

COMMITTEE OF THE WHOLE

Thursday, September 22, 2022 Held Electronically and Transmitted via the SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2.	 Rob Ringma and Frank He, BC Transit i) Presentation: Transit Expansion Introduction ii) Staff Report: 2023 Transit Expansion Memorandum of Understanding <i>General Manager, Community Services</i> (Voting – B, D, E, F, ToG, DoS and SIGD) 	Annex A Pages 1-13
REPO	RTS	
3.	Zoning Bylaw 722 Public Hearing Report and Consideration for 3 rd Reading and Adoption <i>Senior Planner</i> (Voting – A, B, D, E, F)	Annex B pp.14-352
4.	Liquor and Cannabis Regulation Branch Liquor Primary New Outdoor Patio Application – Royal Canadian Legion Branch 219 (Roberts Creek) <i>Senior Planner</i> (Voting – A, B, D, E, F)	Annex C pp. 353-366
5.	Budget Project Status Report <i>Senior Leadership Team</i> (Voting – All Directors)	Annex D pp. 367-385
6.	Grants Status Update <i>Budget and Financial Analyst</i> (Voting – All Directors)	Annex E pp. 386-390

7.	Union of British Columbia Municipalities Disaster Risk Reduction – Climate Adaptation Grant Application - Coastal Flood Mapping <i>Manager, Sustainable Development</i> (Voting – All Directors)	Annex F pp. 391-393
8.	Community Resiliency Investment Program - 2023 FireSmart Community Funding and Supports Grant Application <i>Manager, Protective Services</i> (Voting – All Directors)	Annex G pp. 394-398
9.	Request for Proposal (RFP) 2221604 Halfmoon Bay Volunteer Fire Department Self Contained Breathing Apparatus Contract Award <i>Manager, Protective Services</i> (Voting – All Directors)	Annex H pp. 399-400
10.	Request for Proposal (RFP) 2231203 Garage Hoist Replacement – Contract Award <i>General Manager, Community Services</i> (Voting – A, B, D, E, F)	Annex I pp. 401-403

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."

ADJOURNMENT

ANNEX A

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: 2023 TRANSIT EXPANSION MEMORANDUM OF UNDERSTANDING

RECOMMENDATIONS

THAT the report titled 2023 Transit Expansion Memorandum of Understanding be received for information;

AND THAT the 2023-2027 Financial Plan include the associated revenues and expense for the 2023/24 (Year 1) expansion priorities including increased weekday frequency on Route 90 and Custom Transit to include Sunday service and extended weekday evening service to 5:30pm;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding (Attachment 2);

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 22, 2022.

BACKGROUND

Over the summer months, as part of the annual planning cycle (see Attachment 1), BC Transit initiates a discussion with local governments to review the transit service (referred to as the Transit Improvement Program or TIP's), and identify a three-year service expansion plan along with the timing of the potential service enhancements. The TIP's priorities are derived from the Transit Future Action Plan. These expansion opportunities are presented to the local government in the form of a Memorandum of Understanding (MOU). If the priorities are supported by the local government, the associated financial requirements are then used by BC Transit to prepare a Provincial budget request for the following year, and local governments are expected to budget accordingly as well. The first-year priorities require a formal commitment/approval, while years 2 and 3 priorities are for budget planning purposes. Following confirmation of the provincial budget, first year commitments are then formally adopted into the subsequent Annual Operating Agreement. This advance planning is also required to provide the lead time necessary to acquire any additional fleet (can take up 18 months).

At the Regular Meeting of the SCRD, April 28, 2022, the following resolution was adopted by the Board:

106/22 **Recommendation No. 3** 2022 Sunshine Coast Transit Future Action Plan

THAT the report titled 2022 Sunshine Coast Transit Future Action Plan be received for information;

AND THAT the 2022 Sunshine Coast Transit Future Action Plan be approved as a planning tool for future transit services and infrastructure priorities.

The purpose of this report is to present to the Board the proposed three-year transit expansion and infrastructure initiatives (2023-2026) and to acquire Board direction.

DISCUSSION

Conventional transit currently provides 31,000 hours per year (operates daily from approximately 5:00am-1:00am). The last service expansion implemented was in 2017 and included increasing the frequency on Route 90 by 6,370 hours (and an additional 6 buses) resulting in an increase in ridership of over 100,000 rides per year. In 2019, the annual number of rides was approximately 550,000, however, ridership dropped ~40% during the pandemic. The number of rides has recovered to approximately 75% of pre-pandemic levels and is steadily increasing.

Custom transit currently provides 3,600 hours of service per year and operates Monday through Saturday from 8:30am to 4:00pm. Ridership dropped significantly during the pandemic and although it has recovered somewhat, is still 50% lower than pre-pandemic numbers.

Almost 55% of transit ridership is attributed to Route 90.

In alignment with the 2022 Transit Future Action Plan priorities, BC Transit is looking for confirmation on how the SCRD would like to proceed with the proposed 2023-2026 TIP's priorities. Expansion opportunities have been provided below and include an order of magnitude costing for each initiative based on the estimated annual expansion hours required. Estimated annual total costs also include costs related to additional fleet/buses (if required). Where proposed expansion is dependent on other infrastructure investment (e.g. operations and maintenance facilities), this dependency is noted separately.

As per the attached Memorandum of Understanding from BC Transit (Attachment 2), the proposed service expansions for Year 1 (2023/24) are as follows:

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1									
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share			
		1,800	0	\$25,946	\$199,292	\$80,297			
2023/24	September	Description	Increase weekda	ay frequency	on Route 90.				

PR	PROPOSED CUSTOM (HandyDART) EXPANSION INITIATIVES – YEAR 1							
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share		
		275	0	\$349	\$26,273	\$8,403		
2023/24	July	Description	Introduce HandyDART service on Sundays, aligning with Saturday service span.					
		275	0	\$349	\$26,273	\$8,403		
2023/24	July	Description	Extend evening one hour to 5:30		service on wee	ekdays by		

Expanding service on Route 90 by increasing the frequency to offer 30 minute service from 6:00am through 6:00pm on weekdays will provide more reliable service that reduces the wait time between buses and create better connectivity within the system and with the ferry schedules. Some administrative efficiencies may also be realized. Thirty minute service is currently only offered weekdays through most hours from 8:00am-5:00pm. Current administrative support services can accomodate this expansion. It should be noted, however, that driver recruitment and retention continue to be challenging and the expansion will require additional drivers.

The opportunity to expand Custom Transit to further align days/times of service with conventional transit has also been presented. A priority for 2023 will be to partner with BC Transit and local stakeholders to better analyze the needs of the community to determine options for future custom transit expansion considerations for future TIP's recommendations.

BC Transit and the SCRD are currently undertaking a study to analyze options for accommodating a growing transit fleet at the existing Yards on Mason Road. The study, anticipated to be complete in March 2023, will inform planning for property options and future investments necessary to support further service expansions, and will be reflected in next years TIP's. Year 1 expansion priorities can be accommodated within the existing operations and maintenance facility.

Providing expansion priorities as far in advance as possible, helps provide both the local government and BC Transit the ability to forecast 3 year budgets that identify longer term funding requirements. The expansion priorities for 2024/25 and 2025/26 include:

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 2							
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share	
	September	300	1	\$4,324	\$67,223	\$47,217	
2024/25		Description	Increase weekday frequency on Route 90, reallocating hours from Route 1.				
	September	820	1	\$11,820	\$121,695	\$67,011	
2024/25		Description	Increase frequency on Route 2 West Sechelt to 30 minutes during peak periods.			elt to 30	

PROPOSED FEASIBILITY STUDY INITIATIVE YEAR 3								
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share		
		0	0	\$0	\$50,000	\$26,655		
2025/26	April	Description	Feasibility Stud service to Earl's opportunities					

Year 2 increased frequency on Route 90 reflects 30 minute service weekdays for entire service hour span. This will be implemented along with modifications to Route 1 to balance the service hour expansions and costs.

Annual cost estimates for expansion of service in Year 2 and 3 will need to be carefully reviewed next year to ensure they capture other considerations such as garage (mechanics), dispatch, supervision and support services. The operations and maintenance facility at Mason Road can accommodate up to 2 additional buses and then will be at capacity.

BC Transit is requesting the SCRD Board provide a decision on the 2023/24 expansion priorities as presented through resolution and signing of the Memorandum of Understanding provided. The SCRD 2023/24 Financial Plan would also need to reflect this commitment. Confirmation is required for BC Transit's provincial budget submissions as well as to procure buses. Further, indicating support for the expansion of services in Year 2 and 3 is required for planning purposes and will enable BC Transit to identify three year projected budget requests.

Financial Impact

As reflected in the tables above, the estimated net municipal share of the proposed 2023/24 (Year 1) expansion opportunities totals \$97,000. This amount represents the SCRD's estimated portion of sharable costs, net of additional fare revenue, which would be included in the AOA as a result of the expansion. In addition to this, non-sharable costs for corporate support service and fleet maintenance overhead will increase by an estimated \$22,000 for a total annual impact of \$119,000 funded from taxation.

As expanded transit service would begin in July/September, the budget impact for 2023 would be pro-rated accordingly resulting in a 1.3% increase to the 2023 tax levy for this service (3.9% annualized). Final budget values will be incorporated into the 2023 Annual Budget when received as part of the formal 2023-24 Annual Operating Agreement from BC Transit, in the spring of 2023.

Organizational Implications

The 2023 transit service expansion amounts to a 6% increase in service hours, no additional fleet requirements, and approximately 1.33 additional FTE's (included in the estimated annual total costs).

Options

The last expansion of services was in 2017, resulting in increased ridership. A provincial freeze on budget increases as well as the global pandemic negated opportunities from 2018-2020. Expansion opportunities were declined in 2021 as transit services were still recovering from the pandemic and the Transit Future Action Plan update was also underway. Although ridership has not yet fully recovered, it is increasing steadily. The choice to expand services or hold steady is at the discretion of the local government.

<u>Option #1:</u> Commit to the 2023/24 service expansion options and support in principle the 2024/25 and 2025/26 expansion options, by signing the Memorandum of Understanding and ensuring the 2023/24 financial plan reflects the projected order of magnitude costs for the 2023/24 expansion priorities. (**Recommended**)

<u>Option #2:</u> Delay expansion considerations until the 2023 TIP's discussions occur. (Not recommended)

STRATEGIC PLAN AND RELATED POLICIES

Transit service expansions align with the SCRD strategic plan, Official Community Plans, Integrated Transportation Study (2011), BC Transit Strategic Plan 2020 and We Envision Plan 2011.

CONCLUSION

The BC Transit 2023-2026 Transit Improvement Program (TIP's) has presented service expansion priorities for the next three years in alignment with the 2022 Transit Future Action Plan.

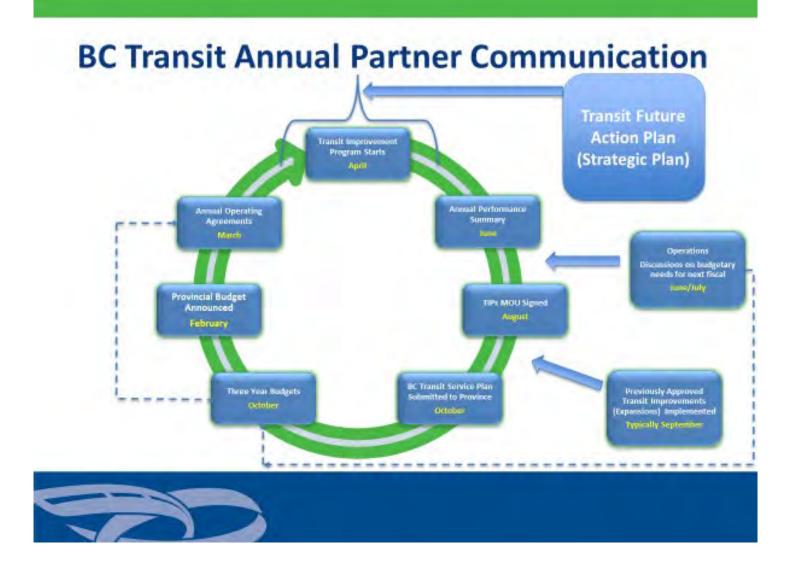
Staff recommend that the Board commit to the 2023/24 service expansion options and support in principle the 2024/25 and 2025/26 expansion options, by signing the Memorandum of Understanding and ensuring the 2023/24 financial plan reflects the projected order of magnitude costs for the 2023/24 expansion priorities.

Reviewed by:							
Manager		Finance	X – T. Perreault				
_			X – B. Wing				
GM		Legislative	X – S. Reid				
CAO	X – D. McKinley	Other					

ATTACHMENTS:

Attachment 1: Annual Planning Cycle - Transit

Attachment 2: Three-Year Transit Expansion Plan and Capital Initiatives MOU (from BC Transit)





August 30, 2022

Attn: Shelley Gagnon General Manager, Community Services Sunshine Coast Regional District 1975 Field Rd Sechelt BC V0N 3A1

Re: Transit Improvement Program - 3 Year Transit Expansion and Infrastructure Initiatives

Dear Shelley,

The purpose of this letter is to confirm transit service expansion plans for 2023/24, approve transit expansion priorities for the subsequent two years and identify transit infrastructure initiatives required to support transit system growth.

BC Transit confirms service expansion plans with local government partners on an annual basis to coordinate the development of three-year budgets and capital plans with the Provincial Service Plan. Confirmation of next year's desired level of transit service expansion is also required to support the procurement of buses. This year, facility infrastructure requirements have been added to inform your multi-year budget development and ensure that infrastructure investments are advanced to align with proposed transit service expansion.

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific transit expansion initiatives for the next three operating years from 2023-2024 through to 2025-2026, as well as future capital initiatives required to support transit service. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your Council/Board and validated in collaboration with local government staff.

Transit service expansion and infrastructure investments are important components to sustaining and growing a successful transit system. These investments in your transit system come with several considerations. To support Council/Board decision making, we have provided updated order-of-magnitude costing for each Transit Service and Infrastructure Initiative. These are based on the estimated annual increase to revenue service hours, the estimated increases to the Taxi Supplement budget for Custom Transit (if applicable) and the estimated facility lease fees associated with future facilities and transit infrastructure.

There are a few key considerations when reviewing your initiatives. When a proposed expansion is dependent on an infrastructure investment, it will be shown in the proposed expansion table. Additionally, estimated lease fees for infrastructure projects are shown in a separate table. If your expansion requires additional vehicles, this is identified and factored into estimated total costs. Should vehicles be procured following MOU signoff and a decision is made to not pursue service

expansion, the lease fees for the new vehicles will still be added to your operating budget for a minimum of one year. If expansion requests exceed available provincial funding, BC Transit's service prioritization process will be used to determine which projects receive funding.

One of the key challenges we continue to face through this process is the higher probability that demand for expansion vehicles will exceed the availability in each fleet category. More advanced lead times are required for procurement and delivery of buses, and bus orders need to be strategically timed to align with our deployment plans. While every effort is made to align bus orders with demand, some expansion initiatives will likely be impacted by the limited availability of certain vehicle types. Despite these challenges, we continue to work with our local government partners to identify and develop expansion priorities, and to align our expansion initiatives with our overall fleet procurement plans.

By conveying proposed transit service expansion and capital initiatives as far in advance as possible, we are seeking to achieve four important goals:

- 1. Ensure 3-year expansion initiatives are consistent with the expectations of local governments.
- 2. Provide local government partners with enhanced 3-year forecasts that identify longer term funding requirements.
- 3. Ensure transit system infrastructure investments needed to support transit service expansion plans are aligned with transit service expansion initiatives identified in both local government and BC Transit's 3 year operating budgets and the long-term capital plans.
- 4. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.

Upon confirmation of your Council/Board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan funding request to the Province. Following confirmation of the provincial budget, I will confirm with you if supporting provincial funding was secured and initiate a transit service implementation plan and work with local government to advance capital infrastructure planning as required to ensure alignment with transit service expansion initiatives. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed initiatives.

We ask that a signed copy of this letter be returned to BC Transit by September 30, 2022. If you are unable to meet this deadline, please contact me at your earliest convenience.

Yours truly,

Ames

Rob Ringma Senior Manager, Government Relations BC Transit

Three-Year Transit Expansion Plan and Capital Initiatives for Information

Date	August 30, 2022
Expiry	September 30, 2022
System	Sunshine Coast Regional District

Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives for the 2023/24 fiscal year with an estimated costing based on the hourly rates of your existing system. Confirmation of next year's transit service expansion is required for provincial budgeting and the procurement of buses. Please ensure that these initiatives are consistent with your local government expectations. Upon receipt of this MOU, we will confirm funding from the Province on your behalf. Please keep in mind that should vehicles be procured to support your expansion following agreement to the MOU and a determination is made that an expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of one-year.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1								
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share		
		1,800	0	\$25,946	\$199,292	\$80,297		
2023/24	September	Description	Increase weekday frequency on route 90.					

	PROPOSED HandyDART EXPANSION INITIATIVES – YEAR 1								
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share			
		275	0	\$349	\$26,273	\$8,403			
2023/24	July	Description	Introduce handyDART service on Sundays, aligning with Saturday service span.						
		275	0	\$349	\$26,273	\$8,403			
2023/24	July	Description	Extend evening handyDART service on weekdays by one hour to 5:30 pm						

*The HandyDART initiatives proposed are based off of BC Transit's recommended best practises for custom (HandyDART) systems to work to align custom service span with that of conventional

transit systems. This is accomplished first by aligning days of service (the addition of Sundays) and then by increasing daily hours of service to move towards greater parity with the conventional transit system. BC Transit commits to work with the SCRD in F2023/24 to develop a custom transit working group made up of local custom transit stakeholders to better analyze community needs and determine options for future custom expansions to be considered by the board.

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 2								
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share		
		300	1	\$4,324	\$67,223	\$47,217		
				ncrease weekday frequency on route 90, reallocating nours from route 1.				
		820	1	\$11,820	\$121,695	\$67,011		
2024/25	September	Description	Increase frequency on route 2 West Sechelt to 30 minutes during peak periods.					

PROPOSED FEASIBILITY STUDY INITIATIVE YEAR 3								
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share		
		0	0	\$0	\$50,000	\$26,655		
2025/26	April	Description	Feasibility Study to provide analysis on potential servic Earl's Cove and inter regional connection opportunities					

Service options and final costing on proposed new Route to Earl's Cove to be confirmed based on results of feasibility study and local partner agreements on service and service levels

Proposed Transit Infrastructure Initiatives:

To support future transit system development, the following capital infrastructure initiatives are provided for information. These initiatives align with your community's Transit Future Plan/Service Review. Below is a description of the initiative, project planning studies, estimated costs and fiscal year they are anticipated to be incurred. As infrastructure projects advance, more accurate schedules, and cost estimates will be developed. Please ensure that these initiatives are consistent with your local government expectations.

	PROPOSED [·]	FRANSIT SYSTEM	CAPITAL INITIATIV	ES & STUDIES	
Description	Operation & Main	Operation & Maintenance Facility			
Rationale		Feasibility Study to determine options for O&M Transit Facility capacity improvements is needed to support future transit service levels			
	*Project Planning Operating Budget for Study	*Proposed Scheduling of Study	Estimated Annual Local Government Share of Cost	Estimated Total Cost	
	\$ 40,000	F 2022/23	\$21,324	\$ 40,000	

The purpose of this study is analyze options for accommodating a growing transit fleet at the existing Sunshine Coast Regional District's (SCRD) Public Works Yard on Mason Road. BC Transit and the SCRD will use the study to inform property options and future investment opportunities. This study will support O&M facility investment decision making by BC Transit and SCRD. The key objective of the study is to confirm functional requirements and construction costs of expanding the existing transit facilities and assessing the impacts on the existing public works yard. This planning study may be used to support a grant funding application.

Approval

On behalf of the Sunshine Coast Regional District, I/we are confirming to BC Transit to proceed with the request for funding to the Province on our behalf for the 2023/24 Fiscal year, and that we will budget accordingly for the initiatives identified above and will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details and capital initiatives are confirmed.

Signature:	 Date:	
Name:	 Position:	
Signature:	 Date:	
Name:	 Position:	

On behalf of BC Transit

Signature:

Date: Aug 30, 2022

Name: Rob Ringma

Senior Manager, Government **Position**: Relations

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: ZONING BYLAW NO. 722 CONSIDERATION OF THIRD READING AND ADOPTION

RECOMMENDATION

THAT the report titled Zoning Bylaw No. 722 Consideration of Third Reading and Adoption be received for information;

AND THAT the revised Zoning Bylaw No. 722 be forwarded to a future Board for Third Reading and Adoption.

BACKGROUND

On July 28, 2022, the SCRD Board adopted the following resolution:

194/22 <u>Recommendation No. 3</u> Zoning Bylaw No. 722 Consideration of Second Reading

THAT the report titled Zoning Bylaw No. 722 Consideration of Second Reading be received for information;

AND THAT references to "chickens" be amended to "poultry and rabbits" with exceptions continued for roosters;

AND THAT the revised Zoning Bylaw No. 722 be considered for Second Reading;

AND THAT a public hearing be arranged to consider Zoning Bylaw No. 722;

AND THAT Director Pratt be delegated as the Chair and Director Siegers be delegated as the Alternate Chair for the Public Hearing;

AND FURTHER THAT the staff report titled "Zoning Bylaw No. 722 Consideration of Second Reading" be referred to the Electoral Area Advisory Planning Commissions and Roberts Creek Official Community Planning Committee to support their involvement in the public hearing process or to gather input for future consideration.

This report summarizes and addresses feedback received from the public hearing, and recommends revisions to Zoning Bylaw No. 722 for consideration of third reading and adoption.

DISCUSSION

Pursuant to the above Board resolution, a public hearing to consider Bylaw 722 was held on September 6, 2022. More than 100 people attended the meeting held electronically by Zoom. The Report of a Public Hearing (summary notes of the public hearing) can be found in

Attachment A. About 45 written submissions had been received by the specified deadline – noon of September 6, 2022 (Attachment B).

A number of excellent points were raised through the public hearing. Having listened carefully, staff have put together analysis, responses and revisions that address what was heard. The overall approach recommended is to make revisions and proceed to third reading and adoption. Doing so would enable major benefits of the bylaw on housing, policy alignment and technical improvement to be realized. Alternative options to revert to existing provisions of Bylaw 310 on some of the subjects are also provided for consideration.

<u>Analysis</u>

Among the public representations made for the public hearing, some expressed support for some of the key features of the proposed bylaw such as the expanded housing options and allowance and removal of building design barriers; but many others voiced common concerns, particularly on the public consultation process, proposed regulations on home based business, residential agriculture and waterfront setback. The following discusses how these concerns (identified in *italic* font) can be addressed and how the bylaw to be considered for third reading and adoption may be revised to address some of these issues.

1. The public was not sufficiently consulted on the proposed bylaw. The adoption of the bylaw should be postponed until more public consultation has been completed.

Public consultation for updating Zoning Bylaw 310 and replacing it with Bylaw 722 include two main stages:

Stage 1 - consultation done between 2017 and 2019; and

Stage 2 – consultation conducted during the formal review and adoption process of the bylaw which began in December 2021 through an introductory staff report to the Board.

Between these two stages, from 2020 and 2021, significant amount of work was done by staff on digesting public input received from the first stage of consultation, research, and drafting the new bylaw. This amount of time is necessary in order to complete the substantial amount of work.

Research conducted was based on local knowledge collected from public feedback, best practice and case analysis of similar rural local governments comparable to SCRD, Examples from urban municipalities were generally used only as reference points.

During Stage 1, consultation engaging a wide range of stakeholders and community members in various venues was undertaken. This includes: referral to all APCs and an advisory summit with all APCs, two public information workshops held in Gibsons and Sechelt, and an online survey that received over 500 responses. These venues were promoted through a public awareness campaign which included direct email or postcard mailing to about 200 people who expressed an interest, SCRD website and social media, and newspaper.

Stage 2 consultation includes: two public information meetings held physically and electronically in June 2022, a web page (<u>https://letstalk.scrd.ca/bylaw-722</u>) dedicated to the Bylaw to provide comprehensive information to the public, receive feedback and answer questions, staff attendance of all individual APC meetings and a joint workshop with all APCs, and a public

Staff Report to Committee of the Whole - September 22, 2022 Zoning Bylaw No. 722 Consideration of Third Reading and Adoption

hearing. Public engagement events were promoted through SCRD website, social media and newsletters, and several full-page advertisements on the Coast Reporter.

It is recognized that the project stretched over a long period of time. That is why a multi-event approach via a range of communication channels was used for public engagement, so that a wide range of public opinions are captured over the course of the project, from the very first public engagement event in Stage 1 to the public hearing in Stage 2. Numerous revisions to the draft bylaw have been made in response to feedback received at various stages of the project. Overall, the consultation that has been undertaken has sought to utilize numerous communication tools to ensure a robust consultation.

2. The proposed limits on the size and customer numbers and visitation of a home based business will have a detrimental effect on home based businesses and associated special events such as the Art Crawl, etc.

The proposed regulations for home based business in Bylaw 722 are in response to previous consultation feedback which indicates a desire to maintain a balance between business operation and residential character of a neighbourhood and to minimize conflicts. Based on existing regulations in Bylaw 310, these regulations are intended to introduce an increased level of details for conditions for business operations, such as floor area, employees, deliveries, customer visitation and so forth.

In terms of size, it is understood that limiting home based business to 50% of floor area of all buildings may not work well for every kind of business or property, for example, those that want large work space and small dwelling.

Home based business are commonly operated in auxiliary buildings such as a craft workshop, an artisan studio, or within a dwelling such as music lessons, personal care service, a home office. Therefore, to address the size issue for home based business, allowable auxiliary building space on a property can be fully utilized for home based business, and additionally a certain percentage (40% recommended) of the dwelling space can be used for home based business. This would provide adequate space and flexibility for the residents to choose where and how to operate a home based business, yet maintain the integrity of the primary or residential use of a property and avoid significant impact on the availability of dwelling space to be used for residential purposes. The recommended changes are as below:

Bylaw 722 for second reading	Recommendation for Third Reading and Adoption
5.4.1.c	5.4.1.c
Not more than the following percentage of the	The total floor area of all allowable auxiliary
total floor area of all buildings on a parcel shall be	buildings plus a maximum of 40% of the floor
used for a home-based business: 50% in R1, R2	area of a dwelling on a parcel may be used for
and R3 Zones, and 40% in all other zones;	home-based business.

Alternatively, reverting to corresponding Bylaw 310 Section 502.10.d could be considered:

"The area utilized for the purpose of conducting a home occupation shall not exceed the area utilized for residential purposes".

Staff Report to Committee of the Whole - September 22, 2022 Zoning Bylaw No. 722 Consideration of Third Reading and Adoption

With respect to other proposed operation conditions, such as limits on the number of client visits and deliveries, requirement for appointment, employee residency, etc., it is recognized that they may impact some businesses and associated special events, and they are difficult to enforce. Customer visitation and special events are often related to traffic and parking issues. While operational conditions may be considered for removal to allow operation flexibility for home based businesses, the off-street parking regulations should be modified to meet home based business parking demand. Therefore staff recommend modifying off-street parking requirements, and removing most of the operational conditions except that for employees but with an allowance of an extra employee. The changes are as summarized below:

Bylaw 722 for second reading		ng	Recommendation for third reading and adoption
Section 5.4.1			This subsection is removed.
,		nan two deliveries per week to icles or trailers;	
6.4 Off-street parking and loading space requirements Home based business: 1 per employee plus 1 per 20 m ² of retail area			 6.4 Off-street parking and loading space requirements Home based business: 1 per employee plus 4 per 100 m² of all floor area (of the
•		f non-resident employees size, shall be as per the table	home based business) Replace section I) with: k) Employees of a home based business are restricted to residents of the parcel
Parcel Size <1500 m ²	Employees No non- resident employees	Permitted Activities Child Care; Business Services; Office uses; Health Services; Artisan uses; Personal Services; Group sessions up to a maximum of 2 sessions per day; Tutoring and lessons, limited to 6 clients per day and a maximum of 3 at one time; On-site client visits only by appointment; scheduled in advance and a maximum of 6 clients per day; Horticultural product sales.	where the home based business operates plus not more than two other persons.
1500 to 5000 m ²	1 non- resident employee	As above	
>5000 m ²	2 non- resident employees	As above with a maximum of 16 clients per day; group day care	

Alternatively, reverting to corresponding Section 502.10.e of Bylaw 310 with respect to requirement on employees could be considered:

"Employees of a home occupation are restricted to members of a family as defined in this bylaw plus one other person".

3. Roosters are imperative for the raising of poultry, and beehives should be allowed on smaller lots. These are important for supporting local food production.

While acknowledging the importance of roosters and beehives for residential agriculture, it must be noted that under current Bylaw 310 (Section 502 (2) & (4)) the keeping of poultry (including roosters) and rabbits is not permitted on lots less than 1500 m², and bees (as a livestock) are not permitted on lots less than 3500 m². The proposed provisions for residential agriculture in Bylaw 722 (second reading) have lowered the parcel size threshold for keeping poultry, rabbits and bees to 1000 m², yet with some limits on the number of animals and restriction of roosters for parcels up to 3500 m². To respond to what was heard through the Public Hearing process about the demand for more allowance for residential agriculture yet the need to maintain a balance between food production and neighbourhood character and livability, staff recommend further lowering the upper parcel size limit from 3500 m² to 1500 m², as summarized below:

Bylaw 722 for se	cond reading		
5.5.1 The keepin	g of poultry, rabbits and b	ees is permitted in accordar	nce with the following:
Parcel size (m ²)	Zone	Total number of poultry and rabbits	Number of beehives
<1000	All zones except AG	None permitted	None permitted
1000 - 3500	All zones except RM1, RM2, RM3	6 per 1000m ² , roosters not permitted	2
>3500	All zones except RM1, RM2, RM3	No limit	No limit
Any size	AG	No limit	No limit

Recommendation	n for Bylaw 722 for third re	eading & adoption	
5.5.1 The keepin	g of poultry, rabbits and b	ees is permitted in accordar	nce with the following:
Parcel size (m ²)	Zone	Total number of poultry and rabbits	Number of beehives
<1000	All zones except AG	None permitted	None permitted
1000 - 1500	All zones except RM1, RM2, RM3	Maximum 10, roosters not permitted	2
>1500	All zones except RM1, RM2, RM3	No limit	No limit
Any size	AG	No limit	No limit

Alternatively, reverting to corresponding Bylaw 310 provisions could be considered:

502.2 In any zone other than an R1, RM1, RM2 or RM3 zone, on a parcel having an area of 1500 square meters or more, the use of land, buildings and structures may include the keeping of poultry or rabbits for domestic consumption only ...

502.4 In any zone, other than the RM1, RM2 or RM3 zone, on a parcel of land having an area of 3500 square meters or more the use of land, buildings and structures may include the keeping of livestock ...

4. The proposed requirement for setting back buildings and structures at least 15m from the natural boundary of the ocean is unnecessary as long as buildings are constructed above flood construction level and geo-technical issues are addressed. Transplanting this regulation from elsewhere to the Sunshine Coast will not work for the unique environment of the coast, and will negatively impact building siting options on ocean front properties.

The 15m setback requirement is not transplanted from elsewhere, but already embedded in current Bylaw 310 for the Roberts Creek Electoral Area, zoning bylaws of the Town of Gibsons and the District of Sechelt, and best practice recommendations of the shishálh nation.

There was reference to a 17m setback at the public hearing. This is not an ocean setback but a riparian setback and intended to augment the provincial Riparian Areas Protection Regulation by ensuring there is an adequate buffer from protected sensitive ecosystems.

The purpose of this setback is multiple, and the benefits will vary from site to site depending on topography and other factors:

- flood protection / adaption to climate change
- protection of the sensitive ecosystem of the foreshore
- protection of the area adjacent to the foreshore which has higher archaeological potential
- protection of views and the public character of the foreshore

Bylaw 722 is taking an important step forward to apply this requirement to all areas within the boundaries of the bylaw and set a unified standard for building siting along the coast lines of the Sunshine Coast.

It is understood that this setback requirement may limit siting choice on smaller lots. Situations like this can be dealt with on a case-by-case basis, through a variance application where environmental, geo-technical and archaeological issues must be properly addressed.

Staff do not recommend changing this requirement in the Bylaw for third reading and adoption.

Alternatively, revering to regulation in Bylaw No. 310 could be considered: 15m in Roberts Creek and 7.5m in other electoral areas.

5. The proposed exemption of wind turbines from height limit may result in widespread oversized wind turbines. This would have a negative impact on many neighbourhoods and the environment.

For a wind turbine to be effective, it requires a large open field with few obstacles around, otherwise it has to be much higher than 11 m and bigger. This is not attainable on many average sized properties. Higher wind turbines also have potential harmful impacts on flying

Staff Report to Committee of the Whole - September 22, 2022 Zoning Bylaw No. 722 Consideration of Third Reading and Adoption

wildlife like birds and bats, and on small properties, noise and view interference can be issues. Considering these potential negative impacts, staff recommend allowing height exemption for wind turbines over the 11 m limit only in Industrial Zones, where parcel size is at least 2 ha and impacts on surrounding properties are less. The change is summarized below:

Bylaw 722 for second reading	Recommendation for Bylaw 722 for third reading & adoption
Section 5.11.6	Section 5.11.6
The following structures shall not be subject to the height requirements of this bylaw :	The following structures shall not be subject to the height requirements of this bylaw :
I) Wind turbine;	 Wind turbine only on parcels with a size
	exceeding 2 ha in Industrial Zones;

6. Kennels provide an important service to the community. Their allowance should not be eliminated from Electoral Areas B and D.

Under existing Bylaw 310 (Sections 1001, 1001B, 1001D, 1011, 1011A, 1021), kennels are permitted in Rural and Agricultural Zones only in Electoral Areas E and F. Bylaw 722 makes no change to this. Existing kennels in other electoral areas are allowed to continue operation as they have been as a lawful non-conforming use.

Summary

Through the public hearing process all public comments expressed from diverse perspectives have been heard and considered. This report seeks to provide analysis and clarification where appropriate and to recommend responses. Revisions to the bylaw are recommended to address these issues.

It should be stressed that despite taking strides forward in a few opportunity areas such housing options and design, Bylaw 722 is still largely based on the existing Bylaw 310. Bylaw 722 provides a limited but necessary update to Bylaw 310. Proceeding with revisions to address the issues identified through consultation and then third reading and adoption is recommended in order to benefit from key updates to the bylaw including increased housing opportunity, technical improvement, alignment with Provincial legislation and overall improved user-friendliness.

Many subjects of the bylaw, such as home based business and residential food production will need more in-depth research, consultation and rethinking of their underlying land use framework and principles, so as to devise more comprehensive and fair regulations to meet the needs of the community in an ever changing world. Some fundamental questions will need to be asked, for example, should home based business be changed from an auxiliary residential use to a rural mixed use; should food production be considered a necessity instead of a hobby on very small parcels?

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To answer these questions, more works lie ahead in the development of new planning polices and regulations, such as regional growth policies, renewed official community plans, an all-new zoning bylaw, planning and development procedures and fees bylaw, and so forth.

NEXT STEPS

As the revisions to the bylaw as recommended in this report do not constitute changes to use or density, the Board may elect to proceed to third reading and adoption of the revised bylaw without further public input such as a second public hearing. Should the Board consider changes that affect use or density, further public consultation such as a second public hearing would be required.

CONCLUSION

The public hearing process for Bylaw 722 has revealed a number of critical issues, particularly on home based business and residential agriculture that may have material impact on Sunshine Coast residents. This report addresses these issues by providing clarification and recommendations for revisions to the bylaw moving forward to the final steps of its formal review process.

Staff consider that the recommended revisions to the bylaw sufficiently address issues raised through the public hearing process, and therefore recommend consideration of its third reading and adoption.

ATTACHMENTS

Attachment A – Report of a Public Hearing

Attachment B – Written submissions for the public hearing

Attachment C - Revised Zoning Bylaw No. 722 for third reading and adoption

Reviewed b	y:		
Manager	X – J. Jackson	CFO/Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Solid Waste	

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD ELECTRONICALLY IN ACCORDANCE WITH LOCAL GOVERNMENT ACT SECTION 465 September 6, 2022

Zoning Bylaw No. 722			
PRESENT:	Chair, Electoral Area B Director Alternate Chair, District of Sechelt Director	L. Pratt D. Siegers	
ALSO PRESENT:	Electoral Area A Director Electoral Area E Director Electoral Area F Director Manager, Planning & Development Senior Planner Planner 1 Planner 1 Recording Secretary Members of the Public	L. Lee D. McMahon M. Hiltz J. Jackson Y. Siao N Copes C. Humphries G. Dixon 106 +/- (part)	

CALL TO ORDER

The public hearing for *Zoning Bylaw No.* 722 was called to order at 7:00 p.m.

The Chair introduced elected officials and staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. In accordance with the *Local Government Act* Section 465, the public hearing was held electronically and open to members of the public.

PRESENTATION OF THE PROPOSED BYLAWS

The Manager, Planning & Development noted the proposed *Zoning Bylaw No.* 722 does not intend to remove or to grant any densification or changes to use.

The Sunshine Coast Art Crawl isn't addressed under Bylaw No. 310 as an assembly use and is beyond scope of this bylaw amendment at this time.

The Senior Planner provided a presentation summarizing the proposed bylaw Zoning Bylaw No. 722.

The Chair called a first time for submissions.

VERBAL PUBLIC REPRESENTATIONS MADE AT PUBLIC HEARING

Marleen Vermeulen

An artist on the Sunshine Coast for 24 years. Board member with Coast Cultural Alliance who organizes the art crawl. Concerns over the 6-person maximum and appointments for the art crawl and home-based businesses.

Edmund Butler

A woodworker in Roberts Creek. Concerns on the limit of space to have a home-based business.

Brenda Sopel

Resident of Roberts Creek.

What percentage of engagement for feedback has been given to the four rural areas? Question pertaining to how many people have participated in surveys and input for this bylaw? Opposed to the bylaw amendment, not enough public engagement.

Graham Walker

Resident of Roberts Creek.

Speaking on behalf of the music teachers and musical community on the Sunshine Coast. Teaching music lessons for 25 years.

Concerns over home-based business restrictions, six people a day wouldn't make it viable. Not to pass the height restrictions on green roofs, solar panels and wind towers until researched further.

Mark Guignard

Resident on the Sunshine Coast for over 40 years.

Question pertaining to if an auxiliary dwelling can be built first before the larger home? Question pertaining to whether or not there is a time limit to build the second residence?

Staff clarified an auxiliary dwelling can be built first, it has been done on the coast. No time restriction to build second dwelling.

Clark Hamilton

Builder on the Coast for 50 years. Concerns over the change from 7.5 metres to 15 metre set back from water. This should be reviewed by a geotechnical engineer. Concerns over the side-line setbacks on building height. This bylaw needs more public consultation.

Annie Wise

Sunshine Coast Tourism, Executive Director.

Concerns over home-based business appointments and the maximum of six clients a day. Concerns over restrictions over artisans' home-based studios.

Economically the Art Crawl attracts thousands during the off-peak tourist season.

Reconsider this portion of the bylaw, to make it more supportive for the artisan community.

Robin Chauhan

Resident of Roberts Creek for 14 years. Concern over limitation of six visitors by appointment only, for home-based businesses. This will force businesses to shut down. Opposed to this bylaw amendment. Not enough public engagement.

Mary Degan

Resident of Electoral Area E. Concerns over poultry/rooster regulations. Food security issues without roosters The bylaw cannot limit agriculture. Concerns over bylaw enforcement being complaint-based, need to have a better system in place.

Heather Bonnell Kelly

Resident of Pender Harbour. Concerns over setbacks from the water to build a new dwelling. Parking concerns. Bylaw to be deferred for more consultation.

Chair noted the Bylaw 722 is not for Electoral Area A. Bylaw No. 337 governs Electoral Area A.

Glen Edwards

Resident of Roberts Creek.

Concerns over rental inventory and cost on the Sunshine Coast.

Question pertaining to: is a split-level home with a ground level suite classified as a secondary suite or an auxiliary dwelling unit?

Question asked: is an 850 sq. ft ground level suite permitted?

