is at its core a market transformation tool; it aims to help to ensure that new buildings will be designed and built, from the ground up, to be as energy efficient as possible. **The most cost-effective time to invest in a building's energy efficiency is when it is first built.** Policy and regulation can help ensure that new buildings will be designed and built to be efficient.

However, communities are sensitive to any regulations that could impact builder costs in addition to those already incurred through fees such as development cost charges, and that potentially increase barriers to development. To better understand the financial implications of the *BC Energy Step Code*, in late 2017, BC Housing published one of the most sophisticated high-performance building costing assessments ever developed in Canada. The study showed how the various steps may impact construction costs in various building types,

and in different climate zones across the province. It concluded that in most situations, and for most building types, builders can reach the requirements of the Lower Steps for a cost premium of 2 percent. We offer other key findings below.

First, we characterize Step 1 as “enhanced compliance” – it involves demonstrating that a given building meets the existing energy-efficiency targets of the *BC Building Code*. For builders who have not previously used energy modelling to comply with the *BC Building Code*, or have not built to a standard that requires energy modelling, these initial projects may cost more. Generally:



For Part 9 buildings, engaging a registered Energy Advisor will cost a builder as little as \$600 – though charges may be higher based on the needed level of engagement. However, that same builder may uncover cost savings from finding a more optimal way to meet code requirements, such as by reducing the size of a furnace or certain windows. Using an energy model provides builders with new flexibility that is not available in the base *BC Building Code*, and this can provide the opportunity for cost savings.



For Part 3 buildings, energy modelling and airtightness testing are more complex and require a larger investment than for Part 9 buildings, but there is still an opportunity to reduce “red tape” because the *BC Energy Step Code* does not require certification or paperwork associated with many green building programs.

Second, buildings built to the Lower Steps of the **BC Energy Step Code** will incur slightly higher costs than those built to the prescriptive requirements of the **BC Building Code** (approximately 1–3% of construction cost, depending on building type and location in the province; note that this is different than the final cost, which also includes cost of land and other costs).

Finally, those built to Upper Steps will involve more of an investment in training and building components, and costs vary more widely than for Lower Steps. This is why local governments should not require Upper Steps community-wide for several years, and should instead be using incentives to encourage their construction. The Energy Step Code Council is also encouraging local and senior governments to demonstrate leadership by building public buildings to these Upper Steps.

Other findings from the BC Housing costing study include:

- It is generally easier and more cost-effective to achieve the steps in buildings that have simple forms and that share common walls, such as townhomes and apartments.
- Wood-frame multi-unit residential buildings will meet the standard more easily than similar concrete buildings. In fact, 4–6 storey wood-frame buildings built to the base **BC Building Code** are roughly equivalent to Step 2 for this building type.
- A building's form and orientation will have a significant impact on its performance. A simple design facing south will have an easier time meeting the steps than the same building facing north.

Over time, as industry gains experience with these practices and energy-efficient products become more prevalent, cost discrepancies are likely to decrease. But the transition will not happen overnight.

To help support the industry through the transition to net-zero energy-ready construction, BC Housing has published **An Illustrated Guide on Cost Effective Tips and Optimization for High-Performance Homes and Buildings**. Find this resource and others at energystepcode.ca.

Benefits of the BC Energy Step Code

Buildings built to higher energy efficiency standards also provide multiple benefits – to home and building owners and occupants, to industry, and to the community.

Occupants often prefer these buildings as they:

- Better manage temperature, improving comfort.
- Better manage fresh air throughout the building, improving health.
- Better manage soundproofing, reducing exterior noise.
- Require less energy, reducing utility bills.

Industry will be able to appreciate a new level of consistency in the market and predictability throughout the province as we move to net-zero energy-ready by 2032. In this environment, construction industry practitioners, vendors, and manufacturers can invest in developing products, services, and best practices to deliver competitive services and products for high-performance buildings.

Together, the benefits to occupants and industry combine with a stronger green economy, which benefits communities across the province. It also helps the province and communities meet the goals and targets they have set to reduce our contributions to climate change.



“The BC Energy Step Code provides a consistent, performance-based approach to improving building energy efficiency. This clear path allows architects to continue to be at the forefront of designing structures that meet energy reduction goals. Architects are shapers of our built environment, and play a key role in not only implementing these types of sustainable initiatives, but leading them. The AIBC will continue to be a longtime partner and supporter of the BC Energy Step Code.

Mark Vernon, CEO, Architectural Institute of British Columbia

Photo: The Budzey Building - a partnership between BC Housing, the City of Vancouver, and RainCity Housing, provides supportive rental housing as part of the Provincial Homelessness Initiative in Vancouver BC (Part 3, at least Step 3).

3 Applying the BC Energy Step Code: Policy Tools and Examples

In April 2017, the **BC Energy Step Code** became available to local governments to reference through bylaw and/or through policy to provide an incremental and consistent approach to achieving more energy-efficient buildings that go beyond the requirements of the base **BC Building Code**. To provide authority for local governments to reference the **BC Energy Step Code**, two matters were unrestricted (with conditions) per Section 5 of the **Building Act**: conservation of energy and the reduction of greenhouse gases.

This section of the Guide provides hypothetical approaches that local governments may select to apply the **BC Energy Step Code** using a combination of tools appropriate for their circumstances – each demonstrating how to incrementally apply the Lower and Upper Steps. This is followed by a listing of policy tools that could be used by local governments to support, remove barriers, incentivize, or establish a requirement for specific step(s) across the community, by building type, by geographic area, and/or by approval mechanism (e.g., rezoning). Adjacent to the policy tools, related examples of programs in place in BC communities are provided to demonstrate how the tools can be employed to support increased energy efficiency in new buildings, demonstrating a variety of approaches suitable to individual communities.

3.1 Example BC Energy Step Code Approaches

The **BC Energy Step Code**'s flexible framework allows each local government to select steps, policy mechanisms, scale, and types of incentives suitable to each community, ensuring sufficient local government capacity to administer the program and local industry capacity to meet the new standards. Figure 3 below shows three example approaches that could be taken to suit different communities. Guidance for selecting your community's approach is provided in Section 4.

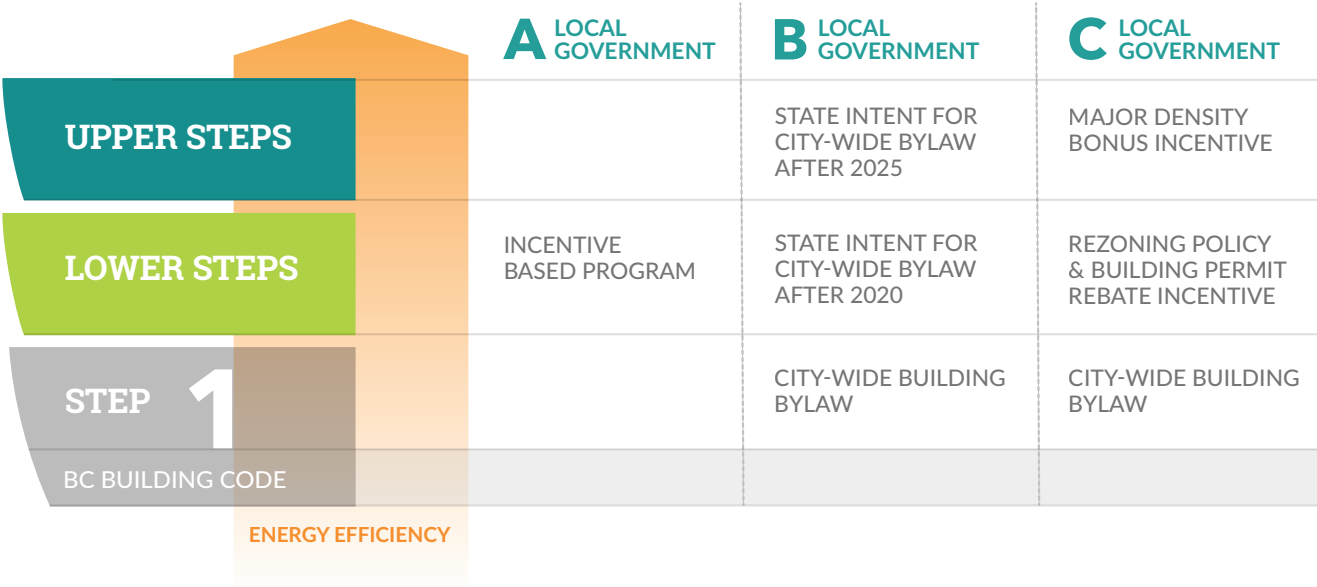


Figure 3: Three examples of BC Energy Step Code strategies for local governments

Local Government A may be new to requiring energy efficiency in buildings, in this example. Perhaps this government has reviewed local capacity, and has determined that capacity is insufficient to implement Upper Steps, but sees the value in preparing for future changes in the **BC Building Code** as the province moves towards net-zero energy-ready buildings by 2032. This government may decide to begin with a cautious approach, offering a voluntary, incentive-based program. This government might achieve its objectives via an Energy Advisor rebate program, building permit rebate, fast tracking of building permits, density bonus, or other voluntary incentives.

Local Government B may find through consultation with local industry that there is sufficient capacity to achieve Step 1 across the community, because there is familiarity with and expertise for energy modelling, airtightness testing, and meeting performance-based requirements. The local government may have previously provided an incentive program for these elements, supported capacity-building initiatives, or found industry has met these requirements in several existing buildings in the community to date. Also following consultation with industry, the local government may determine that, with appropriate capacity-building efforts and successful implementation of Step 1, they intend to require the Lower Steps for all buildings after three years. The local government may also decide to indicate the intent to require Upper Steps, if Lower Steps are successfully implemented, after 8–10 years of implementation. This provides a clear indication to industry how the local government is supporting the transition to net-zero energy-ready buildings over the next decade or more.

Local Government C may understand through internal and external consultation that the community has more experience with high-performance buildings, and more industry and internal administrative capacity to deliver them. This local government may be ready to take a more ambitious, multi-faceted approach, building on previous programs that support energy-efficient buildings in the community. In this case the local government may adopt several steps as follows: Step 1 could be introduced in a jurisdiction-wide building bylaw, Step 3 could be a mandatory requirement for rezoning across the jurisdiction, and Upper Steps could be negotiated in select circumstances or locations. To encourage the highest level of energy efficiency that supports the community's sustainability, affordability, and health objectives, the government might also introduce a design competition. This local government would also likely provide an indication of timing for future requirements.

A Role for the Regional District

With respect to **BC Energy Step Code**, regional districts may play two separate roles: first, the regional district may consider the applicability of adopting these higher building requirements where it administers and enforces the **BC Building Code**, and second, the regional district may play a role in coordination and communication among all local governments in a region. Although each member municipality will determine an appropriate approach for its community, the regional district can keep members informed of activities, successes, challenges, and other important information to support successful incremental adoption of the new performance standards. Where industry works across several municipal boundaries in a region, a regional district can host conversations to support coordinated or staggered implementation of requirements, taking into consideration capacity at a region-wide scale.

“BC engineers work to high standards to support our communities for the future. The BC Energy Step Code is a valuable tool for achieving energy reduction goals, and provides a consistent approach that will bring great benefit to the work that our members, licensees, and other members of the building community, are doing.

Ann English, PEng., CEO and Registrar, Engineers and Geoscientists BC

Photo: Foundation for a Passive House, North Vancouver BC (Part 9, Step 5).

3.2 Outline of Policy and Bylaw Tools

Several policy tools are available to local governments to reference the *BC Energy Step Code*, as outlined in this section. Some of these tools provide **general awareness and policy support**, others are suitable for **providing incentives** to achieve specified steps, some may be used to **require targeted buildings** to achieve specified steps, and finally, others are important to review to **remove barriers** to achieving the requirements of the *BC Energy Step Code*. Governments may also employ some tools to **demonstrate leadership** and support adoption of the *BC Energy Step Code*. It is prudent to conduct a legal review prior to moving forward with one or more of these tools, particularly if you are considering the use of a tool that your local government has not employed previously.

Many tools have already been used in communities around the province to support energy efficiency in buildings. This section also provides examples demonstrating how the tools have been put into practice in BC communities, supporting a range of energy efficiency equivalent to Lower and Upper Steps.

How One Tool can Achieve Various Outcomes

Several of the tools identified in this section may be applied in different manners with vastly different results. Depending on how it is implemented, one tool could be applied to simply encourage a few early adopters to conform to the identified steps, or to incentivize a moderate to substantial uptake of the identified steps. **It is up to each local government to work with community stakeholders to select the tool(s) that are most suitable for their circumstances.**

For example, a density bonus tool can be applied to obtain a range of results. A density bonus is a zoning tool that permits developers to build more floor space than would otherwise be allowed – thereby yielding more revenue from their project – in exchange for providing community amenities, which may include energy efficiency.

When the bonus floor space offered entails only a small increase in value over current allowance, the tool functions best as a voluntary encouragement for energy-efficient buildings among a minority of new buildings (e.g., 5%). However, when the bonus floor space offered amounts to a significant increase in value, then the result can be significant uptake, with the vast majority of new buildings opting to meet the higher energy efficiency standards (e.g., 95% or more).

When applying a density bonus tool to incentivize achieving a particular step, it is important that the density be "new" and be commensurate in value to the incremental investment being made in energy efficiency.¹

1. For more information about best practices for community amenity contributions, refer to the Ministry of Municipal Affairs and Housing guide *Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability*.



“ The BC Energy Step Code presents a great opportunity for the building industry to help meet our provincial climate change goals through the design and construction of more energy-efficient buildings. We look forward to collaborating with local governments to ensure its pragmatic and orderly implementation.

Bob de Wit, CEO, Homebuilders Association Vancouver

Photo: Clayton townhome development in Surrey BC, achieving ENERGY STAR for new homes (Part 9, Step 3).

A. Tools for general awareness and policy support

TOOL DESCRIPTION	BC ENERGY STEP CODE CONSIDERATIONS
The <i>Local Government Act</i> authorizes the development of official community plans (OCPs) to provide a vision for the community over a minimum 5-year time period. OCPs are significant because, after their adoption, all bylaws and works undertaken by a Council or Board must be consistent with the plan.	<ul style="list-style-type: none">• Include a policy statement about <i>BC Energy Step Code</i> to provide a clear signal to the community and industry that energy efficiency is important.
A community energy and emissions plan (CEEP) , also sometimes called a community energy plan or climate action plan , provides a vision and sets a target for how a community will reduce its energy use and greenhouse gas emissions over time. It provides specific actions and implementation plans for achieving the target, and is useful to indicate the policy direction a community will take.	<ul style="list-style-type: none">• Include <i>BC Energy Step Code</i> as an action in the CEEP to provide a clear signal to the community about upcoming expectations with respect to new buildings.
A neighbourhood plan or local area plan sets out a strategy for the planning of a specific area within a local government and for a timescale as specified by the local government. The plan must consist of a written statement and map, which set out the local government's objectives for the plan area.	<ul style="list-style-type: none">• Pilot a new energy efficiency policy in one geographic region before expanding to cover the whole community.
Local governments may provide tools for building assessment and performance measurement and learning forums to connect industry with energy efficiency expertise, practitioners and products.	<ul style="list-style-type: none">• Provide learning forums and tools to support market transformation in your community.
A sustainability checklist is a non-regulatory tool used to encourage new development and buildings that support and advance community sustainability objectives. Local governments may require development applications include submission of a checklist as part of the approvals process.	<ul style="list-style-type: none">• Include the <i>BC Energy Step Code</i> on your sustainability checklist to signal that energy efficiency is important to the community and to support voluntary uptake of the <i>BC Energy Step Code</i>.



**RELATED
CASE STUDY**

Regional Alignment of Approaches

District of North Vancouver, City of North Vancouver, District of West Vancouver, District of Squamish, Resort Municipality of Whistler, District

STEP 3, PART 9 AND STEP 2, PART 3

A number of adjoining British Columbia communities have worked together to adopt identical **BC Energy Step Code** strategies. This “regional alignment” approach helps reduce paperwork for builders active in these communities by establishing uniform timelines and requirements across a broad geographic area.

The District of West Vancouver, the City of North Vancouver, and the District of North Vancouver required all builders to meet the requirements of Step 3, Part 9 and Step 2, Part 3 on July 1, 2018. These communities on the North Shore of Metro Vancouver are home to about 180,000 residents, and will host a good deal of development activity in the coming years.

The District of Squamish and the Resort Municipality of Whistler soon followed suit, extending what had become a de facto Efficient New Home Zone beyond the North Shore and up the Sea-to-Sky Corridor. Further, adjoining local governments in the Capital Regional District adopted a similar approach on Southern Vancouver island. All of these local governments have made life a little easier for builders who once struggled a patchwork of energy requirements across the region.



Photos: Buildings that would meet the performance requirements of the Upper Steps generally have thicker walls than those built to minimum code requirements. Numerous local governments have relaxed zoning rules to ensure builders are not unfairly disadvantaged.

B. Tools to provide incentives

TOOL DESCRIPTION	BC ENERGY STEP CODE CONSIDERATIONS
<p>Greenstreaming, or “fast-tracking,” is an incentive that local governments can offer developers to achieve energy efficiency (or other environmental objectives) in new developments.</p>	<ul style="list-style-type: none">• Fast-track <i>BC Energy Step Code</i> applications as a valuable incentive for Lower or Upper Steps (ensuring the wait times actually decrease for these applications).• Be sure to consider potential impacts on wait times for non-<i>BC Energy Step Code</i> applications.
<p>The climate action revenue incentive program (CARIP) provides a grant to BC Climate Action Charter signatories that meet a set of requirements - including a requirement to publicly report progress toward carbon neutrality in their operations. The grant is equivalent to 100% of the local government’s direct expenditure on the carbon tax.</p>	<ul style="list-style-type: none">• Redirect CARIP grant to fund a program that incentivizes compliance with the BC Energy Step Code (e.g., to fund a building permit or Energy Advisor rebate program).
<p>A building permit rebate program, or “feebate,” is an incentive program that rebates a portion or all of a fee for achieving environmental objectives, including higher energy-efficiency standards in buildings. Funding may be available for these programs from BC Hydro and FortisBC.</p>	<ul style="list-style-type: none">• In most cases, provide a modest incentive to support uptake of the <i>BC Energy Step Code</i>, particularly Lower Steps.• May be used with other benefits to incent Upper Steps.• Consider using the local government's CARIP grant to fund this program.
<p>An Energy Advisor rebate program can be developed to subsidize engaging an Energy Advisor/modeller, encouraging residents and industry to adopt a performance-based approach to energy efficiency.</p>	<ul style="list-style-type: none">• Provide a significant incentive toward uptake of Step 1, supporting a market transformation and preparing industry for higher steps.
<p>A revitalization tax exemption (RTE) is a tool for local governments to encourage various types of revitalization to achieve a range of social, economic, and environmental objectives by offering relief from property tax for a prescribed term. A revitalization program may apply to a small area(s), a certain type(s) of property, a particular activity or circumstance related to a property(ies), or an entire municipality. In 2007, the <i>Community Charter</i> [R545], which establishes authority to create RTE bylaws, was changed to make it easier for green development to apply for RTEs.</p>	<ul style="list-style-type: none">• Provide a moderate to high level of incentive to support uptake of the <i>BC Energy Step Code</i>.• May be suitable to encourage Upper Steps in some circumstances.

Supporting builders through the learning curve

City of Vancouver, City of Richmond

STEP 1, PART 9

The City of Vancouver offers a textbook example of how a local government can support its builders as they adapt to new performance-based codes such as the **BC Energy Step Code**.

In early 2015, the city began enforcing specific air-tightness requirements for new homes – but many builders lacked the skills and knowledge needed to comply. As a result, at least at first, plenty fell short of the mark. In response, the city offered to relax enforcement of its air-tightness rule on non-complying projects, so long as the builder in question paid for, and had at least two staff attend, a one-day course on installing effective air barriers.

The city partnered with Small Planet Supply, RDH Building Science, and Red Door Energy Advisors to offer hands-on training.¹ And it worked. In March 2019, with a significant percentage of its builders up to speed, the city began rigidly enforcing its air-tightness requirement. And 100+ builders have acquired new skills that will serve them well in the transition to net-zero energy-ready or zero-emissions construction.

The City of Richmond began offering complementary air-barrier training to local homebuilders nine months before referencing the **BC Energy Step Code** in its bylaws. Richmond also offers free blower door tests to any home builder who received a building permit for a detached house, duplex, or townhouse project prior to the city's adoption of the standard.

1. Small Planet Supply initially delivered and organized the course. The British Columbia Institute of Technology now hosts the course at its High Performance Building Lab, or via its mobile air-tightness learning truck.

Offering industry a relaxation clause that will also reach climate objectives

City of Burnaby, City of Vancouver, City of Richmond, City of Surrey, and University of British Columbia

STEP 2, PART 3 AND STEP 3, PART 3

The **BC Energy Step Code** targets overall energy efficiency, rather than specific greenhouse gas outcomes. However, a number of local governments are taking advantage of the standard's inherent flexibility and pairing it with greenhouse gas intensity policies.

These communities require developers to meet Step 3, but in lieu of doing so, the governments offer a relaxation clause as a voluntary option that also advances their greenhouse gas objectives. Under the clause, they can meet the requirements of Step 2 provided they install a city-approved low-carbon energy system in the building – such as a ground- or air-source heat pump.

In short, these communities relax their requirements and allow residential developers to take a lower step, but only if they can demonstrate that the proposed building will emit less carbon.

Photos: Top: Builders learn the techniques of effective air-barrier installation via a one-day hands-on workshop. Bottom: Energy efficient home in Langley BC that participated in the Township's program.



C. Tools to provide incentives or mandate requirements

TOOL DESCRIPTION	BC ENERGY STEP CODE CONSIDERATIONS
<p>Zoning bylaws define how specific areas of land can be used by implementing land-use policies set out in Official Community Plans and Regional Growth Strategies. A local government's core zoning authority is set out in the <i>Local Government Act</i>, Section 479. A rezoning is a legal change to the zoning bylaw to permit an alternate type of development. Rezonings typically occur in response to objectives set out in an OCP or neighbourhood plan. Local governments have considerable influence and opportunity to encourage sustainable development through rezoning. A rezoning policy sets out objectives or criteria that the local government wishes to achieve in projects undergoing rezoning.</p>	<ul style="list-style-type: none">• When used as an incentive mechanism, identify opportunities to obtain "new" density (above and beyond that already available to the property) for achieving specific steps, where the increased value is at least commensurate with the incremental investment in energy efficiency.• See also density bonus and Phased Development Agreements.
<p>A density bonus allows development at a level of density that surpasses the allowable FSR under the OCP or neighbourhood plan in exchange for providing Community Amenities (which help a community meet its goals). These amenities typically include parks, heritage preservation, and affordable housing. One may also offer increased density in exchange for greener development as an amenity to the community. Density bonuses must be established in zoning bylaws that set out the specific conditions needed in order to receive the increased FSR.</p>	<ul style="list-style-type: none">• Can provide a significant incentive, and may be useful for either Lower or Upper Steps.• Especially effective where land values are high.
<p>Section 516 of the <i>Local Government Act</i> permits local governments to enter into phased development agreements (PDAs). These have the effect of protecting developments from subsequent zoning and development permit changes for a specified period of time. As PDAs replace zoning by way of bylaw for the term of the agreement, the process required to enter into such an agreement is consistent with that for a zoning bylaw.</p>	<ul style="list-style-type: none">• Negotiate a PDA requiring buildings reach specified steps (best applied for large sites).• Could be employed for Lower or Upper Steps, depending on the specific circumstances of the development.• May be particularly useful when a community is introducing a new step that has not been broadly met in the community to date.
<p>Local governments are authorized to use building bylaws to regulate construction and to administer and enforce the <i>BC Building Code</i>. Building bylaws are applicable across the community. Building bylaws may have sections applicable only to specific building types and/or geographic areas. Sentence 8 (3) (l) and Division 8 of the <i>Community Charter</i> govern this authority.</p>	<ul style="list-style-type: none">• Can require compliance with a Lower Step across the whole community during the transition period (as defined in section 2.3), where the community and industry have sufficient capacity. Or, the Building Bylaw may specify requirements by building type and/or by geographic region.• Following successful completion of the transition period, the Building Bylaw may be useful for applying Upper Steps; however, at this time it is most suitable for Lower Steps.

Amending zoning bylaws to remove barriers

The City of New Westminster

STEP 3, 4, OR 5, PART 9

Local governments use zoning bylaws to dictate minimum and maximum requirements for a new building's allowable floor area, height, and setbacks. Unfortunately, the rules often unintentionally disadvantage those who wish to voluntarily built to Upper Steps of the **BC Energy Step Code**.

The issue? A Part 9 home built to meet the requirements of the Upper Steps will generally have slightly thicker walls, and for the top step, a deeper insulated roof. Typical floor-space rules, which dictate density allowed on a given lot, may force builders to sacrifice allowable floor area to insulation, creating a disincentive. Numerous local governments are identifying these zoning barriers to high performance buildings, and lowering them via housekeeping amendments.

As an illustrative example, in early 2018 the City of New Westminster amended its zoning bylaw to exempt the area occupied by additional wall insulation for single-detached homes that achieve Step 3, 4, or 5 for single-detached homes, including detached dwellings such as laneway and carriage homes¹.

For single detached homes achieving Step 5, New Westminster also relaxed maximum building heights by up to 1.22 meters (4 feet), to support deeper insulation in the roof assembly and foundation. At the time of publication, British Columbia communities that in 2018 collectively issued 30 per cent of building permits for new Part 9 homes, and 26 per cent of those for new Part 3 buildings, have adopted thick wall or roof zoning amendments.

1. City of New Westminster, Zoning Amendment Bylaw No. 7953, 2018, available via newwestcity.ca

Supplementing the standard with an energy labeling requirement

District of Saanich, City of Surrey, City of Richmond, City of New Westminster, City of Kimberley, District of Sparwood

ALL STEPS, PART 9

As local governments implement bylaws to require and/or incentivize steps of the **BC Energy Step Code**, some are taking the opportunity to add a useful regulatory and engagement tool to the mix: A sticker.

Specifically, an energy label that conveys the specifics of a new home's performance upon its completion. Typically, communities mandating home-energy labeling require a builder to affix the label to the inside door of an electrical service panel, where it is unlikely to be removed. Its benefits include:

- **Energy Literacy:** Labelling helps educate new-home buyers by giving them direct access to performance data. When the residence passes to a new owner, the info stays with the building.
- **Valuing Efficiency:** Inconsistent and missing data is limiting industry's ability to effectively market energy-efficient homes. By providing consistent, reliable, and accessible information on the energy efficiency of one home versus another, energy labeling could help close that gap.
- **Market Differentiator:** Home energy labelling offers builders a way to differentiate their product from that of the competition. By increasing consumer awareness, labeling could motivate builders to innovate and drive demand for above-code construction.

As of spring 2019, communities that have adopted a home energy labeling requirement or incentive collectively represent 28.5% of building permits issued for Part 9 homes in 2018. A **BC Energy Step Code** strategy offers a local government an ideal time to introduce them.^{1,2}

1. For more, see "Put a Label On It: The BC Energy Step Code and Home Labeling Disclosure," City Green Solutions, July 2018, and "Bulletin 1: The BC Energy Step Code and Home Energy Labeling." Both are available via energystepcode.ca.

2. As of early 2019, the Real Estate Board of Greater Vancouver and its partners were exploring how to add home energy labelling scores to property listings. If adopted, homebuyers would be able to factor energy efficiency into their purchase decisions.

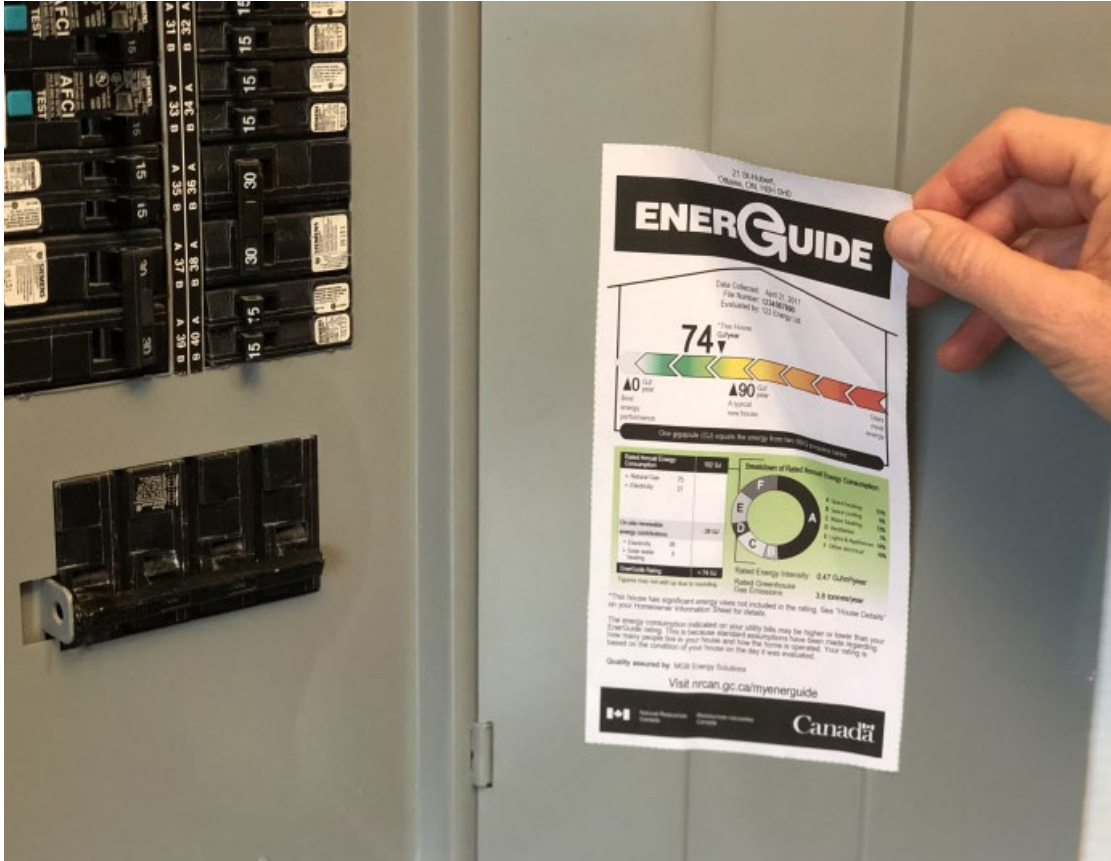


Photo: An example of an energy label that conveys the specifics of a new home's performance upon its completion.