Senior Planner noted the property would have to be zoned to allow for an auxiliary dwelling. If a property can have a primary and secondary dwelling. The secondary suite has to be in the principle dwelling and not more than 50 sq. metres for the floor area. The 850 sq. ft unit as an auxiliary dwelling would be allowed.

Heather Conn

Resident of Roberts Creek for 22 years.

Concerns over public engagement over the summer and during COVID.

Bylaw should be deferred until new Board members are elected, feels rushed.

Concerns over the six-person maximum of appointments for home-based businesses.

Residents can order 100 parcels a day, not sure what the rationale is for a six-person max.

Need to open things up for people, not more restrictive.

Sandy Buck

Resident of Electoral Area F. Concern over lack of public engagement. A member of the Deer Crossing the Art Farm. Concerns over the limitation of six people for home-based businesses. Art isn't confined to a single home, it is in the land. Concern over rooster limitation.

One Straw Society/Cassandra Fletcher

Acknowledged the work to support food systems Concerns of prohibiting poultry and rabbits for urban farmers on smaller lots. Parcels 2000 square metres or larger should be able to have 30 birds or more without restriction. Exemption on all lots for breeding initiatives.

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Unclear rationale for restrictions on keeping rabbits and other animals. Issue of wildlife, poultry will attract predators which is a risk to humans. The District of Squamish has a good bylaw that requires electrical fencing. Concerns on bee keeping.

Jerry Coleson

Bookkeeper on the Sunshine Coast.

Concerns over restriction of having an outside worker (employee) for home-based business.

Concerns over six clients a day, is not a workable solution at all.

This regulation limits businesses.

There is nothing in this bylaw for working remotely.

Jeff Muckle

Resident of Halfmoon Bay for 32 years. Concerns of food security of chickens and rabbits on a half-acre lot or bigger. Concerns of restrictions on roosters to propagate for more chickens. Concerns of limitations of bees. Feels this bylaw is being rushed. Concerns over the six client per day limit for home-based businesses. Should be encouraging people to be more self-reliant.

Nick Vermeulen

Resident on the Sunshine Coast for 28 years. Opposed to this Bylaw, should be deferred to the next Board of Directors. Concerns over home-based businesses and food security. Artists, Artisans and Art Crawls should be exempt from this bylaw. Section 5.4 in the bylaw all restrictions should be eliminated.

Angela Lavender

Concerns over proceeding with the bylaw without further public consultation. Concerns over green roofs, solar panels and wind turbines. Concerns over wind turbines being free from height restriction, this needs to be controlled not exempt as they vary in size.

Stuarte Easterbrook

Appreciates the difficult job to complete this bylaw. Concerns over the home-based business limitation of six clients per day. Concerns over restrictions on group lessons as this will increase cost for users. Concerns over densification and water supply shortages. Concerns of land clearing.

Josh Wallace

Intern Architect on the Sunshine Coast. Consultation has been very fast. Concerns over building setbacks from the ocean. Concerns for future building on the Sunshine Coast. The bylaw should be delayed. Development variances will increase.

Mary Beth Knechtel

Resident of Halfmoon Bay. Why are kennels being banned from Area E and Area F? Residents rely on kennels. Concerned over this ban for pet owners and kennel operators. Concerns over the six-person limit for home-based businesses, how is this going to be enforced?

Alison Taylor

Resident of Halfmoon Bay.

Runs a home-based business.

Supports most of the changes within the Bylaw.

Concerns over the limitation of six visitors a day for home-based businesses.

A separate bylaw should be in place for home-based businesses.

Art crawl, studio visits, etc. should be permitted and not illegal events.

Likes previous speakers' comments on electric fences for poultry, rabbits and bees on smaller lots. Roosters shouldn't be restricted.

Concern over restrictions of offsite workers for home-based business.

Chair called a short break at 8:30 p.m. and will reconvene at 8:40 p.m.

Katie Shindler

Resident of Roberts Creek, operates a home-based business.

The public isn't aware of limitations of properties of 5000 sq. metres or larger for home-based businesses. More public consultation is required.

This bylaw should be deferred as there is a typo error on the SCRD website.

David Taylor

Imperative to have all voices heard in this process.

Concerns over home-based business.

How was the six-visitor maximum decided upon?

A different approach is needed, provide a process if complaints are in place for certain businesses there should be something in place.

Request to defer this bylaw until after the elections and allow the new council to consider it.

Alexis Bach

An artist on the Sunshine Coast.

Executive Director of Fibreworks Gallery.

Concerns over tourism for the purple banner tour, art tours etc with the proposed limitations.

Question pertaining to the six-person appointment limitation for home-based businesses

Senior Planner noted that this is based on research and reference to other municipalities. The purpose is to distinguish a home based business from a commercial retail use. These conditions are to set a level of control, the home-based business is supposed to be an auxiliary use, not a primary use.

Manager, Planning & Development noted this was based on best practice of other municipal bylaws. Farm stands don't fall under home based businesses.

Darcy Clark

Home based business operator on the Sunshine Coast for 30 years.

Concerns over how fast this is being pushed through without more public consultation.

This Bylaw should be deferred for further review.

Residential home-based businesses are so valuable on the Sunshine Coast.

A new system needs to be in place for complaints.

Kayla Henderson

New entrepreneur and artist on the Sunshine Coast.

This bylaw is being rushed.

Concerns over the six-person limitation and appointments for home-based businesses, the art crawl and other art events.

This is problematic, restrictive and concerning.

Concerns for the limitation of roosters.

Concerns over the use of outdoor storage of materials or equipment, containers, nuisance of any kind including smoke, dust, heat, odour etc., doesn't seem to be explained properly.

Megan Martin

Resident of Halfmoon Bay. The speed of this is unacceptable. Nobody has the time to adequately review this. Concerns over the roosters, homebased business restrictions and bees.

Angela Gursche

Concerns over home-based business limitations. Concerns over water supply and food security.

Chris Hergesheimer

There is need for a big reset on food security and food resilience. Should be removing all friction over all agricultural activities. Concerns over home-based business limitations. Density, RV and illegal homes should be addressed.

Beth Hawthorn

An artist in Roberts Creek. Concerns over the limitations placed on home-based businesses. Relies on open houses for business. Encourages the rethinking of the Bylaw.

Leanne Turnbull

Resident in Electoral Area F. Appreciates all the hard work. Agrees with most aspects of the bylaw. Concerns over the limitation and restrictions of the home-based business. 4500 home-based businesses on the Coast, and most are rural. Rural areas of the Sunshine Coast are not comparable to a municipality. The fact that we are rural needs to be taken into account. Concerns over the restriction of kennels in Electoral Area E and F.

Peter Sugden

Resident of Roberts Creek.

Agrees with the comments on the home-based businesses. Concerns over the limitations of bee keeping, they make agriculture work. The SCRD should minimize the restrictions on poultry and rabbits. Consideration for neighbours regarding sight lines by neighbours when permits are approved.

Catherine Nicholls

Resident of Electoral Area E.

Local artist.

Concerns of the limitations and restrictions of the home-based businesses.

Small businesses in people's homes are the back bone of this community.

The Board should consider all the issues and defer the decision.

Kelly Backs

Resident of Roberts Creek. Is a local artist, the Art Crawl is important. Reading of the bylaw is being rushed and flawed. The bylaw is not based on a rural setting. Concerns over limitation of six people visitation for home-based businesses. Concerns over food security. The next Board of Directors should look at this.

Janice Williams

Concerns over bylaw enforcement for home-based business limitations. How will this be enforced? Seems impossible to enforce the bylaw, as the bylaw enforcement is currently maxed out. This bylaw should be deferred.

There is not enough public consultation.

Elizabeth Thomas

A visitor of the Sunshine Coast. The Art Crawl is a wonderful event. Concerns over home-based business limitations for visitors. More time is needed to consider this Bylaw.

Eva Taylor

Resident of Electoral Area F. This process is anything but transparent. This would deeply impact families in many ways. Concerns over the visitor limitations and restrictions for home-based businesses. Should be encouraging people to come to the coast, not prohibiting. Concerns over food security, cost of living etc. Concerns over the complaint system. The Bylaw should be deferred until the new Board of Directors.

Donna Shugar

Resident of Roberts Creek.

The public engagement has been very minimal, only one in person meeting was held in Roberts Creek and not in the other three electoral areas and one Zoom meeting.

Very concerning, as the changes are significant.

This is a missed opportunity for what the community is facing now.

Concerns over the Art Crawl, as one complaint can make a big difference.

Concerns over comments that if this bylaw is adopted it then can be amended.

Concerns over the timing, and agrees this Bylaw should be deferred until after the election in October 2022.

Landon Dix

Resident of Electoral Area B. Runs a home-based business. Supports the size expansion of the auxiliary dwelling. We are a rural community. Concerns over limitation on home-based businesses. Certain home-based businesses shouldn't be targeted. This Bylaw should be deferred.

Ken Knight

Resident of Roberts Creek. Unaware of this public hearing until today. This bylaw is not related to the reality. Cited Part 12 in the Bylaw. Concerns over removal of Church from the bylaw and parking regulations, would like to have this reinstated in the bylaw.

Doug Mulligan

Builder on the Sunshine Coast. Concerns over building setbacks changing from the ocean from 7.5 m to 15-17 metres. Building professionals are concerned. This Bylaw is restrictive and not thought through. The Board needs to defer this Bylaw.

The Chair called a second time for submissions.

Brenda Sopel

The decision should be postponed, not enough public consultation.

12782 people are affected, out of 5639 occupied dwellings, it would be nice to know how many are homebased businesses.

Mailings should be sent out for public hearings for all electoral area residents.

Concerns over water supply and food security.

Mary Degan

Deeply disturbed regarding pulling municipal bylaw information to create a rural bylaw, this is very different. Agricultural is rural and important. Supports densification in the municipalities. This is very concerning. Concerns over poultry limitations.

Casandra Fletcher

Concerns over food security and bee keeping. Bee keeping should not be regulated at all. New public awareness procedures need to be in place. Supports general direction of the Bylaw. Residential agricultural portion should be pulled. This bylaw should be deferred until the new Board of Directors.

Sandy Buck

Applauds all attendees, this is community. Only heard about this meeting a few hours before. Rural community and food security and health are important Not clear about the control of the six-person by appointment for home-based businesses

Manager, Planning & Development clarifies that to distinguish uses that are more commercial, industrial, assembly in nature from home based business uses was the intent of the regulation.

Megan Martin

Requests this Bylaw be delayed and deferred.

Doug Mulligan

Supports deferment of this Bylaw. More public consultation is needed. Not good timing for this meeting, especially during the summer months.

Catherine Nicholls

Concerns over limitations of home-based businesses. More time is needed for public consultation. Concerns over the art crawl being illegal.

Donna Shugar

Question asked regarding if a second public hearing can happen before the new Board of Directors take office on November 10, 2022.

This bylaw should be deferred until after the new Board of Directors are elected.

Manager, Planning & Development noted it would be challenging to have another public hearing to go through all the motions to adoption with the time left in the remaining term of the Board. Change of uses would trigger another public hearing. Staff will provide options to the Board with a report following this meeting.

Peter Sugden

Is in support of the 998 sq. ft size increase to auxiliary dwellings.

Concerns over the limitation of home-based businesses.

Art crawl is a wonderful piece of culture.

Question asked if there are certain businesses that are being targeted to set this six-person limitation for home-based businesses? Hope it is not the art crawl.

The Chair noted this bylaw is still in draft format.

Manager Planning & Development, noted what is in the bylaw can be enforced, and the research has been conducted based on best practices from other regional districts and municipalities and working with legal counsel.

Darcy Clark

The Bylaw needs to be delayed and deferred for further public consultation. Concerns over water supply.

Concerns over limitation of home-based businesses.

Alison Taylor

Noted broken links on the website for the meeting and documentation.

Concerns over limitation on home-based business sizes.

Could there be a monthly limit instead of daily for the home-based businesses?

Couldn't make a living if one had to rent a commercial space.

Question pertaining to if any complaints have been received for certain home-based businesses

Manager, Planning & Development noted the research is based on best practices. Limitations are to ensure certain residential characteristics in a neighbourhood are upheld.

Senior Planner noted SCRD does receive complaints regarding home-based businesses.

Landon Dix

Concerns over building size of home-based business, this should be based on property lot size. Concerns over building setbacks from the ocean.

Concerns over affordability and options for home-based businesses.

A revised draft of the bylaw should be put forth.

The Chair called a third time for submissions.

Brenda Sopel

For future public hearings, more public awareness is needed. Banners and sign boards for public hearings should be put up in high traffic areas for more visability for the public.

Donna Shugar

Supports the oceanside building setback, it supports waterfront ecology.

Having a hard line between residential and commercial uses makes it a hard situation for a vibrant community.

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The Chair called a final time for submissions.

ADJOURNMENT

The Chair called a final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed *Zoning Bylaw. No. 722* closed at 10:38 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

L. Pratt, Chair

G. Dixon, Recording Secretary

Dear Sir,

Re: New Zoning Bylaw 722

On behalf of the Sunshine Coast Housing Action Table, I would like to extend our support for the SCRD new Zoning Bylaw 722.

The Bylaw will incorporate updates that will allow for more housing options and less design barriers to address the urgent need for affordable and attainable housing on the Sunshine Coast

We assert that updating the bylaw, and aligning it with current Official Community Plans, is an essential first step in building a more cohesive zoning structure that will pave the way for future changes required to meet the housing needs of our community.

Sincerely, Kelly Foley

Sunshine Coast Housing Coordinator SUNSHINE COAST HOUSING ACTION TABLE

SCRD bylaw 722

Bylaw 310 had no restrictions on the number of chickens on a lot 1500m2 or larger.

I do not agree with restricting the number of chickens on a property between 1000 and 3500 m2 to only 6 hens and no roosters. No rooster=no baby chicks=no flock reproduction and food self sufficiency... 6 hens do not supply enough eggs for 2 people. This leaves no room for meat birds. This does not address food security. Leave this for neighbours to work out, as they are the beneficiaries of receiving real food by having a neighbour who goes through all the trouble of raising it.

Who's your consultant anyway......Claus Shwaub?

As far as the noise factor of a rooster...what's the difference between that and a barking dog? You have noise bylaws. If it becomes a problem for you that neighbours can't settle, enforce your noise bylaw. Sincerely

Guy Tremblay

To the Directors of the SCRD

It is my understanding that there is to be a public hearing on September 6th regarding the adoption of bylaw 722. As a long time resident property owner of Roberts Creek I realize that this bylaw affects me. Unfortunately where I am currently vacationing the wifi and cell service are very poor indeed, so I am unable to attend the meeting.

I have been aware that this change in the bylaw has been in the works and agree that reworking a 30 year old bylaw (No 310) makes very good sense with all the changes on the Coast (and in fact globally) during those decades. I understand that there has been some attempt to connect with the public recently but feel that it has been very minimal when related to the extent of the potential impact on property owners. It really appears that there is an attempt to rush this is through just prior to the Municipal elections _______ it seems there will be no time for the necessary follow up, should Directors decide to really hear what constituents have to say and propose any changes. Please consider delaying adoption of this new bylaw untill the new board is elected and they are able to become familiar with the bylaw and then really give the time and attention to the details and public comments, following a much more engaging public process.

Thank you for the work that you do on behalf of the citizens of the Sunshine Coast. Sincerely Carol Eades

I support the proposed setback of 15 m from the ocean. It's unclear if this includes the Pender Harbour area ie Garden Bay and Madeira Park. If not it should ! Yours kindly Thomas Beyer

Dear Directors,

I am writing in regards to the proposed zoning bylaw changes. Your newspaper ad makes it seem clear and simple but it is not and we deserve more time to understand all the implications and to have input. It should not be rushed through ahead of the coming elections but should be put aside for the newly elected board to deal with.

Yours Truly, Yvonne Mounsey

Dear Directors:

I am in complete agreement with Donna Shugar in her August 31, 2022 letter to you in regard to Zoning Bylaw 722. There has not been enough public discussion of the new rules and to rush 722 through just before a municipal election means that the old regime is saddling the newly elected representatives and Directors with a far-reaching decision they are responsible for enforcing but did not formulate. Some of the details Ms. Shugar points out are outrageous: to make the Art Crawl an illegal activity is ridiculous. To ban kennels from the Sunshine Coast is preposterous. You cannot arbitrarily destroy established businesses such as Castle Rock Kennels with the stroke of a pen or you are inviting huge public uproar and perhaps lawsuits. (Who thinks up these things? Are they actually collecting salaries?) Please, do not foist this flawed plan on us. Mary Beth Knechtel

My husband & I will be unable to participate in the Zoom on September 6th re: By-law 722. I hope that the Zoom will be recorded and that the recording will subsequently made public.

Given that the election is so soon afterwards, it would be wise to leave any decision on this By-Law to the incoming elected officials. Please give this serious consideration.

Thank you. Sharon Brown

Dear Directors of the Sunshine Coast Regional District:

We have all waited a long time for modernization of Bylaw 310 and I congratulate you on finally have a renewed version coming to the public in the form of bylaw 722. I encourage you to give time for thorough public input on this draft however as we need to get it right in a time of crisis in our community in housing and uncertain food security. We all know amendments take a long time so my comments below are meant to encourage you to think of the future in finalizing this bylaw.

My concerns are as follows:

1. The impending municipal election will result in a rushed process for third reading and not enough consideration or access for the public to voice concerns with the new bylaw 722. It would be better to wait until after a new board is installed to complete the public input and finalize the bylaw for third reading.

2. The amendments to secondary dwellings and allowed secondary suites are a start but not near enough to address the severe housing needs of today. There need to be more options for adaptation to existing dwellings.

3. The restrictions on space for storage, production and traffic regarding home-based businesses does not make sense. Particularly for our talented arts and crafts creators these restrictions are illogical. Give residents the freedom to make and exhibit/store their work outside if needed and to let visitors come to view and buy.

4. The is no rationale for the limited production on bees or chickens. Both these operations are low impact on land and neighbours and of huge benefit to our community. The limited allowable number of chickens or bee hives could be doubled on each parcel and then would enable a contribution to food security. The existing numbers of 6 chickens and 2 hives seem derived from urban environments and need adjustment to reflect the rural nature of our communities.

Thank you for your consideration and I look forward to future amendments to the bylaw. Betty Baxter

Dear Directors:

This letter serves as a request to have any decision regarding Bylaw 722 made NOT on Sept. 6 but after the new board takes office, when it can be considered by newly elected representatives. Currently, your choice of making Sept. 6 the final decision-making day is troubling and faulty, in my view, for a number of reasons:

• It prevents full community-wide public consultation on a far-reaching bylaw that will have ramifications for many people on the coast;

• It occurs on the day after a long weekend and on the first day back to school, when many people's attentions and energies are elsewhere (the cynic in me wonders if this was a deliberate choice to prevent the public's full attention to this matter);

• Many artists and those with at-home businesses will be caught unawares regarding this bylaw since there has been little-to-no notification about it. They need and deserve more time to respond to something that could drastically alter how they live, where they live, and how they conduct their livelihood;

• On this issue there has been only one in-person meeting and one Zoom meeting open to people living in affected areas, and this was during COVID. There has not been sufficient time to consider the ramifications of this bylaw. As per other significant bylaws in the past, a second public hearing must be

In the past, a second public hearing must be held. The only way this can happen is if this matter is addressed after the new board takes office.
I, for one, would like to know the rationale behind certain rigid changes in Bylaw 722 that limit the number of delivered parcels, make kennels illegal, client visits by appointment only etc.

As they say, "The squeaky wheels gets the grease." My impression is that with Bylaw 722, as it now stands, the SCRD appears to be bowing to irate residents who don't like more than a handful of vehicles of any kind ever passing by their home and object to anything other than total silence and absence of people in their neighbourhood. (I think of Olga's flower stand, off Lower Road in Roberts Creek, where I am an enthusiastic and grateful customer. Years ago, due to a disgruntled neighbour, her business was temporarily shut down, even though it operates on a side street, makes no disturbances, and customers only appear for mere minutes. Thankfully, after a public outcry, her business was reinstated.) In my view, a bylaw such as 722 should not be rushed through without further consultation. The onus should be on the SCRD to present a bylaw that reflects the views of as many residents as possible, including the hard-working people with home businesses and often with young families who are usually too preoccupied to keep tabs on all local government activities, particularly the nuances of changing bylaw features.

For these reasons, I request, again, the following:

- That the bylaw be put on hold until after the new board takes office and it is referred to them;
- That the SCRD undertake a more thorough public information process; and
- That a second public hearing be held.
- Thank you for considering this matter.

Sincerely,

Heather Conn

Dear Board,

We are writing to ask that further consideration of bylaw 722 be postponed until after the upcoming elections. This will allow for a more extensive public process and allow the new board to take responsibility. There are many areas of concern that need to be addressed by the community before this bill can move on.

Your sincerely, Alison Lindsay, John Bolton.

Dear Directors,

First of all, thanks to each of you for serving our communities.

We note that important changes are proposed in By-law 722 about which there has been little notification, information, or pubic engagement so far. As property owners in Roberts Creek, we feel it makes sense to delay any consultation until after the October 15 election, when we will have a new Board who can do a proper public consultation.

Thank you for your prompt attention to this matter,

Bonnie Klein, OC Michael Klein, CM, MD

To the SCRD Board:

While I appreciate your desire to update a 30 year old By-law, I would like to protest passing the new one in haste.

Please do not adopt By-law 722 before the November general election of Regional District Representatives. There has been lack of adequate opportunity for the affected public to understand important elements of the new By-law. I call your attention to the June 20, 2022 Minutes of Area D APC requesting a side-by-side comparison in order to comment. In spite of that lack, their comments were well reasoned and as far as I can tell, largely ignored by Staff in amending the Draft.

There are several glaring problems with the Draft By-law. Some of these were pointed out by the Area D APC Minutes of June 20, 2022; others more thoroughly by Donna Shugar in a well though out communication to you on the topic, dated August 31, 2022.

Please do not rush this through. It is unnecessary. The two-page ad in the Coast Reporter of September 2, 2022 is not useful and a poor pretence of informing the public.

Additionally, I am very concerned at this attempt to restrict workshop space based on dwelling size. The current wording in the proposed By-law would only make sense for a home office. It makes no sense for Roberts Creek, where a modest house has a large shop or art studio. Parcel coverage is a much more sensible metric. I have the impression that parts of the By-law were drafted by office workers, not cabinet makers or artisans. A 'grandfathered-in' shop is no solution. If there is a loss of the shop through natural disaster, the owner could not rebuild the source of their livelihood. Do you wish to restrict residents' livelihood?

A By-law that anticipates onerous applications for variance approvals would be unfortunate. Some of this can be avoided by following suggestion made by Donna Shugar in the letter cited above.

Regards, Diedra Goodwin

Dear Directors,

The purpose of zoning bylaws is to designate what activities can take place on property and to protect the nature of a community or neighborhood. Zoning bylaws are written so that the residents of an area know what activities they can carry out and what their neighbors will be permitted to carry out. Well thought out bylaws maximize the options residents have and at the same time minimize negative interactions between residents. Bylaw 722 does not do this. Before going any further, let me state that I am the current Chairperson of the Roberts Creek APC but this letter is only from me and does not reflect any opinions of the Roberts Creek APC. I will make a few remarks later in this letter about how Bylaw 722 may affect the workload of the Roberts Creek APC in the future, if Bylaw 722 is passed in its present form. I would like to raise two prominent issues I have with Bylaw 722.

The size of studios/workshops in Bylaw 722 is determined as a percentage of the principal residence. There has been no attempt to come to grips with the issue that the requirements of some studios may need more space than others. Some may need or want studios larger than the residence. As an example, my wife and I built our 1400 square foot house in 1979 on 5 acres at 1738 Lockyer Road with 500 sq feet within the structure dedicated to a pottery studio. That is over 33% of the actual building. We later built a separate studio of 1000 square feet and repurposed the 500 square feet into living space. The limits suggested in Bylaw 722 simply don't give any flexibility. Jack Harmon, a sculptor who lived in

Roberts Creek before his death had a large foundry and studio on his property in in upper Roberts Creek. He produced many works, two of which are shown below. They cast in bronze.



Queen Elizabeth II, commissioned by the RCMP, located in Ottawa



Harry Jerome in Vancouver

If Jack Harmon was only allowed to have a foundry or a studio that was just 20% of the size of his house, he would not have been in Roberts Creek. Did his in studio interfere with the surrounding community? I think not. Does our pottery studio which is 66% the size of our house interfere with the community around us? I think not. Please note that our studio was built in 1990 under the rules current at that time and is located on 5 acres. Bylaw 722 does not take into consideration the parcel size and zone when determining the size of a workshop or studio. It is just one-size-fits-all.

The next topic concerns the number of guests or clients a studio or workshop or home-based business can have during a 24 hour period. There are many home-based businesses in Roberts Creek such as psychologists, massage therapists, counselors, physio therapists and lawyers to name a few that would find the limit of six clients per day to be a game changer. I doubt that any of the above professions would interfere in their surrounding communities. They can only see one client at a time. I would really like to ask where did the number of "six clients" come from? Why not 4,5, 7 or8? What was the magic formula that came up with 6?

The SCRD may say that those that wish to be non-conforming to the rules of Bylaw 722 could ask for rezoning or a variance. This is where my present position as chairperson of the Roberts Creek APC comes in. I would not like to see these people needlessly be required at great expense of time, energy, and most important, money to have to deal with a flawed zoning bylaw that was not thought out before becoming law.

It appears to me that Bylaw 722 smells of the word processing called "cut and paste". Has the SCRD lifted magic numbers from the bylaws of other jurisdictions without any regard for the community of Roberts Creek? Bylaw 722 in its present form typifies the saying, "haste makes waste".

Please do not let Bylaw 722 become law in its present form. The SCRD must be required to get a little bit more creative and thoughtful and consider the ramifications of <u>Bylaw 722 in its present form</u>. Sincerely yours, Michael Allegretti

Dear Directors,

This is the right time to put in place a large and complicated Zoning Bylaw like 722. However, the current proposed Bylaw 722 which is scheduled for Public Hearing on September 6, 2022, should be significantly altered and amended before the SCRD board approves it.

While the public has been aware for some time that a new Zoning Bylaw was being worked on by Planning Staff, there has never been a document which clearly compares the current Bylaw 310 with the proposed replacement Bylaw 722. That is, to be more accurate, such a document did not exist until July of 2022. The general public did not receive nor know of this very useful comparison which was presented to you, the Board, as Attachment A in the Staff Report of July 21, 2022. At that same meeting, Bylaw 722 received Second Reading and plans were made for the date and chairperson for the Public Hearing.

I strongly object to the rushed manner in which this hugely important Bylaw is being pushed through without consideration of the public consultation process, comments made by individuals nor providing the APCs and the OCPC sufficient time to formulate their responses to the referrals which were sent out by the Planning Staff. It was not until the <u>Coast Reporter</u> issue of September 2, 2022, that information useful to the public has been published. The use of July and August in this way with the Public Hearing on September 6, the day after Labour Day, seems as though the Board may be worried that the Public Hearing will not result in an enthusiastic endorsement of Bylaw 722.

In addition to what appears to be a rush to get Bylaw 722 in place before new directors are elected, I have very specific concerns around the restrictions placed on homebased businesses that sell a product or provide a service such as massage therapists, lawyers, and artisans to mention just a few. It is unreasonable to expect an artisan, for example, to remain viable with only 6 customers allowed each day, all with appointments. Presumably, the Highway directional signs provided by MoTI would need to be removed as they invite drop in customers just by their very existence. The economic value of studio visits on the Sunshine Coast cannot be measured solely by sales. Tourists come here because the Coast promises a rich and varied artist population. Yes, they shop in the stores, but they also enjoy seeing workshops, meeting artists and learning about the creative process.

I also object to Bylaw 722's attempt to create a relationship between studio size and residential dwelling footprint where none needs to exist. Different trades or artists require their own individual interior space. This should be recognized and changes made to Bylaw 722 before the Board adopts it. The risk of applying for a Site Specific Zone may be a reason why so many homebased businesses continue to be nonconforming. The application process is not only time consuming and expensive for applicants who wish to be legal but also onerous for Planning Staff who must work with the applicant.

Thank you. Sincerely, Elaine Futterman

Dear Directors,

Zoning Bylaws 310 and 722 are extremely important and far-reaching documents which govern land use across a very large proportion of the settled land base of the SCRD and which affect a significant number

of citizens and properties. This is no small matter and, tempting as it may be to get this task wrapped up in the final weeks of your term, I am writing to ask you to put Zoning Bylaw 722 in abeyance and leave it for the in-coming board to complete. I will outline my reasons for making this request below.

Public Process:

The process of revamping Zoning Bylaw 310 has been ongoing for many years. Indeed, it began when I was in office. Back in 2012, it was felt that agriculture was a good place to start with the expectation that the rest of the bylaw would be addressed soon after. The public engagement around the development of the Agriculture Plan and the resulting Agriculture Zone (AG) in Bylaw 310 was extremely robust. There were open houses held in different areas up and down the Coast; there were workshops and focus groups as well as forums for elected officials. These public events were held at the start of the process to learn what needed to be done and then again at various stages along the way to get feedback on the changes being proposed before further iterations of bylaw changes reached the public hearing stage.

While this might seem excessive to some, I would like to contrast this approach with the public process around the development of Bylaw 722. There were 2 phases of public engagement in 2018 and 2019 to set the stage for work on drafting a new zoning bylaw. While a lot has changed since those first rounds of public consultation, for example the very serious housing crisis and the climate disaster which is clearly before us, the SCRD has chosen to provide only the minimum means for the public to learn how staff have turned their initial comments into a draft bylaw. Fast forward to May 2022 when the draft bylaw 722 received first reading. Following that there has been only one in person public information meeting in Roberts Creek, which was not attended by any of the electoral directors, no meetings in Halfmoon Bay, Elphinstone or West Howe Sound and one zoom meeting with about 27 attendees. Both of these meetings included a 10 minute power point presentation to introduce the 147 page bylaw document. The in-person meeting was not recorded and the secretary did her best to take notes but the notes I saw in no way captured the passion and eloquence expressed by many who spoke. For people who were in the know, you could also get some information on line if you knew where to look. Many people I have spoken with have found that a challenge and they remain in the dark about the bylaw's contents This is a complex document and it is my understanding that even the APCs asked for more time to review it.

In my view, this level of public participation does not match the level of impact such a far-reaching bylaw will have. I do not believe that the public has had sufficient opportunity to become familiar with and understand the contents of the new bylaw and the impact it may have on them and their use of their property.

• <u>Timing:</u>

The public hearing is scheduled for September 6. Municipal elections will be on October 15. The purpose of a public hearing is "to allow affected citizens to provide their views to their elected representatives on the adoption of new or amended official community plan bylaws, zoning bylaws, etc..." It is the job of elected officials to listen to the opinions of their constituents with an open mind and potentially to follow up with changes to the bylaw as they see fit based on this feedback. However, if the changes alter the use or the density, a second public hearing must be held. Of course, given the time frame, a second public hearing will not be possible before the election. Can the board be expected to listen in good faith to the opinions of the public if there is no time or intention to make substantive changes?

I submit that, given this time constraint and the limited public information process to date, the bylaw should be put on hold and referred to the new board. A more robust public information process should be undertaken and a second public hearing should be held.

Other considerations:

1. Home Based Business:

Bylaw 722 differs from Bylaw 310 in several significant ways.

- Bylaw 310 requires simply that the area utilized for the purpose of conducting a home occupation shall not exceed the area utilized for residential purposes. Bylaw 722 is much more prescriptive with very specific limitations on the relative size of buildings used for business and residential purposes, restricting the floor area to 50% in R1, R2 and R3 Zones, and 40% in all other zones. This restriction is both unnecessary and potentially punitive. There are many artisans, artists, cabinet makers, etc whose workshop needs may exceed their residential needs which may be very modest. How does the size of a workspace make it an auxiliary use or not? If I have a workshop which is not to be used for business purposes, I am not restricted in this way.

There used to be a very famous sculptor who lived in Roberts Creek and built a foundry for his own use on his acreage. He created the Terry Fox sculpture which is in Vancouver and the piece of Queen Elizabeth on horseback on Parliament Hill. Should someone like Jack Harmon not be permitted to practice his craft in Roberts Creek or another rural area on the Sunshine Coast?

- Bylaw 722 states that a home based business "*shall not require more than two deliveries per week to be made by commercial vehicles or trailers.*" A private residence could have multiple deliveries from Amazon or other on line suppliers multiple times in a day. What is the purpose of this restriction?

- There is a new list of permitted activities which unnecessarily limits the home based business person. Client visits must be by appointment and the numbers are limited. There are certain home based businesses for which this is not a viable model. For example, the Coast Cultural Alliance has the "Purple Banner Program." Visitors can create a self directed studio tour and visit participating artists whose purple flag has been hung at the end of their driveway. This is a very low impact economic activity which supports the many artists in the community and enhances community vitality. Why would you create barriers to this type of activity?

One planner has said that the annual Art Crawl, another major economic driver in our community, is "illegal" under both Bylaw 310 and Bylaw 722. It is, to me, a preposterous notion that something as benign and as widely appreciated and enjoyed could be considered in this way. The Sunshine Coast is renowned for its vibrant arts community. These changes will negatively impact artists, artisans and other similar home based occupations.

- Why not just require that a home based business "not produce a public offence or nuisance of any kind, including noise, smoke, dust, toxic or noxious matter, odour, heat, glare, electrical interference, beyond the parcel lines of the parcel containing the home-based business" and leave it at that?

2. Kennels:

Currently, kennels are permitted in Areas E and F. Under Bylaw 722, they are expressly prohibited throughout. Is this something that the residents of Areas E and F are aware of? Have there been issues with existing kennels that cannot be addressed through regulations? Are there other options for people with pets who need care when they are away?

3. Housing flexibility and affordability:

I appreciate the effort that has been made to address the housing crisis that we face. However, Bylaw 722 does not go nearly far enough and does not encourage property owners to seek creative solutions. For example, on a property large enough to permit 2 full sized dwellings, a secondary suite would be permitted in both dwellings. But a 55 square metre dwelling is suited primarily to a single occupant. It would not accommodate a family. Why not allow an auxiliary dwelling that would occupy the same floor area (i.e.110 square metres) instead of the 2 suites at the discretion of the owners? This would potentially create some housing rental stock for families. Or it might allow young people who might otherwise have to leave the Sunshine Coast to be accommodated on family property with shared infrastructure such as gardens and workshops.

4. Future changes:

During the public information meetings and during the July 21 meeting of the Electoral Areas Committee, planning staff repeatedly commented that adjustments could be made through individual applications for variances, site specific zoning bylaw amendments and the like. Unfortunately, this is an expensive and time consuming process which puts the onus and cost on the shoulders of the individual property owner to "fix" the problems with Zoning Bylaw 722. This is an unrealistic and unfair burden. While there may need to be amendments from time to time, this bylaw should be as good as it can be from the start. It should be fully understood and widely accepted by the public before it is passed. In my view, the only way to ensure that this is the case, is to put it on hold until after the October 15 municipal elections and have the new board make the decision following a more robust public process. I am concerned that the board has already made up its mind to wrap up this process before the end of the term and that directors will therefore not be entering the public hearing with minds wide open. I hope that my concerns are unfounded.

Thank you for your consideration of this recommendation.

Sincerely, Donna Shugar

To the planning Department,

Having recently been made aware of the haste with which you intend to make changes to the zoning Bylaw 310 before the municipal elections on October 15, we are writing to ask you to put Zoning Bylaw 722 in abeyance and leave it for the in-coming board to complete. I believe it is critical that the newly elected board conduct a more complete public engagement process and hold a second public hearing.

Given the very serious housing crisis and the climate disaster presently before us, the SCRD has chosen to provide only the minimum opportunity to inform the public of its intentions. hence there has been little time to offer our concerns. We do not believe that the public has had sufficient opportunity to become familiar with and fully understand the contents of the new bylaw and the impact it may have on us and the use of our property.

We believe it is the job of elected officials to listen to the opinions of their constituents and follow up with changes to the bylaw as they see fit based on this feedback.

Given the extremely tight time frame, a second public hearing will not be possible before the October 15th election. This is unacceptable.

This bylaw should be as good as it can be from the start. It should be fully understood and widely accepted by the public before it is passed. In our view, the only way to ensure that this is the case, is to put the finalization of it on hold until after the October 15 municipal elections and have the newly elected board make the decision following a more robust public process. We are concerned that the board has already made up its mind to wrap up this entire process before the end of their term and that the directors will therefore not be entering the public zoom hearing with fully informed mind.

Sandra and Peter Quinn

To whom it may concern

I am writing to comment on the proposed new bylaw 722 as part of the Public Hearing process.

I have been made aware of a number of problems with this bylaw as it stands and I am very concerned about several of these and with the process which seems to be trying to rush this bylaw through without proper public consultation.

I attended an information meeting with SCRD staff in Roberts Creek in the summer. I was appalled by the restrictions on raising poultry. As Chris Hergesheimer from One Straw said at that meeting, "We should be making it easier, not harder, for people to produce food in these times." Meaning these times of Climate Crisis. He also spoke eloquently about the lack of vision in the bylaw for providing solutions to the

dire housing crisis on the Sunshine Coast. There appears to be no attempt to find creative ways to allow landowners to build in density without changing the rural nature of our neighbourhoods. I was also dismayed by the undue restrictions on workshop space for home businesses. If someone wants to live in a small house, (which is good for Climate) and still have a workshop, you have made it impossible in this bylaw. And now I have found out something that I didn't realize at that meeting: stupid restrictions on home businesses about having to make appointments and restricting the number of visitors per day, essentially making the Art Crawl and the Purple Banner program illegal. As an artist with a small artistic practice based in a legal shed in my yard, I find this appalling.

All of this shows me that this bylaw has been written badly, without proper consultation, using sledge hammers to control hypothetical problems that could be addressed by language that specifies the actual problems that might affect neighbours and neighbourhoods (ie noise, odor, traffic).

I would request that you do not try to rush this bylaw through before the elections in October and that the public consultation process be made more robust and that the whole thing be looked at more closely through the lens of Climate Change and sustainability.

Sincerely, Jane Covernton

To the Board of Directors Sunshine Coast Regional District.

I am a retired Graphic Designer living in Roberts Creek. One of the great joys of my life is the Arts community in which I am involved. I instruct drawing and painting for adults and children in Sechelt and Gibsons as well as out of my home here at the "Creek". I prepare all year for the great artists highlight that is Art Crawl. Many of the conditions being proposed by he new bylaw would simply destroy the relative ease and simplicity of subjecting the art works and teaching to a huge variety of the guests who come from all over to visit our studios.

I can only believe the potential hindering and in many cases the exclusion of the presently smooth flow of artist and art appreciators is an oversight. There is nothing positive about the many added restrictions and proposed changes to an otherwise wonderfully working Arts Community.

The buzz in the arts community at present is a sort of incredulous sense of disbelief that energy is going into fixing something that is not broken. Contrast that with our gardens gasping at another year of stage 4 water restrictions and the other elephant in the roomlack of affordable housing...

Please allow more time for public comment re: 722 especially from your neighbourhood Arts community.

Respectfully, Bruce Edwards

Dear Directors:

My wife and I are the owners of property in Roberts Creek, where we live and conduct a home-based business as artisans. Former Director, Donna Shugar, has quite recently brought to our attention the scheduled public hearing, September 6th, on proposed Bylaw 722. I have had only a short time to look at the draft of 722, but find it very extensive in its reach, especially as it might affect our lives and productive activities, and those of our many neighbours as well. In addition to some internal contradictions in the draft-- for example, between 5.4.1(i) and 5.4.1(k)-- 722 is calling for changes that would drastically affect such large activities as the Purple Banner programme and the annual Art Crawl, and even our small, day-to-day activities as artisans. These are serious matters that impact the life and resilience of our community, and that require open and extensive public input and discussion, not a hurried Zoom meeting just a little more than a month before an election of SCRD Board members. I think it vital, in agreement with Ms Shugar, that, given the importance and long-term significance of the matter, the entire process of considering Bylaw 722 be postponed until after the October 15th election of Directors, so that appropriate, accessible, and transparent procedures can be put into place ensuring the necessary input from all of the residents affected by the changes proposed.

Thank you for your consideration of this. Yours truly,

Kaye Miller

I guess the note of discussion is to limit those who run home based businesses in how many customers they may see in a day and if they have to be a scheduled appointment.