D. Tools to remove barriers

TOOL DESCRIPTION	BC ENERGY STEP CODE CONSIDERATIONS
Local governments may adopt design guidelines and policies to achieve certain objectives with new developments, ranging from accessibility, to heritage preservation, to view protection, to landscaping, and many more.	<ul style="list-style-type: none">Review to ensure guidelines do not unintentionally make Upper Steps more costly or unachievable (e.g., by encouraging building forms that are inherently energy inefficient).Align design guidelines with best practices in energy efficient design.
Floor Space Ratios (FSRs) are established in zoning bylaws and they dictate the total floor area permitted in buildings, based on the size of the subject properties. Often, FSR is calculated to the exterior perimeter of the building (including exterior walls). This can effectively penalize buildings for featuring more highly insulated walls - they will have less habitable floor area-unless energy-performance-related FSR exclusions are implemented.	<ul style="list-style-type: none">Adjust FSR calculation methodologies to ensure thicker walls with more insulation are not penalized, by basing calculations on the habitable floor area (inside exterior walls).
Local governments are authorized to use building bylaws to regulate construction and to administer and enforce the BC Building Code . Building bylaws are applicable across the community. Building bylaws may have sections applicable only to specific building types and/or geographic areas. Sentence 8 (3) (l) and Division 8 of the Community Charter govern this authority.	<ul style="list-style-type: none">Review your Building Bylaw to remove any procedures that unintentionally inhibit the BC Energy Step Code (e.g., procedures for compliance with prescriptive requirements).



Photos: Top: Spruce Grove Passive House in Whistler BC, photos by Kristen McGaughey Photography (Part 9, Step 5). Bottom: Thickness of a wall from a pre-fabricated panel built in Agassiz BC to Passive House standards, photo by Monte Paulsen (Part 9, Step 5).



E. Tools to demonstrate leadership

TOOL DESCRIPTION	BC ENERGY STEP CODE CONSIDERATIONS
<p>A corporate policy can be put into place to require all new civic buildings meet a particular standard that supports a corporate or community objective.</p>	<ul style="list-style-type: none">• Include requirements in tenders for new facilities to achieve the Upper Steps.• Help transform the local market by providing valuable experience with meeting <i>BC Energy Step Code</i>.
<p>Local governments may have opportunities to encourage other public sector buildings to achieve particular standards for new buildings in their community boundaries.</p>	<ul style="list-style-type: none">• Identify performance standards for institutional buildings in policy (e.g., OCP, Local Area Plan).• Encourage applicable provincial or federal agencies to voluntarily adopt <i>BC Energy Step Code</i> standards or equivalent.• Where additional density is proposed (particularly residential density), incorporate <i>BC Energy Step Code</i> requirements in the rezoning process.
<p>Provision of local government-owned land for re-development to meet OCP or neighbourhood plan objectives that are not likely to be achieved without support from the local government (for example, if the land requires remediation and renewal, or there is a desire for mixed-use development, social housing, energy efficiency, renewable energy, or other features that may be cost-prohibitive in the existing market). The price for the land can be set at a rate that is financially viable for both the local government and for the developer undertaking the project, while conforming to requirements of the <i>Community Charter</i> and <i>Local Government Act</i>.</p>	<ul style="list-style-type: none">• Include requirements in development approval for buildings to achieve the Upper Steps.• Help transform the local market by providing valuable experience with meeting <i>BC Energy Step Code</i>.

An early adopter in the B.C. interior

Regional District of East Kootenay

PART 9, ALL STEPS

Market transformation isn't just for big cities; a number of the province's smaller communities are actively preparing their builders for the shift to high-performance construction – including several in the Regional District of East Kootenay (RDEK).

The district began officially consulting with builders on a proposed **BC Energy Step Code** strategy in March 2019. (Three of its member municipalities are ahead of the curve, and have already adopted the standard.) This is the result of engagement and education work by the district's dedicated community energy manager. As a result of the manager's work, staff and builders across the province's southwest corner are remarkably energy literate. The region leads the province for builders who report that they have built to at least Step 1, Part 9¹. Recent initiatives and activities include:

- Hands-on builder workshops with 20+ mobile wall assemblies, showcasing a variety of approaches to achieving above-code performance in new homes.
- A four-part training series for building officials that included building-science basics, on-site home inspections with a mid-construction blower door test, and Q&As with energy advisors
- Numerous "Tailgate meetings," which welcome trades, builders, realtors, building officials, and others to visit a mid-construction blower door test.

Builder capacity-building workshops across the District now regularly engage more than 80 participants at a time; the RDEK's community energy manager customizes them to target specific identified gaps in training. The shift to net-zero energy-ready buildings is well underway across British Columbia, and by adopting a **BC Energy Step Code** strategy, the Regional District of East Kootenay is playing an active role.

1. BC Residential Building Statistics and Trend Report 2017, BC Housing. Available via bchousing.org/research-centre



Photos: Left: Thermal image being taken during a builders' workshop in Fernie BC; the home is designed to achieve at least Part 9, Step 3.



Right: Energy advisor Ray Smith shows a group of East Kootenay Regional District building officials how he uses a smoke machine to pinpoint leaks in a home's air barrier. Minutes previously, Smith depressurized the building with a powerful fan; the smoke reveals where outside air is rushing in to fill the vacuum via tiny gaps around the window.

4 Developing Your BC Energy Step Code Strategy

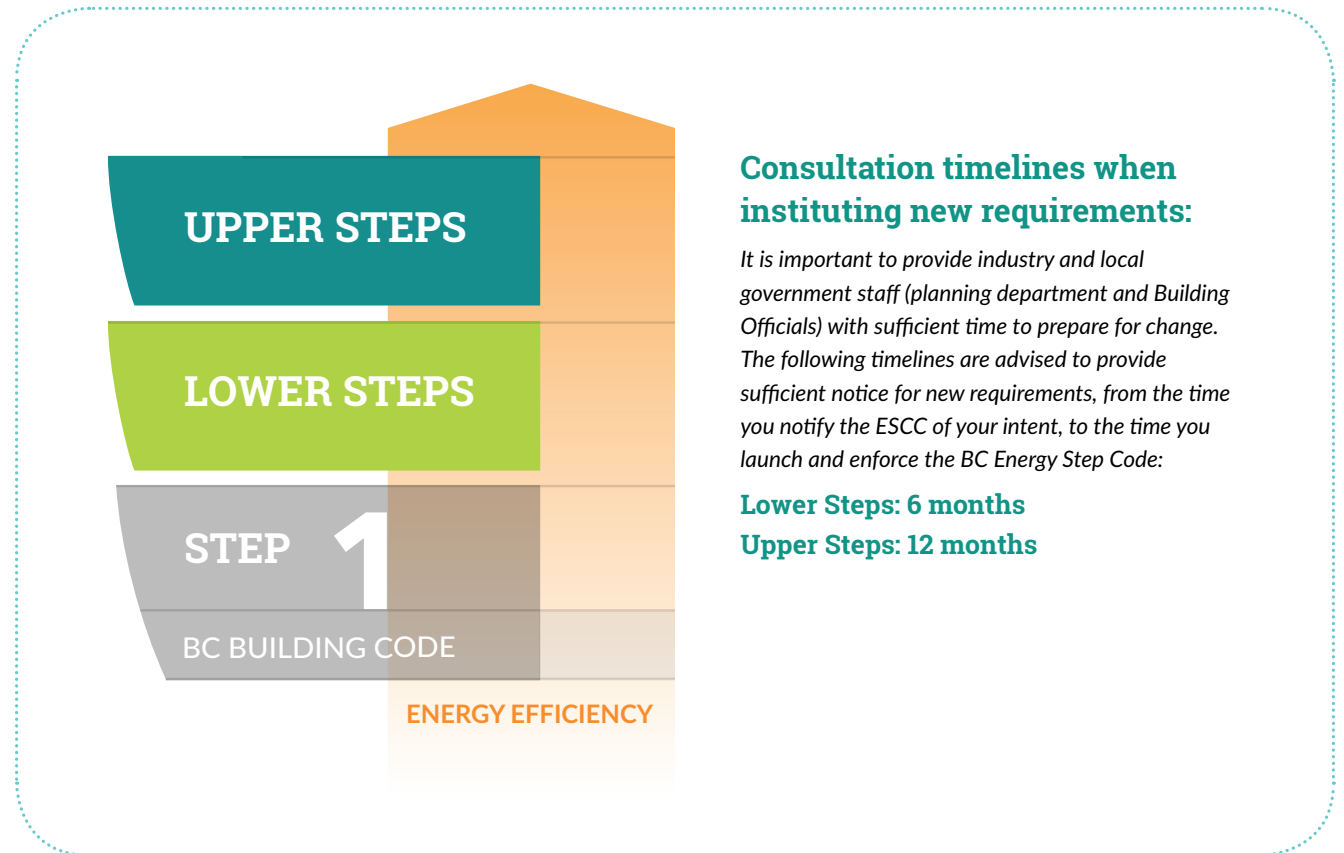
4.1 Key Steps to Develop Your Strategy

All local governments are encouraged to develop a comprehensive strategy when incentivizing or requiring one or more steps. Taking a strategic approach to the **BC Energy Step Code** will involve understanding the scope and opportunity provided by the legislation, as well as consulting with relevant stakeholders in your organization and community to identify and assess risks and opportunities.

These discussions will inform the approach that is most suitable to your community, and will give your local building community time to plan and prepare for the coming changes.

For the transition period – at least until 2020 – local governments that are considering the application of the **BC Energy Step Code** on a community-wide scale should only require the Lower Steps, except in specific circumstances where Upper Steps might be required when paired with appropriate benefits.

The following section outlines the key steps to defining an approach to the **BC Energy Step Code** suitable to your community. Each community will need to establish a specific process that fits its circumstances.





The BC Energy Step Code web site (energystepcode.ca) offers a wealth of resources including:

- A calendar of upcoming events and training opportunities.
- Recent additions and updates to the standard.
- Information on incentive programs.
- Case studies of “real world” projects that meet the requirements of Step 3, Part 9.

1

Review resources.

- Review communications, awareness and training publications, and webinars available at: energystepcode.ca
- Contact BC Housing to help identify energy-efficient buildings and energy-efficiency expertise in your area
- Join a local government Peer Network to work together on effective **BC Energy Step Code** implementation. Contact BC Hydro for more information (sustainablecommunities@bchydro.com)

2

Notify the ESCC of intent to consult and reference the BC Energy Step Code.

Visit energystepcode.ca to obtain the form and instructions on how to notify the ESCC

3

Consult, define your program details and prepare policies and/or bylaws.

A. Conduct consultation

- Establish a process and determine who you need to engage and why (see 4.2)
- Develop clear timelines that meet the Provincial policy (see 4.3)
- Re-engage as needed, being sure to incorporate sufficient time should your approach change after consultation

B. Consider appropriate tools

- Identify **tools** to reduce barriers, mandate changes, and/or demonstrate leadership in civic buildings (see 3.2)

C. Review policies and processes

- Streamline affected development approvals
- Minimize the impact on building permit approval timelines (see 4.4)
- Harmonize with district or alternative energy policies (see 4.5)

D. Identify communications and awareness needs

- Which staff, elected officials and advisory members need training?
- How can your local government support industry to connect with training resources?
- What local communication materials need to be updated or created?

E. Adopt policies and bylaws, based on consultation outcomes

F. Identify clear timeframes and indicate future intentions (see 4.6)

G. Identify how to monitor your program's success (see 4.7)

H. Identify opportunities to demonstrate leadership

- Local government corporate policies and tenders (see 4.8)

4

Notify the ESCC once plan is approved and ready.

5

Launch and administer the BC Energy Step Code as defined for your community.

4.2 Consultation: Who to Engage and Why

Engaging with the appropriate stakeholders while defining your strategy will shape an approach that is suitable to your local building culture. The level of engagement needed will vary by community and by the type and extent of the proposed new policy, program, or bylaw.

Conducting meaningful engagement with the stakeholders identified not only helps you develop a suitable approach, it helps raise awareness and prepare industry for changes that will be coming in your community and across the province.

An overview of important stakeholders, and their role in strategy development and implementation includes:

- **Staff:** Planning, development, and building compliance staff will help define the strategy. Staff can identify potential alignments or conflicts with existing policies, processes, and bylaws, and identify preferred policy tools. Staff can also identify opportunities for communicating about the *BC Energy Step Code* with the community – through front-desk inquiries, at pre-application meetings, during building permit application, and others.
- **Elected officials and approval bodies:** Elected officials need to understand the *BC Energy Step Code*'s purpose and objectives, be briefed on the outcomes of the consultation process, provide support for the program, and communicate the community's approach and priorities with respect to energy efficiency and the *BC Energy Step Code*. Approval bodies, including design review panels and planning commissions, will need to understand the purpose and objectives, and how increasing energy efficiency may change the form and design of new buildings.

- **Industry:** Representatives from the appropriate building sector (Part 3, Part 9, or both – including designers, builders, energy professionals, trades, and suppliers) will be key participants in identifying the types of policy tools and incentives that are appropriate for the steps being proposed, and identifying potential conflicts with existing policies, processes, and bylaws that need to be addressed. As a best practice, local governments may also consider using forums to facilitate connections among Energy Advisors, builders, designers, construction companies, and suppliers.
- **Neighbouring local governments:** Many industry professionals and trades work across several municipalities, so an important aspect of understanding how available industry is to deliver services in your community is knowing what demand there may be for these services in the region. Neighbouring communities can provide information on type and scale of programs being put in place, and may be interested in aligning programs to enhance regional consistency.
- **Public:** Public engagement helps share messages, gauge support for new objectives, and gather input during strategy development. The public should be introduced to alternative building designs that may appear more frequently, and the benefits of energy-efficient buildings.



Ideas and Resources for Engaging Stakeholders

- The Energy Step Code Council is pleased to make a Microsoft PowerPoint™ presentation available to local government staff and elected officials. The presentation is a primer on the standard, explaining how it came to be, how it works, and how local governments are already requiring or incentivizing high-performance buildings. Download it from the “resources” section of energystepcode.ca.
- Host an “all parties” forum or builder breakfast event to bring together your building officials and planners, designers, energy advisors, builders, trades, and suppliers to ensure that everyone that will deal with proposed new *BC Energy Step Code* provisions is on the same page and has the same interpretation of the new requirements.
- Collaborate with local networks, industry associations, and schools to distribute primers and notices about workshops.
- Have building officials attending site visits alert the builder of the upcoming changes, providing handout materials and other communication materials.
- Create information boards or notices to post at City Hall, and at local building centres, plumbing suppliers, and other areas that interested parties may convene or frequent.

4.3 Provincial Policy: Timelines and Grace Periods

The *Provincial Policy* provides guidance for the successful implementation of the *BC Energy Step Code*, based on input from the multi-stakeholder members of Energy Step Code Council. The following summarizes key guidelines from the *Provincial Policy* with respect to notifying the ESCC of your plans, providing sufficient time to industry to prepare for new requirements, and providing appropriate grace periods for applications in place prior to new requirements coming into force.

Notifying the Energy Step Code Council

It is important to **notify the Energy Step Code Council through the Building and Safety Standards Branch** at two (2) key points in your process:

1. When you plan to begin consultation with industry on your proposed approach.
2. When you have established or ratified a bylaw, policy, or program that references the *BC Energy Step Code*.

To notify the ESCC of your intentions, complete the notification form available through the Building and Safety Standards Branch, or by visiting energystepcode.ca. Keeping the ESCC informed ensures you have access to the most recent information and resources available, and it allows the ESCC to track and monitor the *BC Energy Step Code* implementation province-wide.

Minimum Timelines for Requiring the BC Energy Step Code

It is also important to **provide industry and local government staff** (planning department and building officials) **with sufficient time to prepare for change**. The *Provincial Policy* establishes minimum timelines for implementing new requirements, beginning when your local government gives notice to the Energy Step Code Council that you are initiating consultation with industry on a proposed approach, and ending at the time the new requirement comes into force.

These timelines are summarized as follows:

- **Lower Steps:** New or expanded requirements for Lower Steps may be enforced no sooner than six months after notification.
- **Upper Steps:** New or expanded requirements for Upper Steps may be enforced no sooner than one year after notification.

Local governments may adjust these timelines in consultation with local industry and may obtain guidance from the Energy Step Code Council. If a local government chooses to adopt a higher step than was put out during consultation, or plans to change an existing program by broadening the scope, increasing step level, or changing the approach, then the minimum notification timeline should be reset.

Grace Period for In-Stream Applicants

At the time a local government enacts the *BC Energy Step Code*, applicants that have previously initiated an application for a new building(s) – rezoning, development permit, development variance permit, or building permit – with detailed design drawings, are considered “in-stream” and should be permitted to build to the energy standards in place at the time of application, as long as they have submitted an application for a full building permit application within one year.

Planners will need to incorporate the new *BC Energy Step Code* provisions into discussions as early as possible when discussing complex applications that are not ready for development application submittal prior to enforcement of the *BC Energy Step Code*.



“The BC Energy Step Code offers the development industry a more flexible, performance-based rather than prescriptive, approach to meeting the energy-efficiency standards of the BC Building Code. We have moved from inconsistent standards across BC to a new, coordinated benchmark, aligned with future net-zero provincial requirements. The Urban Development Institute is proud to have been at the table since day one and intends to remain involved.

Anne McMullin, President/CEO,
Urban Development Institute

Photo: Participants providing input to a planning process through an energy charrette in Surrey BC.

The BC Energy Step Code training webinars for building officials are valuable resources (available at energystepcode.ca).



4.4 Changes for Building Officials, Permits, and Inspections

The *BC Energy Step Code* represents a significant change to how buildings demonstrate compliance with energy-efficiency requirements, and local governments administering and enforcing the *BC Energy Step Code* may need to establish new procedures for determining compliance. Some local governments may already be incorporating these changes in order to accommodate performance-based compliance under the base *BC Building Code*. Where this approach is new, new procedures may be needed for accepting energy models and for airtightness testing, as described below.

Under the *BC Energy Step Code*, each building will require an energy model, and the model must demonstrate the building is designed to meet the requirements set out for the specified step (see Appendix A for the list of requirements). New procedures may include evaluating whether the documentation is complete and meets the standards for energy models that are set out in the regulation.



For Part 9 buildings, energy models will typically be prepared by Registered Energy Advisors retained by the builder or designer. Part 9 energy models will be prepared using software, such as HOT2000, which generates results according to the EnerGuide Rating System.



For Part 3 buildings, energy modelling is within the scope of Letters of Assurance, and the role of the building official does not change.

Inspections will no longer need to verify prescriptive requirements (for example, there are no minimum or maximum requirements for insulation, door/window/skylight U-values, or equipment efficiency in the *BC Energy Step Code*). Instead, the requirements for components are dictated by the energy model submitted with the permit application.

To prepare for these changes, local governments may wish to:

- **Have building officials complete** the *BC Energy Step Code* training webinars for building officials (available at energystepcode.ca).
- **Review** and update compliance procedures to accommodate the change in approach. Look for standardized compliance forms and checklists at energystepcode.ca.
- **Review** best practices in energy modelling (see resources noted in section 5).
- **Develop** a policy that clearly defines the "due diligence" requirements for your local government.
- **Stipulate requirements** related to documentation of final compliance (other than those required for Part 3 buildings in the *BC Building Code*) to verify the energy model details are the same as the actual construction of the building.
- **Obtain guidance** from legal counsel on appropriate procedures for accepting assurances.
- **Define procedures** for completing airtightness testing.
- **Establish** the level of interaction needed with the Energy Advisor on site for the inspection.
- **Identify** procedures for what happens if a building fails to meet the airtightness requirements.
- **For Part 9 buildings**, check that air and vapour barrier products and materials conform to a standard listed in the *BC Building Code*.
- **Check** that the building has a ducted supply ventilation system (as the *BC Energy Step Code* does not permit the use of a passive ventilation system).

Alternative Solutions

Building to the *BC Energy Step Code* is likely to drive an increase in the use of alternative solutions. As builders are required to increase the airtightness of the building, and improve the building envelope, equipment, and systems, this may require design approaches, materials, and equipment that are not currently listed as acceptable solutions in the *BC Building Code*. The *BC Building Code* does allow for alternative solutions to be proposed to the Authority Having Jurisdiction, but processing these requests can be time consuming, complex, and expensive. Local governments should anticipate this increase in alternative solution requests and have a process in place to process them efficiently. This will be more of an issue in Upper Steps where building performance is being pushed well beyond conventional practices.

4.5 Harmonizing with Existing Policies and Priorities

Local governments are well accustomed to balancing across multiple objectives. Two examples of relevance to successfully implementing the *BC Energy Step Code* are discussed below: strategies to maintain affordability and considerations for district energy and/or alternative energy policies.

A Strategy for Energy-Efficient and Affordable Housing

During the development of the *BC Energy Step Code*, the Energy Step Code Council placed much care and attention on identifying an incremental series of energy-efficient building standards that may be suitable in different regions or circumstances. Some of these standards are achievable today in a cost-effective manner, while others require new capacity, training, or higher initial costs. Because each community in BC faces different contexts with respect to capacity, cost of building, affordability, housing supply, and land market conditions, each local government will need to consider which tools and approaches are most suitable in their communities. This is why there are multiple steps, so that each local

government can introduce energy efficiency in a step-wise manner that works for the community.

Consider the following tips to help minimize impacts on affordability as you develop your **BC Energy Step Code** strategy:

- **Familiarize** yourself with the incremental costs of achieving the steps for different building types and climate zones by reviewing the results of BC Housing's costing study (discussed in section 2.6).
- **Review** BC Housing's *An Illustrated Guide on Cost-Effective Tips and Optimization for High-Performance Homes and Buildings* at energystepcode.ca.
- **Check** efficiencybc.ca for links to information about provincial or utility incentives and financial mechanisms that may be available to industry.
- **Review** the tools in section 3.2 and consult with local industry and real estate to determine a suitable level of incentive for your community.
- **Support** industry learning through builder forums, linking to listings of energy modellers and airtightness testers, promoting training events, etc.
- **Ensure** design guidelines align with cost-effective and energy-efficient building forms.
- **Exclude** additional wall thickness related to increased insulation from floor space ratio (FSR) calculations.
- **Start with Lower Steps** because these can use conventional materials and approaches.
- **Ensure** that new regulations and permitting processes do not negatively impact approval timelines.
- **Provide a clear direction** for the future so industry can prepare for upcoming changes to local building requirements.

More energy-efficient homes are likely to experience reduced energy costs and lower maintenance expenses, which can help improve affordability for home occupants.

District Energy, On-Site Renewable Energy, and the BC Energy Step Code

Encouraging renewable district energy systems and on-site renewable energy generation are two actions that BC local governments have pursued in support of their climate action goals. Some communities have developed renewable district energy systems that require certain adjacent buildings to connect to the system, while other communities have encouraged or required a certain amount of on-site renewable energy generation be installed. Meeting these requirements can involve increased capital investment beyond that required to meet the base **BC Building Code**.

The **BC Energy Step Code** focuses on making buildings need less energy, regardless of the source of energy, which can also involve increased capital investment (especially for the Upper Steps). Since highly energy-efficient buildings have much lower heat demand, it may be challenging to maintain a financially viable renewable district energy system that serves very efficient buildings. Moreover, requiring investments in both the energy supply and demand may involve higher costs.

Local governments need to consider these policies in tandem. Where a building is required to connect to a renewable district energy system, the local government should carefully review the implications before setting **BC Energy Step Code** requirements. The province has signalled that the shift to net-zero energy-ready buildings will occur over three code cycles, with progressively greater levels of energy efficiency requirements over 2018 base building code in 2022 (20% more energy efficient), 2027 (40% more energy efficient) and 2032 (80% more energy efficient).

For some building designs, Upper Steps of the **BC Energy Step Code** requirements may be challenging to meet (e.g., a south-facing building designed with a high ratio of glass). In these cases, developers may offer to invest in on-site renewable energy as an alternative to reaching higher energy efficiency standards. It is important for local governments to develop policies that are flexible to accommodate these types of cases.



“By incentivizing and requiring energy-efficient new construction, the BC Energy Step Code will help drive market demand for a range of high-performance building products including mineral-fibre insulation. The regulation stands to stimulate this manufacturing sector, allowing BC companies to meet the growing demand with a wider range of more competitive products and assemblies. This will attract investment, spur innovation, and create new opportunities and skilled jobs in Canada's clean-growth economy.

Jay Nordenstrom, Executive Director,
NAIMA Canada

Photo: Bullitt Center, a high-rise commercial concrete building in Seattle, Washington. Photo by Nic Lehoux.

4.6 CleanBC Introduces New Interim Performance Targets

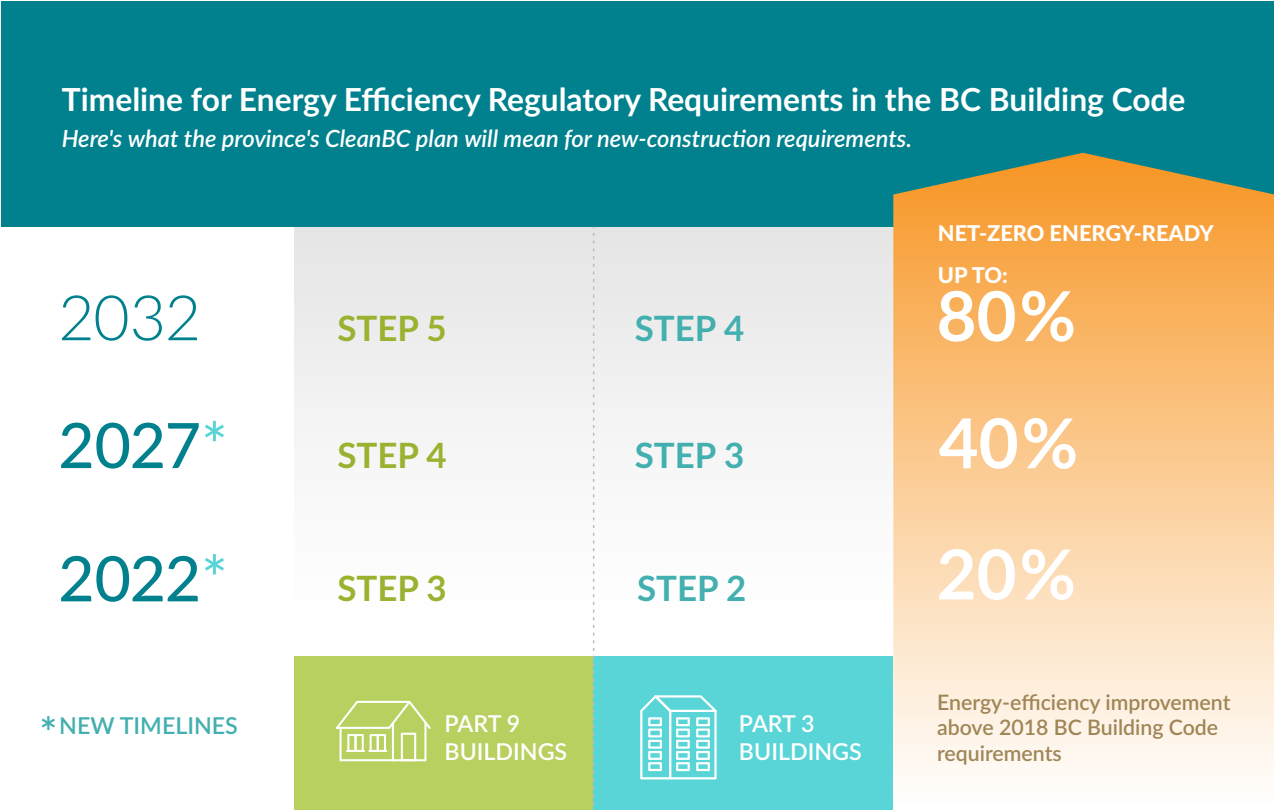
In its December 2018 *CleanBC* plan, the Province of British Columbia reaffirmed its commitment that builders must deliver net-zero energy-ready new construction by 2032. It also established clear timelines for increased building energy performance.

As the table opposite indicates, starting in 2022, all builders will need to demonstrate that their projects perform 20 per cent better on energy efficiency than what was required of them under the 2018 *BC Building Code*. This target matches the requirements of Step 3, Part 9 and Step 2, Part 3 of the *BC Energy Step Code*.