I must say this is taking a step in the completely wrong direction. Look around you, the coast is covered in amazing artists. By putting this bylaw in place would mean to stunt those people whose income mainly derive from their art.

We are a struggling community that needs support and opportunity. This is the exact opposite of opportunity, and the main reason I will be hosting my business off coast. I cannot support a community that does not support me.

If this bylaw is put in place, many artists will be affected by this. I'd love for the district to have shown us some type of statistic to give us some perspective as to why this could be a positive thing for the community.

I would suggest taking a poll of every local artist with a home based business and get their opinion on the topic. As that is the most important opinion.

If this is put in place what happens to the Art Crawl? Just shut down? Never to run again? What happened to the sense of community and gathering?

I grew up on the coast thinking it was a magical place filled with beauty and art everywhere you look. Art is the centre of our entire community, why would we amputate ourselves when we are already limping?

Board of directors

I am an artist living and working in my community of Roberts Creek.

I am writing in concern for the passing of Bylaw 722 without due consideration and due process. This bylaw will fundamentally affect the Roberts Creek community within which I live. I moved to the community 3 years ago specifically because of the vibrancy of the artistic community. Many of the friends that I have made here are from the artist community and as with myself, will be negatively affected by the proposed changes.

These are serious matters and require open and extensive public input and discussion, not a hurried Zoom meeting just a little more than a month before an election of SCRD Board members. I have read and am in agreement with, the letter submitted by Ms Shugar, that, given the importance and long-term significance of the matter, the entire process of considering Bylaw 722 be postponed until after the October 15th election of Directors, so that appropriate, accessible, and transparent procedures can be put into place ensuring the necessary input from all of the residents affected by the changes proposed.

I know that each and everyone of the board members wants only what is best for the communities in which they govern. I urge you to consider our concerns and act in the best interest of the community at large.

Carolynn Doan

Please acknowledge that this email is a written concern regarding the new possibilities of changing the existing Bylaws. I was only recently informed about the changes. Our family has owned property in Roberts Creek since the 1970s. We have permanently lived here since 2011. It is both an honor and a privilege. In this time period we have seen many changes. My husband is an artist and art instructor for both children and adults. I am a retired teacher. Together, over many years, we have observed consistent problems with our water system and affordable housing which I deem as a major priority to address. Our cost of living has risen every year and we are on a fixed income. We grow our own food and deeply value the natural settings on the Sunshine Coast. Bylaw 722 would seriously impact our family, I urge you to reconsider your decisions at this current time.

I recognize you are working hard and doing your best. I support tabling the Bylaw 722 situation and focusing on prioritizing the major issues on the Sunshine Coast, which I deem are the current water

system and affordable housing. With all the new development on the coast I am hoping for a solid balance in amending the above problems.

Please consider my request. Sincerely, Deborah Edwards

Dear SCRD,

I am writing to express my concern about the above proposed bylaw, which will in effect stop people from earning a living by retricting home based businesses to 6 visitors per day by appointment. I participate in the art crawl and this will be a disaster. Please accept this email as a definite NO vote for this illogical proposal. Regards A Maxfield

I am asking you to delay this Bylaw 722, until after the upcoming elecgtion. The public engagement on this important bylaw has been minimal with a far reaching impact on the residents. Lee Carter, Elphinstone

Hello. I am a resident of Elphinstone. I think there should be a lot more discussion about the implications and solutions to this above bylaw. Please delay any more discussions until after the upcoming elections when we will have more time for discussion on this very important proposed Bylaw. Hollis Johnson

Dear Directors, Proposed Bylaw 722 ~ Business activities limited by lifestyle choice

I agree that the area occupied by both primary and auxiliary uses should be limited on a given lot. However, it is no longer fair to continue to limit the area occupied by auxiliary uses to that occupied by primary uses. It is not the place of the government to determine the lower limit of its citizens' lifestyle choices as to environmental footprint and cost of construction.

Both your proposed Bylaw 722 and the existing Bylaw 310 fail to provide for today's demographics in home based business. While people are now living in smaller accomodations their space requirements for generating business remain the same. Your proposal would therefore penalise home based business owners by obliging them to live in a larger space than they would otherwise choose. This is wasteful, and places an undue burden on citizens. It is an intrusion into citizens' personal choices.

It is not uncommon for an artisan to require 1,000 to 1,200 square feet in which to operate. In the past it was far less common to see home based business owners living in smaller spaces than this. I propose that Bylaw 722 be revised to properly reflect the evolving nature of our community.

Most importantly, this entire consultation should tabled until after the upcoming election due to the wide range of impact it will have on our community in the long term.

Sincerely, Edmund Butler

Dear SCRD, My name is David Garner and I reside in Roberts Creek.

Please include my comments below in your consideration of proposed Bylaw 722

(1) I believe that the definition of floor area needs some revision and (2) I make a proposal for a tweak to the new secondary suite provisions in 722.

Building Floor Area - PART13 DEFINITIONS (p128)

In the Staff Report to SCRD Board of July 21, 2022 - Zoning Bylaw No. 722 Consideration of Second Reading the senior planner states (7a on p5 of 22):

"Floor area definition **excludes** exterior walls. This will support energy efficient buildings such as passive houses, which have thicker, better insulated walls."

However, in 2022-July-21-Zoning_Bylaw_722_2nd_Reading.pdf (p128) states "floor area" means:

"For any buildings outside the Agricultural Land Reserve, means the total area of all floors within a building having a ceiling height of 1.8 metres or more, contained within the outside exterior walls or glazing line of windows..."

It goes on:

"For any additional residences within the Agricultural Land Reserve, means the total area of all floors within the outer surface of exterior walls..."

which quite explicitly contradicts the assertion of the senior planner quoted above.

The wording for outside the ALR is almost identical to the wording in Bylaw 310 (p9), but omits "...the case of an A-frame or irregular-shaped roof structure...". So if 722 excludes exterior wall thickness, then so did 310. The problem is the highlighted wording "outside exterior walls". Either "outside" is redundant to "exterior" or it means the outside surface of the exterior walls.

To meet the assertion of the senior planner that exterior walls are not included in floor area, the wording should be clear and simple, for example:

"...means the total area of all floors within a building ... contained within the inside surface of the exterior walls ..."

A small point: as written for non ALR buildings, it is ambiguous as to whether all verandas or only enclosed ones are included in floor area. In the second paragraph applying to buildings in the ALR, it is clear that it only applies to enclosed verandas ("...enclosed porches or verandas..."). This wording should also be applied to the floor area definition given for non ALR buildings.

For whatever it may be worth, in June 2019, the City of Vancouver (CoV) published a background paper that includes, among other things, a survey of the treatment of "Floor Area" in Victoria and 6 Metro Vancouver municipalities, https://vancouver.ca/files/cov/calculating-floor-area.pdf and in May 2022 CoV produced a draft document "...to improve navigation and accessibility and to clarify and consolidate land use

regulations..." https://council.vancouver.ca/20220607/documents/rr1.pdf?_ga=2.201794135.796406244. 1662302615-2100260714.1662302615 (careful!!! this "improvement" is 2,669 pages long!). See Section 10.15 Floor Area Exclusions for Exterior Wall Thickness (p96, which is p81 of Appendix A) that provides proposed rules (that seem to me to be unnecessarily complicated - *totally CoV*).

A Proposed Minor Revision to the Secondary Suite Provisions

Section 5.24 SECONDARY SUITE (p26) newly permits one secondary suite of not more than 55 m² "...as an auxiliary use to a single-unit dwelling on any parcel except parcels within SCRD wastewater service areas" and provides that such suites "...shall be excluded from the calculation of any required maximum total number of dwelling units of a parcel or a building." This seems intended to "... address [the] urgent community need..." of severe shortage of rental housing stock in the SCRD. I understand that this is

inserted as a quick and acceptably minor perturbation to the existing Bylaw 310 and OCPs that avoids requirement for a more comprehensive and slower rezoning process.

I completely support this provision.

However, I suggest that it is not a significant leap to add flexibility on large properties, such as RU1, and its several variants, for parcels of >8000 m². In particular, allow *either* a secondary suite of no more than 55 m^2 or an auxiliary dwelling unit of no more than 55 m^2 , but not both, for each single-unit dwelling. Not every owner is willing to share walls with a tenant.

To be clear (pedantic?), the single-unit dwelling must exist before an auxiliary dwelling can be built as the proposed alternative to a secondary suite.

Although the Section 5.24 SECONDARY SUITE has minimal impact, it is not zero:

- it will increase the number of people living on the property, arguably disturbing the rural character of the parcel and its neighbourhood
- it will slightly increase traffic
- it requires one off road parking space per secondary suite Section 6.4.1 (p28)
- it will add load to utilities:
 - sewage, especially septic systems this might be most concerning except for new construction
 - water is always a concern in SCRD, regardless of the source

• presumably, electrical power, cable, natural gas, propane, etc. are all available The impact of the proposed alternate auxiliary dwelling unit is exactly the same except that it will add another building, but this will only add to the parcel coverage at most 0.7%. It will also be new construction with the sewage system and other utilities designed in, rather than adding load to services of an existing dwelling.

I note that Section 5.3 SHORT TERM RENTAL (STR) prohibits STR in secondary suites, but allows it for auxiliary dwellings of \leq 55 m². I am sure there are many ways this can be re-written to also prohibit STR in an auxiliary dwelling unit built strictly as an alternative to a secondary suite as per my proposal.

I expect that building an auxiliary dwelling unit will generally be more expensive than either the incremental cost to including a secondary suite in a new build single unit dwelling or renovation of an existing single unit dwelling to create a secondary suite, so the uptake may be minimal. But any beats none.

Thank you for your attention. Cheers, Dave Garner

I want to express support for the proposed content of Bylaw 722. Tim Anderson

Dear SCRD Directors,

I have recently been made aware of the proposed new bylaw 722 and the public hearing scheduled for tomorrow night. Although there was an information meeting in Roberts Creek during the summer, I am certain that the majority of citizens who will be affected by this bylaw were not aware of the meeting. In fact, most people I've spoken to in the last few days haven't a clue that a new zoning bylaw is about to be pushed through.

On careful reading of the proposed changes, I am alarmed at both the lack of insight and foresight your staff had in constructing several aspects of the new bylaw. In a time when issues such as food security,

low-cost housing, and the climate emergency are front and centre, it seems inconceivable to me that the new restrictions do not deal with these concerns, but rather limit the opportunities to creatively address these matters. For example, what logic is there in requiring a workshop to be significantly smaller than a person's dwelling? Shouldn't we be supportive of those who would like to live in a home with a small footprint, or those who can only afford a small dwelling, while at the same time have a workshop that meets the needs of their particular home-based business?

And where do the arbitrary numbers come from limiting tutoring clients or clients taking lessons to 6 a day, or 3 at one time? What is the possible rationale? When my children took piano lessons as preschoolers, they were two of 6 little ones in a group lesson in a private residence. It was wonderful, nondisruptive to the neighbours, and gave the teacher the opportunity to earn some income, in a short period of time (i.e. more bang for the buck by having more than 3 kids at a time), while remaining at home.

Why limit the number of hens to only 6 on a property that's under an acre? And why not a rooster? Should we not be encouraging people to do what they can to grow their own food? Is this not the change we want to see to support food security?

How can it make sense to have a home-based business that is carried out within a completely enclosed building when the business is horticultural, i.e. someone selling produce or plants and trees?

And what about the Art Crawl which brings hundreds of thousands of dollars into our community annually? The new bylaw will shut down this amazing event because of attendees having to make an appointment to enter the artists' studios. Not practical. Not feasible. Ridiculous.

Remember, these are difficult times. People are having a hard time making ends meet. The Sunshine Coast is stressed: no rental housing; businesses struggling to find employees; increased needs for food at our food banks; inflation; water shortage (Stage 4), etc. etc. Shouldn't SCRD staff be doing everything in their power to address these real-world problems that our citizens are facing and try to mitigate the damage and develop opportunities towards a more resilient community?

There is no benefit at all to pushing bylaw 722 through before the October 15th election. Let's engage in the kind of community consultation we need. Let's take the time to make it right.

Respectfully, Bronia Kingsbury

Hello

I was reviewing the wording of the document from the second reading and had a suggestion for clarity from the second reading draft.

5.4.1.b You reference here a Group Day Care - Group Child Care facilities do not operate out of homes. My home child care is licensed as a Family Child Care and the other designation is an In Home Multi Aged Child Care. A group centre must operated out of a community based centre. I am concerned that a neighbour, who is in opposition to the operation of my Family Child Care, would take this as an opportunity to say my children are not allowed outside.

In the graph of 5.4.1 you also use the child care and day care where as in the reference in 5.4.1.b you state day care. The term commonly used in BC is child care.

I've attached the Understanding Types of Child Care in BC document for your reference. https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/how-to-access-child-care/licensed-unlicensed-child-care

If you have any questions or would like clarification on childcare in residential homes please do not hesitate to contact me or Tracy at the Sunshine Coast CCRR.

My second concern is the wording of 5.4.1.c where the use for commercial purposes should not exceed 40% or 50% of a dwelling depending on zoning type. Home based child cares require the use of bedrooms, kitchen, bathrooms and a play area as per regulations.

Could the wording be changed to exclusive use or could home based child cares be allowed to used the area of the home based on licensing guidelines?

In 5.4.1.g, it is stated that noise should not beyond the parcel lines of the property. This will be very challenging for any home based child care as children do make noise or contain that noise in the parcel lines of the property. I understand this is specifically for nuisance noise but could be troublesome as you can hear the children playing outside.

Again please contact me with any questions or further clarification.

Warm regards, Karen Gaze

Dear Directors,

I have only recently become aware of the proposed bylaw and the impending Public Hearing. I have also recently received copies of letters to the Board on this subject sent by Donna Shugar (dated 31 aug 2022) and Elaine Futterman (dated 4 September 2022)

Donna Shugar's letter presents several valid concerns about the Bylaw and I strongly support those concerns.

Regarding her comments:

1. I believe that public information and participation have been woefully inadequate for a lengthy, complex bylaw with significant community impacts. I only learned of the bylaw in the last few days and I know that many people in our community are not aware of the looming changes and their implications. Furthermore, our OCPC has not had an opportunity to review this bylaw in depth and provide considered response to the SCRD. I agree completely with Donna's comments on the public hearing process and the hasty timing to hold the public hearing just before the election of new SCRD representatives. The current process is ill-advised and does not serve the public interest.

2. In addition, Donna raises important considerations and concerns about the Bylaw 722 requirements for:

- home-based businesses
- kennels
- housing flexibility
- the process for future changes

These significant concerns about the proposed bylaw need far more consideration than allowed by the current limited public process and timing. I fully support her request to put Zoning Bylaw 722 in abeyance and leave it for the in-coming board to complete.

In addition to the above comments, Elaine Futterman addressed similar and additional concerns on the bylaw to you in her letter of 4 September 2022. That letter underscores the absence of meaningful efforts on the part of the SCRD Board to inform the public of the major implications of the proposed bylaw for home-based businesses. The proposed restrictions do not appear to have been realistically formulated, nor has there been adequate opportunity for effected parties to understand and provide thoughtful and carefully considered responses to a very lengthy legal document. The time frame for incorporating appropriate amendments following the proposed public hearing and before the election of a new SCRD Board is completely inadequate.

Like Donna and Elaine, I am dismayed by what looks to be a needless rush to pass a complicated bylaw that needs far more consultation with a properly informed public. The public has simply not been adequately informed, nor given adequate time to reflect and respond in a constructive and meaningful way.

Please reconsider the timing of the proposed public hearing. Sincerely, Frank Henning

Dear Directors,

I am concerned about many issues regarding Zoning Bylaw 722. These changes are too important to our communities future to be passed in such a light handed way.

This bylaw has been drafted without the proper input of our communities. Most of the bylaws do not address the actual problems that we are facing in housing and in home businesses. I am shocked at the lack of insight that this bylaw brings forth, such as home business size, deliveries and customer visits.

I am shocked that this bylaw does not permit well run kennels in area E and F yet at the same time allows the only kennel in Roberts Creek to operate in direct contradiction to the SCRD kennel and noise bylaws. No kennel in the province is supposed to operate in the way that the SCRD allows the kennel in Roberts Creek to operate. This makes a sham of all of our bylaws and it is clear that many parts of Bylaw 722 as it now stands will assure that no one can function within the bylaws limits.

How long will it take before members of our community just stop respecting unreasonable rules, that apparently only some need to follow.

I appreciate the direction that some of these bylaws are addressing but they appear to not have been well researched or thought out.

We need to have more public input on this bylaw. Sincerely Laurie O'Byrne

Dear Directors,

It seems as if you are trying to jam this bylaw through without giving people time to understand it and respond properly. Your deadline seems arbitrary and doesn't leave room for public input and amendments.

Some of the proposals seem to be directed at solving specific problems, but the way they are worded will have many unintended consequences. For example: surely you didn't mean to make the Art Crawl illegal?

Wouldn't it be easier to follow the suggestion made by Donna Sugar: - Why not just require that a home based business "not produce a public offence or nuisance of any kind, including noise, smoke, dust, toxic or noxious matter, odour, heat, glare, electrical interference, beyond the parcel lines of the parcel containing the home-based business" and leave it at that? I would include excessive traffic and parking congestion on a regular basis. (as opposed to one time events like Art Crawl)

As an artist, I am concerned about limits on the number of visitors I can have in my studio. And, what difference can it possibly make if they are drop ins or have an appointment?

Because of your rushed timeline and poor publicity, I haven't had a chance to carefully read and understand all of the ramifications of these extensive changes, so my main message to you is SLOW DOWN and have more opportunity for public input. Let the next board deal with this.

Thank you, Suzy Naylor

I am an active beekeeper and honey producer on the Sunshine Coast. I am passionate about doing all I can to support my bees. For me, it is not about the honey it is about the health of the bees. Selling honey simply helps to defray some of the costs associated with maintaining healthy colonies. I am a member of the Sunshine Coast Bee Association which boasts some 70 plus members. All of my hives are registered with the B.C. Ministry of Agriculture.

I feel that the section on bees in Bylaw 722 is ill considered and ignorant of some basic facts.

It is wrong to lump bees in with poultry and rabbits. Bees are pollinators without them the crops that feed us would fail.

Bee populations are declining around the world, we need to be promoting more bees, not less.

Honey bees forage up to three miles from their hives so lot size is not really applicable.

I would like to know if there have been any complaints regarding bees in the Sunshine Coast Regional District.

Please consider addressing bees separate from poultry and rabbits. It is necessary to gather more facts on bees and beekeeping before you introduce any by law that seeks to lessen the number of colonies on the Sunshine Coast.

Thank you for your consideration, Carol Harris

Dear SCRD Planning SCRD Directors.

SCRD Directors.

My response to proposed new zoning By-law 722

1) Keeping of Animals in residential zones. I think people can keep chickens and rabbits now. I believe you have added poultry, which is a broad definition and would likely include ducks and geese. I would like to point out that from firsthand experience of living next to a neighbour that had domestic ducks they are extremely noisy. They created noise from dawn to dusk unless they were in their enclosed hutch. We have so much neighbour animosity due to noise, short term rentals, construction, etc. I do not think having noisy poultry on ½ acre lots is necessary or desirable. If you want to keep a variety of livestock and fowl you should be on land suited for the purpose. Not residential. I also do not see the need to raise ducks or geese or peacocks or pheasants, etc. Please rephrase to just max 6 chickens and limited rabbits. Also the chickens need to be penned, not allowed to roam.

I would also like to comment that most people may think having a few chickens to give us eggs is beneficial but they do not know how to end the chicken's life when necessary and end up abandoning them and they do not know how to deal with wildlife the chickens attract. In my situation I could have 4 properties that abut ours that could have chickens, poultry and rabbits

2) Can you please tell me how you are going to enforce the short term rentals. Are we doing to be required to inform on neighbours. I do believe that air B and B and short term rentals should be required to register with the district and would like to see this stated in by-law.

3) I would also like to draw attention to people putting in camping sites on their property. If this is going to be a trend it needs parameters. The one next door is just a cleared area, not screened from us, no water, no sewer and no electricity. There is some wood piled up and I am hoping this is not intended for camper usage. Don't need fires in the trees near my house by people don't know. Please add to by-law.

4) There is no allowance in any zoning for kennels. There are a lot of dogs and cats on this coast. If someone can keep chickens beside their neighbour in residential areas surely there is a rural zoning that

could allow for kennels for dog/cat care. This issue needs to be addressed and included in by-law. I am not sure of how many animals that can be housed on a property privately, but I do know a property that has 6 dogs. Three per house. Almost a kennel.

5) There are a lot of home businesses. I don't have a problem if contained and not causing a problem. Do they have to register somewhere. Do they pay higher commercial taxes. Would like to see registration with district a requirement.

Please add my comments as input to the public hearing. Ruth Emerson

To whom this may concern,

We recently moved to Halfmoon Bay with the dream of starting a small business and are opposed to this bylaw as it would limit our potential to run our business at home.

We hope you will consider listening to the community whom this bylaw affects.

Sincerely, Lauren Gelfer and Scott de Leeuw.

To Whom It May Concern: I am pleased that the SCRD Directors and Planning Department are updating Bylaw 310.

I am in agreement with many of the changes, such as allowing secondary suites within single family homes, and increasing the size of auxiliary dwellings. I think this is necessary due to the housing crisis on the Sunshine Coast.

I am not in favour of the proposed changes related to home- based businesses which are designed to restrict client visits per day to those home-based businesses. It seems draconian, and I do not think it is enforceable. Further, I am a huge supporter of home artist studios. It is my understanding that the proposed rules and regulations will impact the number of visitors allowed to each artist studio during our annual Art Crawl. The Crawl brings almost half a million dollars directly to artists in their home studios on the Coast.

Please reconsider this aspect for home-based businesses. Thank you for your consideration. Yours truly, Lee Turnbull

Dear Directors,

It may seem like a very small routine matter to you to amend Bylaw 310 and certainly mirrors many preceding amendments to, and introductions of new Bylaws, the creation, execution, and enforcement of justifies the salaries of many professionals including public servants. The pattern that regional government is following similar to all current governments under the guise of governing, is continually expanding its authority and encroaching further and further into the lives of private individuals. We can all see a good example of where this ends up in China and that's definitely NOT what Canadians have ever wanted.

All this "Public Service" costs money. May I remind you that government IS A PUBLIC SERVICE. Currently government has become the MOST EXPENSIVE AND UNAFFORDABLE SERVICE any Canadian is obliged to fund. Every last cent of monies spent by government at any level come from the public.

Let's just suppose for a moment that amending Bylaw 310 is a good idea and a service that is needed. Whenever a contract of any sort is expanded or refined the whole process COSTS MORE MONEY. I

have news for you. CANADA IS IN A SERIOUS FINANCIAL CRISIS and it is not the time to be padding expenses. As a householder if I am at risk of defaulting on my mortgage, I am certainly not going to be adding expenses to my operations. I am going to be looking at reducing expenses. Somewhere government officials at all levels have missed the memo from the public THAT IT IS TIME TO CUT BACK ON OPERATIONS AND REDUCE SERVICES on account of our tenuous financial position.

Governments are just doing "Business As Usual" completely oblivious to the fact that over 60% of the taxes collected from the public in all forms ARE GOING TO SERVICE <u>INTEREST ONLY</u> ON THE NATIONAL DEBT. Every month an E-Transfer in the required form has to be sent by our Federal Government to the City of London Financial Center who then processes this interest income to the holders of the National Debt. We have to GET REAL HERE! This is a very SERIOUS GLOBAL FINANCIAL OBLIGATION undertaken by our Federal Governments on behalf of the people of Canada. THE PEOPLE OF CANADA NOT OUR GOVERNMENT IS ON THE HOOK FOR THIS EXTRAORDINARY AMOUNT. The consequences of a Country defaulting on its National Debt are every bit as dire as it is for a private homeowner to or any individual or corporation to default on their debt payments. You might be interested to know that China, the country that we import so many manufactured items from and which has an economy that is not debt based to the extent Canadians are, HOLDS A GOODLY PORTION OF THE INTEREST IN OUR NATIONAL DEBT. Comfortable confidences between Canadian and Chinese politicians and financiers have put up the labour output and the real estate of Canada and Canadians as a pledge of collateral for this National Debt. I will leave it to you to speculate on what could possibly be concerning about this.

All government budgets and all government money comes from the public. That is the only source of funding for all costs and salaries. The public is already working flat out at jobs that absorb practically every waking hour, and in some cases more than one job is required. There is no disputing that the average Canadian household is struggling to make ends meet and rampant inflation is aggravating that.

I would like to be perfectly clear. I am not in favour of any expansion of government authority at any level. It has been amply demonstrated that the existing governments, Rural, Municipal, Provincial and Federal have become so mired in their own narrow fields that they have forgotten or missed two very important points:

- 1. Canada is in an absolutely critical financial crisis. Every Canadian man, woman and child is in debt to the tune of \$33,000.00 as their portion of the National Debt. That is just the principal. The interest on this debt is accumulating by the minute so that figure doesn't include interest which is significant. You can look at this at https://www.debtclock.ca
- 2. Governments at every level are employing an authority creep that continues to extend further and further into the lives of men and women, families, small businesses, family farms etc. in a form that is looking unpleasantly like the development of a Socialist/Communist state. It is definitely time to "Stand On Guard For The True North Strong And Free" or it will not be strong and free anymore. It will be absorbed as a collateral asset by a predatory Nation that puts us in a financial vice grip.

So in summary I am adamantly opposed to the amendment of Zoning Bylaw 722 and Bylaw 310. I would like to see some sober reflection by governments on our vulnerable financial position in the world and no more creeping grabs at further responsibilities and claim for additional costs. Sincerely, Amerval Du Planty

I believe that the livestock/ animal and beekeeping part if this bylaw needs more public input. 2 colonies along with 2 Nucs is what it should be for under 1/4 acre and anything above that it should be up to the individual beekeeper. This will either kill beekeeping on the sunshine coast or it will push it underground witch can cause very unhealthy populations of bees. The chickens part of this bylaw is laughable, six hens will not even feed a family of 4 with eggs. If the neighbors are ok with it one should be allowed to keep a rooster as it makes for a healthy flock. And what about meat birds this bylaw makes it so no one can provide themselves with their own food. The SCRD needs to get out of peoples back yards.

I also dont understand how the SCRD has the funding to even enforce these kinds of bylaws they cannot even enforce the current ones.

Hi SCRD, have noticed the ad in the Coast Reporter and that you are having public hearings including our special pollinators. Not sure what issues there may "bee", but I would like to introduce myself and share a little info. with you . My name is Harry Meier and have been a hobby beekeeper and member of the Sunshine Coast Beekeepers Association for a number of years. We have our bees registered and have certificate of Apiary Registration as required with the Dept. of Agriculture; my beekeeper registration ID # is 37736. We are pleased to share information regarding this important pollinator with all who may have an interest, and have done so over the years with a variety of groups including school field trips to Botanical Gardens, LeHigh Aggregates, Sechelt Parks dept. etc. As part of the Coast Beekeepers we are happy to work with you to provide information that you may need . Our club president Steve Clifford and others from the club executive would "bee" happy to meet and discuss any questions you may have about these pollinators that provide the best pollination available to all gardeners on the coast as a free gift. please contact "coast beekeepers@gmail.com" for any questions or concerns you may have. Thanks ! Harry

zoning bylaw #722: limiting the number of customers/visitors to 6 per day by appointment

INTENT: "Home Based Business: reflect current home working trend; support economic vitality and diversity; is permitted in most zones subject to conditions to prevent nuisance and neighbourhood conflicts"

CONSEQUENCE: The SCRD plan to limit the number of customers/visitors to 6 per day for home businesses is a poorly considered control that would have disastrous economic effects for events such as SC Art Crawl and Purple Banner program as well as many home businesses such as arts and crafts studios, therapy, teaching and agricultural vendors.

Good luck SCRD at policing this when you fail at so many other much more serious concerns such as poorly considered land developments that are ecological disasters, multiple docks in environmentally sensitive areas that do not respect indigenous stewardship agreements or community plan, auxiliary buildings on existing residential lots that violate building codes and bylaws as as well as good neighbour guidelines, etc., etc.

Sincerely,

Cindy and Eldon Underhill

Greetings.....I'm Steve Clifford, resident of Halfmoon Bay. I'm currently serving as President of the Sunshine Coast Bee Club and as the Sunshine Coast Representative to the BC Honey Producers Association. My 49 years in the beekeeping industry include 40 years as a commercial honey producer in Saskatchewan, 11 years as a commercial honeybee queen producer in Texas, and 2 years as an assistant Bee Inspector for the State of North Dakota.

Our Sunshine Coast Bee Club wishes to express our dismay at these proposed restrictions. They will adversely affect members of our club who have maintained colonies of bees on their properties for years with no issues. We know that the value of the pollination that honeybees provide is impossible to determine, but we also know that it far exceeds the value of honey and beeswax produced. Everyone I speak with here on the Coast wishes to see more honeybees in their gardens, not fewer. It's difficult to see why honeybees have been lumped in with restrictions on rabbits and chickens. A

colony of honeybees will forage three miles in all directions; seems to make little difference on how large a property it's located on.

Our Sunshine Coast Bee Club would be more than happy to work with the SCRD to establish sensible guidelines and help solve any honeybee problems that may arise. Sincerely, Steve Clifford

I have been a beekeeper in the SCRD for 30 years. I am an active member of the Sunshine Coast Beekeepers Association.

The proposed bylaw does not meet the needs of many beekeepers on the coast. I don't think it's right to add it into a bylaw concerning chickens and goats. Bees are a part of our environment that we all benefit from.

The bylaw reads like a bylaw meant for the city, such as North Vancouver. Our district is very different and many people have moved here to get away from the city.

Specifically, the bylaw should allow for a larger number of beehives on larger properties.

For example Metchosin allows for 4 hives on properties under 4,000 square meters, and on properties over 4,000 meters, up to 15 hives for every 4,000m2 of area.

Please consider addressing bees separately from poultry and rabbits. It is necessary to gather more facts on honeybees and beekeeping before you introduce a bylaw.

Regards

Rob Haines

To Directors of SCRD:

I urge the directors to allow the new board to carry on the process of replacing bylaw 310 with a much more robust and thought out bylaw. This would entail considerable involvement with the public input aspect which is near non-existent at this time. At the poorly attended public hearing I attended in Roberts Creek there were many thoughtful ideas and concerns brought forward.which I believe were not listened to.

Please do not pass bylaw 722 in these last minutes before the election of a new board! Ken Dalgleish

RE: new bylaw 722 and the public hearing

My concerns will be short regarding artist studios as others will be covering the broader topic. I'm wondering where the idea of the limitation of 6 visits to art studios and small businesses of any kind came from, was there some kind of research done to warrant it?

The value of the arts community has been proven over the years both as an economic driver and as a vibrant and creative asset to the entire community. This is also one of the reasons many people come here to visit and eventually choose to move here.

Studio Tours and Art Crawls are held in communities throughout the province and across Canada and we take pride that the Sunshine Coast Art Crawl is one of the most successful. Other communities must have some kind of bylaws to protect and enhance the value the tours and events bring to their communities. Has any of this research been done? If so, what have you found? The Sunshine Coast Art Crawl alone brought in \$528,000 directly to the artists over 3 days in 2021 and the spin off to other businesses is immense.

An obvious challenge to creating even more of these bylaws is the capacity to enforce them. Sadly, this results in relying on neighbours enforcing the bylaws by complaining to the board and reporting on each other. This does not sound like a positive way to create a good community environment which is vital to sustain a healthy community.

I think it is time to rethink the reality of what is being proposed with more discussion and more research needed and not try to push it through for some immediate deadline.

Respectfully,

Linda Williams

To: SCRD Board Re: Zoning Bylaw 722 Hello. I am writing to express several of my concerns to the proposed changes to Home Zoning Bylaw 722.

(1) Home Based Business regulations: I have been a Music Teacher for 25 years, and limits to the number of students a day would make my life more expensive, due to lost income. If one of the purposes of the bylaw is to make housing more affordable, this bylaw will actually make it less affordable to the hundreds of self employed music teachers and other studio based artisans on the Coast. Being a teacher has enabled me to survive as a musician, and I would not have been able to live here contribute as a volunteer organizer of many community events such as Slow Sundays, the Gibsons Jazz Festival, Ukulele events, etc. I wouldn't have been able to record numerous music albums without access to other people's home based studios, who also need clients and artists coming and going. I wouldn't have been able to raise a family here. I would be in some other place, and still might if this bylaw overly restricts my teaching income.

I know I'm writing not just for myself, but for many others who rely on teaching and doing studio work, including selling from their studios. The Sunshine Coast has become one of the most cultural-arts based communities in Canada. People are drawn to live here as much for the culture as for the natural appeal. Restaurants, festivals, art crawls, and celebrations all come from people who try to make their artistic endeavours support them. I know that the unforseen consequences of limiting home based studios will negatively affect this valuable human resource.

(2) I also have some concerns about the proposal to allow solar panels, windmills and green roofs to exceed current height limits. In principle, I support initiatives to reduce carbon impacts. Allowing height exemptions sounds great, but how well thought out is it? Much more effective than Green Roofs would be to require white, or very light coloured roofs on all new and replacement roofs. Research shows that reflecting - coloured roofs actually cool houses down significantly more than green roofs do. I know that builders would use this exemption to build larger, taller houses, thus impacting the views of neighbours, without actually benefitting the environment nearly as much as simple white/tan roofs would. Adding solar panels may not be so problematic, if low profile. But there should be a limit to the size and height of these. There are many low profile panels on the market that raise the roof by only a few inches. Also, there have been recent developments in solar-panel windows which are an alternative to roof top panels. Wind Turbines, I haven't had time to research, but again the details are what matter, and placement and heights need to be more fully explained to the public before comment and decisions are made. Enjoyment of life, views, and property values are important issues that shouldn't be impacted by height exemptions, until a full explanation of alternative solutions is researched and presented to the Directors.

Summary: In general, I support the desire to create more affordable housing, and therefore a more vibrant, healthy, equal community. Reducing the home based business income of at least a thousand local studio artists and music teachers, most of whom make very modest incomes, will not help their affordability and housing challenges at all. Before making these changes, I'm hoping each Director will state the case of how this rezoning will actually help the many long time residents, such as myself, make a living.

I have other concerns about parking, water, highways and ferries, and look forward to hearing these being discussed on the Zoom meeting. Thank you -Graham Walker

Hi there,

This is in regards to the upcoming public hearing for zoning bylaw no. 722. Specifically we would like to address the auxiliary dwelling restrictions specifically in West Howe Sound.

Our property size is 1 hectare, and anywhere else in the SCRD this would qualify for more than one single family dwelling. For some reason, ours does not, and apparently this has not always been the case.

Given the current housing crisis, lack of affordable rentals, and general inventory issues, this is a ridiculous restriction. We have ample room for another dwelling, and would strongly like to see this restriction removed and/or reconsidered at the same time as the rest of the SCRD region's reassessment in regards to auxiliary dwellings.

Thanks for your time, and good luck with the process! Cheers, Gavin Coulson (and Melissa Prystupa)

What a shock to think the heart and soul of our art community could be shut down. Artists whose voice flows through their work, silenced. That an amendment could destroy one of the most beautiful things on our Sunshine Coast.

One of the reasons I first came house hunting to this coast was its legendary Art community. A vibrant, internationally recognized, community surrounded by abundant forests, trails, and seas.

An area known for its healthy lifestyle being both physically and creatively stimulating.

Safe neighbourhoods where quality of life was foremost.

The Art Crawl was on during that first house hunting trip years ago and what a showcase it was! Incredible artists supported by the communities they lived in. How amazing to see this creativity flourish and not just concrete commercial developments.

This town was more than gravel pits, record addiction, homelessness and crime then. This proposed amendment would be so destructive to one of the most beautiful things still thriving here, Art!

A few short years later I have become a part of that art community here and the Art Crawl has been such a special showcase. Not just for my art, not at all, but for our community. I have so many guests say that this is what brought them to visit our town and so much positive energy arrives with them.

In the last few years I have participated there has never been an issue. Common courtesy for the rest of the neighbourhood has always been a priority and this event is no different than a large family gathering. Signage is clear and guests respectful!

There are so many homes surrounding me with illegal suites, huge multiple families, yet focus would be on artists struggling to have their voice heard? Struggling to share their freedom of expression ?

I am not a business, I am an artist sharing my studio for one weekend a year. I am an artist who is so proud of where I live and the art that it inspires in me. If I did have a legal business studio of course I would expect it to operate as currently listed in the bylaws for home occupation business. Limiting 6 people to scheduled appointments only is ludicrous and crippling.

I actually live beside a business you have already allowed in our residential areas without follow up or support for our neighbourhood. I live beside a group home that keeps expanding. A business with which I've spend countless times asking to please not block by legal entrances with their overflowing cars. I hear their loud staff conversations 24/7. Every shift change, every new staff, every client issue. The entire neighbourhood is frustrated. People have sold houses and moved because of the house. So many cars & staff who care nothing for the residential area they WORK in.

This is my HOME. I care about my home, I care about my neighbourhood, I care about the impact of my

daily life on the people who live around me. I care about my community.

Please try and see how crippling and detrimental to our art community this amendment would be. We are artists, bringing life to our communities....not stripping away what survived the nastiness that has invaded our coast.

We are not big commercial enterprises with profit at any cost a priority

We are using our art as our voice and trying to share the beauty of who and where we are with kindred souls

Please reject these proposed changes Sincerely, Claire L Armstrong

Good Morning,

We don't run or intend to run a small business ourselves, but my concerns for the region are going too far with regulations & the resulting loss of the area's charm and impact on tourism as well as supplemental income with people like egg& vegetable stands. Hairdresser / Book keepers / massage therapists, or small artisans like painters & pottery. Office space is extremely expensive and virtually non existent in the region and consider Gibson's attack on bed and breakfasts is already going to dramatically & negatively impact tourism on the entire Sunshine Coast. We have to be careful to balance the harmful impact of over regulating on the very industry(tourism) that directly affects most of our livelihoods here.

Restrictions like 6 visitors a day by appointment only goes WAY too far. In a region that is incredibly short of labor and services, This alone will end many that provide valuable services to our communities. I do agree that rules need to be in place to protect neighbors, but STOP egregiously punishing the small entrepreneurs in this region already!

Consider the context that many social people have more friends visit their homes each day. Are you going to restrict friends and family visits next because I don't like the traffic?

Thank you for your thoughtful consideration for a fair & sensible bylaw update. Kevin

To whom this may concern,

I am inquiring today about the bylaws being proposed for Home based Businesses (HBB's). My online questions and answers are shown below. The answer was not clear, in that it did not specify where I was correct in my interpretation. Although I assume it was to suggest that dropping off and picking up materials is considered a "delivery method". The balance of the interpretation, not being able to employ a non-resident person and not being able to have an outside drop off box, I assume is correct.

These concerns will affect a number of small HBB's here on the coast and I would ask that this be addressed in tonight's online Zoom meeting. I would also ask why the measure of not being able to have an employee is being taken? You note that you are attempting to bring up the bylaw to meet similar standards elsewhere but when I research this for BC, this seems to go well beyond other jurisdictions. Maple Ridge for instance allows one non-resident worker for HBB's in townhomes and apartments and two in a single residential dwelling of property sizes less than 1200 m2. Nanaimo is zero for townhomes and apartments, but does allow one employee in a single residential dwelling of property sizes between 370 m2 and 2020 m2. Further I reviewed the Regional District of Thompson Nicola and their concerns seem to be solely related to parking access for an employee.

During Covid I began to allow drop offs and pick ups using a box outside of our front door. This seemed to be a ready remedy for many people who were concerned with personal contact during the pandemic. We are still being cautioned, even though the Covid crisis is being viewed as endemic, so why is having

an outside box for materials a cause for concern? Especially with some people still concerned about numbers of contacts?

As a bookkeeper I have clients who are self-employed at home but I also have clients who are working remotely, for established businesses that have permanent locations elsewhere. Some of the clients working remotely have assistants employed in their homes. Essentially that situation is no different than the Home Based Business people. So what is the regulation going to be for remote workers who have employees who are not resident at that home location?