Five years later, in 2027, the province will again tighten up energy-efficiency requirements, and move the whole province another step up the high-performance staircase. As of that year, builders will be required to demonstrate that their projects perform 40 per cent better than 2018 *BC Building Code* requirements. This second target lines up with Step 4, Part 9 and Step 3, Part 3.

By now, many British Columbia local governments have adopted at least Step 1 of the *BC Energy Step Code*. This has positioned them well for the upcoming new performance deadlines, because their builders will be already familiar with the new requirements before the province requires them in the base building code.

Those local governments that have yet to begin consulting industry on possible *BC Energy Step Code* strategy now have an added incentive to do so. As outlined elsewhere in this guide, local governments, and training institutions are offering support, education resources, and incentives to help the province's builders get up to speed.



4.7 Monitoring, Evaluating, and Adjusting

Once you have developed your strategy, it will be important to monitor progress to see if you are reaching your community's objectives with respect to the **BC Energy Step Code**. An annual assessment of progress will provide you with critical information that may lead you to either make adjustments to your strategy, or to keep a steady course. Monitoring and evaluation will also indicate the appropriate time to increase performance requirements.

Here are some factors to consider tracking to support your program evaluation:

- Industry and local governments find the steps clear.
- Steps are reported to enhance consistency in development industry.
- Anticipated costs (including time) and benefits are realized.
- There is good awareness and education across industry.
- Continuous learning is happening in industry and at the local government.
- Processing times have not slowed down.
- The number of development applications and building permit values have not gone down.
- Economic opportunities are realized.

As numerous staff will be responsible for implementing various elements of the strategy, defining a clear monitoring and evaluation process during the strategy, including required data needs, will help ensure evaluations are based on accurate quantitative and qualitative data, and that this information is regularly collected and tracked.

To support a smooth transition toward net-zero energy-ready buildings by 2032 across the province, the Energy Step Code Council will also be tracking key information about the uptake of the **BC Energy Step Code** in all communities. Be sure to provide the ESCC with monitoring and evaluation results from your community, as well as relay any pertinent case studies and lessons, to support the province-wide transition, by responding to ESCC surveys and requests for information (likely to be conducted annually).

4.8 Take Leadership in Civic Facilities

The Energy Step Code Council is encouraging local governments to consider specifying the Upper Steps as a tender requirement for new public amenities, such as a community centre or recreation complex.

In the past decade, a number of governments across Canada (local, provincial, and federal) have helped increase industry familiarity with high-performance building techniques and products by requiring high-performance building standards, through green-building rating and certification systems, as a condition of public tender. This is a proven way of using public sector leadership to help prepare the local market for broader uptake. The Province and BC Housing are taking steps towards leadership in new public sector buildings and affordable housing projects. Local governments can also work with provincial and federal agencies to encourage new institutional buildings to be built to the Upper Steps, further supporting market transformation toward high-performance buildings in the community.

“The BC Energy Step Code gives local governments a tool to consistently and clearly indicate what they want to accomplish on efficiency, and the authority to do it. The prescriptive approach in the building code is open to interpretation, and it doesn't really achieve the goal of what it is trying to do. The performance approach allows builders to be flexible and allows the builder and the designer to look for solutions that best fit the situation.

Mark Bernhardt, a building contractor in Victoria, BC

Photo: Spruce Grove Passive House in Whistler BC, photo by Kristen McGaughey Photography (Part 9, Step 5).

A Primer on the Technical Requirements

5.1 Whole-Building Energy Modelling

To meet the requirements of a given step of the **BC Energy Step Code**, a whole-building energy model of the proposed building design must be completed prior to construction to demonstrate to local government building officials that the building's modelled design meets or exceeds a set of defined requirements. Energy models are usually prepared by trained energy modellers, who work in collaboration with builders and/or designers to demonstrate how the energy-efficiency requirements will be met. This is already common practice for high-efficiency buildings in BC, and is an optional compliance path for meeting the energy-efficiency requirements in the base **BC Building Code**.

After construction, the responsible party must prepare documentation that the building meets the specifications set out in the energy model. The responsible party varies depending on the building type:

Part 9 buildings: the owner is responsible for preparing the appropriate documentation. In practice, this responsibility is likely to be delegated to the designer, builder, or Energy Advisor.

Part 3 buildings: the qualified professional (architect or engineer) is responsible for preparing letters of assurance.¹

To improve consistency, transparency, and comparability, the **BC Energy Step Code** uses the same metrics for each step, with progressively increasing performance requirements at each step (see Appendix A for a summary of these requirements). The metrics represent modelled energy use in relation to the building envelope and the equipment and systems.

¹ Letters of assurance, introduced in the 1992 BC Building Code, are uniform, mandatory documents intended to clearly identify the responsibilities of key professionals in a building project.

What is an Energy Model?

An energy model calculates how much energy a proposed building is expected to use. The energy consumption can relate to space heating, hot water heating, ventilation, lighting, appliances, and plug loads. The modelling is done by a trained energy modeller who understands modelling software, construction details, and code requirements. The energy model accounts for the size and geometry of the building, the climate location, the effective insulation values of assemblies such as walls, ceilings, and windows, and the mechanical systems that heat and ventilate the house. Standard operating conditions are assumed for the quantity and living habits of the occupants. The **BC Building Code** identifies acceptable modelling and airtightness tools and procedures (for acceptable procedures for Part 3 buildings refer to Part 8 of the National Energy Code of Canada (NECB) and City of Vancouver Energy Modelling Guidelines). **Professional Practice Guidelines – Whole Building Energy Modelling Services** from Engineers and Geoscientists BC and AIBC will provide guidance for using energy models to comply with regulations, incentive or rating programs, and as a design tool in developing higher performing buildings.

Who Prepares Energy Models?



For Part 9 buildings, an Energy Advisor can provide both energy modelling and airtightness testing - the two compliance services needed for Part 9 buildings. Registered Energy Advisors are third-party consultants who have been trained and licensed through their organization and Natural Resources Canada, and there are numerous registered in BC. Since the availability of Registered Energy Advisors varies by region, it is important to ensure Part 9 builders have access to a Registered Energy Advisor when considering adopting the **BC Energy Step Code** program in their communities. Find one via energystepcode.ca/energy-advisors.



For Part 3 buildings, an architect, engineer, or trained energy modeller can provide energy modelling needed to achieve the steps, and numerous architectural and engineering consulting firms currently provide these services throughout BC. Many new commercial buildings currently use this approach and are already capable of achieving the Lower Steps.

5.2 The Building Envelope

The “building envelope” refers to the physical barrier separating a building’s heated or cooled interior from the outside elements. It includes the walls, roof, floors, windows, skylights, and doors (see Figure 5). If the temperature inside a building is different than the outside, heat will naturally move through the envelope. If a lot of outdoor air seeps into the building, heating or cooling systems may kick in to bring the air to room temperature (especially if it is much colder or warmer outside compared to inside), and this can use a lot of energy. A high-quality building envelope manages the air that moves between indoors and outdoors, and reduces the requirements on a building’s mechanical systems.

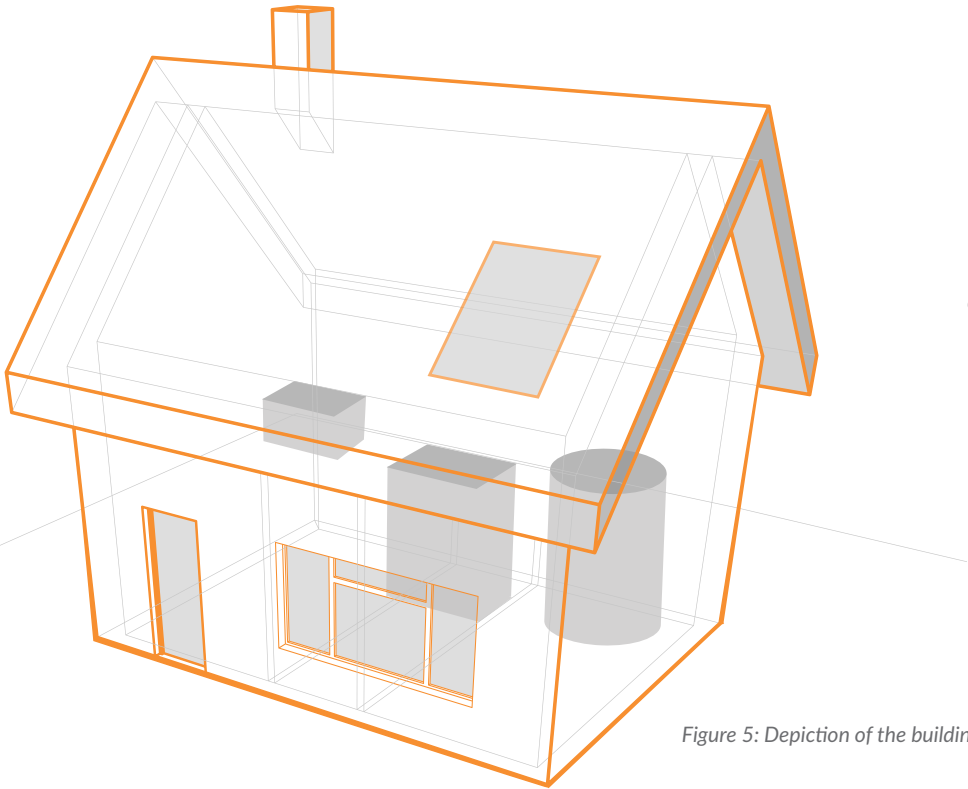


Figure 5: Depiction of the building envelope

The key elements of a high-performance building envelope include:

- **Insulation** that helps to slow the movement of energy through the walls and keeps the building at a comfortable temperature – warm during cold months and cool during warm months.
- **Windows, doors, and skylights** that are well positioned to make optimal use of the sunlight and reduce heat loss on north-facing sides. They are also highly insulated to reduce flow of heat/energy through the glass and frames.
- **Minimized thermal bridges** using special framing techniques, or by installing a continuous layer of insulation around the outside of the whole building. Slab extensions (e.g., for balconies) should be minimized, or use support materials that vastly reduce thermal bridges.
- **Airtightness** that maintains a continuous air barrier around the building, where possible, then seals up any necessary seams – such as those around windows, doors, balconies, and other protrusions.

More information is available in BC Housing’s *An Illustrated Guide to Achieving Airtight Buildings*, on energystepcode.ca.

What is a Thermal Bridge?

A thermal bridge is a spot in the building envelope that transfers heat more quickly than the rest of the building envelope – for example, a metal-framed wall has a thermal bridge at each stud because metal transfers more heat than the insulation between the studs. With appropriate training and materials, builders can learn to construct building envelopes that reduce or eliminate these bridges, reducing energy consumption. The image in Figure 6 shows the results of “thermal imaging” – a tool for seeing where heat is being transferred through the building envelope. On the top, the image shows thermal bridges at every stud, as well as leaking around windows and through the roof. On the bottom, the addition of an air barrier and continuous insulation has reduced thermal bridges, and improved sealing around windows and doors.



Figure 6: Example thermal images of a building demonstrating thermal bridges. Areas that are red and yellow show a lot of heat escaping through the building envelope. Blue and green areas show much less heat is escaping. Photo credit: Dow Chemical Company.

5.3 The Equipment and Systems

An energy-efficient building will minimize the energy needed to run all of the heating, cooling, ventilation, and hot water equipment and systems. By focusing first on a high-quality envelope, the energy needed for heating and cooling is already greatly reduced and will require less energy from equipment and systems. That said, there are still significant opportunities to reduce energy use with efficient equipment (see Figure 7 for a depiction of the equipment and systems in a building).

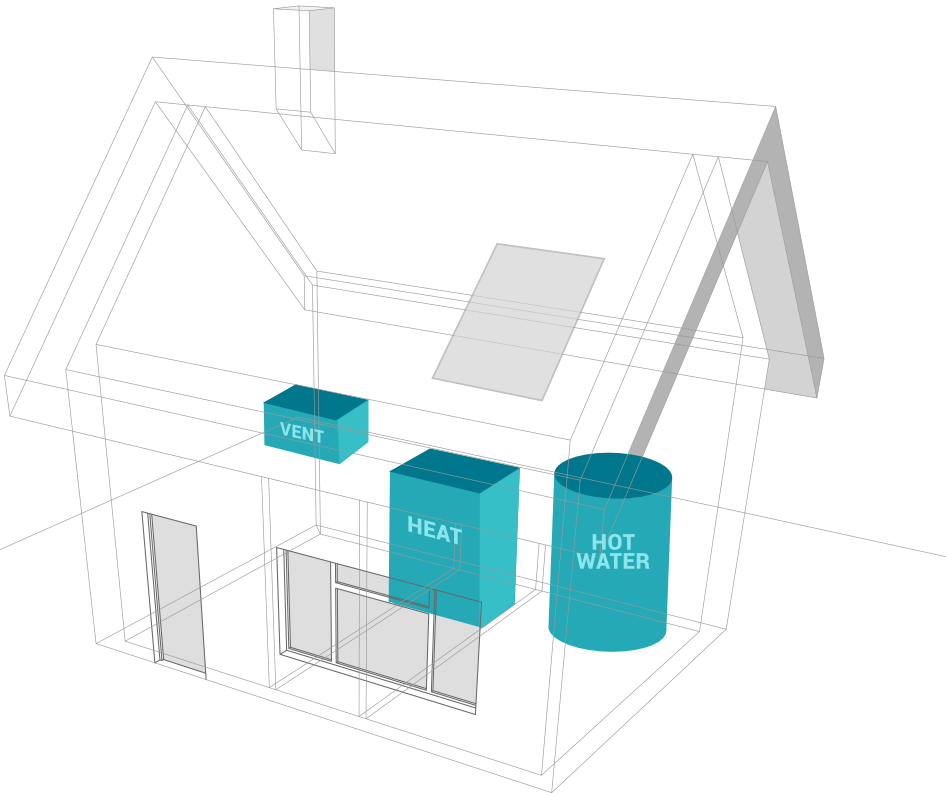


Figure 7: Depiction of the equipment and systems in a building

The key elements of high-performance equipment and systems include:

- **Heating systems** in efficient buildings vary greatly from high-efficiency furnaces and boilers to heat pumps or electric baseboard heating (where the building envelope is very efficient and only a small amount of baseboard heat is needed). An important consideration when selecting a heating system is to ensure it is sized to match the needs of the building.
- **Cooling systems** play a smaller role in energy use in BC, though they may become more important over time as summer peak temperatures increase due to global climate change. While they currently have limited use in homes, they are typically quite efficient in commercial applications. In energy-efficient buildings, cooling can be provided through high-efficiency air conditioning systems, or through heat pumps. Cooling needs are reduced with efficient building envelopes, together with windows that cut solar gain.
- **Ventilation systems** are important for providing fresh air to a building. To be most energy-efficient, these systems will capture and transfer heat from the air exiting the building to the new replacement air entering the building through the use of a Heat or Energy Recovery Ventilator (HRV or ERV). This is also a chance to filter the new air to reduce pollutants.
- **Hot water systems** in efficient buildings vary from high-efficiency tanks and boilers, to on-demand systems that heat water only as needed, to heat-pump systems. Efficient systems may also capture heat from the drainwater and transfer it to preheat the hot water.

Heat-recovery ventilators (HRV)/Energy-recovery ventilators (ERV): These systems harvest the heat from stale outgoing air and use it to preheat incoming air, supplying fresh outside air to the space while reducing the amount of energy needed to bring it up to room temperature. HRVs and ERVs help buildings improve energy efficiency, and can be helpful in achieving the Upper Steps. ERVs can also help control indoor humidity levels.



Photo: Spruce Grove house in Whistler BC, by Kristen McGaughey Photography.

5.4 Airtightness Testing

Airtight construction minimizes air leaks through holes, cracks, or gaps in the building envelope. In addition to reducing the loss of heated air, it also reduces drafts, making the building much more comfortable. Airtight construction involves maintaining a continuous air barrier around the building where possible, then sealing up any necessary seams – such as those around windows, doors, balconies, and other protrusions. **This means paying attention to detail during the construction process to reduce or eliminate holes or gaps in the building's air barrier.** This is already required in the base *BC Building Code*, but there is no requirement to test it.

In the *BC Energy Step Code*, airtightness testing is required for all steps and all building types before occupancy. Part 9 buildings must meet escalating levels of airtightness for Steps 2 to 5. In homes, a “blower door test” is used to evaluate airtightness (see text box to the right for a depiction of an airtightness test).

Although airtightness testing has been used in homes for many years (including as a requirement for Federal and Provincial incentive programs in the past), the testing of airtightness in large commercial buildings is a newer practice in BC.¹ The *BC Energy Step Code* introduces required airtightness testing and reporting using specific methods for all Part 3 buildings, but there are no required levels of airtightness that must be met to achieve the steps. Note that the building energy model must account for the result of the airtightness tests for Part 3 buildings in Steps 2 to 4.

1. Although newer to BC, all commercial and residential buildings over three stories have required whole-building airtightness testing in Washington State and Seattle building codes since 2009.

What is a Blower Door Test?

A **blower door test** is a standardized test to measure how tightly a building is sealed against air leakage and heat loss. To perform the test, a technician closes all doors and vents and temporarily installs an air barrier in a doorway that uses an integrated fan (see Figure 8). The fan changes the pressure inside the building, allowing the tech to measure how quickly air is entering or leaving the building via cracks and leaks. The test results show how much air passes through the building envelope, when the building is at a specified pressure. While a blower door test is required pre-occupancy, it may also be helpful at a midpoint inspection to ensure any leaks in the envelope are repaired before drywall is in place.

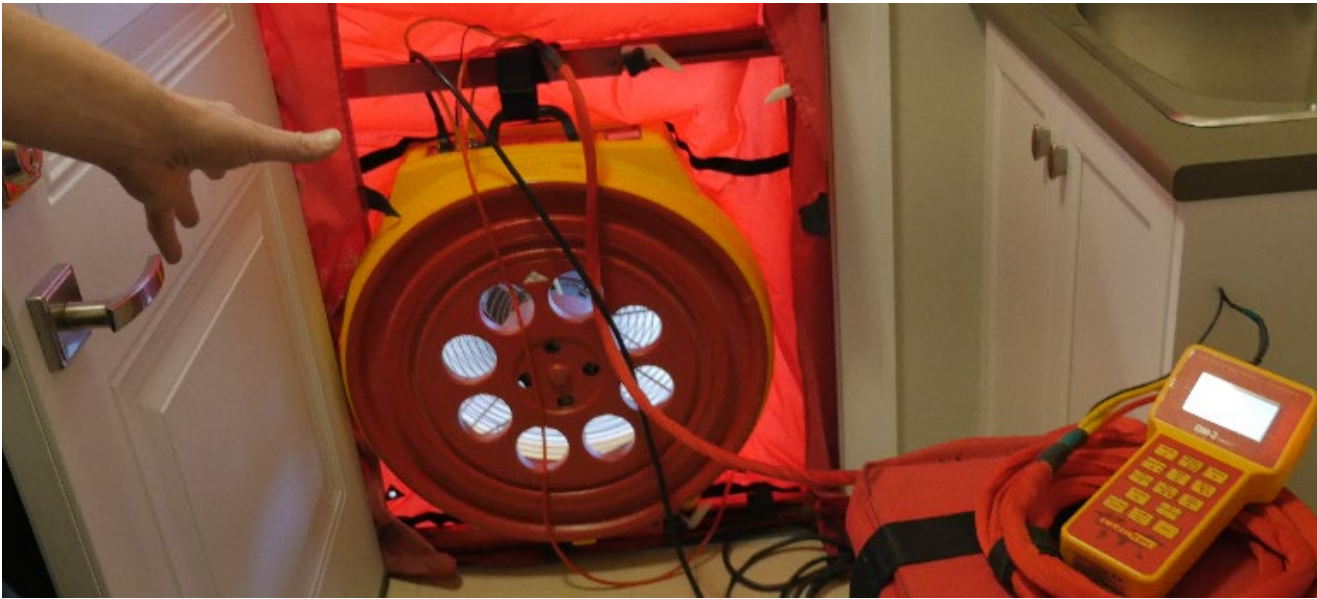


Figure 8: Blower door test in action

5.5 Metrics used in the BC Energy Step Code

The following metrics are used in the *BC Energy Step Code* to assess which step a building achieves. The Building Envelope Metrics and the Equipment and Systems Metrics are demonstrated through a whole-building energy model of the design, while the Airtightness Metric is demonstrated through an on-site test of the building before occupancy. See *Appendix A* for a table of the required values by step for different climate zones and different building types.

	PART 9	PART 3
Building envelope metrics	Thermal Energy Demand Intensity (TEDI): The amount of annual heating energy needed to maintain a stable interior temperature, taking into account heat loss through the envelope and passive gains (i.e., the amount of heat gained from solar energy passing through the envelope or from activities in the home like cooking, lights, and body heat). It is calculated per unit of area of the conditioned space over the course of a year, and expressed in kWh/(m ² ·year).	
Equipment and systems metrics	Percent Lower than EnerGuide Reference House: An EnerGuide reference house establishes how much energy a home would use if it was built to base building code standards. This metric identifies how much less energy - stated as a percentage - the new home will require compared to the reference house. Mechanical Energy Use Intensity: The modelled amount of energy used by space heating and cooling, ventilation, and domestic hot water systems, per unit of area, over the course of a year, expressed in kWh/(m ² ·year).	Total Energy Use Intensity: The modelled amount of total energy used by a building, per unit of area, over the course of a year, expressed in kWh/(m ² ·year). It includes plug loads - appliances, lighting, entertainment systems, and so on - and process loads, namely heating, cooling, fans, and other mechanical systems. Some exceptions for unique situations are permitted (for example, electric vehicle charging), as outlined in the modelling guidelines referenced in the <i>BC Energy Step Code</i> regulation. This metric may be challenging to achieve for specific buildings that have high process loads (for example, restaurants, hospitals, or large computer server farms).
Airtightness metrics	Air Changes per Hour at a 50 Pa Pressure Differential (ACH₅₀): The number of times the full volume of air in the building exchanges in an hour when a building is at a specified pressure, different than the outdoor air pressure, as measured by a “blower door test”. This measures the airtightness of the building (or how much air leaks through the building envelope).	Air Leakage Rate: A measure of the rate that air leaks through the building envelope per unit area of the building envelope, as recorded in L/(s·m ²) at a 75 Pa pressure differential.

For a detailed current listing of the *BC Energy Step Code* metrics and technical requirements, please visit energystepcode.ca/requirements




6 Conclusion

The **BC Energy Step Code** emerged from a desire to provide a consistent set of higher-efficiency standards for the building industry, while offering local governments a simple and effective set of standards to support their efforts to meet targets for energy efficiency and greenhouse gas emissions. The Energy Step Code Council is keenly interested in ensuring the **BC Energy Step Code** is adopted in a coordinated and thoughtful manner to ensure these benefits come to fruition for all parties. For that reason, it is important that local governments follow the guidance offered in this document.

Governments that do adopt one or more steps of the **BC Energy Step Code** will be getting a head start on coming revisions to the base **BC Building Code**. In its December 2018 CleanBC plan, the province signalled that the shift to net-zero energy-ready buildings will occur over three code cycles, with progressively greater levels of energy efficiency requirements over 2018 base building code in 2022 (20% more energy efficient), 2027 (40% more energy efficient) and 2032 (80% more energy efficient).

The Energy Step Code Council is also encouraging local government leadership by requiring the Upper Steps for any public-building project that may be on the horizon, such as a community centre or public-safety complex. These buildings will serve as high-profile case studies – building local capacity while demonstrating to the market what can be accomplished.

By referencing one or more steps of the standard, your community is doing more than just accessing co-benefits and ensuring your industry has a head start on changes to the **BC Building Code**. It is contributing to a growing national effort to dramatically reduce energy demand in buildings across the country.



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Photo: Energy efficient home in Kimberley BC, that participated in the City's program. Photo by Chris Pullen, Cranbrook Photo (Part 9, at least Step 2).

Appendix A: Relation Between BC Energy Step Code and Other Certification Programs

The following table provides an approximate “equivalency” between certification standards developed by third parties and the *BC Energy Step Code*, where such a comparison is possible. The table may assist with local governments that are transitioning existing programs and bylaws to conform with the changes to the *Building Act*. Compliance or certifications to third-party standards do not guarantee compliance with the *BC Energy Step Code*.

Part 9:

STEP 1	EnerGuide Rating System, Built Green Bronze
STEP 2	Built Green Silver
STEP 3	ENERGY STAR, Built Green Gold and Platinum
STEP 4	R2000
STEP 5	Passive House, Net-Zero Energy-Ready

There are several certification programs and rating systems that support greater energy efficiency, but equivalencies to the *BC Energy Step Code* have not been established for every program. Some also address aspects of building design that are beyond the scope of the *BC Energy Step Code*. Programs such as LEED and Built Green take a holistic approach, addressing a broad spectrum of direct and indirect sources of GHG emissions as well as important aspects of sustainability such as water efficiency, ecological impact, and the health and wellness of occupants.


The energy efficiency requirements of the available certification programs and rating systems may align and contribute to the achievement of the *BC Energy Step Code*. For example, the EnerGuide rating system can be the basis for demonstrating compliance to steps 1, 2, 3 and 4 of the *BC Energy Step Code* for Part 9 buildings, as detailed earlier in this document. In turn, the LEED rating system leverages the EnerGuide Rating System to establish a minimum required level of energy performance and award points for greater efficiency; this facilitates the voluntary application of LEED in conjunction with the *BC Energy Step Code*.



“ The BC Energy Step Code offers a logical and achievable ‘ladder of improvement’ to achieve better-performing buildings. The University of British Columbia has aligned its Green Building Action Plan with the standard, and we anticipate aggressive energy and carbon reductions as we advance toward our goal of simultaneous improvements in both ecological and human health.

John Madden, Director, Sustainability and Engineering, University of British Columbia

Photo: North Park Passive House condominium development, Victoria BC, photo by Ryan Hamilton (Part 9, Step 5).



Visit the BC Energy Step Code web site (energystepcode.ca) for resources, updates, training publications, and webinars.



Notice of Consultation on the BC Energy Step Code

#BSSB-ESC01

Local governments should use this form to notify the Province and Energy Step Code Council when they have started or plan to initiate consultation with stakeholders on the potential application of the BC Energy Step Code in their communities. Please read the [online information about the notification process](#) before completing this form.

To provide industry with sufficient time to adjust to new energy-efficiency requirements, the Province and the Energy Step Code Council recommend the following transition timelines, as noted in the Energy Step Code [provincial policy guide](#) (sections 3.4.1 to 3.4.4):

- a) Enforcement with no delay: The transition of energy-efficiency requirements existing prior to December 2017, to an equivalent Step(s) in the BC Energy Step Code, may be enforced with no delay.
- b) Three-month transition: The expansion of an existing program(s) that is equivalent to a Step(s) in the BC Energy Step Code (item (a) in this list), to a new location within a community (e.g., a neighbourhood plan) or situation (e.g., rezoning), may be enforced no sooner than three months from the date this form is received by the Building and Safety Standards Branch.
- c) Six-month transition: New or expanded requirements for Lower Steps may be enforced no sooner than six months from the date this form is received by the Building and Safety Standards Branch.
- d) Twelve-month transition: New or expanded requirements for Higher Steps may be enforced no sooner than 12 months from the date this form is received by the Building and Safety Standards Branch.

The transition timelines start when the notification form has been received by the Building and Safety Standards Branch (the Branch will send an email to confirm receipt of the notification and the transition start date).

The information you provide will be summarized and shared with the Energy Step Code Council, to help support the successful implementation of the BC Energy Step Code. Summarized information from Sections 1, 3, 4 and 5 of the form will also be shared publicly.

**The information submitted here does not commit a local government or Authority
Having Jurisdiction to any future action regarding the BC Energy Step Code.**

1. Local Government	
<i>Which BC local government or other authority having jurisdiction are you reporting on behalf of?</i>	
Which regional district is your community in?	
2. Contact Information	
<i>Please provide contact information for the person completing this notification.</i>	
First Name	Last Name
Job Title	
Municipality (if different from the local government)	
Telephone	
Email Address	

3. Initial or Revised Notification of Consultation on the BC Energy Step Code Please indicate if this is an initial notification of your consultation on the BC Energy Step Code, or a revised notification based on a change in requirements. If this is a revised notification, note that the transition timelines referred to above restart.		
<input type="checkbox"/> Initial Notification <input type="checkbox"/> Revised Notification		
4. Consultation Please indicate the Step(s) you expect to consult on for each building type and whether you are considering a community-wide or other type of application (e.g., builder incentives, or a neighbourhood requirement).		
Part 9: Houses and Small Buildings	Community-Wide Application <input type="checkbox"/> Lower Steps (1, 2 or 3)	Other Application <input type="checkbox"/> Lower Steps (1, 2 or 3) <input type="checkbox"/> Higher Steps (4 or 5)
Part 3: Large and Complex Residential Buildings (Wood Construction)	Community-Wide Application <input type="checkbox"/> Lower Steps (1, 2 or 3)	Other Application <input type="checkbox"/> Lower Steps (1, 2 or 3) <input type="checkbox"/> Higher Step (4)
Part 3: Large and Complex Residential Buildings	Community-Wide Application <input type="checkbox"/> Lower Steps (1 or 2)	Other Application <input type="checkbox"/> Lower Steps (1 or 2) <input type="checkbox"/> Higher Steps (3 or 4)
Part 3: Large and Complex Office and Mercantile Buildings	Community-Wide Application <input type="checkbox"/> Lower Steps (1 or 2)	Other Application <input type="checkbox"/> Lower Steps (1 or 2) <input type="checkbox"/> Higher Step (3)
5. Transitioning, Expanding, or New Requirements Please indicate if you are consulting on new energy-efficiency programs for buildings, or consulting about transitioning an existing program or expanding an existing program to an equivalent Step(s) of the BC Energy Step Code. Check all that apply.		
<input type="checkbox"/> Transitioning an existing energy-efficiency program(s) to an equivalent Step(s) of the BC Energy Step Code <input type="checkbox"/> Expanding an existing energy-efficiency program(s) to an equivalent Step(s) of the BC Energy Step Code <input type="checkbox"/> Introducing a new energy-efficiency program(s) or going to a higher Step		
6. Notification Submission Please ensure only one submission is received from your community.		
<input type="checkbox"/> I have conferred with my colleagues to ensure this will be our only submission at this time.		