You have listed types of businesses allowed on residential property, is this an exhaustive list? What about off-site home based businesses, such as construction based workers who are self-employed? In other regulations around the province I see that term, off-site. I take that to mean those who perform their type of business at a different location, tohe than within their home. However, without a commercial location these clients are HBB's. Why then is there no allowance for off-site small home based businesses? Such as plumbing and heating, electricians, HVAC, framers, renovators, etc... I see an allowance made for Realtors but not for other off-site self-employed workers. As well, are they limited in the number of employees they can have in their employ, based on the size of their personal home property, even though nearly all their work is performed off-site? That is if they are still going to be allowed to maintain a business from home at all.

Again, as a local bookkeeper, and tax preparer, I have a unique insight as to the goings on of HBB's businesses here on the coast, and I can see a number of issues with these proposed changes. Issues that will negatively affect many of my clients, and I only see a fraction of the HBB's here on the coast. With these changes put in place many will need to find commercial space, or lay off employees, or even downsize or shutter their business. The first option is no option at all, as there is not presently enough commercial space available on the coast. Besides, putting that much pressure on commercial space will also negatively impact the whole of the coast economy. This is because there are no rental increase regulations for commercial property, and that sudden demand will mean lease rates will go up.

I believe a more reasoned response is needed to whatever the concerns are that have brought forward these proposed changes for HBB's. Again, I see that other areas around the province are not regulating every aspect of HBB's to the degree shown in the second reading of proposed bylaw No 722.

I look forward to these and other issues being addressed tonight, thank you in advance for your consideration of my concerns and questions. Regards, Jerry

PLEASE delay this until after the local elections

Dear Directors,

Zoning 310 and the proposed Bylaw 722, are critical far-reaching documents. As Donna Shugar has pointed out, this process started in 2012 and only dealt with the agriculture zone in Bylaw 310 after exhaustive deliberations with all parties, public and elected officials. The public events were held at the start of the process to learn what was needed to be done and then again at various points along the way to get feedback on the proposed changes **before** further iterations of bylaw changes reached the public hearing stage.

As Donna has also stated in her letter, "There were 2 phases of public engagement in 2018 and 2019 to set the stage for work on drafting a new zoning bylaw. While a lot has changed since those first rounds of public consultation, for example the very serious housing crisis and the climate disaster which is clearly before us, the SCRD has chosen to provide only the minimum means for the public to learn how staff have turned their initial comments into a draft bylaw. Fast forward to May 2022 when the draft bylaw 722

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received first reading. Following that there has been only one in person public information meeting in Roberts Creek, which was not attended by any of the electoral directors, no meetings in Halfmoon Bay, Elphinstone or West Howe Sound and one zoom meeting with about 27 attendees. Both of these meetings included a 10 minute power point presentation to introduce the 147 page bylaw document. The in-person meeting was not recorded and the secretary did her best to take notes but the notes I saw in no way captured the passion and eloquence expressed by many who spoke. For people who were in the know, you could also get some information on line if you knew where to look. Many people I have spoken with have found that a challenge and they remain in the dark about the bylaw's contents This is a complex document and it is my understanding that even the APCs asked for more time to review it."

We as a builders group have been meeting with the SCRD CAO, admin, planning department, and a few directors for the past year and a half and heard nothing about this proposed Bylaw 722 until after the 1st reading, in June of 2022. At first, we heard about roughly 30 waterfront properties who would have to move their setback from 7.m to 15m - which has actually been proposed at 17m as we have now found out. And it sounds like it pertains to all waterfront properties and not just these 30. We feel that the 2 phases of public engagement in 2018 and 2019 are totally inadequate as there were 3 years with only staff input to create a draft bylaw. Given the ramifications of any and all existing bylaws and proposed bylaw changes, it is extremely deficient in public exposure, debate and consideration; and very lacking in explanation and information. It is preposterous to accept this as sufficient consultation, consideration, or general public exposure. One would expect such an important and all encompassing change to be publicly debated before passing it.

We should put this proposed bylaw on hold until the new board of directors has a chance to review discuss the proposal publicly.

Regards, Clark

RECEIVED SEP - 6 2022 S.C.R.D

Regarding Zone Bylaw 722

Dear Directors,

We were informed yesterday regarding the proposed Bylaw which governs land use which will affect many of the present citizens and properties.

We are a small productive Ceramic Studio operating on the Sunshine Coast for 20 years. What makes the communities along the Sunshine Coast vibrant are the various creative artisans on this coast. To the many various creative works from various studios, visitors from all over the world come to see, indicates the importance of art in our communities. As Artists, we have the Purple Banner, the Art Crawl, Hackett Park sponsored by SCAC, the Pottery Prowl and the many other public events that occur which will be affected by this Bylaw. Not only the public events, but some artisans need larger areas in order to create their work and in some cases their studio space will be larger than their personal dwelling. In addition, this Bylaw will curtail the functioning of the artisan studios and the health of their business.

This letter is being sent to you to give complete support to Ms. Donna Shugar's letter, requesting that you put Zoning Bylaw 722 in abeyance so that all of the various citizens will have an opportunity to enter the conversation around this proposed Bylaw which will affect the spirit of our communities.

Sincerely,

Ben nebergall

Ray Niebergall

Bev Niebergall

SUNSHINE COAST REGIONAL DISTRICT ZONING BYLAW NO. 722

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PART 1 ENACTMENT

1.1 TITLE

1.1.1 This Bylaw may be cited for all purposes as the "Sunshine Coast Regional District Zoning Bylaw No. 722, 2019".

PART 2 ADMINISTRATION

2.1 ADMINISTRATION

2.1.1 Land, including the airspace above it and the surface of water, shall not be *used, altered* or subdivided and *buildings* and *structures* shall not be constructed, altered, sited or *used* except as specifically permitted by this bylaw.

2.2 ENFORCEMENT

2.2.1The Chief Administrative Officer, Corporate Officer, General Manager of Planning and Community Development, Manager of Planning and Development, Planner, Chief Building Official, Building Official, Bylaw Enforcement Officer, or other persons so designated by resolution, are authorized at all reasonable times to enter on property that is subject to regulation under this bylaw to ascertain whether the regulations or directions under this bylaw are being observed.

2.3 OFFENCE

- 2.3.1 Every person who:
 - a) violates any of the provisions of this bylaw;
 - b) ca*use*s or permits any act or thing to be done in contravention of any of the provisions of this bylaw;
 - c) neglects or omits to do anything required under this bylaw;
 - d) carries out, ca*use*s or permits to be carried out any development in a manner prohibited by or contrary to any of the provisions of this bylaw;
 - e) alters land in contrary to any provisions of this bylaw;
 - f) fails to comply with an order, direction or notice given under this bylaw;
 - g) prevents or obstructs or attempts to prevent or obstruct the authorized entry of the Manager, Planning & Development, Planner, Chief *Building* official, *Building* official, Bylaw Enforcement *Officer*, or other person so designated by resolution of the *Board*

shall be deemed to have committed an of*fence* under this bylaw.

2.4 PENALTY

- 2.4.1 Every person who commits an offence under this bylaw is liable on summary conviction to a penalty under the *Offence Act.*
- 2.4.2 Each day during which an offence occurs shall be deemed to constitute a new and separate offence.

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2.5 SEVERABILITY

2.5.1 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder.

PART 3 INTERPRETATION

3.1 INTERPRETATION

- 3.1.1 In this Bylaw, defined terms and provincial legislation are shown in italics, except for those in headings.
- 3.1.2 A reference to any bylaw of the *Regional District* or Provincial or Federal legislation is a reference to that law as amended, whether amended before or after the effective date of this Bylaw.
- 3.1.3 All measurements and symbols in this Bylaw shall be interpreted as follows:
 - a) "m" means metre
 - b) "m²" means square metres
 - c) "kg" means kilogram
 - d) "ha" means hectares
 - e) "<" means "less than"
 - f) "≤" means "equal to or less than"
 - g) ">" means "greater than"
 - h) "≥" means "equal to or greater than"
 - i) Where "Section" does not expressly refer to another enactment, it shall be interpreted as referring to this Bylaw.
- 3.1.4 For ease of use, all defined words in this Bylaw are shown in italics; be it in their singular or plural forms and with any combination of uppercase or lowercase letters.



PART 4 ESTABLISHMENT OF ZONES AND SUBDIVISION DISTRICTS

4.1 ESTABLISHMENT OF ZONES

4.1.1 For the purposes of this Bylaw the Sunshine Coast Regional District Electoral Areas B, D, E and F are divided into the following zones:

RESIDENTIAL ZONES	ABREVIATION
Residential One	R1
Residential Two	R2
Residential Three	R3
Residential Multiple One	RM1
Residential Multiple Two	RM2
Residential Multiple Three	RM3
RURAL ZONES	
Country Residential One	CR1
Country Residential Two	CR2
Rural Residential One	RU1
Rural Residential One A	RU1A
Rural Residential Two	RU2
Rural Forest One	RF1
Rural Forest Two	RF2
Rural Forest Three	RF3
Rural Forest Four	RF4
Rural Forest Five	RF5
Agriculture	AG
COMPREHENSIVE	
DEVELOPMENT ZONES	
Comprehensive	CD1
Development One	
Comprehensive	CD2
Development Two	
Comprehensive	CD3
Development Three	
Comprehensive	CD4
Development Four	
COMMERCIAL ZONES	
Commercial One	C1
Commercial Two	C2
Commercial Three	C3
Commercial Four	C4

Commercial Five	C5
Marine Transportation	M1
WATER ZONES	
Water One	W1
Water Two	W2
INDUSTRIAL ZONES	
Industrial One	11
Industrial Two	12
Industrial Three	13
Industrial Four	14
Industrial Five	15
Industrial Six	16
Industrial Seven	17
Industrial Eight	18
Industrial Nine	19
Industrial Ten	110
Industrial Eleven	l11
Industrial Twelve	l12
Industrial Thirteen	113
PARK ZONES	
Park and Assembly One	PA1
Park and Assembly Two	PA2
Park and Assembly Three	PA3
Park and Assembly Four	PA4

- 4.1.2 The area and boundary of each zone is defined by Schedule A which is hereby deemed to form part of the bylaw.
 - a) Land located outside Schedule A or not expressly identified in a particular zone in Schedule A is zoned RU2.
 - b) The surface of tidal or non-tidal waters located outside Schedule A or not identified on Schedule A as being a particular zone shall be deemed to be un-zoned.
- 4.1.3 Where the zone boundary is shown on Schedule A as following a *highway* or *watercourse*, the centre line of the road allowance or *watercourse* shall be the zone boundary.
- 4.1.4 Despite any provisions in this bylaw that would permit residential, *industrial* or *commercial* activities within a *riparian assessment area*, the *Riparian Areas Protection Regulation* applies in respect to that area.

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4.2 ESTABLISHMENT OF SUBDIVISION DISTRICTS

4.2.1 For the purposes of this Bylaw the Sunshine Coast Regional District Electoral Areas B, D, E and F are divided into the following Subdivision Districts:

SUBDIVISION	MINIMUM	AVERAGE	
DISTRICT	PARCEL AREA	PARCEL AREA	Conditions
-	1000 2		
Α	1000 m ²	-	-
В	1500 m ²	-	-
C	2000 m ²	-	-
D	2800 m ²	3500 m ²	-
E	4000 m ²	5000 m ²	-
E1	8000 m ²	-	-
E2	8000 m ²	-	Except Block 30 District Lot 695 Plan 2746
F	8000 m ²	10000 m ²	-
G	1.75 ha	-	-
G1	1 ha	1.7 ha	Parcels donated to the <i>Regional District</i> as park, excluding areas dedicated as park under Section 510 of the <i>Local Government</i> <i>Act</i> , may be used towards the calculation of average parcel area.
I	4 ha	-	-
J	25 ha	_	 The minimum parcel area may be reduced to 10 ha if a minimum of 15% of the land in the subdivision is dedicated as park in an area deemed to be a significant site for a public parks amenity by the Regional District, pursuant to Section 510 of the Local Government Act and one or more of the following criteria are met: 1. The land improves access to waterfront lands, including the sea and watercourses; 2. The land links or expands parks and greenways, forming interconnected natural corridors; 3. The land connects community focal features and the waterfront; 4. The land includes areas for the protection of environmentally sensitive lands; and 5. The land includes a viewpoint and opportunity for nature appreciation.
Z	100 ha		-
CD1	-	360m ²	See Section 8.1
		50011	

CD3	-	-	See Section 8.3
RM3	-	-	See Section 7.6

- 4.2.2 The area and boundary of each *subdivision district* is defined by Schedule B which is hereby deemed to form part of the bylaw. Land not expressly identified in a particular *subdivision district* in Schedule B is designated *Subdivision District* Z.
- 4.2.3 Where the *subdivision district* boundary is shown on Schedule B as following a *highway* or *watercourse*, the centre line of the road allowance or *watercourse* shall be the subdivision boundary.

4.3 SUBDIVISION REQUIREMENTS

- 4.3.1 The calculation of minimum *parcel area* shall not include:
 - a) Area to be used for community sewer field and equipment;
 - b) Area to be dedicated for public open space, *park* or returned to the Province, except as permitted by the *Strata Property Act*; or
 - c) Area to be dedicated as a *highway*.
- 4.3.2 Where a proposed parcel is equal or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:
 - (a) a panhandle; or
 - (b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
 - (c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.
- 4.3.3 Where a proposed parcel is less than 3500 m² but not less than 2000 m² in area, it shall have a minimum of 1000 m² of continuous developable area which is not included within:
 - (a) a panhandle; or
 - (b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
 - (c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.
- 4.3.4 The requirements of Sections 4.3.3 and 4.3.4 shall not apply to:
 - (a) a parcel in the CD1 or CD2 or RM3 zone; or

(b) a parcel, which is used or intended for a purpose that does not generate sewage, and a restrictive covenant is registered on its title, satisfactory to the Approving Officer, which prohibits the construction of buildings and structures.

4.4 HOOKED PARCELS

- 4.4.1 No *parcel* shall be created which has a portion of the proposed *parcel* physically separated by a *highway* or another legal *parcel* except:
 - a) Where each physically separated portion has an area sufficient to satisfy the minimum and average *parcel area* requirements of the applicable *subdivision district*; or
 - b) Where each non-conforming part of the *parcel* is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a *building* or structure or further subdivision.

4.5 MINIMUM PARCEL AREA EXCEPTIONS

- 4.5.1 Minimum or average *parcel area* regulations required by the applicable *subdivision district* shall not apply:
 - a) Where the *parcel* is intended for a use that does not generate sewage, and a restrictive covenant is registered on its title, which prohibits sewage generating uses and the construction of *buildings* and *structures*;
 - b) Where the *parcel* is intended for *public utility use* or *park*;
 - c) Where lot lines are relocated to facilitate an existing development or improve parcel layout provided that:
 - 1. No additional parcels are created; and
 - 2. All parcels are adjacent; and
 - 3. no parcel shall be enlarged to a size permitting further subdivision unless the area of each parcel included in the lot line relocation meets the minimum parcel area and all other requirements of the applicable *subdivision district*.
 - d) Where a *Provincial non-residential upland lease* or *aquatic lease* is granted;
 - e) To a hooked parcel that meets the criteria that is described in Section 4.4.1.b;
 - f) Where a *parcel* has more than one *subdivision district* designation and the proposed *subdivision* is limited to separating the two designations;
- 4.5.1 The minimum *parcel area* and the average *parcel area* required by the applicable *subdivision district* under this bylaw for a proposed *subdivision* may be reduced by a maximum of 10 % where:
 - a) this bylaw or the Approving *Office*r requires that land be provided by the owner for widening of an existing *highway* or right-of-way; and

- b) The proposed *subdivision* will create no more than two additional *parcels*; and
- c) The subject parcel is within the C, D, E, E1, E2, F, G or I *subdivision district*.
- 4.5.2 The minimum parcel size and the average parcel size required by the applicable subdivision district under this bylaw for a proposed subdivision may be reduced by a maximum of 20 percent, where the proposed subdivision is to provide a residence for a relative pursuant to Section 514 of the *Local Government Act*, provided that no parcel created by the subdivision is less than 2500 square metres and a covenant is registered on tile of each *parcel* created to limit the number of *dwelling* units to one and to prevent a change in the parcel's use for 5 years.
- 4.5.3 The maximum reduction available under Sections 4.5.2 and 4.5.3 is 20% of the original parent *parcel*.

PART 5 GENERAL REGULATIONS

5.1 USE REGULATIONS FOR ALL ZONES

- 5.1.1 The following *use*s are permitted in any zone:
 - a) Public uses;
 - b) Public utilities;
 - c) *Horticulture* or *silviculture*;
 - d) *Forest management* is permitted on private managed forest land as defined under the *Private Managed Forest Land Act*;
 - e) *Child group daycare* facilities in accordance with requirements of the *Community Care and Assisted Living Act* of BC except in the RF3 Zone;
 - Real estate field sales office, to a maximum floor area of 15 m², in all zones except the RF3 Zone;
 - g) *Community Care Facilities* pursuant to the *Community Care and Assisted Living Act* and amendments thereto; and
 - h) A secondary suite except in any zone where a single-unit dwelling is prohibited.
 - i) Home-based business in any zone where a dwelling unit is permitted.
- 5.1.2 Notwithstanding subsection 5.1.1, all *uses* not expressly permitted within a zone are prohibited.

5.2 AUXILIARY DWELLING UNIT

- 5.2.1 An auxiliary dwelling unit:
 - a) Shall not exceed 90 m² in floor area excluding otherwise permitted enclosed parking area, on parcels where not more than 2 single-unit dwellings are permitted;
 - Shall not exceed 55 m² in floor area excluding enclosed parking area, on parcels where more than 2 single-unit dwellings are permitted;
 - c) May be attached to or detached from any building on the same parcel.

5.3 SHORT TERM RENTAL

- 5.3.1 *Short term rental* is permitted as an auxiliary use, in the R1 zone where the parcel size exceeds 2000 m², and in the R2, C1, C2, C3, C4, CR1, CR2, RU1, RU1A, RU2, AG, PA2 and PA3 zones, subject to the following conditions:
 - a) Except as provided for in Section 7.10.2(c) for the RU1A zone or any other parts of this bylaw, the number of bedrooms utilized for bed and breakfast shall not exceed two per dwelling, including an auxiliary dwelling.
 - b) An *auxiliary dwelling unit* with a size exceeding 55 m² shall not be utilized for *short term rental*.

- c) *Short term rental* shall not be permitted in a secondary suite.
- d) The total number of occupants of a *short term rental* establishment shall not exceed two per each permitted bedroom.
- e) No external indication or advertising associated with a *short term rental* shall be permitted on the property except a single sign up to 0.35 m² in area.
- f) Any dwelling utilized for *short term rental* 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 *short term rental* shall be operated by an operator who resides on the property where the *short term rental* is located and for the duration when the *short term rental* is in operation.

5.4 HOME-BASED BUSINESS

- 5.4.1 Where a *home-based business* is a permitted use, it shall be subject to the following conditions:
 - a) It shall be an *auxiliary use* to the permitted *principal uses* on a parcel;
 - b) It shall be conducted entirely within a completely enclosed *building* permitted under this Bylaw, except in the case of a group day care where outdoor recreation *uses* are required under the *Community Care and Assisted Living Act*;
 - c) The total floor area of all allowable auxiliary buildings plus a maximum of 40% of the floor area of a dwelling on a parcel may be used for home-based business.
 - d) No external indication other than that normally associated with a residential *building* shall exist except for a single sign up to 0.35 m² in area;
 - e) There shall be no outdoor storage of materials, equipment, containers, or finished products;
 - f) It must not generate traffic that exceeds the level prevailing in the neighbourhood or create a demand for off-street parking that cannot be contained within the *parcel* containing the *home-based business*;
 - g) It must not produce a public offence or nuisance of any kind, including noise, smoke, dust, toxic or noxious matter, odour, heat, glare, electrical interference, beyond the *parcel lines* of the *parcel* containing the *home-based business*;
 - h) No product shall be sold on the premises except that which is made or produced on the premises;
 - i) Floor area *of retail*ing or *wholesaling use* of the home-business shall be limited to 20% of the floor area of the building containing the home-based business;
 - j) *Kennels*, vehicle equipment repair and maintenance, body shops and fabricating are prohibited.
 - k) Employees of a home based business are restricted to residents of the parcel where the home based business operates plus not more than two other persons.

5.5 Residential Agriculture

5.5.1 The keeping of poultry, rabbits and bees is permitted in accordance with the following conditions:

Parcel size (m ²)	Zone	Total number of poultry and rabbits	Number of beehives
<1000	All zones except AG	None permitted	None permitted
1000 -1500	All zones except RM1, RM2, RM3	Maximum 10, roosters not permitted	2
>1500	All zones except RM1, RM2, RM3	No limit	No limit
Any size	AG	No limit	No limit

5.5.2 Setback and facility requirements:

- a) Poultry and rabbits shall be provided with coops, enclosed structures or outdoor enclosures;
- b) No drinking or feeding trough, manure pile, enclosure, structure or building for the keeping of poultry or rabbits, except fences under 2 m in height to enclose animals, shall be located within 10 m of a parcel line;
- c) Entrance to a beehive shall face away from adjacent parcels;
- d) No beehives shall be located within 7.5 m from any parcel line other than one abutting a highway;
- e) No beehive shall be located within 5 m of any parcel line abutting a highway;
- Premises where poultry or rabbits are kept are required to be registered with the Province of British Columbia to support the Province's emergency response network;
- g) Beekeeping is required to register with the Province of British Columbia pursuant to the Bee Regulation of the Animal Health Act.

5.6 KEEPING OF LIVESTOCK

- 5.6.1 Where the keeping of *livestock* is a permitted *use*:
 - a) No enclosure, feeding or drinking trough, or structure used for the storage of feed, bedding or manure related to the keeping of *livestock* shall be located within 20 m of a *parcel line;*
 - b) The minimum *parcel* area shall be 3500 m²; and
 - c) Premises where livestock are kept are required to be registered with the Province of British Columbia to support the Province's emergency response network.

5.7 HORTICULTURAL PRODUCT SALES

- 5.7.1 Where *horticultural product sales* are a permitted *use*:
 - a) Notwithstanding any other parts of this bylaw, only one sign up to 0.35 m² in area is permitted to be installed on a *parcel*, in a manner that does not obstruct the site access or egress.
 - b) Notwithstanding other setback regulations in this bylaw, a portable open-air stand used for horticultural product sales shall be setback a minimum of 1.5 m from a parcel line abutting a highway.

5.8 AGRICULTURAL PRODUCT SALES

- 5.8.1 *Agricultural product sales* are permitted in any zone where keeping of *livestock, residential agriculture* or *agriculture* is permitted and the production of *livestock* or *agriculture* takes place on the parcel so zoned.
- 5.8.2 Where *agricultural product sales* are a permitted *use*:
 - a) Except for the AG Zone, only one sign up to 0.35 m² in area is permitted to be installed on a *parcel*, in a manner that does not obstruct the site access or egress.
 - b) A portable open-air stand used for horticultural product sales shall be setback a minimum of 1.5 m from a parcel line abutting a highway.

5.9 CANNABIS PRODUCTION AND RETAIL

- 5.9.1 Notwithstanding any other provisions of this bylaw:
 - a) Growing of cannabis is prohibited in any zone except in accordance with sub-section (b) or the growing of not more than four cannabis plants per ho*use*hold for personal *use* from licensed seeds or seedlings from licensed suppliers in accordance with federal legislation.
 - b) *Cannabis production* is only permitted in the following zones in accordance with the following provisions:

ZON	ES	STANDARD CULTIVATION	MICRO CULTIVATION OR NURSERY	CONDITIONS OF USE
INDUSTRIAL	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Permitted	Permitted	
RURAL RU1, RU2 RESIDENTIAL RU2	RU1, RU1A,	Permitted		Parcel size not less than 8 ha
	RU2		Permitted	Parcel size not less than 4 ha
AGRICULTURAL LAND RESERVE	AG	Permitted	Permitted	Outdoors in a field or inside a structure with a base consisting entirely of soil

- 5.9.2 In RU1, RU1A and RU2 Zones that are not within the Agricultural Land Reserve, no standard cannabis cultivation shall be located within 30 m of a *parcel* line, and no micro cannabis cultivation or nursery shall be located within 15 m of a *parcel* line.
- 5.9.3 Cannabis retail shall be prohibited in any zone except the C1, C2 and C3 Zone.

5.9.4 Cannabis production or retail shall not be permitted as a home-based business.

5.10 AUXILIARY BUILDINGS

- 5.10.1 Unless specifically noted in the zone, auxiliary *buildings* are permitted in conjunction with a *principal use* where:
 - a) A *principal use* exists on the *parcel*, or a valid *building* permit has been issued for the *principal use* on that *parcel*;
 - b) *Auxiliary buildings* do not include *agricultural buildings;*
 - c) Auxiliary buildings do not include a dwelling unit or sleeping unit;
 - d) Neither overnight accommodation or cooking facilities are permitted; and
 - e) The combined *floor area* of all *auxiliary buildings* shall not exceed:
 5% of the *parcel area* or 300 m², whichever is less for a parcel equal to or more than 1500 m² in size; or
 75 m² for a parcel less than 1500 m² in size.

5.11 HEIGHT OF BUILDINGS AND STRUCTURES

- 5.11.1 Except as otherwise provided in the Bylaw, the *height* of all *buildings* and *structures* shall not exceed 11 m.
- 5.11.2 On *parcels* less than 750 m² in the R1, R2, R3, CR1, CR2, RU1, RU1A and RU2 zones, the maximum *height* of a *single-unit dwelling* unit shall not exceed 8.5 m.
- 5.11.3 Notwithstanding subsection 5.11.2, where the average slope, as determined by a British Columbia Land Surveyor, of a parcel exceeds 20 percent as determined by field survey, the maximum height shall be increased to 11 m.
- 5.11.4 A detached *auxiliary dwelling unit* or an auxiliary building or structure shall not exceed a *height* of 8.5 m.
- 5.11.5 Notwithstanding the definition of *height*, where fill is necessary to raise the elevation as required by the flood control provisions of this bylaw, the *height* of a *building* or *structure* shall be measured from the minimum permitted elevation or the top of the fill.
- 5.11.6 The following *structures* shall not be subject to the *height* requirements of this bylaw provided that such *structures* occupy no more than 10% of the *parcel area*, or if situated on a *building*, not more than 15% of the roof area of the *building*:
 - a) Building spire;
 - b) Chimney;
 - c) Mast or flag pole;
 - d) Antennas;
 - e) Transmission, telecommunication or utility tower;
 - f) Monument;
 - g) Observation tower;
 - h) Fire hall hose drying tower;
 - i) Water tank;
 - j) Rooftop access limited to 5 m² in *floor area*;
 - k) Elevator or ventilation machinery;

- I) Wind turbine only on parcels with a size exceeding 2 ha in Industrial Zones;
- m) Silo;
- n) Green roof; and
- o) Solar collector.

5.12 HEIGHT OF FENCES

- 5.12.1 The maximum *height* of a *fence* shall not exceed 2 m except where:
 - a) Expressly permitted; or
 - b) the fence abuts a highway and the height of the fence does not exceed 2 meters above the centre line of the highway.

5.13 FLOOR AREA OF BUILDINGS

- 5.13.1 On a *parcel* less than 1500 m² in area in the R1, R2, CR1, CR2, RU1, RU1A and RU2 zones, the maximum *floor area* of all *buildings* shall be 40% of the *parcel area*, or 450 m², whichever is less.
- 5.13.2 Notwithstanding 5.13.1, the calculation of *floor area* within *buildings* does not include area of up to a maximum of 45 m² used for enclosed *off-street parking*.

5.14 SETBACK OF BUILDINGS AND STRUCTURES

- 5.14.1 The setback of *building or structure* shall be:
 - a) a minimum of 5 m from any portion of a parcel line adjacent to a *highway* or an internal private road;
 - b) the minimum setback from a parcel line not adjacent to a *highway*, an internal private road, a *waterbody* or a *watercourse* shall be as follows:

Height of building and structure	Setback
≤ 8.5 m	1.5 m
> 8.5 m	4 m

5.15 SETBACK EXCEPTIONS

- 5.15.1 Features that attach to and project beyond the face of a *building*, including but not limited to exterior insulation, chimney, bay window, balcony, porch, deck, ornament, step, eave, canopy, may extend into a required *setback* not abutting a highway to a maximum of 0.6 m measured perpendicular to the line that defines the setback area if the extension conforms to the British Columbia Building Code.
- 5.15.2 An *underground structure* may be sited on any portion of a *parcel*, except within 4.5 m of a *highway*, provided the maximum projection above finished grade does not exceed 1 m at any point and the purpose of the projection is not for a driveway or stairwell entrance.
- 5.15.3 *Setback* exceptions in this section apply to *setbacks* from the *natural boundary* of a *waterbody* or *watercourse*.
- 5.15.4 Where a variance is proposed to reduce a required setback the measurement shall be taken to the outermost extreme, as measured in plan view, of any overhangs, projections, cantilevered architectural features and the like.

5.16 SETBACK FROM WATERBODIES AND WATERCOURSES

- 5.16.1 No, *building* or *structure* or any part thereof, except a boathouse located within an inter-tidal zone or within the I13 Zone, shall be constructed, reconstructed, moved, located or extended within:
 - a) 15 m of the *natural boundary* of the ocean;
 - b) 17 m of the *natural boundary* of a creek, lake, swamp or pond;
 - c) 32 m of the *natural boundary* of Chapman Creek, Tzoonie River, Clowhom River, Rainy River, McNab Creek, McNair Creek, Dakota Creek and Chickwat Creek;
 - d) 22 m of the *natural boundary* for the portion of Roberts Creek that is seaward of Lower Road;
 - e) In geographic areas that are in parts of Electoral Areas B, D, E and F not covered by an Official Community Plan:
 - 1) 32 m of the *natural boundary* of a *stream*;
 - 2) 32 m of the top of the bank of a *ravine* less the 60 m wide;
 - 3) 17 m of the top of the bank of a *ravine* 60 m wide or greater; and
 - f) 17 m of the *natural boundary* of all other *watercourses*.
- 5.16.2 Unless expressly authorized pursuant to a valid and subsisting Development Permit, as required, no removal, alteration, or destruction of vegetation, soil removal or deposit, may take place within:
 - a) 15 m of the *natural boundary* of the ocean;
 - b) 30 m of the *natural boundary* of a creek, lake, swamp or pond;
 - c) 30 m of the *natural boundary* of Chapman Creek, Tzoonie River, Clowhom River, Rainy River, McNab Creek, McNair Creek, Dakota Creek and Chickwat Creek;
 - d) 20 m of the *natural boundary* for the portion of Roberts Creek that is seaward of Lower Road;

- e) In geographic areas that are in parts of Electoral Areas B, D, E and F not covered by an Official Community Plan:
 - 1) 30 m of the natural boundary of a stream;
 - 2) 30 m of the top of the bank of a *ravine* less the 60 m wide;
 - 3) 15 m of the top of the bank of a *ravine* 60 m wide or greater; and
- f) 15 m of the *natural boundary* of all other *watercourses*.

5.17 SETBACK EXCEPTIONS: MOORAGE FACILITIES

5.17.1 Notwithstanding Section 5.16.1, Moorage facilities shall be permitted to extend into the *setback*.

5.18 FLOOD CONSTRUCTION LEVELS

- 5.18.1 Notwithstanding any other provision of this Bylaw, the underside of the floor system of any area *use*d for habitation, business or storage of goods damageable by floodwaters; the top of land fill elevation or top of *pad* on which a *manufactured home* is located; or the top of the perimeter of a poured-in-place concrete footing on which a *manufactured home* is located shall be:
 - a) At least 0.6 m above the 200-year flood level according to provincial records or 2 m above the *natural boundary* of the ocean or any *waterbody or watercourse, whichever is higher*; or
 - b) At least 3 m above the *natural boundary* of Chapman Creek, Tzoonie River, Clowhom River, Rainy River, McNab Creek, McNair Creek, Dakota Creek and Chickwat Creek.

5.19 STORAGE

- 5.19.1 Other than as permitted in the I7 zone, no *parcel* shall be *used*:
 - a) For the wrecking of a motor vehicle; or
 - b) For the storage of a motor vehicle which has been without a license under the *Motor Vehicle Act* for a period of more than one year, is not housed in a garage or carport, and which is intended to be self-propelled but is not capable of locomotion under its own power.
- 5.19.2 In residential zones, one shipping container per *parcel* is permitted only on a temporary basis during active construction on the property, where such construction is subject to a valid *Building* Permit, provided the shipping container is removed within two weeks of the completion of construction or the expiration of the permit.



5.20 SIGNAGE

- 5.20.1 No sign shall be located on a *parcel* for the purpose of advertising any person, service, matter, thing, event, or property that is not directly related to the business conducted on that *parcel*, with the exception of election signage during an election period.
- 5.20.2 Signs for businesses on *parcels* with zoning for *agriculture*, *commercial* or *industrial uses* shall be subject to the following conditions:
 - a) The maximum total area of all sign faces on a *parcel* shall be 5 m²; and
 - b) The maximum *height* of a sign shall be 3 m.
- 5.20.3 Signs for businesses, other than home occupation *use* and *short term rental use*, on *parcels* that are not zoned for an *agriculture, commercial* or *industrial use*, shall be subject to the following conditions:
 - a) No more than one sign in conjunction with a business *use* on the same *parcel* may be located on that *parcel*;
 - b) A sign shall have a maximum of two faces;
 - c) The maximum area of a sign shall be 1 m²; and
 - d) The maximum *height* of a sign shall be 2.5 m.
- 5.20.4 Signs permitted in all zones are as follows:
 - a) An address sign including street number and street name;
 - A maximum of two Real Estate Signs indicating that the *building*, premise or *parcel* on which the sign is located is for sale, rent or lease, provided each sign has a maximum of two faces and a maximum sign area of 2 m²;
 - c) A maximum of two Development Signs each having a maximum sign area of 5 m² advertising a new development which may include the name, nature and particulars of the development, the names of the developer, contractors, subcontractors, consultants and a logo identifying the project and is temporary during the time for which there are active *building* permits or development related approvals in place with the *Regional District*;
 - A maximum of one entry or identification sign for a completed subdivision or strata development, a place, a landmark or a neighbourhood, and having a maximum sign area of 3 m²; and
 - e) A Directional Sign provided the maximum sign area is 0.5 m².
- 5.20.5 Signs erected by the Regional District are permitted in all zones.

5.21 GOLF COURSE

- 5.21.1 In any zone except an AG, RF3 or RM3 zone, on a parcel of land having an area of 20 ha or more, the use of land, buildings and/or structures may include a golf course.
- 5.21.2 The combined floor area of clubhouses, pro shops, restaurants and similar facilities auxiliary to a golf course permitted under 5.21.1 shall not exceed 200 m².

5.22 OCCUPANCY DURING CONSTRUCTION

- 5.22.1 A building or recreational vehicle may be used in the R1, R2, CR1, CR2, RU1, RU2, and AG Zones to provide accommodation for the resident during construction of a principal dwelling on a parcel, provided that:
 - a) a building permit under the current applicable SCRD Building Bylaw has been issued for the principal dwelling on the parcel and the principal dwelling is under construction;
 - b) a temporary building permit under the current applicable SCRD Building Bylaw, if necessary, has been issued for the building or recreational vehicle providing accommodation during construction;
 - c) the method of sewage disposal complies with the applicable regulations;
 - d) no addition shall be made to the building or recreational vehicle; and
 - e) occupancy of the building or recreational vehicle shall not continue beyond the commencement of occupancy of the permanent dwelling or the expiry date of the temporary building permit for the building or recreational vehicle, whichever occurs first.

5.23 SPLIT-ZONED PARCELS

5.23.1 Where a parcel has more than one zone:

- a) In Electoral Area D, the zone that permits the least number of dwellings when calculated using the total parcel area shall be used to determine the maximum number of dwellings that may be permitted on a parcel;
- b) In all other electoral areas, the zone that permits the greatest number of dwellings when calculated using the total parcel area shall be used to determine the maximum number of dwellings that may be permitted on a parcel; and
- c) all other zoning regulations of each applicable zone shall apply exclusively to the portion of the parcel with that zone.

5.24 SECONDARY SUITE

- 5.24.1 A secondary suite is permitted as an auxiliary use to a single-unit dwelling on any parcel except parcels within SCRD wastewater service areas.
- 5.24.2 Except as otherwise provided in the bylaw, no more than one secondary suite shall be permitted per single-unit dwelling permitted on a parcel.
- 5.24.3 The floor area of a secondary suite shall not exceed 55 $m^2.$
- 5.24.4 The number of secondary suites permitted on a parcel shall be excluded from the calculation of any required maximum total number of dwelling units of a parcel or a building.

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PART 6 PARKING AND LOADING

6.1 GENERAL PARKING SPACE REQUIREMENTS

- 6.1.1 Except for parallel parking, every required *off-street parking* space shall have a minimum width of 2.5 m and a minimum length of 5.5 m.
- 6.1.2 Where an off-street parking space abuts a wall or other obstruction along its side, the required width shall be 0.3 metres wider than required under Section 6.1.1.
- 6.1.3 Where parallel parking is provided, every required *off-street parking* space shall have a minimum width of 2.5 m and a minimum length of 6.5 m.
- 6.1.4 Tandem parking spaces shall count as one parking space.
- 6.1.5 Every required *off-street parking* space shall provide vehicular access to a *highway or a* manoeuvring aisle.
- 6.1.6 The minimum width of a manoeuvring aisle for two way 90-degree parking shall be 6.5 m.
- 6.1.7 The minimum width of a manoeuvring aisle for parallel parking shall be 3.8 m (one way manoeuvring aisle) or 6.4 m (two way manoeuvring aisle).
- 6.1.8 Unless expressly permitted otherwise, required *off-street parking* spaces shall be located on the same *parcel* as the *use* being served.
- 6.1.9 Notwithstanding Section 6.1.8, required *off-street parking* spaces for a parcel accessed only by water may be provided in an area where public parking or parking for other properties is permitted by this Bylaw.
- 6.1.10 Where any new development is proposed, an existing *use* of a development is changed, or an existing development is enlarged, on-*site* vehicle parking and loading shall be provided by the property owner in accordance with Section 6.4.
- 6.1.11 In the case of multiple *uses*, the total requirements for the *off-street parking* facilities shall be the sum of the requirements for each *use* computed separately.
- 6.1.12 In the case of a *use* not specifically mentioned, the required *off-street parking* spaces shall be the same as for a similar *use*.
- 6.1.13 When excess *off-street parking* facilities are provided, the location, design and operation of such facilities shall comply with all the regulations of Part 6 of this Bylaw.
- 6.1.14 All *off-street parking* for more than three vehicles shall provide a permanent durable surface consisting of asphalt, concrete, permeable/porous pavement, interlocking paving stones or similar treatment that is dust-free.
- 6.1.15 All *off-street parking* areas and manoeuvring aisles, with the exception of driveways, shall have a maximum gradient and cross slope of 6 percent.



- 6.1.16 All *off-street parking* areas and manoeuvring aisles shall have surface drainage directed to rain gardens, drainage ditches, rock pits or landscaped areas within the *parcel*.
- 6.1.17 All off-street parking signs and pavement markings shall comply with the standards of the Transportation Authority of Canada publication entitled "Uniform Traffic Control Devices for Canada".
- 6.1.18 All *off-street parking* in Commercial and Residential Multiple Zones shall provide a continuous landscape strip not less than 2 m wide, planted with shrubs and trees at least 0.9 m in height at the time of planting, except for accesses for manoeuvring aisles, *highways* and walkways.

6.2 ACCESSIBLE PARKING SPACE REQUIREMENTS

- 6.2.1 Each accessible parking space provided shall have a minimum width of 3.7 m, a minimum depth of 5.5 m and a minimum height clearance of 2.75 m.
- 6.2.2 Each accessible parking space shall include a vertical sign of at least 300 mm wide and 450 mm high centre mounted 1.5 m to 2.5 m above the surface of the parking area and a sign painted on the surface of the parking area, identifying the space as an accessible parking space.
- 6.2.3 Commercial, *Industrial, Assembly* and Multi-unit residential *uses* must provide one accessible space once a total of 10 parking spaces are required, two spaces once 40 spaces are required, three spaces once 75 spaces are required, and one additional accessible space for each 50 subsequently required spaces.