Please email this form to the Building and Safety Standards Branch of the Ministry of Municipal Affairs and Housing.

Email address: building.safety@gov.bc.ca

Subject line: Notice of Consultation on the BC Energy Step Code

Administrative Intake – Building and Safety Standards Branch Internal Use Only	
Receiver	Date Received
Administrator	Date Completed

COMMUNICATIONS BRIEF

Department/Manager: Planning & Development/Lesley-Anne Staats

Project Name: Public Consultation on the Energy Step Code

Objectives: Educate community about Step Code “basics” i.e. what it is, how it works, associated costs and benefits. Gain insight into how adoption of the Step Code might impact the local industry and the local community. Gauge interest level in adopting Step Code in the Town of Gibsons/importance to community. Identify key concerns/challenges associated with implementation of Step Code.

Audience: Primary - construction industry stakeholders, such as developers and builders. Secondary - property owners and the community at large.

Timing: Implementation of the Public Consultation process would begin immediately following Council’s direction to proceed. It is estimated this would take 2 to 3 months to complete, including the preparation of a final report on findings.

Consulation Process: The majority of feedback on implementation of the Step Code will be collected via a survey, which will be emailed directly to industry stakeholders (developers, contractors, realtors, etc.) and made available online. The survey will include a short educational section on the Step Code, so that community members who are not currently familiar with the Step Code (but may be interested in potential community outcomes) are able to participate.

The information solicited via the survey will include:

- Respondent’s role as it relates to the development community;
- Level of knowledge about the BC Energy Step Code;
- Perceived benefits of/desire for energy efficient homes;
- Perceived barriers to constructing energy efficient buildings;
- Importance of regional consistency;
- Energy efficient standards that builders are currently using; and,
- Step Code level appropriate for Gibsons.

The survey and its goals will be promoted through a variety of channels, including: a press release; newspaper ads; a dedicated web page on the Town of Gibsons website; social media posts; and our monthly digital newsletter.



SUNSHINE COAST REGIONAL DISTRICT**AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION****January 29, 2020**

RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING
HELD AT THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST
HIGHWAY, MADEIRA PARK, BC

PRESENT:	Chair	Alan Skelley
	Members	Dennis Burnham Catherine McEachern Jane McOuat Yovhan Burega Gordon Politeski
ALSO PRESENT:	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)
	Recording Secretary Public	Kelly Kammerle 2
REGRETS:	Members	Gordon Littlejohn Tom Silvey Sean McAllistar Alex Thomson Peter Robson Janet Dickin

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

DELEGATIONS

Jim Green, Venture Land Management for Provincial Referral CRN00090/91 South Sakinaw Roads, Provincial File 2412156 and 2412244 (OTL Road Company Ltd) and Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.121, 2019 (Thomson) Consideration of First Reading.

MINUTESArea A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of November 27, 2019 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of November 26, 2019
- Roberts Creek (Area D) APC Minutes of November 18 & December 16, 2019
- Elphinstone (Area E) APC Minutes of November 27, 2019
- West Howe Sound (Area F) APC Minutes of November 26, 2019
- Planning and Community Development Committee Minutes of November 14 & December 12, 2019

REPORTS

Regional Inter-Jurisdictional Invasive Plant Management Strategy

Recommendation No. 1 *Regional Inter-Jurisdictional Invasive Plant Management Strategy*

The Area A APC received the Regional Inter-Jurisdictional Invasive Plant Management Strategy for information.

Provincial Referral CRN00090/91 South Sakinaw Roads, Provincial File 2412156 and 2412244 (OTL Road Company Ltd)

Recommendation No. 2 *Provincial Referral CRN00090/91 South Sakinaw Roads, Provincial File 2412156 and 2412244 (OTL Road Company Ltd)*

The Area A APC recommends the approval of Provincial Referral CRN00090/91 South Sakinaw Roads, Provincial File 2412156 and 2412244 (OTL Road Company Ltd) with the following conditions:

- SCRD requirements are met.

Provincial Referral CRN00093 for a Private Moorage 2412264 (Shortt)

Recommendation No. 3 *Provincial Referral CRN00093 for a Private Moorage 2412264 (Shortt)*

The Area A APC recommends approval of Provincial Referral CRN00093 for a Private Moorage 2412264 (Shortt) with the following comments:

- That the SCRD recommendations requiring compliance with Best Management Practices for Marine Docks, the words 'more stringent' be deleted and replaced with a requirement for compliance with the law.
- The APC would also ask that references to compliance with other requirements which are not legal requirements be deleted. The APC does not understand the imposition of such requirements to these applications.

Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.121, 2019 (Thomson)
Consideration of First Reading

Recommendation No. 4 *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.121, 2019 (Thomson) Consideration of First Reading*

The Area A APC recommends the approval of Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.121, 2019 with the following recommendations:

- SCRD requirements are met.
- The bylaw wording requires that: gravel surface only, no structures be allowed in the parking area, no storage of vehicles or trailers over the winter, no 'temporary' shelters, etc. (and other safeguards as per the "Saunders parking easement", a proposed (failed) rezoning bylaw).
- The parking easement and the amending rezoning bylaw specify that the parking area will only be utilized by the owners of the four lots being created through subdivision and their guests and invitees, i.e.: there shall be no subletting or use allowed to others (no commercial renting out of the parking spaces).
- The wording of the bylaw should specify the exact location of the 630 sq. m. to be used for parking.
- A noise/visual buffer should also be required for any part of the parking area abutting a road or street as well as the lot lines.
- It would appear that a driveway off of Lee Road would be preferable for driveway access to the parking area coming off of Milne Road, given the site topography.
- There will be a prohibition against use as a parking area until such time as Crown tenure access to waterfront lots by road is terminated.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING February 26, 2020

ADJOURNMENT 8:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA B - HALFMOON BAY
ADVISORY PLANNING COMMISSION

January 28, 2020

RECOMMENDATIONS FROM THE AREA B ADVISORY PLANNING COMMISSION MEETING
HELD IN THE COOPERS GREEN COMMUNITY HALL AT COOPERS GREEN PARK, 5500
FISHERMAN ROAD, HALFMOON BAY, BC

PRESENT:	Chair	Frank Belfry
	Members	Eleanor Lenz Barbara Bolding (Recorder) Catherine Onzik Bruce Thorpe Marina Stjepovic
REGRETS	Electoral Area B Director	Lori Pratt (Non-Voting Board Liaison)
	Members	Nicole Huska Elise Rudland Jim Noon Alda Grames

CALL TO ORDER 7:00 p.m.

Meeting minutes taken by an APC member.

AGENDA The agenda was adopted as presented:

MINUTESArea B Minutes

The Area B APC minutes of November 26, 2019 were adopted as presented.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of November 27, 2019
- Halfmoon Bay (Area D) APC Minutes of November 18 & December 18, 2019
- Elphinstone (Area E) APC Minutes of November 27, 2019
- Planning and Community Development Committee Minutes of November 14 & December 12, 2019

REPORTS

Provincial Referral CRN00094 for a Private Moorage 2412231 (Bessie)

Recommendation No. 1 *Provincial Referral CRN00094 for a Private Moorage 2412231 (Bessie)*

The APC supports the staff recommendation of Option 3 (No objection to approval of project subject to the conditions) identified in the report.

Subdivision Application SD000066 (Peter Gordon Land Surveying Inc. For Lycan)

Recommendation No. 2 *Subdivision Application SD000066 (Peter Gordon Land Surveying Inc. for Lycan)*

The APC has no objection to the subdivision, provided that the conditions noted in the MoTI Preliminary Layout Condition Approvals are met. Further, we request that consideration be given to removing split zoning from Lot 2.

Provincial Referral CRN000100 Chickwat Creek Laydown area, Provincial File 2412315 (Bluearth Renewables Inc.)

Recommendation No. 3 *Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315 (Bluearth Renewables Inc.)*

The APC supports the SCRD staff recommendation to refuse the project until all building permits are completed (Option 4).

NEXT MEETING February 25, 2020

ADJOURNMENT 7:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D)
ADVISORY PLANNING COMMISSION

December 16, 2019

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD IN THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, B.C.

PRESENT:	Chair	Mike Allegretti
	Members	Gerald Rainville Cam Landry Marion Jolicoeur Danise Lofstrom Alan Comfort Nicola Kozakiewicz
ALSO PRESENT:	Electoral Area D Director	Andreas Tize (Non-Voting Board Liaison)
	Recording Secretary	Vicki Dobbyn
REGRETS:	Members	Heather Conn Chris Richmond Bill Page
ABSENT:	Members	Dana Gregory David Kelln

CALL TO ORDER 7:06 p.m.

AGENDA The agenda was adopted as presented

MINUTES

Roberts Creek (Area D) APC minutes of November 18, 2019 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of November 27, 2019
- Halfmoon Bay (Area B) APC Minutes of November 26, 2019
- Elphinstone (Area E) APC Minutes of November 27, 2019
- West Howe Sound (Area F) APC Minutes of November 26, 2019
- Planning and Community Development Committee Minutes of November 14, 2019

REPORTS

Invasive Plant Management Strategy

Key points of discussion:

- Two relevant sections of OCP (5.18 and 5.19) discourages the use of herbicides.
- This has been discussed at OCPC and there was opposition to chemical measures.
- One problem is the potential public misuse of herbicides.
- BC Hydro uses the touch up application method which the report says isn't that effective.
- Report suggests that the SCRD seek consultation on the use of herbicides.
- Report asks us to identify priorities.
- Our OCP says no herbicides but this seems to be the only long-term solution.
- When being manually removed, invasive species will return unless continually cut back.
- 80% of Knotweed is on MoTI land but they are not taking responsibility.
- Do we want MoTI to take charge of using herbicides?
- The problem is there is nowhere to put plants when they are manually removed.
- The priority is we need to find a place to put it, and ways to transport it so it doesn't spread.
- Public manual removal should be pursued first but again there is nowhere to send it.
- There should be a public meeting where the options are presented. If there isn't public response to manual removal then there may have to be chemical measures. There needs to be a deadline for action on this as the problem is getting worse.
- Can it be legislated that people cannot have invasive species on their property?

Recommendation No. 1 *Invasive Plant Management Strategy*

The Roberts Creek Advisory Planning Committee recommends that the SCRD carry on with the Invasive Plant Management Strategy.

Recommendation No. 2 *Invasive Plant Management Strategy*

The Roberts Creek Advisory Planning Committee recommends that the SCRD organize a public meeting for education, presentation on prevention and options on eradication. We support the OCP by giving the public an opportunity to be involved in manual removal.

Recommendation No. 3 *Invasive Plant Management Strategy*

The Roberts Creek Advisory Planning Committee recommends the SCRD aggressively communicate with Ministry of Transportation that they need to immediately deal with invasive species on their property.

Recommendation No. 4 *Invasive Plant Management Strategy*

The Roberts Creek Advisory Planning Committee recommends that the SCRD look at the issue of disposal of removed invasive species or methods for taking the plants out but having them remain in place and compost.

DIRECTORS REPORT

The Director's Report was received

NEXT MEETING Monday, January 20, 2019

ADJOURNMENT 8:26 pm

**SUNSHINE COAST REGIONAL DISTRICT
AGRICULTURAL ADVISORY COMMITTEE**

January 28, 2020

MINUTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	Paul Nash
	Members	Gretchen Bozak Raquel Kolof Jon Bell Gerald Rainville Erin Dutton Faye Kiewitz
ALSO PRESENT:	Electoral Area F Director	Mark Hiltz (Non-Voting Board Liaison)
	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	GM, Infrastructure Services	Remko Rosenboom
	Manager, Planning & Development	Dave Pady
	Water & Energy Projects Coordinator	Raphaël Shay (part)
	Water Conservation Assistant	Jen Callaghan
	Planner	Julie Clark
	Recording Secretary	Genevieve Dixon
	Public	2
REGRETS:	Members	David Morgan Barbara Seed

CALL TO ORDER 3:30 p.m.

AGENDA The agenda was amended and adopted as follows:

Delegation Nicholas Simons to be the first delegation.

DELEGATION

Nicholas Simons, Members of the Legislative Assembly for Powell River – Sunshine Coast provided an introduction and answered questions regarding agriculture on the Sunshine Coast.

Key points of discussion:

- Updates to ALC policy, changes under way.
- Can take agricultural concerns issues to the Provincial government's attention.

- A standing committee member for agriculture.
- Supports local food, production and consumption.
- Geographical challenges on the Sunshine Coast compared to other locations in B.C. are Accessibility issues, transportation, the size of farms, access to markets and facilities, abattoirs, feed costs, organic farming and everything else to do with farming.
- Transportation is a major issue i.e. livestock transportation, priority boarding. Not a lot of control working with BC Ferries.
- Future policy changes pertaining to the return of the secondary residence allowance.
- What happened to Bill 52 and changing the thresholds regarding farm status.
- Farmers markets are always a work in progress.
- AAC members thanked Nicholas Simons and suggested an invitation be sent for him to join a AAC committee meeting in the fall.

Raphaël Shay, Water & Energy Projects Coordinator, Infrastructure Services provided an introduction regarding rain water harvest rebates.

Key points of discussion:

- Expansion of water harvest rebates.
- Add another stream for a \$1,000 rebate if 9,000 litres of storage are installed.
- Budget rebate proposal is for \$40,000. Approx. 500-1000 available units.
- No storage restrictions just that the volume is met.
- Ponds are discouraged due to mosquito borne illnesses by the health authorities.
- Launch will be happening the next couple months.
- Only one rebate per utility account.
- Farmers should be able to have multiple rebates.
- The rebate is a partial payment towards rain water investments, owner responsible for other costs associated.
- Possibility for educational engagements.
- Aquaculture is a great system for ponds.
- Quality of the harvested water should be the land owner's discretion.
- First come first serve for rebate program.
- Ground water is unable to be used for the rebate program at this time.
- There's a catchment requirement. Looking at different systems.
- Residential customers are only eligible, not commercial.
- Education outreach sessions would be beneficial specific to different farm uses.
- Farm status should be considered exempt.
- Rate structure in place for farmers for water use.
- Staff to provide the November 21, 2019 Infrastructure services committee report titled water rebate options to the AAC for information.
- SCRD to clarify the commercial rules on what is eligible for rebate and why?
- Water use study results are being presented to the SCRD Board in the spring. Information to be sent to the AAC.