6.3 LOADING SPACE REQUIREMENTS

- 6.3.1 Every required *off-street loading* space shall have a minimum width of 3.0 m, a minimum depth of 9.2 m and a vertical clearance of 4.3 metres.
- 6.3.2 Every required *off-street loading* space shall provide vehicular access to a *highway*.

6.4 OFF-STREET PARKING AND LOADING SPACE REQUIREMENTS

6.4.1 The number of *off-street parking* and loading spaces for motor vehicles shall be calculated according to the following table:

USE	REQUIRED PARKING SPACE	REQUIRED LOADING SPACE
PRINCIPAL DWELLINGS		
single-unit dwelling	2	0
single-unit dwelling in CD1	1.5	0
dwellings in CD3	1.5 per dwelling	0
two-unit dwelling (each dwelling unit)	2	0
townhouse	1.5 plus 0.25 per dwelling unit for visitors	0

apartment	1.2 plus 0.25 per dwelling unit for visitors	0
manufactured home in RM2	1 plus 0.25 per dwelling unit for visitors	0
AUXILIARY DWELLING UNITS		
single-unit dwelling in conjunction with commercial or industrial use	1	0
auxiliary dwelling unit	1	0
secondary suite	1	0
AUXILIARY RESIDENTIAL USES		
Home-based business	1 per employee plus 4 per 100 m ² of all floor area	0
short term rental	1 per bedroom	0
horticultural product sales	2 per parcel	0
auxiliary residential assembly	6 per 100 m² floor area	0
COUNTRY AND RURAL		
RESIDENTIAL USES		
animal shelter	1 per 100 m ² of floor area + 2.0 per 100 m ² of office floor area + 1 per fleet vehicle	1
horse riding, training or boarding facility	1 per stall	0
garden nursery	4 per 100 m ² of retail sales area plus 1 per 185 m ² of greenhouse area	0
community care facility	1 per bedroom	0
COMMERCIAL USES		
retail and general commercial	4 per 100 m ² floor area	1 for the first 700 m ² of floor area plus 1 for each additional 500 m ² of floor area
office	2.5 per 100 m ² floor area	0
bank	3.5 per 100 m ² floor area	1
healthcare office	4 per 100 m ² floor area	0

specialty food retail	4 per 100 m ² floor area	0
personal service establishment	3 per 100 m ² floor area	0
restaurant	10 per 100 m ² floor area	1 per 200 m ² floor area
tourist accommodation	1 per sleeping unit	0
marina	1 per 2 berths of mooring	1 per 40 boat stalls to a maximum of 4
neighbourhood pub	10 per 100 m ² floor area	1 per 200 m ² floor area
tourist information centre	1 per 8m ² floor area	0
fuel service station	1 per service bay	1
golf course	6 per green	0
theatre	0.25 per seat	0
Artisan studio	1 per employee plus 4 per 100 m ² floor area	0
funeral home	1 per seat in assembly hall	0
all uses permitted in CD2	60	1 combined space to serve assembly and camp assembly
commercial and marina uses in CD3	4	1
commercial storage in I1A	1 per 620 m ² floor area	1 per 1860 m ² floor area
INDUSTRIAL USES		
light industry	1.5 per 100 m ² floor area	1 per 1400 m ² of floor area for buildings greater than
warehouse	1 per 200 m ² floor area	700 m ² floor area to a
manufacturing	1 per 100 m ² floor area	maximum of 4
cannabis production facility	1 per 200 m ² floor area	-
INSTITUTIONAL USES		
post office	3 per 100 m ² floor area	1
hospital	1.8 per bed	1 per 60 beds
assembly	6 per 100 m ² floor area	0
church	0.25 per seat	0
elementary school	1 per classroom	1 per 3000 m ² floor area
secondary school	2 per classroom	
yard waste transfer station	1 for each waste disposal area	0

- 6.4.2 Where the number of required parking spaces in the table is expressed as a calculated figure or as a minimum number of spaces, the number of spaces provided shall be the greater of the two requirements.
- 6.4.3 Where the calculation of parking spaces results in a fraction, the total number of spaces required shall be rounded to the nearest whole number.

6.5 BICYCLE PARKING REQUIREMENTS

- 6.5.1 Two enclosed bicycle parking spaces shall be provided for each dwelling unit in RM1, RM2 and RM3 zone with such bicycle parking spaces located in a separate, dedicated room or enclosure within the *apartment* or *townhouse* with direct outside access, secured with a separate lock and key or programmed entry system, and available only to authorised users.
- 6.5.2 Each enclosed bicycle space shall have a minimum vertical clearance of 1.9 metres, a minimum width of 0.6 metre, and a minimum length of 1.8 m of length.
- 6.5.3 Each principal use in a *Commercial* zone shall provide an outdoor bicycle rack designed to accommodate a minimum of three bicycles, with a minimum width of 0.3 m for each bicycle, constructed of sturdy theft-resistant material, and having secure theft-resistant anchoring to the floor or ground.
- 6.5.4 Each outdoor bicycle rack in a *Commercial* zone shall be in a convenient, well-lit location that provides visual surveillance by the occupants of the building the racks are intended to serve and located not more than 10 m from the entrance to the principal use.
- 6.5.5 Each outdoor bicycle space shall be located on a rack with a minimum width of 0.3 m for each bicycle, designed to enable the bicycle frame and front wheel to be locked to the rack with a U-style lock and support the bicycle frame above the centre of gravity, with the bicycle rack constructed of sturdy theft-resistant material anchored to the ground.



PART 7 RESIDENTIAL AND RURAL ZONES

7.1 RESIDENTIAL ONE (R1)

7.1.1 Intent

To permit *Single-Unit dwellings* in residential areas with additional *dwellings* on larger residential lots.

7.1.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.
2	additional single-unit dwellings	 Parcel area must exceed 3500 m². The total number of <i>dwelling</i> units shall not exceed the maximum density permitted in Section 7.1.3.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	auxiliary dwelling unit	 Parcel area must exceed 2000 m². The total number of <i>dwelling</i> units shall not exceed the maximum density permitted in Section 7.1.3. See Section 5.2 for <i>Use</i> Provisions.
2	short term rental	 Parcel area must exceed 2000 m². See Section 5.3 for Use Provisions.
3	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
4	keeping of <i>livestock</i>	 Parcel area must exceed 3500 m². See Section 5.6 for Use Provisions.

d) Additional general *use* regulations are provided in Section 5.1.

7.1.3 Density

a) The maximum density shall be as follows:

<i>PARCEL</i> AREA	MAXIMUM <i>DWELLING</i> UNITS PER <i>PARCEL</i>	DWELLING UNITS PERMITTED
≤2000 m²	1	Single-unit Dwelling
>2000 m ²	2	1 Single-Unit <i>Dwelling</i> and 1 Auxiliary dwelling unit
>3500 m ²	2	2 Single-unit Dwellings

7.1.4 Parcel coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be as follows:

PARCEL AREA	PARCEL COVERAGE
<750 m ²	45%
≥750 m²	35%

7.1.5 Setbacks

Shall be as per Part 5.

7.1.6 Parking

Requirements as per Part 6.

7.1.7 Site Specific Uses

Notwithstanding provisions of Section 7, in Lot 5, District Lot 1398, Plan VAP21531

(81 MONROE RD – Electoral Area F), the maximum total floor area of all buildings shall be the parcel area multiplied by 0.313, to a maximum of 310m².

7.1.8 Height of Buildings and Structures

Requirements as per Section 5.11.

7.1.9 Floor Area of Buildings

Requirements as per Section 5.13.



7.2 RESIDENTIAL TWO (R2)

7.2.1 Intent

To permit *Single-Unit dwellings* and in low density residential areas.

7.2.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	1) See Part 5 for General Regulations.
2	additional <i>single-unit dwelling or two-unit dwelling</i>	 Parcel area must exceed 3500 m². The additional single-unit <i>dwelling</i> may be <i>use</i>d as a <i>community care facility</i>. The total number of <i>dwelling units</i> shall not exceed the maximum density permitted in Section 7.2.3.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY <i>USE</i>	CONDITIONS
1	auxiliary dwelling unit	 Parcel area must exceed 2000 m². The total number of <i>dwelling units</i> shall not exceed the maximum density permitted in Section 7.2.3. See Section 5.2 for <i>Use</i> Provisions.
2	short term rental	See Section 5.3 for <i>Use</i> Provisions.
3	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
4	keeping of livestock	 Parcel area must exceed 3500 m². See Section 5.6 for Use Provisions.

d) Additional general *use* regulations are provided in Section 5.1.

7.2.3 Density

The maximum density shall be as follows:

PARCEL AREA	MAXIMUM <i>DWELLING</i> UNITS PER <i>PARCEL</i>	DWELLING UNITS PERMITTED
≤2000 m²	1	Single-unit Dwelling

>2000 m ²	2	1 Single-unit <i>Dwelling</i> and 1 <i>Auxiliary dwelling unit; or 1 two-unit dwelling</i>
>3500 m ²	2	2 Single-unit <i>Dwelling</i> Units; or 1 <i>single-unit dwelling and one</i>
		community care facility

7.2.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be as follows:

PARCEL AREA	PARCEL COVERAGE
<3500 m ²	35%
≥3500 m²	15%

7.2.5 Setbacks

The minimum *setbacks* from a *parcel* line for all *buildings* and *structures* shall be as per Sections 5.14, 5.15, 5.16 and 5.17.

7.2.6 Parking

Requirements as per Part 6.

7.2.7 Height of Buildings and Structures

Requirements as per Section 5.11.

7.2.8 Floor Area of Buildings

Requirements as per Section 5.13.



7.3 RESIDENTIAL THREE (R3)

7.3.1 Intent

To permit *Single-Unit dwellings* with restricted second *floor areas* in low density residential areas.

7.3.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.

b) The permitted auxiliary *uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	short term rental	See Section 5.3 for <i>Use</i> Provisions.

c) Additional general *use* regulations are provided in Section 5.1.

7.3.3 Density

The maximum permitted density shall be limited to one *Single-Unit Dwelling* per parcel.

7.3.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 45%.

7.3.5 Setbacks

The minimum *setbacks* from a *parcel* line for all *buildings* and *structures* shall be as per Sections 5.14, 5.15, 5.16 and 5.17.

7.3.6 Parking

Requirements as per Part 6.

7.3.7 Additional Building Requirements

- a) The maximum *floor area* of all *buildings* in any *parcel* in the R3 zone shall be the *parcel* area multiplied by 0.40, to a maximum of 300 m², including a minimum of 28 m² reserved for parking within a garage or carport.
- b) The maximum *floor area* of the second storey of any building shall not exceed 75% of the *floor area* of the first storey, including the *floor area* of an attached garage.
- c) Maximum height of any building shall be 8.5 m.



7.4 RESIDENTIAL MULTIPLE ONE (RM1)

7.4.1 Intent

To permit *multi-unit* residential *buildings*.

7.4.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	apartment	See Part 5 for General Regulations.

b) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	community care facility	 Parcels must exceed 3500 m². Maximum total floor area of 300 m².
2	common amenity area	See Section 7.4.6

- c) Subject to compliance with all other provisions of this bylaw, more than one auxiliary *use* shall be permitted.
- d) Additional use regulations are provided in Part 5.

7.4.3 Density

The maximum permitted *Density* shall be as follows:

MAXIMUM NUMBER	TYPE OF <i>DWELLING</i> UNIT
OF <i>DWELLING</i> UNITS	PERMITTED
60 per hectare	Apartment

7.4.4 Parcel Coverage

The maximum permitted parcel coverage of all buildings and structures shall be 35%.

7.4.5 Setbacks

- a) The minimum *setback* from a *parcel* line for all *buildings* and *structures* permitted shall be 7.5m.
- b) *Setback* exceptions as per Section 5.15.

7.4.6 Common Amenity Areas

Common amenity areas shall be provided as per the following:

- a) A minimum of 6 m² per dwelling unit, or a total of 40 m² per parcel, whichever the greater; and
- b) On sites containing 12 or more dwelling units, a minimum of 40% of the required common amenity area shall be within a building.

7.4.7 Parking

Requirements as per Part 6.

7.4.8 Height of Buildings and Structures

The maximum height of any building shall be 15m.



7.5 RESIDENTIAL MULTIPLE TWO (RM2)

7.5.1 Intent

To permit *manufactured home* parks.

7.5.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	manufactured home	See Part 5 for General Regulations.

b) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	service buildings	See Part 5 for General Regulations.
2	retail sales	 For RM2 zone residents only. Parcel area must exceed 1.75 ha. Retail sales area shall not exceed 30 m².
3	common amenity area	See Section 7.5.6

- c) Subject to compliance with all other provisions of this bylaw, more than one auxiliary *use* shall be permitted.
- d) Additional use regulations are provided in Part 5.

7.5.3 Density

The maximum permitted *Density* shall be 15 dwelling units per hectare.

7.5.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

7.5.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 5m.
- b) Setback exceptions as per Section 5.15.

7.5.6 Common Amenity Areas

Common amenity areas shall be provided as per the following: A minimum of 6 m^2 per dwelling unit, or a total of 40 m^2 per parcel, whichever the greater.

7.5.7 Private Outdoor Space

A minimum area of 40 m² of directly accessible *Private outdoor space* must be provided for each dwelling unit.

7.5.8 Parking

Requirements as per Part 6.

7.5.9 Height of Buildings and Structures

Requirements as per Section 5.11.



7.6 RESIDENTIAL MULTIPLE THREE (RM3)

7.6.1 Intent

To permit *manufactured home* parks.

7.6.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	manufactured home	See Part 5 for General Regulations.

b) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	service buildings	See Part 5 for General Regulations.
2	common amenity area	See Section 7.5.6

- c) Subject to compliance with all other provisions of this bylaw, more than one *principal or auxiliary use* shall be permitted.
- d) Additional use regulations are provided in Part 5.

7.6.3 Density

The maximum permitted *Density* shall be as follows:

MAXIMUM NUMBER OF <i>DWELLING</i> UNITS	CONDITIONS
15 per hectare	Base density
20 per hectare	 Density Bonus, where: a) a minimum of an additional 0.92 hectares of park is dedicated; and b) a housing agreement under Section 483 of the <i>Local Government Act</i> designating at least 20% of the units or parcels as affordable housing using criteria based on CHMC and Statistics Canada information.

7.6.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 40%.

7.6.5 Setbacks

The minimum *setbacks* from a *parcel* line for all *buildings* and *structures* shall be as per Sections 5.14, 5.15, 5.16 and 5.17.

7.6.6 Common Amenity Areas

Common amenity areas shall be provided as per the following:

A minimum of 6 m^2 per dwelling unit, or a total of 40 m^2 per parcel, whichever the greater.

7.6.7 Private Outdoor Space

A minimum area of 40 m² of directly accessible *Private outdoor space* must be provided for each dwelling unit.

7.6.8 Parking

Requirements as per Part 6.

7.6.9 Height of Buildings and Structures

Requirements as per Section 5.11.

7.7 COUNTRY RESIDENTIAL ONE (CR1)

7.7.1 Intent

To permit residential *and rural uses* on large rural lots.

7.7.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.
2	second single-unit dwelling or two-unit dwelling	 Parcel area must exceed 8000 m². The second dwelling unit may be used as a community care facility. Total number of dwelling units shall not exceed maximums under Section 7.7.4.
3	agriculture	
4	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	auxiliary dwelling unit	1) Parcel area must exceed 3500 m ² .
		2) See Section 5.2 for <i>Use</i> Provisions.
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	short term rental	See Section 5.3 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.
- 7.7.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤3500 m²	35%

>3500 m ²	15%

7.7.4 Density

The maximum density of *dwelling units* shall be as follows:

MINIMUM <i>PARCEL</i> AREA	MAXIMUM <i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF <i>DWELLING</i> UNITS PERMITTED
≤3500 m²	1	Single-unit Dwelling
>3500 m ²	2	1 Single-unit <i>Dwelling</i> and 1 Auxiliary dwelling unit; or 1 two-unit dwelling
>8000 m ²	2	2 Single-unit <i>Dwellings; or</i> 1 single-unit dwelling and one community care facility

7.7.5 Setbacks

The minimum *setbacks* from a *parcel* line for all *buildings* and *structures* shall be as per Sections 5.14, 5.15, 5.16 and 5.17.

7.7.6 Parking

Requirements as per Part 6.

7.7.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.7.8 Floor Area of Buildings

Requirements as per Section 5.13.

7.8 COUNTRY RESIDENTIAL TWO (CR2)

7.8.1 Intent

To permit residential and rural uses on large rural lots.

7.8.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.
2	agriculture	
3	keeping of <i>livestock</i>	 Parcel area must exceed 3500 m². See Section 5.6 for <i>Use</i> Provisions.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
2	short term rental	See Section 5.3 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

7.8.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤3500 m²	35%
>3500 m ²	15%

7.8.4 Density

The maximum density of *dwelling units* shall be one single-unit dwelling per parcel.

7.8.5 Setbacks

The minimum *setbacks* from a *parcel* line for all *buildings* and *structures* shall be as per Sections 5.14, 5.15, 5.16 and 5.17.

7.8.6 Parking

Requirements as per Part 6.

7.8.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.8.8 Floor Area of Buildings

Requirements as per Section 5.13.

7.9 RURAL RESIDENTIAL ONE (RU1)

7.9.1 Intent

To permit residential and rural uses.

7.9.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.
2	second single-unit dwelling	 The second <i>dwelling unit</i> may be <i>used</i> as a <i>community care facility</i>. Total number of <i>dwelling units</i> shall not exceed maximums under Section 7.9.4.
3	agriculture	
4	garden nursery	
5	keeping of <i>livestock</i>	 Parcel area must exceed 3500 m² See Section 5.6 for <i>Use</i> Provisions.
6	vehicle repair and maintenance	 Contained within an enclosed building; There is no storage outside of the enclosed building; No such building shall exceed 4.5 m in height; Minimum setback of such a building from all parcel lines shall be 7.5 m; The floor area of such building shall not exceed 75 m²; <i>Parcel area</i> must exceed 8000 m² within Electoral Area E and 3500 m² in all other electoral areas.
7	animal shelters	 <i>Parcel area</i> must exceed 1.75 ha. <i>Kennels</i> are only permitted in Electoral Areas E and F.
8	horse riding, training or boarding facility	Parcel area must exceed 1.75 ha.
9	<i>manufacturing</i> or storage	 Parcel area must exceed 1.75 ha. Use must be within a single fully enclosed building. Building floor area shall not exceed 75 m². Maximum building height shall be 6 m. Minimum building setback to any parcel line shall be 7.5 m.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	auxiliary dwelling unit	 Density requirement as per Section 7.9.4. See Section 5.2 for Use Provisions.
2	short term rental	See Section 5.3 for <i>Use</i> Provisions.
3	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
4	wildlife rehabilitation	 Parcel area must exceed 3500 m² Must be auxiliary to a residential use

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

7.9.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤3500 m ²	35%
>3500 m ²	15%

7.9.4 Density

a) In Electoral Areas B, D and E, except Lot C (being a consolidation of Lots A and B, CA7357770), Block A, District Lot 4537, Group 1, New Westminster District, Plan EPP24269, the maximum number of *dwelling units* shall be as follows:

PARCEL AREA	DWELLING UNITS PER PARCEL	TYPE OF <i>DWELLING</i> UNITS PERMITTED
<3500 m ²	1	1 Single-unit Dwelling
≥3500 m ² ≤8000 m ²	2	1 Single-unit <i>Dwelling</i> and 1 Auxiliary dwelling unit
>8000 m ²	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility

b) In Electoral Area F except Block 9, North Part of District Lot 693, Plan 3920, the maximum number of *dwelling units* shall be as follows:

PARCEL AREA	<i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF <i>DWELLING</i> UNITS PERMITTED
<0.8 ha	1	1 Single-unit Dwelling
≥0.8 ha ≤1.75 ha	2	1 Single <i>Dwelling</i> Unit and 1 Auxiliary dwelling unit
>1.75 ha	2	2 single-unit dwellings

c) In Block 9, North Part of District Lot 693, Plan 3920, the maximum number of *dwelling units* shall be as follows:

<i>PARCEL</i> AREA	<i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF <i>DWELLING</i> UNITS PERMITTED
<3500 m ²	1	1 Single-unit Dwelling
≥3500 m ² ≤8000 m ²	2	1 Single-unit <i>Dwelling</i> and 1 Auxiliary dwelling unit
>8000 m ²	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility

d) In Lot C (being a consolidation of Lots A and B, CA7357770), Block A, District Lot 4537, Group 1, New Westminster District, Plan EPP24269, the maximum number of *dwelling units* shall be as follows:

<i>PARCEL</i> AREA	<i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF <i>DWELLING</i> UNITS PERMITTED
<1.6 ha	1	1 Single-unit Dwelling
≥1.6 ha	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility

7.9.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* and setback exceptions shall be in accordance with Sections 5.14 and 5.15.
- b) Notwithstanding Subsection (a), no *manufacturing* or storage *use* shall be located within 7.5 m of a *parcel line*.
- c) Notwithstanding Subsection (a), no *animal shelter*, *horse riding, training or boarding facility*, or wildlife rehabilitation *use* shall be sited within 15 m of a *parcel line*.

7.9.6 Parking

Requirements as per Part 6.

7.9.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.9.8 Floor Area of Buildings

Requirements as per Section 5.13.

7.9.9 Site Specific Uses

- 7.9.9.1 A distillery, meadery or cidery licensed under the BC *Liquor Control and Licensing Act* and associated sale, tasting and on-site tour are permitted on Lot 15 District Lot 1311 Plan 4216, subject to the following provisions:
 - a) Tasting and on-site tours shall be conducted in accordance with the terms and conditions of the liquor license for the distillery.
 - b) Third-party commercial events or assembly associated with the distillery: not permitted.
 - c) Maximum building height: 4.5 m
 - d) Maximum building floor area: 100 m^2
 - e) Minimum setback from any lot line: 7.5 m
 - f) Minimum number of parking spaces for distillery and associated uses: 11
 - g) Outdoor storage: not permitted
 - h) Tasting and retail room: maximum floor area shall be 18 m²; maximum seating capacity shall be 8 persons
 - i) Outdoor tasting: not permitted
- 7.9.9.2 Notwithstanding any other parts of this bylaw, within Lot 10 of Block 3, District Lot 3376, Plan 14932, the following shall apply:

a) auxiliary residential assembly is permitted, provided that:

- 1. no more than 12 persons are assembled at any one time and per day;
- the total combined floor area used for *auxiliary residential assembly*, exclusive of bedrooms providing transient overnight accommodation, dining and other amenity areas, does not exceed 60 m²;
- 3. any area used for *auxiliary residential assembly* is located at least 7.5 m from a parcel line;
- 4. on-site parking is provided in accordance with Part 6 of this bylaw, and shall be located at least 7.5 m from a parcel line;
- 5. the *auxiliary residential assembly* is operated by the principal residents;
- 6. employees of the *auxiliary residential assembly* are restricted to members of the family who are the principal residents plus one other person;
- notwithstanding any other parts of this bylaw, no more than one sign is installed on the parcel, in a manner that does not obstruct or obscure site access or egress, nor has an area exceeding 0.35 m²;
- 8. the provision of transient overnight accommodation for persons attending the *auxiliary residential assembly* does not exceed five bedrooms per parcel;
- 9. a building used for *auxiliary residential assembly* purposes is connected to either a community sewer facility or on-site sewage disposal facilities in accordance with current regulations pursuant to the Public *Health Act.*

b) The total combined number of bedrooms used for transient accommodation for both *auxiliary residential assembly* and short term rental use shall not exceed five bedrooms per parcel, with the total number of bedrooms for short term rental independent of *auxiliary residential assembly* not exceeding two bedrooms per dwelling.

c) Animal shelter, kennel, vehicle repair and maintenance, horse riding, training and boarding facility, manufacturing and storage building and wildlife rehabilitation facility are not permitted.

7.10 RURAL RESIDENTIAL ONE A (RU1A)

7.10.1 Intent

To permit Single-Unit *dwellings* and auxiliary rural uses.

7.10.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.
2	second single-unit dwelling	 The second <i>dwelling unit</i> may be <i>use</i>d as a <i>community care facility</i>. Total number of <i>dwelling units</i> shall not exceed maximums under Section 7.10.4.
3	agriculture	
4	garden nursery	
5	keeping of <i>livestock</i>	 Parcel area must exceed 3500 m² See Section 5.6 for <i>Use</i> Provisions.
6	vehicle repair and maintenance	 Contained within an enclosed building; There is no storage outside of the enclosed building; No building shall exceed 6.0 m in height; Minimum setback of a building from all parcel lines shall be 7.5 m; The floor area of such building shall not exceed 75 m²; <i>Parcel area</i> must exceed 8000 m² within Electoral Area E and 3500 m² in all other electoral areas.
7	horse riding, training or boarding facility	Parcel area must exceed 1.75 ha.
8	<i>manufacturing</i> or storage	 Parcel area must exceed 1.75 ha. Use must be within a single fully enclosed building. Building floor area shall not exceed 75 m². Maximum building height shall be 6.0 m. Minimum building setback to any parcel line shall be 7.5 m.

b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.

c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	auxiliary dwelling unit	 Density requirement as per Section 7.10.4. See Section 5.2 for <i>Use</i> Provisions.
2	short term rental	 May be provided in one or two dwellings permitted on a parcel. The area utilized for short term rental accommodation shall not exceed a combined total of five bedrooms per parcel. See Section 5.3 for <i>Use</i> Provisions.
3	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
4	wildlife rehabilitation	 Parcel area must exceed 3500 m² Must be auxiliary to a residential use

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

7.10.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤3500 m²	35%
>3500 m ²	15%

7.10.4 Density

The maximum number of *dwelling units* shall be as follows:

<i>PARCEL</i> AREA	<i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF <i>DWELLING</i> UNITS PERMITTED
<3500 m ²	1	1 Single-unit Dwelling
≥3500 m ² ≤8000 m ²	2	1 Single <i>Dwelling</i> Unit and 1 Auxiliary dwelling unit
>8000 m ²	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility

7.10.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* and setback exceptions shall be in accordance with Part 5.
- b) Notwithstanding Subsection (a), no *manufacturing* or storage *use* shall be located within 7.5 m of a *parcel line*.

- c) Notwithstanding Subsection (a), no *horse riding, training or boarding facility*, or wildlife rehabilitation *use* shall be sited within 15 m of a *parcel line*.
- 7.10.6 Parking

Requirements as per Part 6.

- 7.10.7 Height of Buildings and Structures Requirements as per Section 5.11.
- 7.10.8 Floor Area of Buildings

Requirements as per Section 5.13.

7.11 RURAL RESIDENTIAL TWO (RU2)

7.11.1 Intent

To permit residential, rural and resource uses.

7.11.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	See Part 5 for General Regulations.
2	second single-unit dwelling	 The second <i>dwelling unit</i> may be <i>use</i>d as a <i>community care facility</i>. Total number of <i>dwelling units</i> shall not exceed maximums under Section 7.11.4.
3	agriculture	
4	garden nursery	
5	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
6	keeping of <i>livestock</i>	 Parcel area must exceed 3500 m². See Section 5.6 for Use Provisions. A maximum of 50 pigs may be kept on a parcel exceeding 1.75 ha.
7	vehicle repair and maintenance	 Contained within an enclosed building; There is no storage outside of the enclosed building; No building shall exceed 6.0 m in height; Minimum setback of a building from all parcel lines shall be 7.5 m; The floor area of this use shall not exceed 75 m²; <i>Parcel area</i> must exceed 8000 m² within Electoral Area E and 3500 m² in all other electoral areas.
8	animal shelters	 Parcel area must exceed 1.75 ha. Kennels are only permitted in Electoral Areas E and F.
9	wildlife rehabilitation	Parcel area must exceed 8000 m ² .
10	horse riding, training or boarding facility	Parcel area must exceed 1.75 ha.
11	<i>manufacturing</i> or storage	 Parcel area must exceed 1.75 ha. Use must be within a single fully enclosed building. Building floor area shall not exceed 75 m². Maximum building height shall be 6.0 m. Minimum building setback to any parcel line shall be 7.5 m.
12	fire training area	Only in Block A, District Lot 1313, Plan 5950

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13	tourist information centre	 Parcel area must exceed 8000 m². The building does not exceed 4.5m in height The maximum floor area does not exceed 185m2
14	forest management	
15	public works yard	Only in Block A, District Lot 1313, Plan 5950
16	campground	 Parcel area must exceed 1.75 ha. Maximum 10 camp sites per hectare
17	construction camp	Parcel area must exceed 1.75 ha.
18	sawmill and shakemill	 Parcel area must exceed 1.75 ha. Excludes the use of planers and chippers. Site area must not exceed 1000 m².
19	equipment repair and maintenance	 Parcel area must exceed 1.75 ha. Use must be contained with a fully enclosed building
20	<i>cannabis production</i> facility	 Parcel area must exceed 8 ha See Section 5.9 for use regulations

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	auxiliary dwelling unit	 Density requirement as per Section 7.11.4. See Section 5.2 for <i>Use</i> Provisions.
2	short term rental	See Section 5.3 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

7.11.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤3500 m²	35%
>3500 m ²	15%

7.11.4 Density

<i>PARCEL</i> AREA	ELECTORAL AREA	<i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF <i>DWELLING</i> UNITS PERMITTED
< 8000 m ²	E	1	1 Single-unit Dwelling
< 1 ha	B, D	1	1 Single-unit Dwelling
< 1.5 ha	F	1	1 Single-unit Dwelling
≥ 1.5 ha	F	2	2 single-unit dwellings
≥ 8000 m² ≤ 4 ha	E	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility
≥ 1 ha ≤ 4 ha	B, D	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility
> 4 ha	B, D	4	3 single-unit dwellings, and 1 auxiliary dwelling unit not exceeding 55 m ² in floor area
> 4 ha	E	2	2 single-unit dwellings

a) The maximum density of *dwelling units* shall be as follows:

7.11.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* and setback exceptions shall be in accordance with Sections 5.14 and 5.15.
- b) Notwithstanding Subsection (a), none of the following *uses* shall be located within 15 m of any *parcel line*:
 - 1. wildlife rehabilitation centre;
 - 2. tourist information centre;
 - 3. campground:
 - 4. animal shelter or kennel;
 - 5. manufacturing and storage;
 - 6. construction camp;
 - 7. sawmill or shakemill;
 - 8. equipment repair and maintenance;
 - 9. horse riding, training or boarding facility;
 - 10. keeping of pigs.

7.11.6 Parking

Requirements as per Part 6.

7.11.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.11.8 Floor Area of Buildings

Requirements as per Section 5.13.

7.11.9 Site Specific Uses

- 7.11.9.1 A maximum of 10 sleeping cabins are permitted on Block 2 District Lot 3380 Plan 4341, subject to the following regulations:
 - a) No cooking or sanitary facilities shall be contained within any sleeping cabin.
 - b) No person shall occupy any sleeping cabin for transient accommodation for more than 10 days in any calendar month.
- 7.11.9.2 In addition to the uses permitted in Section 7.11.2 the following uses are permitted on Lot 1, DL 1657, Plan VAP23053, PID 016-713-541:
 - a) general contractor facility;
 - b) equipment works yard;
 - c) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
 - d) concrete batch plant;
 - e) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) (d) to be used for the purpose of housing a caretaker or watchman.
 - f) Conditions of Use:
 - 1. For vehicle repair and maintenance, despite Section 7.11.2:
 - 1) there is no storage outside of an enclosed building;
 - 2) no such building shall exceed 7.5 m in height;
 - 3) the total floor area of such buildings shall not exceed 600 m²;
 - 4) the required setback from all parcel lines is 7.5 m.
 - 2. For manufacturing or storage, despite Section 7.11.2:
 - 1) there is no storage outside of an enclosed building;
 - 2) more than one building is permitted;
 - 3) no such building shall exceed 7.5 m in height;
 - 4) the total floor area of such buildings shall not exceed 600 m²;
 - 5) the required setback from all parcel lines is 7.5 m.
 - 3. For equipment works yard:
 - 1) more than one site area may be used;
 - 2) the use shall be screened by a solid fence or landscaping;
 - 3) the maximum total site area shall be 1 ha.
- 7.11.8.3 In addition to the uses permitted in Section 7.11.2, concrete batch plant is permitted on Block 6 except; Part Now Road Plan LMP1312, District Lot 1657, Plan 4563 and Block 7 except; Part Now Road Plan LMP1312, District Lot 1657, Plan 4563.
- 7.11.8.4 Notwithstanding Section 7.11.4, an auxiliary dwelling unit is permitted on Lot 7 District Lot 1582 Group 1 New Westminster District Plan LMP22397.
- 7.11.8.5 In Block A District Lot 1313 Plan 5950, the following apply:

a) In addition to the uses permitted in Section 7.11.2, the following uses are permitted on a parcel exceeding 1.75 ha:

- 1. Non-commercial *community storage facility* provided that:
 - 1) No building shall exceed 6 m in height; and
 - 2) The footprint of the building shall not exceed 450 m².
- 2. Public works yard;
- 3. Yard waste transfer station that is auxiliary to a public works yard;
- 4. *fire training area,* with a minimum of 7.5 m setback to all property lines.
- b) The maximum density of *dwelling units* shall be as follows:

PARCEL AREA	<i>DWELLING</i> UNITS PER <i>PARCEL</i>	TYPE OF DWELLING UNITS PERMITTED
< 1 ha	1	1 Single-unit Dwelling
≥ 1 ha ≤ 4 ha	2	2 single-unit dwellings; or 1 single-unit dwelling and 1 community care facility
> 4 ha	4	3 single-unit dwellings and 1 auxiliary dwelling unit

7.12 RURAL FOREST ONE (RF1)

7.12.1 Intent

To permit *forest management* uses.

7.12.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1		1) See Part 5 for General Regulations.
	single-unit <i>dwelling</i>	 Not more than one single-unit dwelling is permitted per parcel
2	forest management	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	log booming, sorting and storage	Must be auxiliary to <i>forest management</i> . Shall be setback a minimum of 100 m from a parcel line. Must not exceed a <i>site area</i> of 2,000 m ²
2	wood processing in the form of sawmills, shake mills and wood chippers	Must be auxiliary to <i>forest management</i> . Shall be setback a minimum of 100 m from a parcel line. Must not exceed a <i>site area</i> of 2,000 m ²

7.12.3 Parcel Coverage

The maximum permitted *parcel coverage* shall be 5%.

7.12.4 Floor Area

The floor area of all buildings on a parcel shall not exceed 300 m².

7.12.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted in RF1 Zone shall be 5m.
- b)

7.12.6 Parking

Requirements as per Part 6.

7.12.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.13 RURAL FOREST TWO (RF2)

7.13.1 Intent

To permit *forest management* without allowance for a *Single-Unit dwelling*.

7.13.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	forest management	

b) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY <i>USE</i>	CONDITIONS
1	log booming, sorting and storage	Must be auxiliary to <i>forest management</i> . Shall be setback a minimum of 30 m Must not exceed a <i>site area</i> of 2,000 m ²
2	wood processing in the form of sawmills, shake mills and wood chippers	Must be auxiliary to <i>forest management</i> . Shall be setback a minimum of 30 m Must not exceed a <i>site area</i> of 2,000 m ²

7.13.3 Parcel Coverage

The maximum permitted *parcel coverage* shall be 5%.

7.13.4 Floor Area

The floor area of all buildings on a parcel shall not exceed 300 m².

7.13.5 Setbacks

a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted in RF2 Zone shall be 5m.

7.13.6 Parking

Requirements as per Part 6.

7.13.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.14 RURAL FOREST THREE (RF3)

7.14.1 Intent

To permit *forest management* and other rural uses.

7.14.2 Permitted Uses

a) The permitted *uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	 See Part 5 for General Regulations. Not more than 1 permitted per parcel The total floor area of all dwellings on a parcel shall not exceed 355 m².
2	auxiliary dwelling unit	 Not more than 1 permitted per parcel The total floor area of all dwellings on a parcel shall not exceed 355 m².
3	forest management	
4	park	
5	log booming, sorting and storage	1) Parcel size must exceed 3.75 ha.
6	wood processing in the form of sawmills, shake mills and wood chippers	 2) The total building floor area shall not exceed 250 m². 3) Shall not be located within 30 m of a parcel line.

7.14.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤ 3.5 ha	15%
> 3.5 ha	10%

7.14.4 Setbacks

a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted in RF3 Zone shall be 5m.

7.14.5 Parking

Requirements as per Part 6.

7.14.6 Height of Buildings and Structures Requirements as per Section 5.11.

7.15 RURAL FOREST THREE (RF4)

7.15.1 Intent

To permit rural uses compatible with watershed protection.

7.15.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE
1	forest based outdoor recreation
2	outdoor natural science education or research
3	fish and wildlife habitat management and enhancement facilities
4	interpretive facilities
5	park
6	restricted watershed areas

7.15.3 Floor Area

The floor area of all buildings on a parcel shall not exceed 100 m².

7.15.4 Setbacks

No *uses* or structures permitted under Section 7.15.2 shall be sited within 30 m of a *parcel* line.

7.15.5 Parking

Requirements as per Part 6.

7.15.6 Height of Buildings and Structures Requirements as per Section 5.11.

7.16 RURAL FOREST THREE (RF5)

7.16.1 Intent

To permit *forest management* and other rural uses.

7.16.2 Permitted Uses

a) The permitted *uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	single-unit dwelling	1) See Part 5 for General Regulations.
	single-unit uwening	2) Not more than 1 permitted per parcel
2	forest management	
3	park	
4	forest based recreation	
5	environmental conservation	

7.16.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤ 3.5 ha	15%
> 3.5 ha	10%

7.16.4 Floor Area

The floor area of all buildings on a parcel shall not exceed 300 m².

7.16.5 Parcel Coverage

The maximum permitted *parcel coverage* shall be 10%.

7.16.6 Setbacks

The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted in RF5 Zone shall be 5m.

7.16.7 Parking

Requirements as per Part 6.

7.16.8 Height of Buildings and Structures Requirements as per Section 5.11.

7.17 AGRICULTURAL (AG)

7.17.1 Intent

To permit agricultural *use*s on suitable lands, including those located within the Agricultural Land Reserve (ALR).

7.17.2 Permitted Uses

- a) Notwithstanding any provision in this Bylaw, any use within the AG Zone shall be in accordance with the Agricultural Land Reserve Use Regulation.
- b) Permitted *uses* shall be limited to the following:

	USE	CONDITIONS	
1	agriculture		
2	raising and keeping livestock		
3	farm or farm operation		
4	single-unit dwelling	 Not more than 1 permitted per parcel Floor area shall not exceed 350 m² 	
5	auxiliary dwelling unit	 Not more than 1 permitted per parcel <i>Parcel area</i> must exceed 1 ha Floor area shall not exceed 90 m² 	
6	horse riding, training or boarding facility	 Parcel area must exceed 1 ha. A horse riding, training or boarding facility shall not contain more than 3 horse stalls per hectare to a maximum of 40 horse stalls per parcel. 	
7	park	The total <i>floor area</i> of all <i>buildings</i> and <i>structures used</i> as part of a <i>park</i> , including biodiversity conservation, passive recreation, heritage, wildlife and scenery viewing shall not exceed 100 m ² .	
8	cannabis production facility	See Section 5.9.	
9	agricultural product sales	 Must be auxiliary to a farm. All farm products offered for sale must be produced on the farm on which the <i>retail</i> sales are taking place; or The total sales <i>floor area</i>, both indoors and outdoors, for all agricultural products does not exceed 300 m², and at least 50% which is limited to the sale of farm products produced either on that agricultural land or 	

		by an association, as defined by the <i>Cooperative</i> <i>Association Act</i> , to which the owner of the farm on which the <i>agricultural product sales</i> take place belongs.
10	animal processing	At least 50% of animals slaughtered and farm product processed, packaged or stored by an animal slaughtering facility shall be reared and produced on the same farm.
11	farm research and education	The total <i>floor area</i> of all <i>buildings</i> and <i>structures used</i> for farm education and research shall not exceed 100 m ² .
12	dairy production	 At least 50% of the farm products <i>use</i>d for dairy products must be produced on the same farm. Retail sale area subject to conditions of agricultural product sale Use may include on-site tour
13	alcohol production facility	 May include a brewery, <i>distillery</i>, meadery, <i>cidery</i> and/or <i>winery</i>. Unless otherwise authorized by the ALC, a minimum of 50% of the farm products <i>used</i> in alcoholic beverage products must be produced on the same farm; or Must have a land area more than 2 ha, and at least 50% of the total farm product for processing supplied by a British Columbia farm under a minimum three- year contract. <i>Use</i> may include preparation and storage of products. <i>Use</i> may include on-<i>site</i> tours.
14	food and beverage service lounge	 Shall be an auxiliary <i>use</i> to alcoholic beverage production. Total <i>floor area</i> shall not exceed 100 m². Shall have a maximum indoor seating capacity of 30. Shall have a maximum outdoor area of 50 m². May serve alcoholic beverages other than those produced on the same farm, provided that the beverages are sold as single servings for immediate consumption within the food and beverage service lounge or in a special event area operated in accordance with a special event endorsement issued under the <i>Liquor Control and Licensing Regulation</i>.
15	agri-tourism	Accommodation <i>use</i> s are permitted as per Section 7.17.3.
16	short term rental	See Sections 5.3 and 7.17.3 for <i>Use</i> Provisions.

17	kennel	Only permitted in Electoral Areas E and F.
18	Agricultural processing	

7.17.3 Temporary Uses

- a) A temporary *use* permit may be issued for the purpose of permitting *agri-tourism accommodation* auxiliary to *agriculture* or a farm operation.
- b) Accommodation approved under a temporary use permit under this section shall:
 - 1. be situated on a parcel having an area of at least 1.75 ha and classified for property tax assessment purposes as a farm;
 - 2. occupy less than 5% of the parcel for the total developed area for structures, landscaping and access associated with the accommodation.
 - 3. be limited to 10 sleeping units in total, including short term rental bedrooms.
 - 4. be either connected to a community sewer facility or have on-*site* sewage disposal facilities in place that are in accordance with current regulations pursuant to the *Health Act*.

7.17.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for *buildings* and *structures* and setback exceptions shall be in accordance with Sections 5.14 and 5.15.
- b) Notwithstanding Subsection (a), the minimum *setbacks* from a *parcel line* for permitted *uses*, structures or buildings for agricultural purposes in the AG Zone shall be as follows:

USE, STRUCTURE OR BUILDING	ABUTTING A <i>HIGHWAY</i> (m)	OTHER PARCEL LINE (m)	WATERCOURSE /WATERBODY SETBACK (m)
beekeeping	5	1.5	-
agricultural buildings, structures, or outdoors storage areas, except otherwise specified under this section	5	5	-
agricultural buildings, structures, or outdoor storage areas having confined livestock areas including up to 1 au of swine	10	15	15 for 10 or fewer AU
agricultural buildings, structures, or outdoor storage areas having confined livestock areas including more than 1 au of swine	25	30	30 for more than 10 AU

animal slaughter or processing for:			
1. domestic consumption	5	5	15
2. commercial	5	30	15
food and beverage service lounge	10	15	-
<i>greenhouse</i> containing no artificial lighting	5	5	-
greenhouse containing artificial lighting	15	15	-
kennel, including outdoor runs	10	15	-
agricultural product sales except in the form of an open air stand	5	5	-
<i>agricultural product sales</i> in the form of an open air stand	1.5	5	-
agri-tourism campground	10	10	-
agricultural waste storage facility	5	10	15
field storage of agricultural solid waste	5	10	30
chemical storage structure	10	10	15
mushroom growing medium preparation and storage	5	40	15
soiless medium preparation	10	15	-
soiless medium storage	5	7.5	-
seasonal feeding areas	-	-	30
composting or compost storage	5	10	15
wood waste storage	5	10	15

7.17.5 Parcel Coverage

USES	MAXIMUM PARCEL COVERAGE
All buildings and structures except greenhouses	15%
Residential buildings and structures and their auxiliary uses	10%
Greenhouse	50%

7.17.6 Parking

Requirements as per Part 6.

7.17.7 Height of Buildings and Structures Requirements as per Section 5.11.

7.17.8 Site Specific Uses

	LEGAL DESCRIPTION	REGULATION
a)	Lot 17, District Lot 682, Plan 13714	A garden supply centre is an additional permitted use.
b)	Lot 12, Block E, District Lot 905, Plan EPP47776 Lot 13, Block E, District Lot 905,	 Only one <i>single-unit dwelling</i> is permitted. The <i>dwelling unit</i> shall have a ground <i>floor area</i> not exceeding 170 m² and a total <i>floor area</i> not exceeding 280 m².
	Plan EPP47776	-

PART 8 – COMPREHENSIVE DEVELOPMENT ZONES

8.1 COMPREHENSIVE DEVELOPMENT ONE (CD1)

8.1.1 Intent

To permit *Single-Unit dwellings, two-unit dwellings* and common amenities.

8.1.2 Permitted Uses

The permitted *uses* shall be limited to the following:

	USE	CONDITIONS
1	single-unit dwelling	Only in Strata Lots 1-31 as shown on Schedule C.
2	two-unit dwelling	Only in Strata Lots 1-31 as shown on Schedule C.
3	common facility	May include shared kitchen and dining room, laundry, day-care and children's play area, auxiliary office and meeting rooms, lounge, library, workshop, one guest room, and greenhouse only in location as shown on Schedule C.
4	ground level parking	Only in the area labelled as Vehicle Parking on Schedule C.
5	outdoor recreation facility	May be in the form of a playground, courtyard, kitchen garden areas, and gazebo only in the area labelled as Common Amenity Area (CAA) on Schedule C.
6	park and trail	Permitted in the area labelled as Park on Schedule C.
7	nature oriented recreation	Permitted in the area labelled as Forested Area on Schedule C.
8	auxiliary building	Used for storage, workshops, studios, greenhouses, recycling and composting; and the keeping of livestock, subject to Section 5.6 of this bylaw and permitted only in the area labelled as Common Amenity Area (CAA) as shown on Schedule C.

8.1.3 Siting of Buildings and Structures

- 8.1.3.1 Structures shall be sited in accordance with the setbacks delineated on Schedule C, or otherwise as specified in Sections 5.14 and 5.15.
- 8.1.3.2 Structures located on land designated pursuant to the *Land Title Act* as "strata lot" shall be sited as follows:
 - a) no structure shall be located within 0.6 m of a parcel line adjacent to an internal road;
 - b) a building above its first storey shall not be located within 2.3 m of a parcel line adjacent to an internal road;
 - c) the distance between two buildings used as dwellings located opposite of a side parcel line shall not be less than 3 m;

- d) a building used for a dwelling shall not be located within 6 m of a parcel line opposite to the parcel line adjacent to an internal road;
- e) an auxiliary building may be located within 0 m from a parcel line not adjacent to an internal road, and may not be located within 15 m of a parcel line adjacent to an internal road.
- 8.1.3.3 Structures located on land designated pursuant to the *Land Title Act* as "common property" shall be sited as follows:
 - a) no structure shall be located within 5 m of a parcel line;
 - b) a building containing less than 55 m² of floor area shall not be located within 3 m of a strata lot parcel line.

8.1.4 Floor Area

- 8.1.4.1 The floor area of buildings located on land designated pursuant to the *Land Title Act* as "strata lot" shall be regulated as follows:
 - a) the total floor area in a dwelling on a strata lot shall not exceed 195 m²;
 - b) the combined floor area of all auxiliary buildings located on a strata lot shall not exceed 20 $$\rm m^2$.$
- 8.1.4.2 The floor area of buildings located on land designated pursuant to the *Land Title Act* as "common property" shall be regulated as follows:
 - a) the combined floor area of all buildings in the area labelled as Common Amenity Area (CAA) on Schedule C shall not exceed 2,000 m²; and
 - b) the floor area of a building in the area labelled as Common Amenity Area (CAA) on Schedule C shall not exceed 325 m².

8.1.5 Building Size

The size of buildings located on land designated pursuant to the *Land Title Act* as "strata lot" shall be regulated as follows:

- a) parcel coverage shall not exceed 40% per parcel;
- b) a building shall have a length not exceeding 17 m;

8.1.6 Density

a) The total number of *parcels* designated pursuant to the *Land Title Act* as *strata lot* shall not exceed 31, in addition to one *parcel* designated as "common property", one parcel dedicated as *park* and at least one area dedicated for sewerage disposal and treatment.
b) No more than one dwelling may be located on a parcel

8.1.7 Forested Area

Construction or placement of any structure or building in the area labelled as Forested Area on Schedule C is expressly prohibited.

8.1.8 Parking

Requirements as per Part 6.

8.1.9 Height of Buildings and Structures Requirements as per Part 5, except that the *height* of a *building* shall not exceed 8 m.

8.2 COMPREHENSIVE DEVELOPMENT TWO (CD2)

8.2.1 Intent

To permit *mixed residential, rural and commercial uses*.

8.2.2 Permitted Uses

a) The permitted principal *uses* shall be limited to the following in the locations depicted on Schedule E:

	USE	CONDITIONS
1	assembly	Shall be limited to a total audience seating capacity of 120.
2	camp assembly	 A Minimum site area of 758 m² shall be provided per sleeping unit as part of a camp assembly; Shall be limited to a total combination sleeping units and practice studios not exceeding 50.
3	horticulture	
4	agriculture	
5	music and teaching studios	
6	child care facility	
7	community care facility	
8	indoor and outdoor recreation	

- b) The permitted auxiliary *uses* shall be limited to the following in conformance to Schedule E:
 - 1. kitchen / dining hall auxiliary to a camp assembly;
 - 2. office;
 - 3. one *single-unit dwelling*;
 - 4. surface parking;
 - 5. washroom facilities;
 - 6. maintenance / storage.

8.2.3 Siting of Buildings, Structures and Uses

- a) No structure may be located within 15 m of a parcel line, except as expressly permitted by this Bylaw.
- b) Notwithstanding Section 8.2.3 (a), a structure may be located on a parcel line in the following circumstances:
 - 1. a retaining wall adjoining a surface parking area
 - 2. a fence used to screen a surface parking area
 - 3. a single freestanding sign

c) Notwithstanding Section 8.2.3 (a), unless as otherwise specified on Schedule E, no vehicle parking, loading/unloading or storage area may be located within 15 m from a parcel line.

8.2.4 Parking and Loading Area

- a) all parking/loading/unloading or storage areas shall be completely screened from abutting rural-residential properties, by the placement of plant materials, berms, retaining structures and/or fencing, as specified on Schedule E.
- b) off-street parking spaces shall be sited and screened in a manner that minimizes disturbance of mature coniferous and deciduous trees and arranged in groupings of at least one tree per five parking spaces.

8.2.5 Signage

Except for directional parking and traffic signs, not more than one freestanding sign is permitted per parcel, having a maximum of two sign faces, with each sign face area not exceeding $1m^2$, and with a height not exceeding 2.5 m.

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8.2.6 Parcel Coverage

The coverage of all buildings and structures on a parcel shall not exceed 10 %.

8.2.7 Height of Buildings and Structures

Requirements as per Section 5.11.

8.3 COMPREHENSIVE DEVELOPMENT ONE (CD3)

8.3.1 Intent

To permit *mixed residential and commercial uses*.

8.3.2 Permitted Uses

a) The permitted principal uses shall be limited to the following in compliance with Schedule D:

	USE	CONDITIONS
1	Single-unit dwelling	
2	Two-unit dwelling	A maximum of 52 dwelling units is permitted, consisting of up
3	Multi-unit dwelling	to 33 single-unit dwellings and up to 19 units of two-unit dwellings and/or multi-unit dwellings.
4	Marina	
5	Restaurant	The total floor area for these uses permitted in Commercial
6	Retail	Area 1 shown on Schedule D shall not exceed 100 m ² .

b) The permitted auxiliary uses shall be limited to the following:

- 1. Recreation facilities auxiliary to residential uses
- 2. Common sewage disposal facilities auxiliary to the principal uses

8.3.3 Siting of Buildings, Structures and Uses

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* and setback exceptions shall be in accordance with Sections 5.14 and 5.15.
- b) No vehicle parking, loading/unloading or storage area may be located within 5 m from a parcel line except when used for launching marine craft or temporarily servicing the marina or a loading space for the commercial uses.

8.3.4 Density

The total number of *parcels* designated pursuant to the *Land Title Act* as "strata" shall not exceed 52 for residential *dwellings*, in addition to not more than one *commercial* area, one area designated as "*marina*", at least one area designated as "common property", one *parcel* dedicated as "*park*" and at least one area dedicated for sewerage disposal and treatment.

8.3.5 Parcel Coverage

The coverage of all buildings and structures on a parcel shall not exceed 25 %.

8.3.6 Parking

Requirements as per Part 6.

8.3.7 Height of Buildings and Structures

Requirements as per Section 5.11.

8.4 COMPREHENSIVE DEVELOPMENT FOUR (CD4)

8.4.1 Intent

To permit *a strata development with* common amenities.

8.4.2 Permitted Uses

a) In area designated as "strata lot" pursuant to the *Strata Property Act*, the permitted *uses* shall be limited to the following:

	USE	CONDITIONS
1	single-unit dwelling	Not more than 1 per strata lot
2	auxiliary building	In accordance with Section 5.10

b) In area designated as "common property" of a strata pursuant to the *Strata Property Act*, the permitted *uses* shall be limited to the following:

	USE	CONDITIONS
1	building for common use of the strata	 May contain: 1) kitchen, dining room, laundry 2) day care and auxiliary children's play area, office, meeting room, lounge, library and workshop 3) one guest bedroom for non-commercial transient accommodation of the same occupant(s) for a period not exceeding 15 consecutive days
2	ground level parking	5 spaces including a minimum of 1 accessible space
3	outdoor recreation facility	May be in the form of a playground, courtyard and garden
4	greenhouse	
5	auxiliary building	In accordance with Section 5.10 and used for storage, workshop, studio, recycling or composting
6	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.

8.4.3 Siting of Buildings and Structures

- a) No structures shall be located within 1.5 m from a parcel line not adjacent to a highway or a parcel within the Agricultural Land Reserve.
- b) No structures shall be located within 5 m from a parcel line adjacent to a highway.
- c) No structures shall be located within 10 m from a parcel line adjacent to a parcel within the Agricultural Land Reserve.

8.4.4 Floor Area

The maximum floor area of a dwelling on a strata lot shall not exceed 30% of the area of the strata lot.

8.4.5 Lot Size

- a) The minimum average size of all strata lots shall be 500 m2.
- b) The absolute minimum strata lot size shall be 485 m2.
- c) The absolute maximum strata lot size shall be 810 m2.
- d) The area of land designated as "common property" pursuant to the *Strata Property Act* shall not be less than 50% of the entire area of the strata parcel.

8.4.6 Parcel Coverage

- a) Parcel coverage of all buildings and structures on land designated as "strata lot" pursuant to the *Strata Property Act* shall not exceed 35% of the area of the strata lot.
- b) Parcel coverage of all buildings and structures on land designated as "common property" of a strata pursuant to the *Strata Property Act* shall not exceed 15% of the area of the "common property".

8.4.7 Buffering

A buffer consisting of existing vegetation supplemented by new plantings shall be in place within the setback area adjacent to a parcel within the Agricultural Land Reserve or a highway.

8.4.8 Parking

Requirements as per Part 6 except as expressly permitted by Section 8.4.2.

8.4.9 Height of Buildings and Structures

Requirements as per Section 5.11.

PART 9 COMMERCIAL ZONES

9.1 COMMERCIAL ONE (C1)

9.1.1 Intent

To permit a limited range of small-scale local neighbourhood *commercial uses*.

9.1.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	retail sales	The total <i>floor area used</i> for <i>retail</i> sales and storage shall not exceed 250 m ² .
2	restaurant	The total <i>floor area</i> used for the restaurant including dining, cooking and storage shall not exceed 100 m ² .
3	tourist information centre	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the commercial use per parcel.
2	short term rental	See Section 5.3 for Use Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

9.1.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

9.1.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* shall be 5m.
- b) No parking, loading or storage areas shall be located in a *setback* required under this bylaw where the abutting property is zoned R1, R2, RM1 or RM2.
- c) *Setbacks* exceptions as per 5.15.

9.1.5 Parking

Requirements as per Part 6.

9.1.6 Height of Buildings and Structures

Requirements as per Section 5.11.

9.2 COMMERCIAL TWO (C2)

9.2.1 Intent

To permit neighbourhood or village centre *commercial uses*.

9.2.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	<i>retail</i> sales	No building located within the boundaries of the Roberts Creek Official Community Plan that is used for retail sales as a principal use shall have a floor area larger than 500 m ² .
2	bakery	
3	restaurant	Excluding drive-through restaurant
4	personal service establishment	
5	artisan studio	Lot 13 District Lot 810 Plan 5157 only
6	educational facility	 Lot 13 District Lot 810 Plan 5157 only; No more than 12 students and 3 instructors shall be assembled at any one time.
7	office	
8	health care office	
9	veterinary clinic	
10	assembly	
11	neighbourhood pub	
12	tourist information centre	Excluding Lot 13 District Lot 810 Plan 5157
13	off-street parking	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to a commercial use per parcel.
2	short term rental	See Section 5.3 for <i>Use</i> Provisions.
3	keeping of <i>livestock</i>	Excluding Lot 13 District Lot 810 Plan 5157
4	residential agriculture	Excluding Lot 13 District Lot 810 Plan 5157

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5	parking	Includes parking provided for other properties.
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- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

9.2.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

9.2.4 Setbacks

- a) The minimum setbacks from a *parcel* line for all buildings and structures permitted shall be 5m.
- b) No parking, loading or storage areas shall be located in a setback required under this bylaw where the abutting property is zoned R1, R2, RM1, RM2 or RU1.
- c) Setbacks exceptions as per Section 5.15.

9.2.5 Parking

Requirements as per Part 6.

9.2.6 Height of Buildings and Structures

Requirements as per Section 5.11.

9.3 COMMERCIAL THREE (C3)

9.3.1 Intent

To permit tourist *commercial uses*.

9.3.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	tourist accommodation	
2	campground	Maximum 25 camp sites per hectare in Electoral Area E
3	marina	
4	restaurant	
5	tourist information centre	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	retail	 Maximum of 100 m² in Electoral Area E; 2)
2	personal service establishment	
3	single-unit dwelling	Limited to one auxiliary to a commercial use per parcel.
4	short term rental	See Section 5.3 for <i>Use</i> Provisions.
5	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.
6	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

9.3.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

9.3.4 Setbacks

- a) The minimum setbacks from a *parcel* line for all buildings and structures permitted shall be 5m.
- b) No parking, loading or storage areas shall be located in a setback required under this bylaw.
- c) Setbacks exceptions as per Section 5.15.
- 9.3.5 Parking

Requirements as per Part 6.

9.3.6 Height of Buildings and Structures

Requirements as per Section 5.11.

9.3.7 Site Specific Uses

	LEGAL DESCRIPTION	REGULATIONS
a)	<i>Strata lots</i> 1-30, Strata Plan VR757, District Lot 4545.	 Additional to permitted uses in Section 9.3.2, one dwelling per strata lot is permitted. A minimum 50% of the land area denoted on Strata Plan VR757, District Lot 4545, shall be undivided and undeveloped open space.
b)	District Lot 2657 Group 1 New Westminster District	 Notwithstanding Section 9.3.2, the following provisions shall apply: 1. Only the following uses are permitted: a. <i>Campground</i> with a maximum of 10 campsites per hectare; b. A maximum of 5 <i>portable cabins</i> per hectare; c. <i>Restaurant, retail,</i> service and <i>office</i> not exceeding a total floor area of 3 m² per campsite and 6 m2 per portable cabin; d. Home occupation; e. Short term rental; f. Boat ramp; g. Outdoor recreation. 2. <i>Portable Cabin</i> 3. No person shall occupy any <i>portable cabins</i> or camp sites for transient accommodation purposes for more than a total of 15 days in any calendar month. 4. A <i>portable cabin</i> shall not be considered an <i>auxiliary building or structure</i>. 5. Notwithstanding Section 9.3.3, the <i>parcel coverage</i> of all <i>buildings</i> and <i>structures</i> shall not exceed 15%.

9.4 COMMERCIAL FOUR (C4)

9.4.1 Intent

To permit *tourist accommodation and auxiliary commercial uses*.

9.4.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE
1	tourist accommodation
2	restaurant
3	tourist information centre
4	fuel service station

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to a principal use per parcel.
2	retail sales	
3	short term rental	See Section 5.3 for Use Provisions.
4	keeping of livestock	See Section 5.6 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

9.4.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

9.4.4 Setbacks

- a) No structure shall be located within:
 - 1. 15 m of the parcel line adjacent to a highway;
 - 2. 5 m of the south parcel line;
 - 3. 3.5 m of the east or west parcel line.
- b) No parking, loading or storage areas shall be located in a setback area.
- c) *Setback*s exceptions as per Section 5.15.

9.4.5 Parking

Requirements as per Part 6.

9.4.6 Height of Buildings and Structures Requirements as per Section 5.11.

9.5 COMMERCIAL FIVE (C5)

9.5.1 Intent

To permit *commercial uses*.

9.5.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	retail	
2	whole sale	
3	office	
4	personal service	
5	neighbourhood pub	
6	assembly	
7	restaurant	
8	tourist accommodation	
9	tourist information centre	
10	fuel service station	
11	light industry	Must be contained entirely within an enclosed building
12	marina	
13	moving and storage facility	
14	Off-street parking	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to a principal use per parcel.
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	keeping of livestock	See Section 5.6 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

9.5.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

9.5.4 Setbacks

- a) No structure shall be located within:
 - 1. 5 m of the east or west parcel line;
 - 2. 3.5 m of the north or south parcel line.
- b) No parking, loading or storage areas shall be located in a setback area.
- c) *Setbacks* exceptions as per Section 5.15.

9.5.5 Size of Structure

No building used for retail and wholesale sales as a principal use shall have a floor area larger than 2350 m^2 , with the exception of Electoral Area E, where the maximum floor area shall be 1394 m^2 .

9.5.6 Parking

Requirements as per Part 6.

9.5.7 Height of Buildings and Structures

PART 10 - WATER ZONES

10.1 MARINE TRANSPORTATION ZONE (M1)

10.1.1 Intent

To recognize the Langdale Ferry Terminal for marine transportation use.

10.1.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	marine transportation	Includes the <i>use</i> of marine vessels as a ferry terminal and temporary storage of marine vessels (private and/or public)
2	transportation centre	Includes foot passengers, bicyclists, transit, motor vehicles, car share, <i>commercial</i> trailer drop, <i>float</i> plane and emergency helicopter services.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY <i>USE</i>	CONDITIONS
1	office	
2	retail	
3	restaurant	
4	mobile vendors	Includes food truck
5	single-unit dwelling	Limited to one for the purpose of housing a caretaker or watchman.
6	parking	Includes parking provided for employees, the public and other properties.
7	park	

d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.

10.1.3 Floor and Site Area

The combined *floor area* and site area for *retail, restaurant* and mobile vendor *uses* shall not exceed 20% of the total *building floor area* up to a maximum of 835 m².

10.1.4 Setbacks

- a) No structure shall be located within:
 - 1. 7.5 m of a parcel line adjacent to a highway;
 - 2. 4.5 m of all other parcel lines.
- b) *Setbacks* exceptions as per Section 5.15.

10.1.5 Maximum Height of Buildings and Structures

The maximum permitted *height* of all *buildings* and *structures* in Marine Transportation zones shall be as follows:

BUILDING TYPE	MAXIMUM HEIGHT
building	20 m
structure	25 m
fence within the required setback area	3 m

10.1.6 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

10.1.7 Parking

Requirements as per Part 6.

10.2 WATER ZONE ONE (W1)

10.2.1 Intent

To permit *park* and limited boat facilities in a water zone.

10.2.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	mooring facility	 Must be auxiliary to the <i>principal use</i> on the <i>adjacent upland parcel</i>. Must have a maximum combined area of 65 m², excluding pedestrian access areas.
2	boathouse	Exterior perimeter not exceeding 35 m
3	public boat ramp	
4	private <i>float</i>	Shall have no physical connection to an <i>adjacent upland parcel</i> and <i>used</i> primarily for recreational purposes, shall have a maximum surface area of 10 m ² .
5	park	

b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.

10.2.3 Prohibited Uses

The following uses are expressly prohibited:

- a) The installation or *use* of *marine ways*;
- b) Houseboats.

10.2.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 1.5 m.
- b) A mooring facility that extends into the *inter-tidal zone* may be located on the *natural* boundary or adjacent parcel line of adjacent upland parcel.
- c) A shared *mooring facility* serving two adjacent *parcels* may be located on a *parcel line* where the *parcels* are situated on or over the surface of water.

10.2.5 Maximum Height of Buildings and Structures

The maximum permitted *height* of all *buildings* and *structures* shall be 4.5 m.

10.3 WATER TWO (W2)

10.3.1 Intent

To permit forest and marine *industrial uses* in a water zone.

10.3.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE		CONDITIONS
1	boat ramp		
2	log booming and sorting	Including the storage and mai booming and sorting equipme	J J
3	transfer and storage of forestry and industry related goods		
4	moorage of marine transportation vessels		

b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.

10.3.3 Prohibited Uses

Aquaculture is expressly prohibited.

PART 11 INDUSTRIAL ZONES

11.1 INDUSTRIAL ONE (I1)

11.1.1 Intent

To permit *light industry uses*.

11.1.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	light industry	All <i>manufacturing</i> must be housed within a completely enclosed <i>building</i> .
2	retail or wholesale	No building located within boundaries of the West Howe Sound Official Community Plan and the Elphinstone Official Community Plan that is used for retail and wholesale sales as a principal use shall have a floor area larger than 2350 m ² .
3	fuel service station	
4	general repair	
5	office	
6	restaurant	
7	moving and storage	
8	marina	
9	seafood storage and processing	 There is no smoking, shucking, cooking, canning, packaging or storage outside of an enclosed building; The required setback from all parcel lines is 7.5 m; The floor area utilized for the purpose of smoking, shucking, cooking, canning, packaging, or storage shall not exceed 150 m².
10	airport or heliport	
11	aquaculture	
12	sawmill and shakemill	 Parcel size must exceed 1.75 ha Excluding chippers and planers where the <i>site area</i> is less than 1000 m²

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to an industrial use per <i>parcel</i> .
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	keeping of livestock	See Section 5.6 for <i>Use</i> Provisions.
4	tourist information centre	

- d) Subject to compliance with all other provisions of this Bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

11.1.3 Parcel Coverage

The maximum permitted *parcel coverage* shall be 50%.

11.1.4 Setback

- a) The minimum *setback* of all *buildings* and *structures* from a *parcel line* abutting any zone except an Industrial zone shall be 7.5 m.
- b) *The minimum setback* of all *buildings* and *structures* from a *parcel line* abutting an Industrial zone shall be 1.5 m.
- c) No parking, loading or storage areas shall be located in a setback area
- d) Setback exceptions are as per Section 5.15.

11.1.5 Parking

Requirements as per Part 6.

11.1.6 Height of Buildings and Structures

Requirements as per Section 5.11.

11.1.7 Site Specific Use

In addition to the uses permitted in Section 11.1.2, a *cannabis production facility* is permitted on Lot 1 District Lot 1365 Plan LMP5923, PID 017-913-969.

11.2 INDUSTRIAL TWO (I2)

11.2.1 Intent

To permit *light industry use*s.

11.2.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1		1) Permitted on a portion of Lot 5, Block 6, District Lot 692,
	light industry	Plan 3633, as shown on Schedule F.
		2) Must be contained entirely within an enclosed <i>building</i> .
2	retail or wholesale	Permitted on a portion of Lot 5, Block 6, District Lot 692, Plan
	retuil of wholesule	3633, as shown on Schedule F.
3	automobile sale and service	1) Permitted on a portion of Lot 5, Block 6, District Lot 692,
		Plan 3633, as shown on Schedule F.
		2) Excluding <i>fuel service station</i> , auto body and paint shop.
4	offico	Permitted on a portion of Lot 5, Block 6, District Lot 692, Plan
	office	3633, as shown on Schedule F.
5	moving and storage	
6	tourist information	Permitted on a portion of Lot 5, Block 6, District Lot 692, Plan
	centre	3633, as shown on Schedule F.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) One single-unit dwelling is permitted *auxiliary to a principal use*.
- d) Additional use regulations are provided in Part 5.

11.2.3 Prohibition

- a) *Fuel service station*, propane or fuel distribution or conversion facility, or auto body or paint shop is expressly prohibited.
- b) No outdoor storage of materials, equipment, containers or finished products, except outdoor display and sales lots for automobiles and light trucks shall be permitted.

11.2.4 Parcel Coverage

- a) *Parcel coverage* of all non-residential *buildings* and *structures* shall not exceed 20%;
- b) The maximum *floor area* of all *buildings* shall not exceed 50% of the *parcel area*.

11.2.5 Setback

a) The minimum *setback* of all *buildings* and *structures* from a *parcel line* abutting the RU2 or AG Zone shall be 15 m.

- b) The minimum setback of all buildings and structures from a parcel line abutting an Industrial zone shall be 1.5 m.
- c) No parking, loading or storage areas shall be located within 10 m from a parcel line abutting the RU2 or AG Zone.
- d) *Setback* exceptions are as per Section 5.15.

11.2.6 Landscaping

- a) Landscaping of all land in a setback area abutting the RU2 or AG zone, except for a driveway having a maximum width of 7.5 m, shall be provided and maintained to screen *commercial* or *industrial uses* within the I2 zoned parcel from the *residential* or rural zoned land.
- b) Landscaping of all land, except the minimum amount necessary to provide vehicle access, in the setback area abutting Stewart Road shall be provided.

11.2.7 Parking

Requirements as per Part 6.

11.2.8 Height of Buildings and Structures

11.3 INDUSTRIAL THREE (I3)

11.3.1 Intent

To permit marine *industrial uses*.

11.3.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	marina	
2	marine ways	1) Including servicing, repair and sales
3	Boat-building	
4	barge ramp and freight handling facilities	
5	<i>commercial</i> fishing storage facilities	
6	aquaculture	
7	aquaculture processing	 The <i>parcel area</i> must exceed 1.75 ha. Must be located in a fully enclosed <i>building</i>.
8	sawmill and shakemill	 The <i>parcel area</i> must exceed 1.75 ha. Must be located in a fully enclosed <i>building</i>.
9	log booming and sorting	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	keeping of livestock	See Section 5.6 for <i>Use</i> Provisions.

d) Additional use regulations are provided in Part 5.

11.3.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 60%.

11.3.4 Setbacks

- a) The minimum *setback* from a *parcel line* for all *buildings* and *structures* permitted shall be 7.5m.
- b) No parking, loading or storage area associated with permitted *uses* shall be located within 7.5 m of a parcel line.
- c) No *aquaculture processing* and no sawmill or shake mill shall be located within 25 m of a *parcel* line.
- d) *Setback* exceptions are as per Section 5.15.

11.3.5 Parking

Requirements as per Part 6.

11.3.6 Height of Buildings and Structures

11.4 INDUSTRIAL FOUR (I4)

11.4.1 Intent

To permit *logging uses*.

11.4.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	log booming and sorting	 Including the storage and maintenance of log booming and sorting equipment used on the same log booming and sorting site A minimum site area of 4 ha is required.

b) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.
2	storage of logging equipment	
3	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
4	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.

- c) Subject to compliance with all other provisions of this Bylaw, more than one *auxiliary use* shall be permitted.
- d) Additional use regulations are provided in Part 5.

11.4.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 15%.

11.4.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 30 m.
- b) No parking, loading or storage shall be located within 30 m of any parcel lines except the natural boundary of a salt water body.
- c) *Setback* exceptions are as per Section 5.15.

11.4.5 Parking

Requirements as per Part 6.

11.4.6 Height of Buildings and Structures Requirements as per Section 5.11.

11.5 INDUSTRIAL FIVE (I5)

11.5.1 Intent

To permit mineral, sand and gravel processing, and concrete product *manufacturing uses*.

11.5.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	mineral, sand and gravel processing	The minimum required <i>site area</i> is 1.75 ha.
2	<i>manufacturing</i> concrete products	The minimum required <i>site area</i> is 1.75 ha.

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this Bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

11.5.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

11.5.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 30 m.
- b) No parking, loading or storage shall be located within 15 m of any parcel lines except the natural boundary of a salt water body.
- c) Setback exceptions are as per Section 5.15.

11.5.5 Parking

Requirements as per Part 6.

11.5.6 Height of Buildings and Structures

11.6 INDUSTRIAL SIX (I6)

11.6.1 Intent

To permit mineral, sand and gravel processing, and concrete product *manufacturing uses*.

11.6.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	mineral, sand and gravel processing	The minimum required <i>site area</i> is 1.75 ha.
2	<i>manufacturing</i> concrete products	The minimum required <i>site area</i> is 1.75 ha.
3	storage and processing of land clearing vegetation debris	 May include: 1) The recovery of resources such as pulp mill fuel products, landscape mulch and <i>silviculture</i> ground cover and 2) The burning of residual waste material in conjunction with the recovery of resources

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY <i>USE</i>	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this Bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

11.6.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

11.6.4 Setbacks

a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 30 m.

- b) No parking, loading or storage shall be located within 15 m of any parcel lines except the natural boundary of a salt water body.
- c) *Setback* exceptions are as per Section 5.15.

11.6.5 Parking

Requirements as per Part 6.

11.6.6 Height of Buildings and Structures Requirements as per Section 5.11.

11.7 INDUSTRIAL SEVEN (I7)

11.7.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	Wood processing	Includes shakemill and sawmill
2	Automobile wrecking and storage yard	
3	Log booming and sorting	
4	Refuse disposal	May include commercial septage treatment
5	Mineral, sand and gravel processing	
6	Manufacture of concrete products	
7	Animal processing	
8	Aquaculture	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY <i>USE</i>	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.
2	residential agriculture	See Section 5.5 for <i>Use</i> Provisions.
3	keeping of <i>livestock</i>	See Section 5.6 for <i>Use</i> Provisions.

- d) Subject to compliance with all other provisions of this Bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional use regulations are provided in Part 5.

11.7.3 Site Area

Not more than one of the uses listed in Section 11.7.2 (a) is permitted for every 6000 \mbox{m}^2 of land.

11.7.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

11.7.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 7.5m.
- b) No parking, loading or storage shall be located within 7.5 m of a parcel line.
- c) *Setback* exceptions are as per Section 5.15.

11.7.6 Parking

Requirements as per Part 6.

11.7.7Height of Buildings and StructuresRequirements as per Section 5.11.

11.8 INDUSTRIAL EIGHT (I8)

To permit ref*use* disposal uses.

11.8.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	landfill, refuse transfer station and recycling depot	May include commercial septage treatment

b) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.
2	retail	Must be auxiliary to the recycling depot

- c) Subject to compliance with all other provisions of this Bylaw, more than one *auxiliary use* shall be permitted.
- d) Additional use regulations are provided in Part 5.

11.8.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

11.7.1 Intent

To permit pulp and paper mills, *light industry* and *industrial uses*, and refuse disposal sites.

11.8.4 Setbacks

- a) No structure, parking, loading or storage shall be located within 7.5 m of a parcel line.
- b) *Setback* exceptions are as per Section 5.15.

11.8.5 Parking

Requirements as per Part 6.

11.8.6 Height of Buildings and Structures

11.9 INDUSTRIAL NINE (I9)

11.9.1 Zone Purpose

To permit *industrial uses*.

11.9.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	Wood processing	Includes shakemill and sawmill
2	Automobile wrecking and storage yard	
3	Log booming and sorting	
4	Industry	
5	Mineral, sand and gravel processing	
6	Manufacture of concrete products	
7	Animal processing	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Limited to one auxiliary to the principal use for the purpose of housing a caretaker or watchman.

d) Additional use regulations are provided in Part 5.

11.9.3 Restricted Uses

The following uses are expressly prohibited:

- a) storage or disposal of hazardous, contaminated, biomedical and toxic waste including PCBs;
- b) chromium manufacturing and similar high impact chemical plants;
- c) petrochemical refining;
- d) explosives/ammunition manufacturing;
- e) battery manufacturing;
- f) metal smelting/electroplating.

11.9.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

11.9.5 Setbacks

- a) No building or structure shall be located within 5 m of a parcel line abutting a highway.
- b) No building or structure shall be located within 2 m of a parcel line not abutting a highway.
- c) *Setback* exceptions are as per Section 5.15.

11.9.6 Parking

Requirements as per Part 6.

11.9.7 Height of Buildings and Structures Requirements as per Section 5.11.

11.10 INDUSTRIAL TEN (I10)

11.10.1 Intent

To permit *industrial uses*.

11.10.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	pulp and paper mills	
2	Uses permitted in I1 Zone	
3	construction camps or yards	
4	Refuse disposal	May include commercial septage treatment.
5	temporary accommodation	Only for employees during periodic maintenance and servicing of a pulp and paper mill.
6	oxygen manufacturing plants	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) Additional use regulations are provided in Part 5.

11.10.3 Site Area

Not more than one of the uses listed in Section 11.10.2 is permitted for every 6000 m² of land.

11.10.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

11.10.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 7.5m.
- b) Setback exceptions are as per Section 5.15.

11.10.6 Parking

Requirements as per Part 6.

11.10.7 Height of Buildings and Structures

11.11 INDUSTRIAL ELEVEN (I11)

11.11.1 Intent

To permit *industrial uses*.

11.11.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	Uses permitted in I1 Zone	Maximum <i>parcel coverage</i> of all <i>buildings</i> and <i>structures shall be 50%</i>
2	Uses permitted in I3 Zone	Maximum <i>parcel coverage</i> of all <i>buildings</i> and <i>structures shall be 50%</i>
3	Uses permitted in I7 Zone	 Minimum site area for each permitted use shall be 6000 m² Maximum <i>parcel coverage</i> of all <i>buildings</i> and <i>structures shall be 35%</i>
4	construction camps or yards	 Minimum site area for each permitted use shall be 6000 m² Maximum <i>parcel coverage</i> of all <i>buildings</i> and <i>structures shall be 35%</i>
5	Cannabis production facility	Maximum <i>parcel coverage</i> of all <i>buildings</i> and <i>structures shall be 35%</i>

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) Additional use regulations are provided in Part 5.

11.11.3 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 7.5m.
- b) *Setback* exceptions are as per Section 5.15.

11.11.4 Parking

Requirements as per Part 6.

11.11.5 Height of Buildings and Structures

11.12 INDUSTRIAL TWELVE (I12)

11.12.1 Intent

To permit *industrial uses*.

11.12.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE
1	Uses permitted in I11 Zone
2	bulk fuel storage including fuel truck parking areas

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) Additional use regulations are provided in Part 5.

11.12.3 Site Area

The minimum site area for each permitted use shall be 6000 m².

11.12.4 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 50%.

11.12.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 7.5m.
- b) *Setback* exceptions are as per Section 5.15.

11.11.6 Landscaping

Landscaping of all land in a setback area abutting a highway shall be provided and maintained to separate the industrial use of a parcel from the highway.

11.11.7 Parking

Requirements as per Part 6.

11.11.8 Height of Buildings and Structures Requirements as per Section 5.11.

11.13 INDUSTRIAL THIRTEEN (I13)

11.13.1 Intent

To permit independent power facilities.

11.13.2 Permitted Uses

The permitted *use*s shall be limited to independent power projects and accessory buildings and structures.

- 11.13.3 Temporary Use Permit Area The I13 Zone is designated a Temporary Use Permit Area.
- 11.13.4 Site Area

The minimum site area shall be 5000 m².

11.13.5 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 60%.

11.13.6 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* permitted shall be 7.5m.
- b) *Setback* exceptions are as per Section 5.15.

11.13.7 Parking

- a) Requirements as per Part 6.
- b) Every independent power project shall be provided with one space for parking and space for loading, unloading and manoeuvring of tridem axle trucks as defined in the Commercial Transport Regulations under the *Commercial Transport Act*.

11.13.8 Height of Buildings and Structures

PART 12 PARK AND ASSEMBLY ZONES

12.1 PARK AND ASSEMBLY ONE (PA1)

12.1.1 Intent

To provide for general *park*, outdoor recreation and *assembly uses*.