MINUTES

Recommendation No. 1 *AAC Meeting Minutes of November 26, 2019*

The Agricultural Advisory Committee recommended that the meeting minutes of November 26, 2019 be received and adopted as presented.

NEXT MEETING Tuesday, February 25, 2020

ADJOURNMENT 4:42 p.m.

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

January 16, 2020

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

PRESENT:

(Voting Members)

Director, Electoral Area F, Chair
Director, Electoral Area A
Director, Electoral Area B
Director, Electoral Area D
Director, Electoral Area E
Mayor, District of Sechelt
Councillor, District of Sechelt
Councillor, Town of Gibsons
SD46

Mark Hiltz
Leonard Lee
Lori Pratt
Andreas Tize
Donna McMahon
Darnelda Siegers
Alton Toth
David Croal
Sue Girard

ALSO PRESENT:

(Non-Voting)

RCMP Staff Sergeant
Chief Administrative Officer
Interim Chief Administrative Officer
Executive Assistant / Recorder
Fire Chief, Roberts Creek
Media

Poppy Hallam
Dean McKinley
Mark Brown
Tracey Hincks
Patrick Higgins (part)
1

CALL TO ORDER 1:30 p.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS**MINUTES****Recommendation No. 1** *Minutes*

The Sunshine Coast Policing and Public Safety Committee recommended that the minutes of October 17, 2019 be received.

REPORTS**Recommendation No. 2** *Monthly Crime Statistics – October - December 2019*

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

RCMP Update

Staff Sergeant Hallam gave an update on local policing.

Recommendation No. 3 *Police-Based Victim Service*

The Sunshine Coast Policing and Public Safety Committee recommended that the Police-Based Victim Service – Update and attached letter from Reagen Wright, Program Manager, Community Safety and Crime Prevention Branch, Ministry of Public Safety and Solicitor General be received;

AND THAT the Sunshine Coast Community Services Society be notified of the opportunity to apply for Grant In Aid on behalf of the Police-Based Victim Services;

AND FURTHER THAT Reagan Wright, Program Manager, Ministry of Public Safety and Solicitor General, be contacted regarding availability to participate as a delegation along with Denise Woodley at the January 23, 2020 Corporate and Administrative Services Committee.

Recommendation No. 4 *2020 AVICC Resolution*

The Sunshine Coast Policing and Public Safety Committee recommended that the revised AVICC Resolution regarding Medical Cannabis Safety Concerns be received.

COMMUNICATIONS**Recommendation No. 5** *Cost of Living Subsidy for RCMP in Rural Communities*

The Sunshine Coast Policing and Public Safety Committee recommended that the correspondence from The Honourable Jean-Yves Duclos, P.C., M.P., Treasury Board dated January 7, 2020 regarding Cost of Living Subsidy for RCMP in Rural Communities be received;

AND THAT the correspondence from Treasury Board be forwarded to West Vancouver – Sunshine Coast – Sea to Sky Member of Parliament and Powell River - Sunshine Member of Legislative Assembly for information.

NEW BUSINESS**ROUNDTABLE**

- RCMP visibility is important to the community.
- At the January 8 regular school board meeting, trustees voted to send a motion to the BC School Trustees Association (BCSTA) requesting the association advocate to the Ministry of Transportation and Infrastructure to amend the Motor Vehicle Act to allow for the use of extended stop arms on school buses.

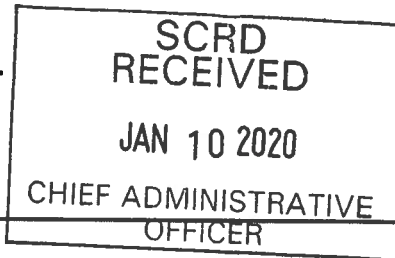
- School bus safety has been an ongoing issue. The school district is researching the use of dash cams on school buses after parents raised concerns that vehicles were passing school buses when stopped to pick up children.
- Speeding on Chaster Road, Redrooffs Road, Gilmour/Cemetery Roads, Cowrie Street and Welcome Woods are an ongoing problem.
- A trailer was destroyed in an explosion on a logging road in Roberts Creek. Investigation is ongoing.
- A pedestrian was struck by a vehicle while crossing the street at a crosswalk.
- Logging has begun in the Clack Creek Forest.
- Cawley Point Project is beginning.
- The Sechelt RCMP detachment is being renovated.
- Mental health calls increased in 2019.

ADJOURNMENT 2:45 p.m.

Committee Chair



SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!



BOARD OF EDUCATION

COPY

Delivered via email: lori.pratt@scrd.ca

January 10, 2020

Sunshine Coast Regional District
 Attn: Lori Pratt, Chair
 1975 Field Road
 Sechelt, BC V0N 3A0

Dear Chair Pratt:

RE: Joint Use Committee Meeting

The Board of Education passed the following motion at their meeting taking place on December 11, 2019:

MOTION: "TO convene a Joint Use Committee meeting with the SCRD to establish terms of reference, taking into consideration public involvement, and to develop a regular meeting schedule."

The district would like to arrange a meeting in late January or early February to establish terms and move forward with a yearly meeting schedule, as outlined in section 5.1 of the Joint-Use Agreement.

We ask that you contact our staff to arrange a suitable meeting time and we look forward to reinvigorating this committee to support both students and the greater community.

Sincerely,

Pammila Ruth
 Board Chair

cc: Board of Education of School District No. 46
 Patrick Bocking, Superintendent of Schools

JAN 24 2020

Tracey Hincks

From: Ian Winn <iwinn@hotmail.ca>
Sent: Friday, January 24, 2020 11:44 AM
To: Tracey Hincks
Subject: News and updates from the Oct 25th 2019 Howe Sound Community Forum
Attachments: The View - Newsletter for HSCF - January 2020.pdf; HSCF Oct. 25th Climate Emergency break out session summary.pdf

CHIEF ADMINISTRATIVE
OFFICER

Hello Tracey and Happy New Year,
 I'm forwarding to you The View newsletter and the breakout session summary from the Oct. 25th Howe Sound Community Forum for distribution to all Board members and to CAO McKinley.
 Inclusion of this information in an upcoming agenda package as communications may be helpful to keep the dialogue alive regarding climate change and a climate emergency.

Thanks

Best regards
 Ian

Ian Winn
 Director
 Howe Sound Biosphere Region Initiative Society,
Initiative for a UNESCO Biosphere Region designation
 H: 604 886-9475 C: 604 989-3337
www.HoweSoundbri.org
Biodiversity Conservation - Reconciliation - Sustainable Development

Howe Sound Community Forum *Established in 2002*

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District -Squamish Lillooet Regional District



January 2019

Save the Date for the Spring 2020 Forum! – April 24th – hosted by the Resort Municipality of Whistler in the Longhouse at the [Squamish Lil'wat Cultural Centre](#). [Details here.](#)

Climate Emergency – two pages of bold ideas and actions local governments are taking to address climate change shared at the October 25th roundtable discussions on Climate Emergency can be found [on this page.](#)

Vessels of Concern and Marine Debris Workshop - February 28th. This is a strategic action item of the Ocean Watch Task Force. [Read more here.](#)

Ocean Watch Task Force – next steps on structure and governance conference call was held November 29th, workshop date on task force governance TBD. Past notes and reports [can be found here](#)

Sea to Sky Air Quality – Following discussions with Fraser Basin Council a roundtable on the state of the Howe Sound sea to sky airshed is being planned, date TBD.

Atl'ka7tsem/Howe Sound UNESCO Biosphere Reserve nomination is now under review by the Canadian Commission for UNESCO in Ottawa. [Learn more here.](#)

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Photo of Anvil Island in Atl'ka7tsem – Howe Sound by Ruth Simons

How to pronounce Atl'ka7tsem? You can find an audio [clip on this page](#) of Chief Ian Campbell recorded by Bob Turner in 2015.



howesoundbri@gmail.com



Leading in a Climate Emergency – Break Out Session Summary HOWE SOUND COMMUNITY FORUM October 25, 2019

HSCF Communities that have passed Climate Emergency Declarations - Current to January 2019

- District of Squamish
- District of West Vancouver
- Bowen Island Municipality
- Islands Trust
- Squamish Lillooet Regional District
- Metro Vancouver Area A
- Sunshine Coast Regional District and Town of Gibsons (urged Province to declare a Climate Emergency)

Key Themes. This synthesis presents key themes surfaced in the Break-out discussion. Detailed table notes/transcriptions are available upon request.

What meaningful actions and bold moves is your community taking to address the climate emergency?

- Integration of climate declarations in strategic plans, budgeting; redirecting resources, creation of climate leadership teams (internal, external with community), zero waste teams and working groups, shifting policies and operations (procurement policies, remote meetings to reduce carbon footprint)
- Energy and Emissions Planning – inventories and target setting, refining plans, increasing collaboration and sharing at regional level
- Transportation planning – advancing regional transit, free transit under 18, electrification of fleets (EV, e-bikes)
- Green Building – step code implementation and advancing targets
- Ecosystem Based Management and Protection – watershed and ecosystem protection strategies, foreshore protection areas, conservancies and land trusts, community forests, evaluating forest/canopy health, living dikes
- Asset Management (Natural Capital) – developing and implementing NC accounting frameworks (Gibsons, West Vancouver). [Learn more here.](#)
- Accelerating climate adaptation and emergency management planning (flood hazard management plans, wildfire risk reduction measures and development permit areas, financing sea level rise measures).

How are engaging on, operationalizing and prioritizing climate action plans?

- Campaigns, community engagement and education to shift norms, choices; youth initiatives
- Integrating internal and community environmental and climate advisories and working groups
- Incentives – zero emissions, from gas to electric heating systems, taxation, pay parking and transit investments
- Monitoring and research – base line community-wide data, report cards, natural asset inventories, studies and plans (ground water protection, forest management, harbour plans)
- Decision support – climate considerations in all reports, impact assessments and accounting
- Growth management – focused growth areas, limiting footprints and sprawl,

How can we support each other? What is the role of the HSCF in this work?

- Regional level climate planning and coordination; considering ‘transboundary’ issues, priorities and solutions/actions amongst Howe Sound communities
- Leadership – commitment to stepping up together; building increasing advocacy/collective voice and lobby (climate accountability,
- Build shared knowledge base, data pooling, resources and best practices; tracking actions and improvements, + dialogue opportunities for learning and networking (staff, elected officials)
- Improve coordination, joint funding, opportunities through procurement (equipment, renewable energy).



British Columbia News

New residential options proposed for agricultural land

<https://news.gov.bc.ca/21448>

Monday, January 27, 2020 2:25 PM

Victoria - The Province is proposing more residential flexibility for people living in the Agricultural Land Reserve (ALR) as outlined in a new policy intentions paper released Jan. 27, 2020, by the Ministry of Agriculture.

In order to support farmers and non-farmers living in the ALR, government is considering regulatory changes to enable landowners to have both a principal residence and a small secondary residence on their property, provided they have approval from their local government. ALR property owners would not be required to apply to the Agricultural Land Commission (ALC) for approval.

“We are continuing to do the work necessary to help farmers farm and protect farmland for future generations,” said Lana Popham, Minister of Agriculture. “The ALR is B.C.’s best food-producing land, and is just 5% of our province’s land base – it’s so important for food security. The proposed changes, if implemented, would provide additional residential flexibility in the ALR. Publicly sharing this proposed policy direction now gives those interested an opportunity to review and comment, leading to better outcomes. We recognize that rules by the previous government do not reflect the needs of British Columbians and as a result, we are proposing to allow more flexibility for small secondary residences. Under the proposal, a small secondary residence would be available for farm-workers, family members or anyone else, provided there is local government approval.”

The new ALR residential options and specific conditions with each option such as size, siting, and quantity being considered by government include:

- garden suites, guest houses or carriage suites;
- accommodation above an existing building;
- manufactured homes; and
- permitting a principal residence to be constructed in addition to a manufactured home that was formerly a principal residence.

The Province would not require the small secondary residence be a manufactured home only for an immediate family member, as was the case in regulations under the previous government. The new residential options do not include reconsideration of the maximum size of a principal residence. The ALC will remain the decision maker for additional residences for farm use in the ALR. Any new permitted secondary residences should be registered with the ALC for long-term land-use planning purposes.

The policy intentions paper resulted from collaborative work with the Union of B.C. Municipalities, the ALC and the BC Agriculture Council, and responds to feedback the ministry heard during recent public consultations. The policy direction is also guided by the results of the Minister of Agriculture’s Advisory Committee on ALR Revitalization. People are asked to provide their feedback by April 17, 2020, on the residential options via email:

ALR_ALCRevitalization@gov.bc.ca

While the ministry finalizes its policy direction, the grandfathering period for manufactured homes in the ALR for immediate family members has been extended to Dec. 31, 2020. This means people wishing to place manufactured homes on their ALR property will be required to get the necessary permits and authorizations from their local governments, but do not have to apply to the ALC for approval.

Quotes:**Jill Azanza of K & M Farms in Abbotsford –**

“Farmers need farmland to farm. Farmers that are growing and looking to the future support measures like these. This change will help young and new farmers get established on the land, and help retiring farmers stay on the farm.”

Maja Tait, president, Union of B.C. Municipalities –

“Local governments support greater flexibility for residential arrangements that support farming on ALR land. I appreciate the work the Ministry of Agriculture has undertaken on this issue in consultation with local government and others. This next phase will provide an opportunity to refine the concepts developed, and I encourage local governments to provide input to the ministry's process.”

Fred Haynes, mayor, District of Saanich –

“This proposed change would benefit Saanich residents who live or farm in the ALR because it creates more options for residences, while maintaining strong protections for farmland.”

Jennifer Dyson, chair, Agricultural Land Commission –

“This approach by the Province helps the ALC be less reactive and more focused on proactively seeking opportunities to improve agricultural land utilization, encourage farming and address emerging and strategic issues.”

Quick Facts:

- During the 2019 public engagement, 613 British Columbians registered to participate in the eight in-person sessions.
- The ministry received 1,580 online survey submissions, 87 personal submissions and 19 formal submissions from associations, farmers' institutes and local governments.
- Farmers have always had the option to build additional residences in the ALR (two, three or more), provided they are needed for farming and have approval from the local government and the ALC.
- The primary use of ALR land is agriculture, therefore additional residences must minimize disturbance to farm land.

Learn More:

Read the Ministry of Agriculture Policy Intentions Paper: Residential Flexibility in the ALR: <https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/agriculture-land->

Read the What We Heard report from the 2019 public engagement:

<https://engage.gov.bc.ca/govtogetherbc/impact/supporting-b-c-farmers-results/>

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