12.1.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	assembly	
2	park	
3	outdoor recreation	
4	education facility	The total <i>floor area</i> shall not exceed 500 m ² .
5	demonstration forest	
6	community care facility	
7	childcare facility	
8	Off-street parking	

b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.

c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit <i>dwelling</i>	Not more than one permitted for the purpose of housing a caretaker or watchman
2	residential agriculture	See Section 5.5 for Use Provisions.
3	keeping of livestock	See Section 5.6 for Use Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional permitted *uses* as per Section 5.1.

12.1.3 Parcel Coverage

- a) The maximum permitted *parcel coverage* of all *buildings* and *structures* except buildings used for *assembly* shall be 35%.
- b) The maximum permitted *parcel coverage* of *buildings* used for *assembly* shall be 50%.

12.1.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* except a building used for *assembly* shall be 7.5m.
- b) Setbacks for a *building* used for *assembly* shall be as per Section 5.14.
- c) No parking, loading or storage shall be located within the required setback area.
- d) *Setback* exceptions are as per Section 5.15.
- 12.1.5 Parking

Requirements as per Part 6.

12.1.6 Height of Buildings and Structures

12.2 PARK AND ASSEMBLY TWO (PA2)

12.2.1 Intent

To provide for assembly, camp assembly and limited commercial uses.

12.2.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE
1	assembly
2	park
3	camp assembly
4	outdoor recreation
5	education facility
6	community care facility
7	childcare facility
8	off-street parking

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit <i>dwelling</i>	Not more than one permitted for the purpose of housing a caretaker or watchman
2	residential agriculture	See Section 5.5 for Use Provisions.
3	keeping of livestock	See Section 5.6 for Use Provisions.
5	Short term rental	See Section 5.3 for Use Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional permitted *uses* as per Section 5.1.

12.2.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 35%.

12.2.4 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* shall be 7.5m.
- b) No parking, loading or storage shall be located within the required setback area.

- c) *Setback* exceptions are as per Section 5.15.
- 12.2.5 Parking

Requirements as per Part 6.

12.2.6 Height of Buildings and Structures Requirements as per Section 5.11.

12.3 PARK AND ASSEMBLY THREE (PA3)

12.3.1 Intent

To provide for *camp assembly uses*.

12.3.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	
1	camp assembly	
2	outdoor recreation	
3	community care facility	
4	childcare facility	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit dwelling	Not more than one permitted for the purpose of housing a caretaker or watchman
2	residential agriculture	See Section 5.5 for Use Provisions.
3	keeping of livestock	See Section 5.6 for Use Provisions.
4	Short term rental	See Section 5.3 for Use Provisions.

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional permitted *uses* as per Section 5.1.

12.3.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 15%.

12.3.4 Site Area

A minimum site area of 1 ha is required for any uses listed in Section 12.3.2 (a).

12.3.5 Setbacks

- a) The minimum *setbacks* from a *parcel line* for all *buildings* and *structures* shall be 15m.
- b) No parking, loading or storage shall be located within the required setback area.
- c) Setback exceptions are as per Section 5.15.

12.3.6 Parking

Requirements as per Part 6.

12.3.7 Height of Buildings and Structures Requirements as per Section 5.11.

12.4 PARK AND ASSEMBLY FOUR (PA4)

12.4.1 Intent

To provide for an *firearms range* and *assembly uses*.

12.4.2 Permitted Uses

a) The permitted *principal uses* shall be limited to the following:

	PRINCIPAL USE	CONDITIONS
1	assembly	In the form of a clubhouse, training and field studies centre.
2	outdoor recreation	
3	wildlife habitat protection areas	
4	firearms range	
5	off-street parking	

- b) Subject to compliance with all other provisions of this bylaw, more than one *principal use* shall be permitted.
- c) The permitted *auxiliary uses* shall be limited to the following:

	AUXILIARY USE	CONDITIONS
1	single-unit <i>dwelling</i>	Not more than one permitted for the purpose of housing a caretaker or watchman.
3	camp assembly	

- d) Subject to compliance with all other provisions of this bylaw, more than one *auxiliary use* shall be permitted.
- e) Additional permitted *uses* as per Section 5.1.

12.4.3 Parcel Coverage

The maximum permitted *parcel coverage* of all *buildings* and *structures* shall be 5%.

- 12.4.4 Setbacks
 - a) No structure, parking, loading or storage shall be located within 7.5 m of a parcel line.
 - b) *Setback* exceptions are as per Section 5.15.
- 12.4.5 Parking

Requirements as per Part 6.

12.4.6 Height of Buildings and Structures

Requirements as per Section 5.11.

PART 13 DEFINITIONS

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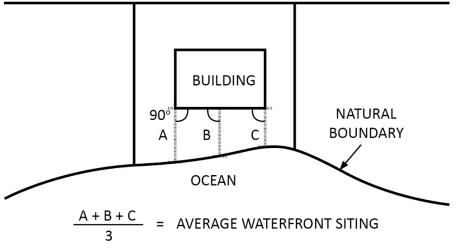
adjacent upland:	means land abutting the <i>natural boundary</i> of a <i>waterbody</i> .
agriculture:	means cultivating, producing or harvesting crops and marketing and selling the crops harvested on the same <i>parcel</i> .
	Agriculture includes:
	 the storage and sale on a farm of the crops harvested on the same <i>farm</i>; the storage on a farm of farm machinery, implements and supplies used on that farm; repairs on a farm of farm machinery and implements <i>use</i>d on the same farm;
	Agriculture excludes:
	 rearing <i>livestock;</i> and all <i>manufacturing,</i> storage and repairs not referred to in this definition.
agricultural building:	means a <i>building</i> or structure <i>use</i> d in conjunction with <i>agriculture</i> , including a <i>farm operation</i> and, may contain accommodation in the form of an <i>auxiliary dwelling unit</i> or <i>sleeping unit</i> for farm workers if constructed in accordance will all applicable enactments and in existence for residential purposes prior to February 22, 2019.
agricultural processing:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> for the processing of horticultural, agricultural, apiculture, or <i>aquaculture</i> products associated with a <i>farm operation</i> .
agricultural product sales:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> for the sale of horticultural, agricultural, <i>livestock</i> , apiculture, or <i>aquaculture</i> products, including wine, cider, beer, mead, or distilled spirits.
agricultural unit or (AU):	means an equivalent live farm animal weight corresponding to 455 kg for <i>livestock, poultry</i> or <i>farmed game,</i> or any combination of these equaling 455 kg.
agricultural waste storage facility:	means the use of land, <i>building</i> or <i>structure use</i> d to contain agricultural liquid or solid waste or other bio-solids.
agri-tourism:	means <i>temporary</i> and seasonal activities auxiliary to a <i>farm</i> operation, that promote or market agricultural products grown,

	raised or processed on a <i>parcel</i> classified for assessment purposes as a farm, but excludes <i>tourist accommodation</i> .
alteration of land:	means, but is not limited to: soil relocation due to building or parking lot construction or alteration; removal, alteration, disruption or destruction of vegetation; soil removal or deposit; construction or alteration of: retaining walls, patios, lawns; agriculture activity; any structural change to a building or structure that results in an increase or decrease in the area or volume of the building or structure.
alcoholic beverage production facility	means a licensed establishment for the <i>manufacturing</i> of alcoholic beverages, and includes facilities commonly known as brewery, distillery, cidery, and meadery.
animal shelter:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> for the temporary accommodation, provision of care and rehabilitation of animals, either commercially or not for-profit, but excludes <i>kennels</i> .
animal processing:	means slaughtering <i>livestock</i> for commercial purposes, or cutting, eviscerating, sectioning, deboning, smoking, curing or packaging meat or meat products.
apartment:	means a <i>building</i> that contains three or more <i>dwelling units</i> .
aquaculture:	means growing or harvesting fish, shellfish, molluscs, crustaceans and marine algae in accordance with the requirements of this bylaw.
	Aquaculture includes:
	 the cleaning, icing and storage of fish grown on the same fish farm for period of at least 90 days the cleaning, storage, shucking and packaging of shellfish, molluscs, crustaceans and marine algae.
	Aquaculture excludes:
	 the rendering, canning, smoking, cooking and processing not included in this definition, of fish, molluscs, crustaceans and marine algae; the manufacture of fish feed or the mixing of fish offal with fish feed; the disposal on the same <i>site</i> of fish offal; the outdoor storage of fish offal; and the <i>use</i> of <i>float</i> ho<i>uses</i> or suction or dredging harvesting methods.

aquaculture processing:	means the treating or preparing of fish, shellfish, molluscs, crustaceans and marine algae and any treatment or <i>use</i> of fish offal for the preparation of fish feed.
	Aquaculture processing includes:
	 the cleaning, smoking, packaging, cooking or canning of fish, shellfish, molluscs, crustaceans and marine algae provided that: the area <i>used</i> for cooking or canning does not exceed 250 square meters; and the cleaning, smoking, packaging, cooking or canning is carried out within a fully enclosed <i>building</i> permitted in this bylaw. the storage of live fish for holding or bleeding purposes the storage of oyster shells the storage and any treatment of fish offal provided that the storage and treatment of fish offal is carried out within a fully enclosed bylaw;
	Aquaculture processing excludes:
	 any treatment or preparation not included in this definition and specifically excludes <i>rendering</i>.
artisan studio:	means a building, or portion thereof, used for the creation, display or sale of arts and crafts.
assembly:	means the gathering of persons for charitable, civic, cultural, educational, entertainment, philanthropic, political, recreational, private education or religious purposes, which may include social halls, clubs, child care services, but excludes sleeping or <i>dwelling</i> <i>units</i> , or <i>camp assembly use</i> s.
auto wrecking and auto storage yards:	means the use of land or structures for collection, <i>disassembly,</i> disposal, sale, salvage or storage of vehicles, including vehicles which are abandoned, inoperative, or obsolete.
auxiliary building or structure:	means a <i>building</i> or <i>structure</i> , ancillary or subordinate to a <i>principal use</i> located on the same <i>parcel</i> , and excludes an <i>agricultural building</i> and <i>auxiliary dwelling unit unit</i> .
auxiliary dwelling unit unit:	means a dwelling that has a maximum floor area of 90 m ² and is subordinate and auxiliary to the principal single-unit dwelling(s) located on the same parcel.
Auxiliary residential assembly	means the gathering of persons for charitable, cultural, educational, philanthropic, political or religious purposes on a

	parcel that is used principally as a residence, and may include overnight transient accommodation and related gatherings within a dwelling.
auxiliary use:	 means a use which is: (1) incidental to the principal use; and (2) if in a building, subordinate in floor area to a principal use; (2) subordinate in purpose or floor area, or both, to a principal use; and (3) exclusively devoted to a principal use and located on the same lat as the principal use.
average parcel area:	 same lot as the principal use. means the average area of all parcels in a subdivision, subject to the following conditions: excludes remainders excludes areas required for parkland dedication under Section 510 of the Local Government Act excludes areas required for highway dedication excludes areas for a common amenities or a community sewerage system may include areas dedicated as parkland which are above the requirements under Section 510 of the Local Government Act provided that the areas are determined by the Regional District to provide a community benefit
average waterfront siting:	means the average distance from a <i>building</i> to the <i>natural boundary</i> of the ocean measured at right angles at the extreme corners of the <i>building</i> and the mid-point of the <i>building</i> face, all facing the ocean.





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bay window:	means a window protruding from a wall line which adds space, but not <i>floor area</i> , to a <i>building</i> .
Board:	means the Board of Directors of the Sunshine Coast <i>Regional District</i> .
boat ramp:	means a form of graded access comprising concrete or other hard- surface materials located within the <i>inter-tidal zone</i> , which is used for launching and removing <i>marine craft</i> from the water.
boathouse:	means a <i>structure</i> , auxiliary to a residential use, used exclusively for <i>domestic mooring</i> and/or storing <i>marine craft</i> and equipment and supplies related directly to the operation and <i>use</i> of <i>marine craft</i> , which does not contain, support or attach to a <i>dwelling</i> or habitable <i>floor area</i> .
building:	means any <i>structure use</i> d or intended to be used for supporting or sheltering any <i>use</i> or occupancy.
buoy:	means a buoyant object, affixed on the surface of water by a rope, chain or wire connected to an anchor, having no connection to land above the low water mark, which is used to aid in navigating or for <i>mooring</i> .
bylaw:	means the Sunshine Coast <i>Regional District</i> Zoning Bylaw No. 722, 2019 as amended.
С	
camp assembly:	means the gathering of persons for the purpose of recreational or <i>seasonal</i> accommodation and may include <i>sleeping units</i> and <i>auxiliary uses</i> .
campground:	means the temporary accommodation of travellers using temporary, moveable tents, trailers, or <i>recreational vehicles</i> with continuous occupancy not exceeding 30 days, but specifically excludes a <i>manufactured home, short term rental or tourist accommodation</i> .
cannabis production:	means the cultivation, processing, production, testing, research and packaging of cannabis or cannabis-containing products, which may include standard cultivation, micro cultivation or nursery as licensed under federal legislation, but excludes the growing of up to four cannabis plants per household for personal use from licensed seed or seedling suppliers in accordance with federal legislation.

commercial:	means a <i>use</i> , operated for the purpose of profit or gain, involving the sale or rental of goods or services, personal services, or the servicing and repair of goods; and includes <i>retail</i> sales, wholesaling in conjunction with <i>retail</i> sales, <i>commercial</i> schools, household services and household repairs, but excludes a <i>fuel service station</i> .
commercial mooring facility:	means a <i>marina</i> operated for profit or gain and includes facilities where <i>marine craft</i> fuel storage and sales and boat repair and maintenance are carried on.
common amenity area:	means an area of a parcel with developed amenities of facilities for the use and benefit of all residents in a multiple residential zone including but not limited to trails, constructed greenspace, playing fields, etc. that is not a riparian, environmentally sensitive, or hazardous area, an area where the grade exceeds 20%, and an area where the beneficial <i>use</i> is restricted by a covenant on title.
community care facility:	means a small-scaled facility licensed or authorized by the applicable agency that provides food and lodging with or without charge to two or more persons receiving social services as defined by the <i>Guaranteed Available Income for Need Act</i> , being treated under the <i>Mental Health Act</i> , receiving foster home services under the <i>Unit and Child and Service Act</i> , or receiving personal care, supervision, social or educational training or physical or mental rehabilitative therapy under the <i>Community Care and Assisted Living Act</i> but does not include a public school under the <i>School Act</i> or a private school, any portion of a facility licensed under the <i>Hospital Act</i> or home designated or approved as a detention home under the <i>Correction Act</i> .
community storage:	means storage of materials related to <i>seasonal</i> festivals and events for local community groups and service clubs.
confined livestock area:	means an area of land or <i>building</i> where <i>livestock</i> are kept or secured by a <i>structure</i> such as a <i>fence</i> , wall or landscape barriers, and includes <i>poultry</i> coops, pens and outdoor runs, stables, feedlots, paddocks, corrals, exercise yards, and animal holding areas, but does not include associated <i>seasonal</i> feeding or grazing areas.
cooking facility:	means any arrangement of cooking facilities and may include gas, propane, or electric ranges or stoves, microwave ovens, counter-top cooking units, hot plates, wall ovens, toaster ovens, electric frying pans, pressure cookers, crock pots or any other such cooking facility or any combination of such cooking facilities, and includes the service lines which provide the energy source being used or intended to be used to service such facilities.
125	SCED ZONING RVIAW No Z22

D

demonstration forest:	means land administered by a public authority and <i>use</i> d to promote public education and awareness of forests and integrated forest resource management including water management, timber harvesting, reforestation, spacing, thinning and other <i>forest</i> <i>management</i> practices, fish and wildlife management and outdoor recreation.
domestic:	means for the use or consumption of the residents of the same parcel and not for the purposes of profit or commercial gain
domestic consumption:	means utilization of <i>livestock</i> by residents of the same <i>parcel</i> used for the raising of <i>livestock</i> and does not include <i>retail</i> ing or wholesaling.
dwelling unit:	means a self-contained, independent premise consisting of one or more rooms that provides living, cooking and sanitary facilities, used or intended as a residence by one or more persons.
E	

education facility:	means land, buildings and structures used for the instruction and
	teaching of students in a course of study, such as an art school, trade
	school, professional or vocational program.

F

farm research and education:	means land, <i>buildings</i> or <i>structures</i> used for researching, promoting and teaching methods of <i>agriculture</i> and farming.
farm operation:	means a farm operation as defined in the <i>Farm Practices Protection</i> (<i>Right to Farm</i>) <i>Act</i> .
fence:	means an upright constructed barrier used as an enclosure or screening around all or part of a parcel or site, and excludes a <i>retaining wall</i> or <i>revetment</i> .
fire department training area:	means a <i>site</i> containing fire suppression and extraction practice facilities and storage of vehicles and equipment used by fire departments located within the Sunshine Coast <i>Regional District</i> for training.
float:	means a buoyant platform <i>structure</i> , affixed on the surface of water by a rope, chain or wire connected to an anchor located beneath the low water mark or affixed to land or a <i>structure</i> located above the

	low water mark, and which is customarily <i>use</i> d for recreational purposes, such as swimming or diving, or for <i>mooring</i> .
floor area:	For any buildings outside the Agricultural Land Reserve, means the total area of all floors within a <i>building</i> having a ceiling <i>height</i> of 1.8 metres or more, contained within the outside exterior walls or glazing line of windows, including areas giving access thereto, such as corridors, hallways, landings, foyers, staircases, stairwells, enclosed balconies, mezzanines, enclosed porches, verandas and enclosed parking areas, but excluding parking contained within an <i>underground structure</i> , unenclosed auxiliary parking, carports, unenclosed balconies, decks and other <i>building</i> projections permitted by this bylaw, elevators, and areas devoted exclusively to electrical or mechanical equipment servicing the <i>building</i> .
	For any additional residences within the Agricultural Land Reserve, means the total area of all floors within the outer surface of exterior walls including corridors, hallways, landings, foyers, staircases, stairwells, enclosed balconies, enclosed porches or verandas, basements, attached garages and unenclosed carports, except:
	 (a) a ground-floor attached garage of a building where an additional residence occupies the second floor; or (b) an unfinished space between the roof and the ceiling of the top floor of a building or between a partial wall and a sloping roof, where the unfinished space is created by the use of roof trusses rather than the use of attic trusses or rafters in the construction of a residence; or (c) an unfinished space below the first floor with a vertical height of less than 1.8 m.
forest-based outdoor recreation:	means outdoor recreation activities that take place in a natural setting out of doors, and that may require amenities such as recreational trails, outdoor shelters and picnic sites, excluding outdoor activities that require constructed facilities, <i>buildings</i> or <i>structures</i> such as playing fields and swimming pools.
forest management:	means the management of forests for the production of wood, the provision of <i>forest based outdoor recreation</i> , the maintenance, restoration and enhancement of natural environmental conditions for wildlife, or for the protection of water supplies. <i>Forest</i> <i>management</i> includes, but is not limited to, the growing and harvesting of wood for fuel and lumber, Christmas trees, and other forms of timber production and harvesting. For private managed forest lands as defined under the <i>Private Managed Forest Land Act</i> , means <i>forest management</i> activities as set out in Schedule A of the <i>Private Managed Forest Land</i> Regulation.

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fuel service station:	means a <i>use</i> providing for the <i>retail</i> sale of fuels or lubricating oils for motor vehicles; may include the servicing or repair of motor vehicles, the sale of automobile accessories and limited food, beverage and convenience items, excludes the sale of propane unless otherwise permitted by this Bylaw.
G	
garden nursery:	means an area of land in which the <i>principal use</i> is the propagation and growing of plants for transplantation and sale and no more than 10 % of the nursery area to a maximum of 150 m ² of floor or land area for auxiliary <i>retail</i> sale of fertilizer, insecticide, herbicide, seeds, small garden hand tools, Christmas trees, animal feed and animal bedding.
garden supply centre:	means an area <i>use</i> d for the display, <i>wholesale</i> or <i>retail</i> sale of plants, fertilizer, insecticide, herbicide, seeds, small garden hand tools, Christmas trees, pet and farm animal feed, supplies and accessories and excludes all other <i>wholesale</i> or <i>retail</i> sales.
grade, average:	means the average ground elevation, calculated by referencing the lower of <i>finished grade</i> or <i>natural grade</i> at the corners of every exterior wall or column around the perimeter of a building, excluding steps, eaves, sunlight controls, balconies, open porches, patios and uncovered swimming pools.
grade, finished:	means the ground elevation, after placement of fill, removal of soil, regrading or construction.
grade, natural:	means the ground elevation referencing undisturbed ground prior to human alteration or, where undisturbed ground level cannot be ascertained, the existing grade.
greenhouse:	means a translucent-clad <i>structure use</i> d for <i>horticulture,</i> which may have structural footings but does not have a full foundation or a floor constructed of material other than soil or wood.
green roof:	means a roof of a <i>building</i> that is partially or completely covered with vegetation and a growing medium, planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation systems.

height:	means the vertical distance measured from the <i>average grade</i> to the highest point of a <i>building</i> or <i>structure</i> .
highway:	means street, road, lane, bridge, viaduct and any other way open to public use, but does not include a Forest Service Road, private right of way on private property or a pathway not intended for vehicular traffic.
home-based business:	means an occupation, profession or craft carried out on a parcel where dwelling units are permitted in accordance with Part 5 of this bylaw but does not include a kennel, vehicle equipment repair and maintenance, body shop,metal fabricating, cannabis production or cannabis retail.
horse riding, training or boarding facility:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> for the keeping of horses, which may also include training and instructing equestrian riders.
horticultural product sales:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> for the sale of fruits, vegetables, herbs, flowers or ornamental plants that are grown and produced on the same farm or <i>parcel</i> .
horticulture:	means the cultivation of fruits, vegetables, herbs, flowers or ornamental plants.
houseboat:	means a boat, typically flat bottomed, containing one <i>dwelling unit</i> located above the water line.
I	
independent power project:	means a <i>commercial</i> power generation facility that is not operated by a government agency or a Provincial corporation.
industrial:	means a <i>use</i> providing for the <i>manufacturing</i> , processing, fabricating, assembling, storing, transporting, distributing, wholesaling, testing, and servicing or repairing of goods.
institution:	Means an ambulance station, arena, cemetery, college, court of law, community centre, federal <i>office</i> , fire hall, library, municipal <i>office</i> , museum, <i>park</i> , playground, police station, provincial <i>office</i> , exhibition and conference centre, research facility, stadium or public swimming pool and excludes a public storage yard or works yard.
inter-tidal zone:	means the area of land between the lowest low tide mark and highest high tide mark on tidal waters.

130	SCRD ZONING BYLAW No. 72
manufacturing:	means to make or process product but does not include the production of fish or animal feeds or the processing of <i>aquaculture</i> or <i>agriculture</i> products.
manufactured home:	means a transportable prefabricated <i>structure</i> , whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another and to be <i>used</i> for <i>residential use</i> , and that conforms to the A-277 series for modular homes or the Z-240 series for mobile homes of the Canadian Standards Association for <i>manufactured homes</i> .
Μ	
livestock:	means domestic farm animals, such as cattle, horses, sheep, goats, swine, and may include fish, poultry and bees.
light industry:	means a <i>use</i> providing for the <i>manufacturing</i> , processing, fabricating, assembling, storing, transporting, distributing, <i>retail</i> and wholesaling including <i>fuel service stations</i> , testing, servicing, or repairing of goods or materials, moving and storage facilities, and excludes wood processing, log storage, auto wrecking, refuse disposal, gravel extraction, manufacture of concrete products, bulk fuel or chemical storage or refining depots or <i>animal processing</i> .
lane:	means a <i>highway</i> which provides a second access to a <i>parcel</i> and is less than eight meters wide.
landscaping:	means any combination of natural or planted trees, bushes, shrubs, plants, flowers, lawns, bark mulch, decorative boulders, planters, decorative <i>fences</i> , and the like, arranged and maintained so as to enhance and embellish the appearance of a property, or where necessary to effectively screen a property, and shall not include paved parking areas and sidewalks, or uncleared natural bush, undergrowth, or uncontrolled weed growth.
landfill:	means an area approved and regulated by the Ministry of Environment for the disposal and transfer of solid waste and can include <i>structures</i> and facilities such as weigh scales, scale <i>office</i> , tool shed and staff <i>office</i> s.
L	
kennel:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> , which may contain pens or cages, for boarding, breeding, providing care or training of more than three dogs over the age of three months, and where <i>pet</i> <i>supplies</i> may be stored and made available for auxiliary sale within a fully enclosed <i>floor area</i> not exceeding 16 m ² .

131	SCRD ZONING BYLAW No. 72
office, health care:	means the office, clinic or laboratory of a health professional in the field of medicine, including a doctor, dentist, optometrist, physiotherapist, chiropractor and medical technician; and any other
office:	means premises <i>use</i> d for the operation of a bank, finance and trust company, federal, provincial and local government, business or profession, non-profit society and similar <i>uses</i> but does not include a <i>heath care office</i> .
0	
neighbourhood pub:	means a <i>building</i> where food and beverages, including alcoholic beverages, are served and sold pursuant to a licence issued under the <i>Liquor Control and Licencing Act</i> , and may include off-premises sales.
natural boundary:	means the visible high water mark of any lake, river, <i>stream</i> or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself.
Ν	
mooring facility:	means a fixed or anchored object or <i>structure</i> , such as an anchor, buoy, <i>float, pier</i> or <i>boathouse</i> , or <i>pedestrian access ramp</i> which is used for mooring.
mooring:	means fastening or securing a floating <i>marine craft</i> to a fixed object or <i>structure</i> , such as an anchor, buoy, <i>float, pier</i> or <i>boathouse</i> .
mobile vendor:	means a vendor operating on a temporary basis from a movable cart, tent or other non-permanent structure or the display and sale of goods on a temporary basis within a structure.
marine way:	means a <i>structure</i> consisting of rails or skids installed above and beneath the surface of water, which when assisted by mechanical equipment, is <i>use</i> d for launching and removing <i>marine craft</i> from the water.
marine craft:	means motorized and non-motorized crafts and vessels <i>use</i> d on waterbodies.
marina:	means public or <i>commercial mooring</i> facilities, whether on surface of water, on land or both, and which may include the sale, servicing or rental of <i>marine craft</i> and related equipment and supplies but does not include <i>manufacturing</i> of <i>marine craft</i> .

	health professional regulated under the <i>Health Professions Act</i> or <i>Emergency Health Services Act</i> .
off-street loading:	means a <i>use</i> providing for the loading and unloading needs of a permitted <i>use</i> on the same <i>parcel</i> .
off-street parking:	means a <i>use</i> providing for the parking needs generated by a permitted <i>use</i> on the same <i>parcel</i> unless otherwise permitted by bylaw or restrictive covenant.
Р	
pad:	means a finished surface on which blocks, posts, runners, or strip footings are placed for the purpose of supporting a <i>manufactured home</i> .
panhandle:	means a long and narrow strip of land of a <i>parcel</i> , which is used exclusively for providing legal vehicular access to a <i>highway</i> .
parcel:	means a fee simple lot, block or other area in which land is held or into which land is subdivided under the <i>Land Title Act</i> or a bare-land strata plan under the <i>Strata Property Act</i> .
parcel area:	means the area of land within the legal boundaries of a parcel.
parcel coverage:	means the horizontal area within the outer limits of all <i>structures</i> on a <i>parcel</i> expressed as a percentage of the <i>parcel area</i> .
park:	means the <i>use</i> of land for passive or active recreation purposes by the public, including playgrounds, trails, greenbelts, buffers, nature interpretation areas and similar land <i>uses</i> .
pedestrian access ramp:	means a <i>structure use</i> d to connect or provide access to a <i>float</i> from <i>adjacent upland</i> or from a <i>pier</i> .
personal service establishment:	means an individualized service to persons or personal property including but not limited to a barbershop, beauty shop, drycleaner, laundromat or shoe repair shop and includes the auxiliary sale of goods related to the provision of that service.
pet supplies:	means goods related to the keeping of domestic pets, such as speciality foods, leashes and grooming products.
pier:	means a <i>structure</i> consisting of a platform constructed above the surface of water, supported by a series of pilings, support columns or rock located across the <i>inter-tidal zone</i> , which is customarily <i>used</i> for <i>mooring</i> or to provide access to a <i>waterbody</i> .

portable cabin	means a building with a maximum floor area of 60 m ² that may contain one or more habitable rooms and one set of cooking and sanitary facilities, and may be moved to variable locations of a site.
poultry:	means domestic birds raised for the consumption of eggs or meat such as chickens, ducks, turkeys, geese, pheasants, quail, game birds and ratites (large flightless birds such as ostriches).
principal building:	means a <i>building</i> that accommodates the <i>principal use</i> of a <i>parcel</i> and may accommodate one or more auxiliary <i>uses</i> .
principal use:	means the primary purpose for which land, <i>buildings</i> or <i>structures</i> area ordinarily <i>use</i> d.
private outdoor space:	means an amenity area in a residential multiple zone for the benefit of the residents of the adjacent <i>dwelling unit</i> but does not include a riparian, environmentally sensitive, hazardous or <i>common amenity</i> <i>area</i> and excludes an entry sidewalk or porch.
public boat ramp:	means a <i>boat ramp</i> operated or maintained directly or indirectly by a local, provincial or federal government.
public use:	means a highway, public wharf, park, or government facility.
public utility:	means broadcast transmission, electrical, gas, telephone, sewer or water services established or regulated by a government and does not include oil or gas storage tanks or a public storage and works yard.
R	
ravine:	means a narrow, steep-sided valley that is commonly eroded by running water and has a slope greater than 3 horizontal : 1 vertical.
recreational vehicle:	means any vehicular portable <i>structure</i> constructed to CSA-Z240 RV standard holding a current license under the <i>Motor Vehicle Act</i> and which is designed to be moved from place to place on a daily basis, and to provide temporary accommodation for travel, recreation or vacation and which does not require continuous connection to sanitary, water and electrical hookups.
Regional District:	means the Sunshine Coast <i>Regional District</i> or the geographical area within the boundaries of the <i>Regional District</i> , as the context may require.
Residential Agriculture:	Means the keeping of poultry, rabbits and bees.
residential use:	means a <i>use</i> providing for the accommodation and home life of one or more persons in a <i>dwelling unit</i> , including activities customarily

134 l	containing a single-unit dwelling. SCRD ZONING BYLAW No.722			
secondary suite:	means a dwelling unit with a maximum floor area of 55 m ² and one set of <i>cooking facility</i> , auxiliary to and located within a building			
seasonal:	means a use which occurs not more than 6 months of the year and may include temporary events held during the season.			
5				
	 for a <i>ravine</i> 60 meters wide or greater, a strip on both sides of the <i>stream</i> measured from the high-water mark to a point that is 10 meters beyond the top of the <i>ravine</i> bank. 			
	 for a <i>ravine</i> less than 60 meters wide, a strip on both sides of the <i>stream</i> measured from the high-water mark to a point that is 30 meters beyond the top of the <i>ravine</i> bank; and 			
	 for a stream, the 30 m strip on both sides of the stream, measured from the high-water mark; 			
riparian assessment area:	means:			
revetment:	means sloping embankments placed on banks of water bodies or on land to hold back water and/or retain earth.			
retaining wall:	means vertical or near-vertical structures to retain material, or provide support to terrain where the angle of repose is exceeded, preventing it from collapsing, slipping or eroding.			
retail, cannabis:	means premises licensed under the Cannabis Control and Licensing Act for the retail sale of cannabis.			
retail:	means the sale or rental of goods or merchandise to the general public for personal or household consumption, but excludes the sale of cannabis.			
restricted watershed areas:	means an area within a watershed that provides water for domestic <i>use</i> where the public is restricted from entering.			
restaurant:	means an establishment where food is sold to the public and where provision is made for its consumption on the premises as the <i>principal use</i> and may include the incidental serving of alcoholic beverages but excludes the <i>retail</i> sale of alcoholic beverages as a <i>principal use</i> or for off- <i>site</i> consumption and includes a food truck but does not include drive-through sales.			
	incidental to this <i>use</i> , including <i>horticulture</i> , recreation, storage, and the keeping of domesticated pets that are not kept for financial gain.			

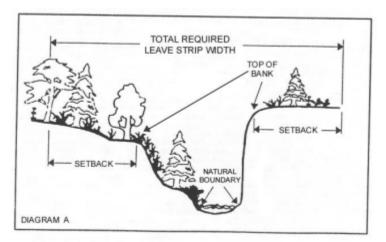
setback:	means the minimum permitted distance under this bylaw between a building or <i>structure</i> and a specified <i>parcel</i> line.
short-term rental:	means use of buildings for transient accommodation provided for commercial use, permitted as an auxiliary use in the zone, and occupied by the same occupant(s) for not more than 30 consecutive days, may include accommodation commonly known as bed and breakfast, but specifically excludes accommodation provided in a <i>campground</i> or tourist accommodation.
silviculture:	means the branch of forestry that deals with establishing, caring for and reproducing stands of trees for a variety of forest uses including wildlife habitat, timber production and outdoor recreation.
single-unit dwelling:	means a <i>building</i> that is <i>use</i> d for a <i>residential use</i> containing one <i>dwelling unit</i> as the <i>principal use</i> ; and may contain a <i>secondary suite</i> .
site area:	means a defined area of land set apart for a specific <i>use</i> permitted within a zone.
sleeping unit:	means a bedroom or an enclosed space used for sleeping, excluding <i>cooking facility</i> , but may include washroom facility; and may be a self-contained detached <i>building</i> or located within a <i>building</i> used for <i>tourist accommodation</i> .
solar collector:	means a device that collects and/or concentrates solar radiation from the sun.
strata lot:	means a <i>strata lot</i> contained within a strata plan as defined under the <i>Strata Property Act.</i>
stream:	includes any of the following that provides habitat for salmonids, game fish and regionally significant fish;
	 a watercourse, whether it usually contains water or not;
	 a pond, lake, river, creek or brook
	 a ditch, spring or wetland that is connected by surface water flowing to a watercourse.
streamside protection and	means an area:
enhancement area (SPEA):	 adjacent to a <i>stream</i> that links aquatic to terrestrial ecosystems and includes both existing and potential riparian vegetation and existing and potential <i>adjacent upland</i> vegetation that exerts an influence on the <i>streams</i> determined according to the Riparian Areas Protection Regulation on the basis of a report provided by

	a qualified environmental professional in respect of a development proposal.
structure:	means anything constructed, placed or erected on land or sunken into the ground, and for the purpose of this Bylaw excludes fence, revetment, retaining wall not higher than 2 m, or concrete, asphalt, pavers or other artificial surfacing.
subdivision:	means the division of land into one or more <i>parcels</i> by plan, descriptive word, or otherwise under the <i>Strata Property Act</i> or <i>Land</i> <i>Title Act.</i>
subdivision district:	means a land use classification category established in Section 4.2 of this bylaw.

Т

top of ravine bank:

means the first significant break in a *ravine* slope where the break occurs such that the grade beyond the break is less than 3:1 for a minimum distance of 15 metres measured perpendicularly from the break, and the break does not include a bench within the *ravine* that could be developed.



tourist accommodation:

means the *use* of land and a *building* or *buildings* for the purpose of providing temporary or overnight accommodation and may include sleeping and cooking facilities. *Tourist accommodation* includes a hotel, motel, lodge, motor inn, *sleeping units*, tourist cottages and resorts but excludes a *campground*, bed and breakfast or *short-term rental*.

tourist information centre: means a facility, the primary use of which is the promotion of tourism, and which may include an auxiliary office and an auxiliary residence for a caretaker.

townhouse:	means a residential <i>building</i> that contains three or more <i>dwelling units</i> , all of which have a separate exterior entrance.
two-unit dwelling:	means one <i>building</i> containing two dwelling units attached by conditioned space with an adjacent common wall or floor assembly, and having a maximum combined total floor area equal to 400 m ² or 15% of the area of the parcel where the building is located, whichever is less and may include a maximum of 45 m ² of enclosed floor area for parking for each unit.
U	
underground structure:	means construction of any kind sunk into the ground and which at no point projects above finished grade by more than 1.0 metre, except at driveway and stairwell entrances.
utility:	means broadcast transmission, electrical, telephone, sewer or water services regulated by a government and does not include oil or gas storage tanks, public storage and works yard or an <i>independent</i> <i>power project</i> .
use:	means the purpose for which any <i>parcel, building</i> or <i>structure</i> is designed, arranged or intended, or for which it is occupied or maintained.
W	
waterbody:	means the ocean or a non-tidal water body consisting of a <i>watercourse</i> such as a river, <i>stream</i> or lake but does not include <i>wetland</i> .
watercourse:	means any natural or man-made depression with a bed 0.6 meters or more below the natural elevation of surrounding land:
	 (a) serving to give direction to a current of water at least six months of the year according to records kept by the Government of British Columbia; or
	(b) having a drainage area of two square kilometres or more.
wetland:	means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions does support, vegetation typically adapted for life in saturated soil conditions, including swamps,

	marshes, bogs, fens, estuaries and similar areas that are not part of the active floodplain of a <i>stream</i> or <i>watercourse</i> .
wholesale:	means the <i>use</i> of land, <i>buildings</i> or <i>structures</i> for the storage and distribution of goods in large quantities by a warehouse operator, a distributor, a manufacturer or a supplier.
Υ	
yard waste transfer station:	means the use of land and structures for the collection, temporary storage and transfer of residential garden debris from the cutting, pruning, and trimming of plants, but does not include any residual organic kitchen household waste, and does not include any composting, processing (other than chipping) or burning of residential garden debris.

PART 14 SCHEDULES

- 14.1 Schedule A (Zones Atlas)
- 14.2 Schedule B (Subdivision Districts Atlas)
- 14.3 Schedule C
- 14.4 Schedule D
- 14.5 Schedule E
- 14.6 Schedule F

14.1 Schedule A (Zones Atlas, Separate Attachment)

14.2 Schedule B (Subdivision Districts Atlas, Separate Attachment)

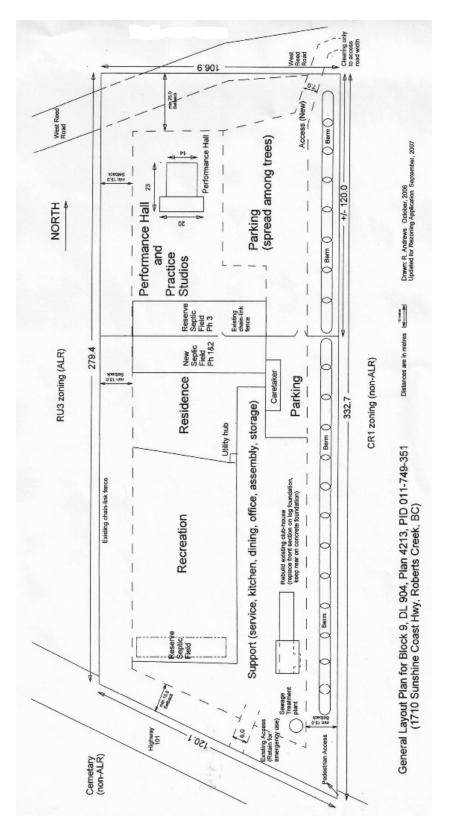
14.3 Schedule C



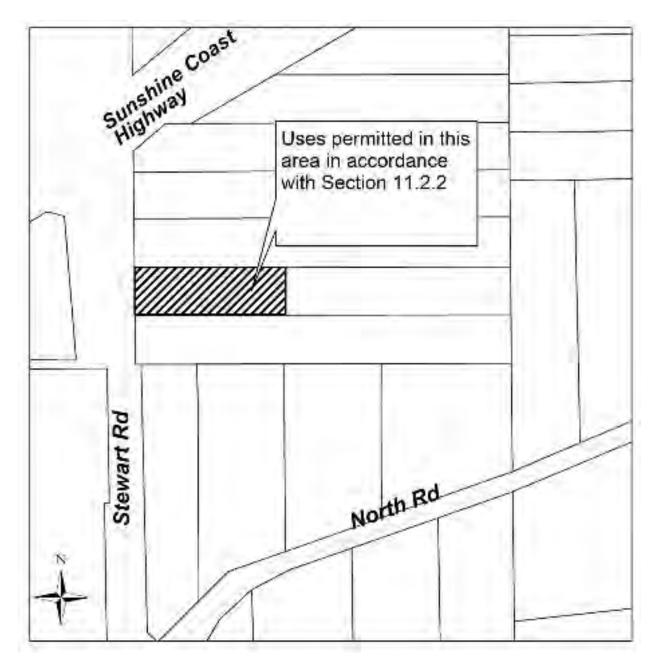
14.4 Schedule D



14.5 Schedule E



14.6 Schedule F



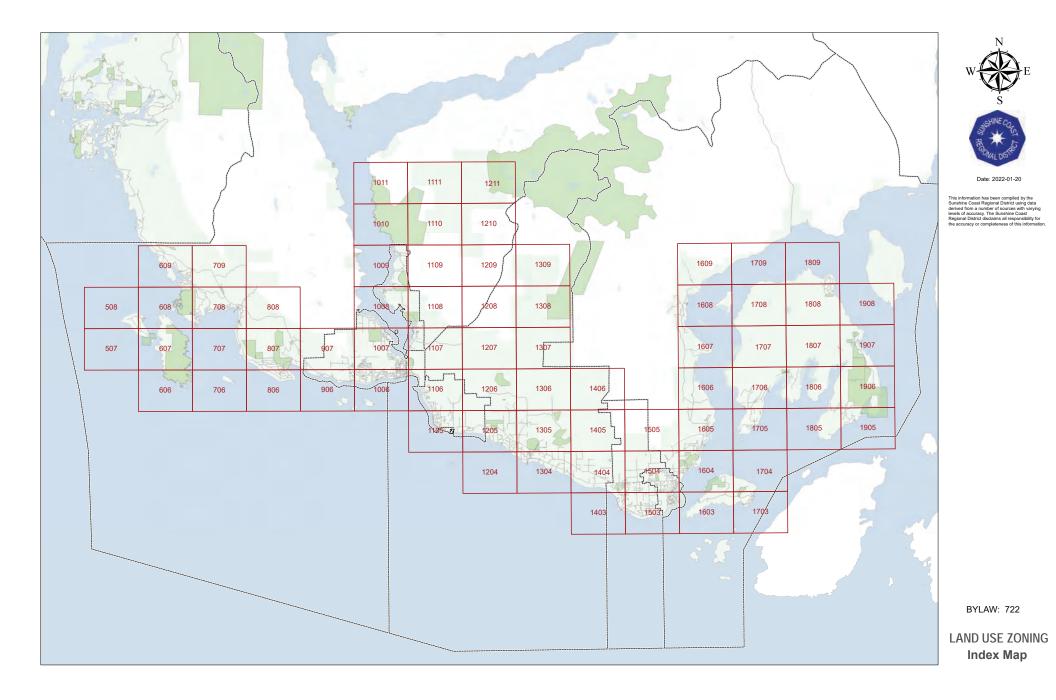
PART 15 REPEAL

"Sunshine Coast Regional District Zoning Bylaw No. 310, 1989", is hereby repealed.

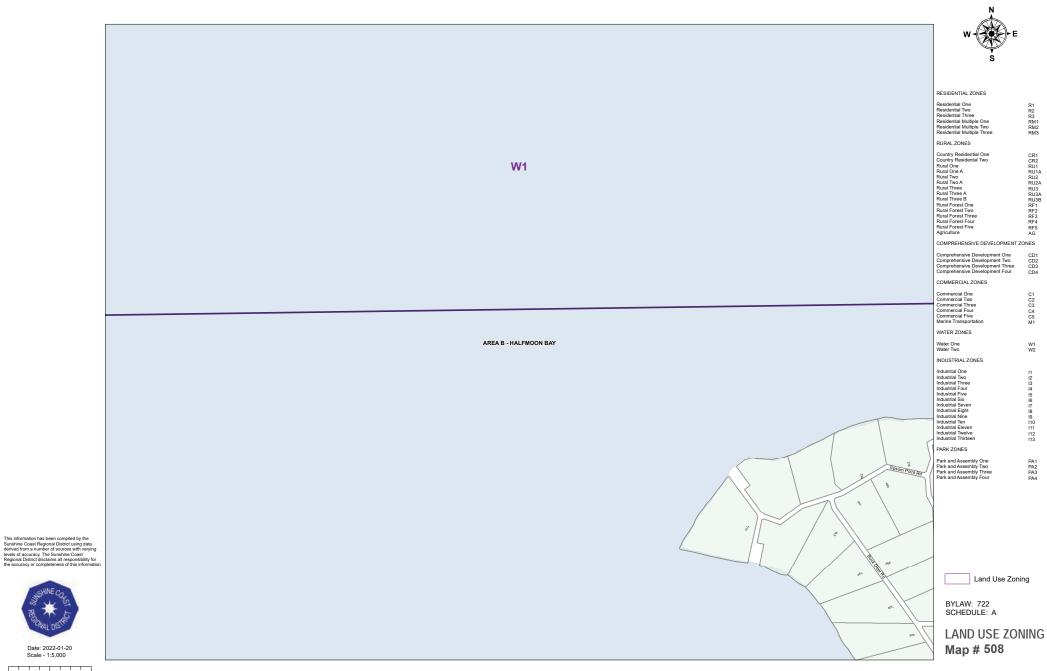
PART 16 ADOPTION

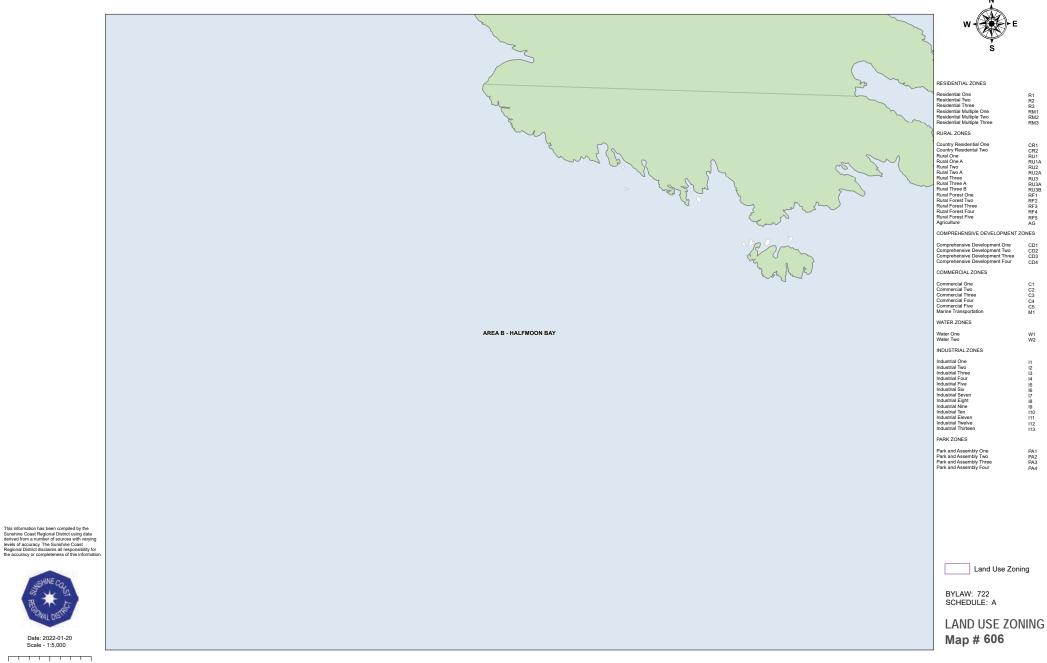
READ A FIRST TIME	this	21 st	day of April, 2022	
READ A SECOND TIME	this	28 th	day of July, 2022	
PUBLIC HEARING HELD	this		day of	
READ A THIRD TIME	this		day of	
APPROVED PURSUANT TO THE TRANSPORTATION ACT				
	this		day of	
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING				
	this		day of	
RECONSIDERED AND ADOPTED	this		day of	
	-	CHAIR		
	-			

CORPORATE OFFICER

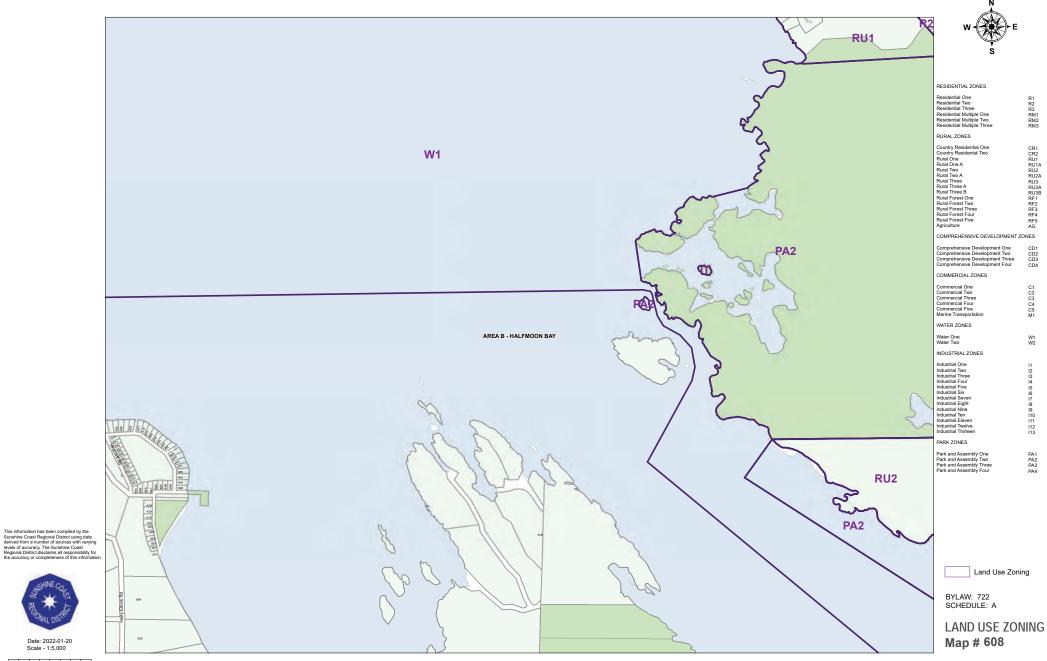


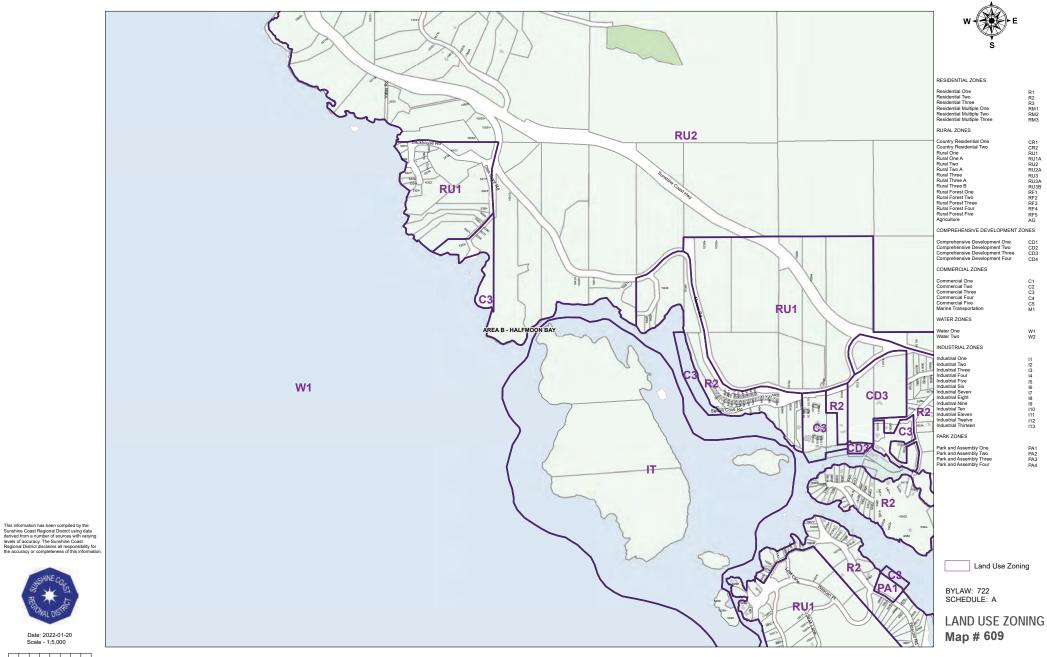
		RESIDENTIAL ZONES Residential Two Residential Two Residential Multiplo Two	R1 R2 R3 RM1 RM2 RM3
		Country Residential One Country Residential Two Runal One A Runal Two A Runal Two A Runal Two A Runal Two A Runal Forest A Runal Forest Two Runal Forest Two Runal Forest Two Runal Forest Four Runal Forest Four	
		Comprehensive Development One Comprehensive Development Two Comprehensive Development Three Comprehensive Development Four COMMERCIAL ZONES	CD1 CD2 CD3 CD4
		Commercial One Commercial Two Commercial Three Commercial Four Commercial Five Marine Transportation	C1 C2 C3 C4 C5 M1
	AREA B - HALFMOON BAY	WATER ZONES Water One Water Two	W1 W2
		INDUSTRIAL ZONES Industrial Two Industrial Two Industrial Three Industrial Four Industrial Four Industrial Six Industrial Sight Industrial Sight Industrial Sight Industrial Terven Industrial Terven Industrial Terven Industrial Three PARK ZONES	11 12 13 14 15 16 17 18 19 10 111 112 113
		Park and Assembly One Park and Assembly Two Park and Assembly Three Park and Assembly Four	PA1 PA2 PA3 PA4
This information has been compiled by the Sunshine Coast Regional District using data derived from a number of sources with varying levels of accuracy. The Sunshine Coast Regional District disclaims all responsibility for the accuracy or completeness of this information.			
		Land Use Zoni	ng
The Constant		BYLAW: 722 SCHEDULE: A	
Date: 2022-01-20 Scale - 1:5,000		LAND USE ZON Map # 507	NNG

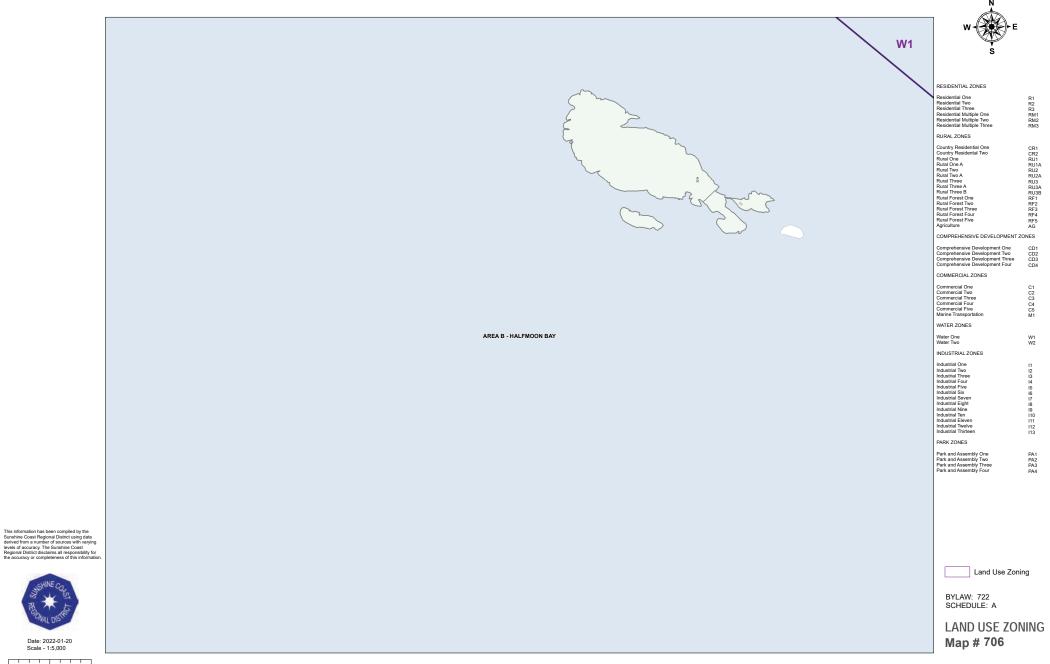


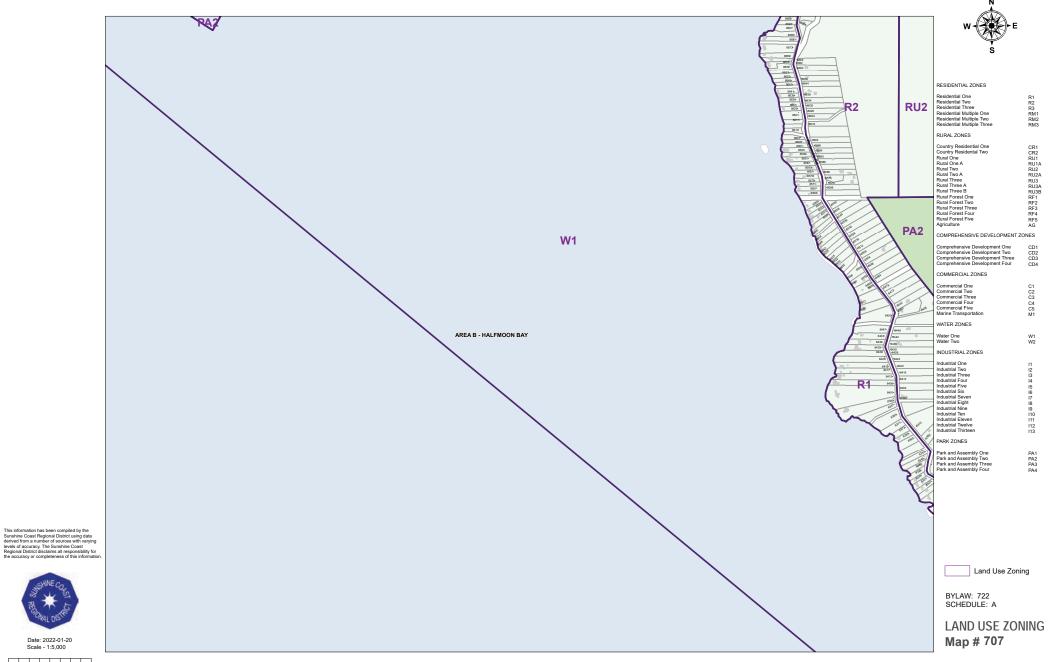


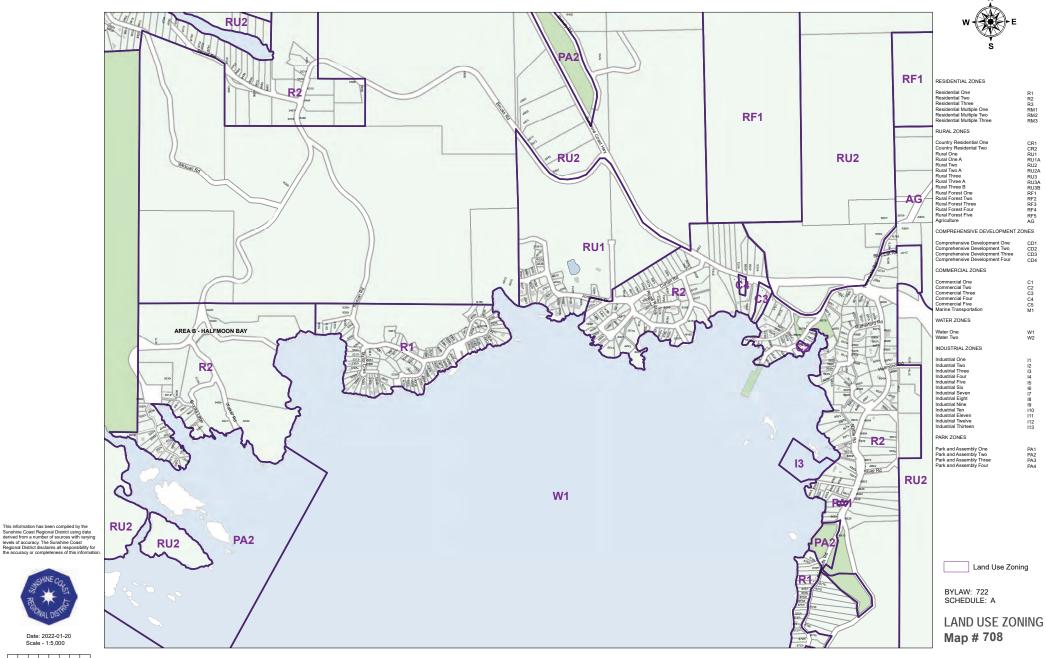




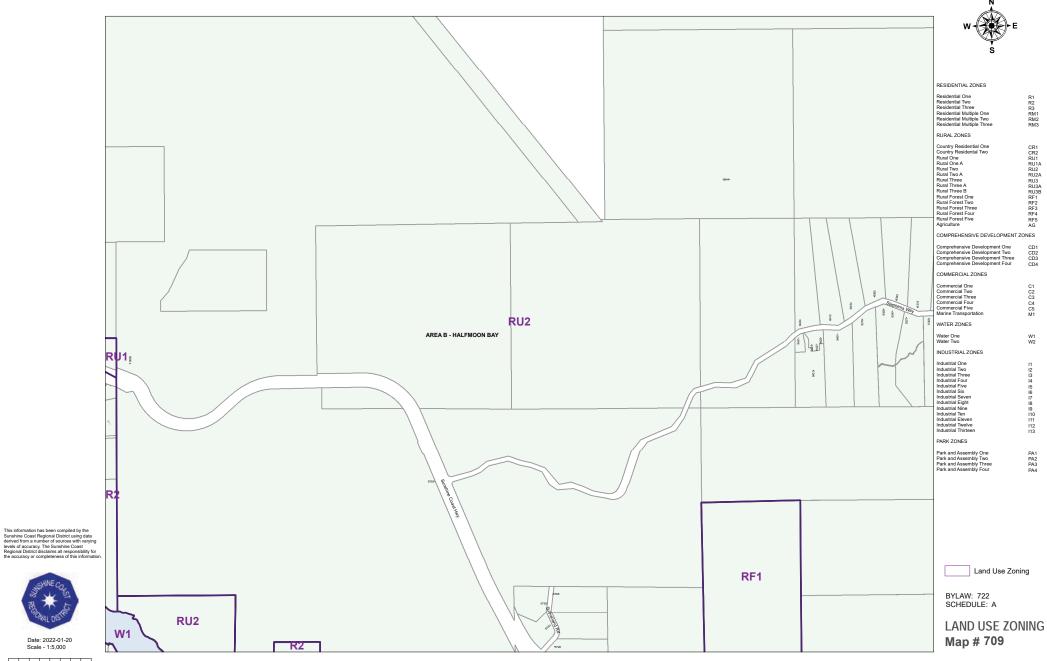


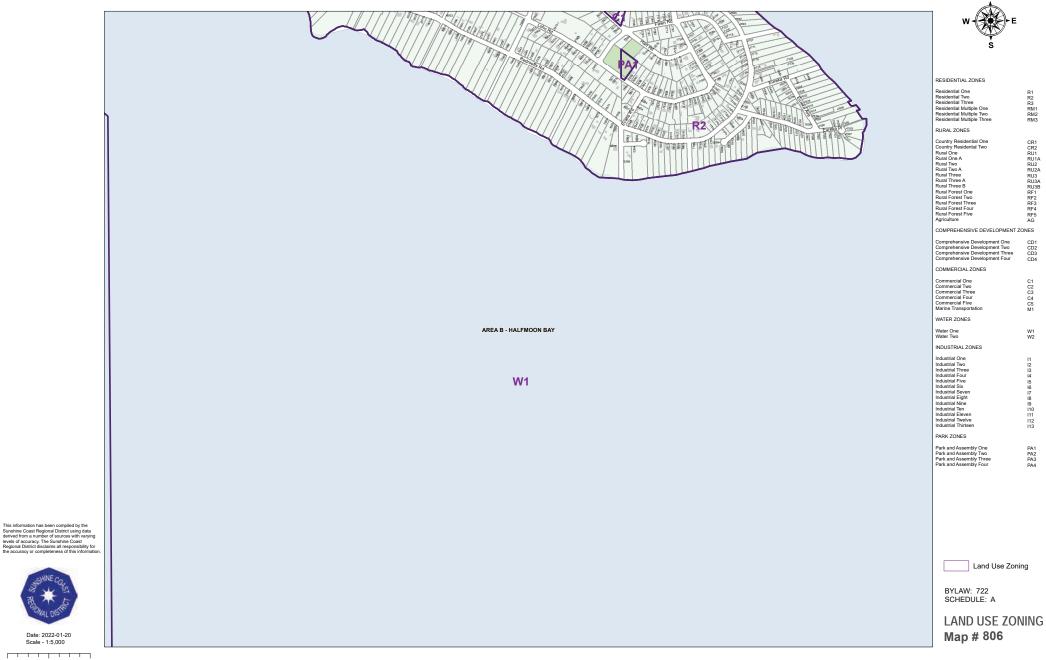


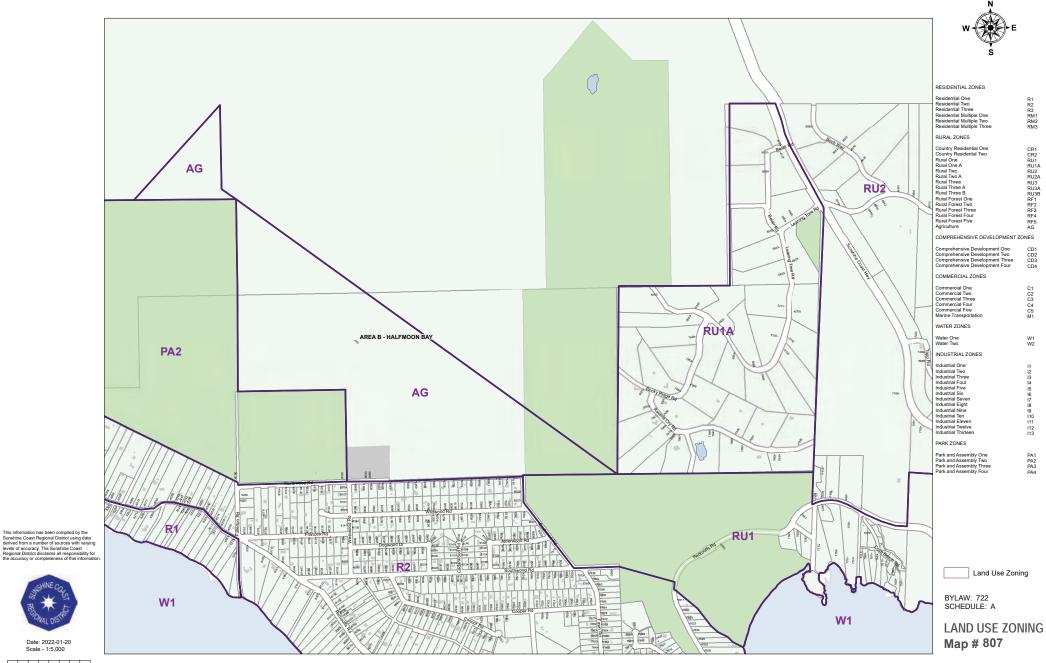


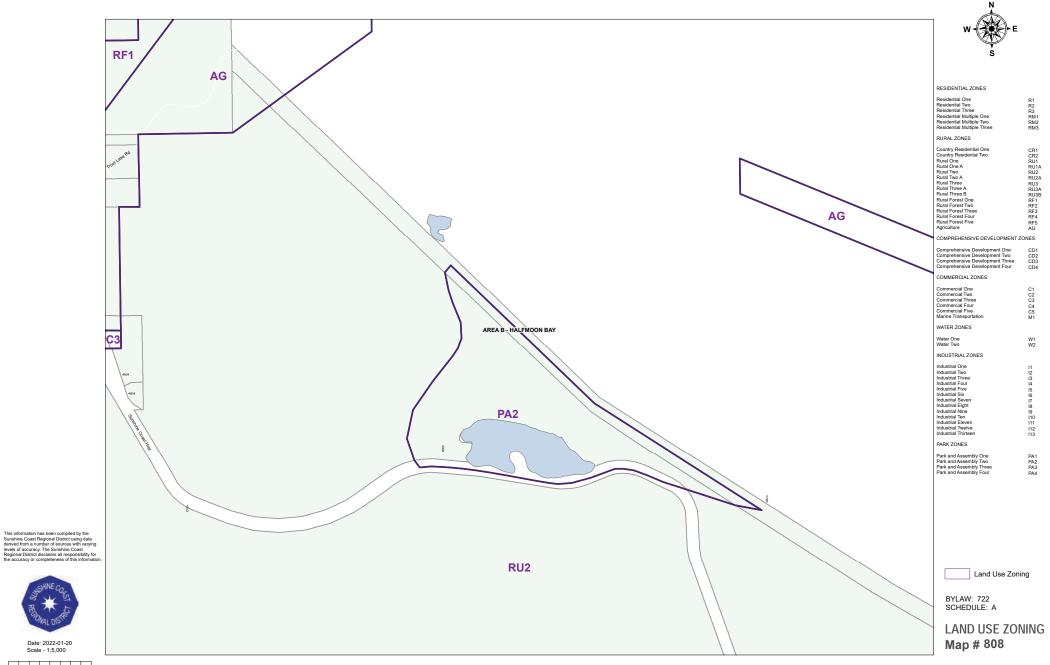


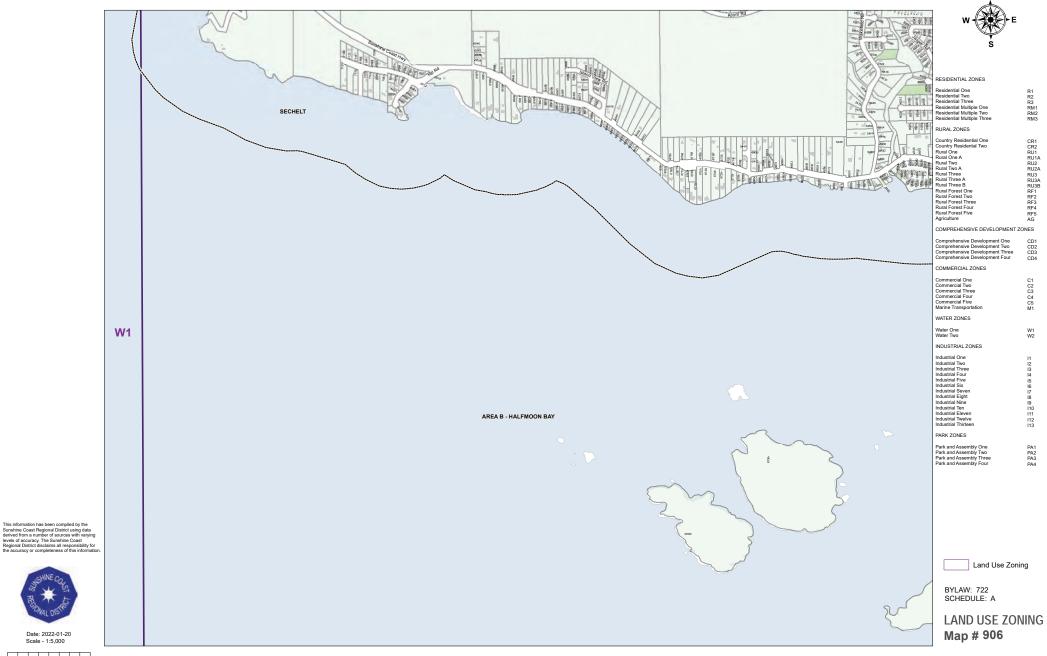
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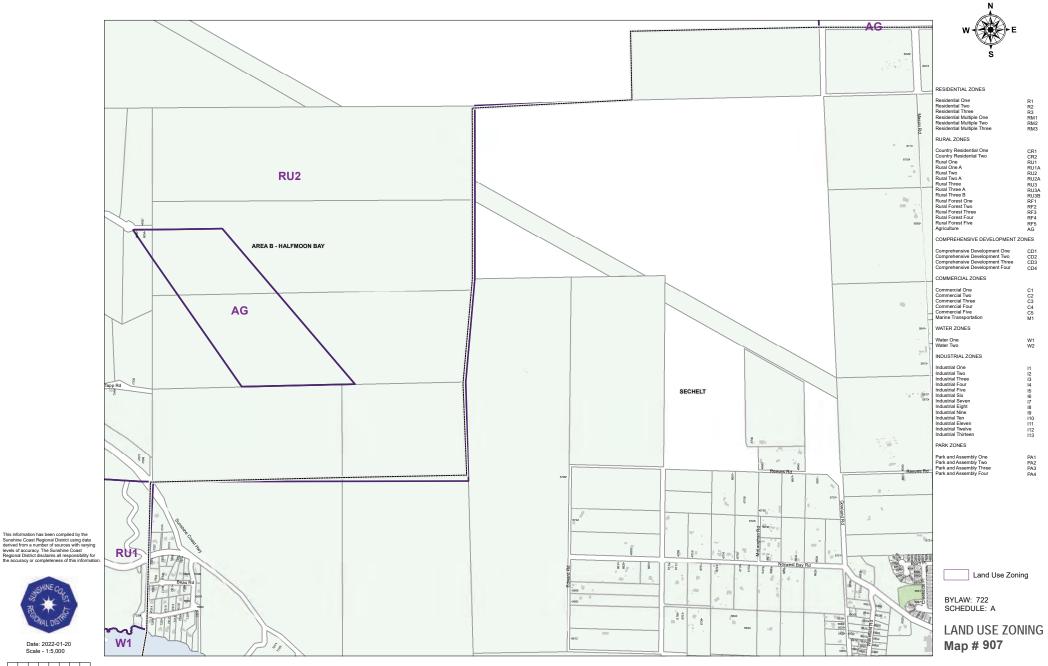




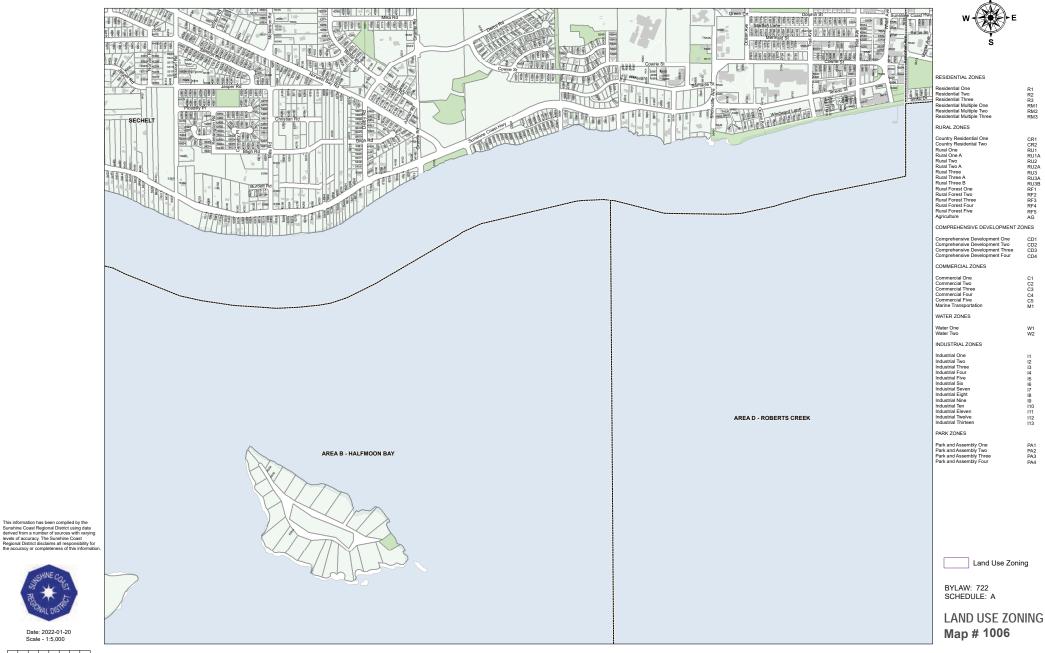




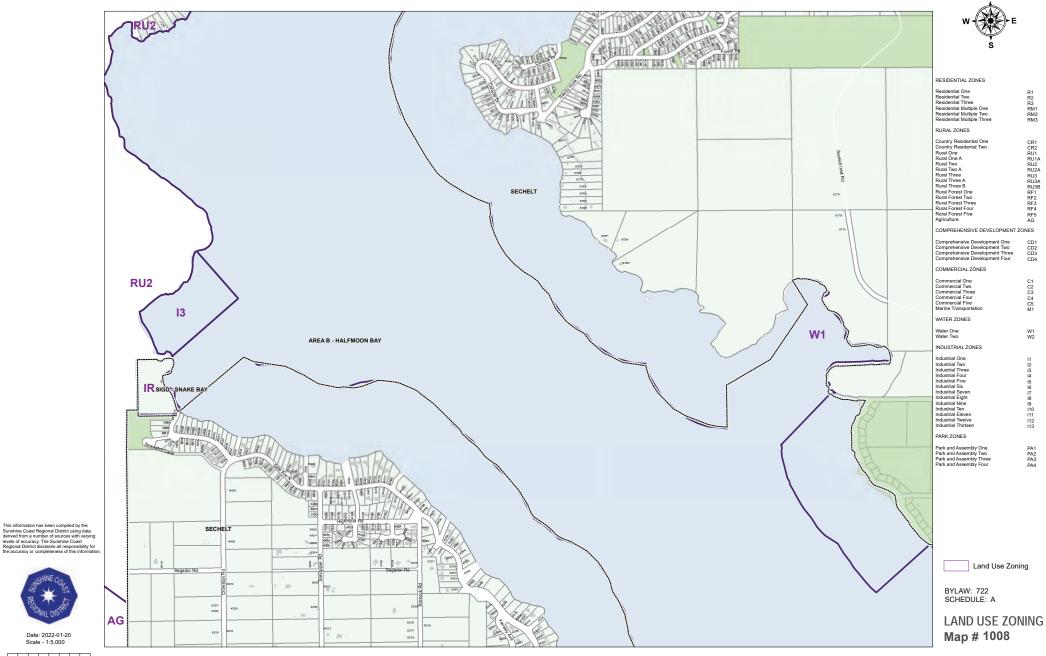


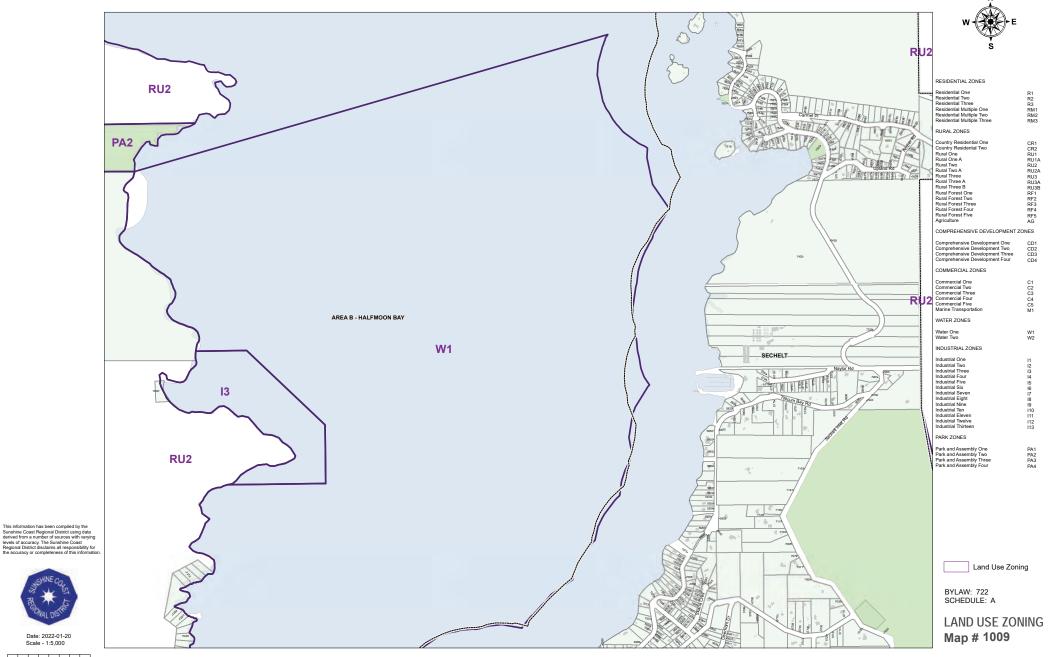


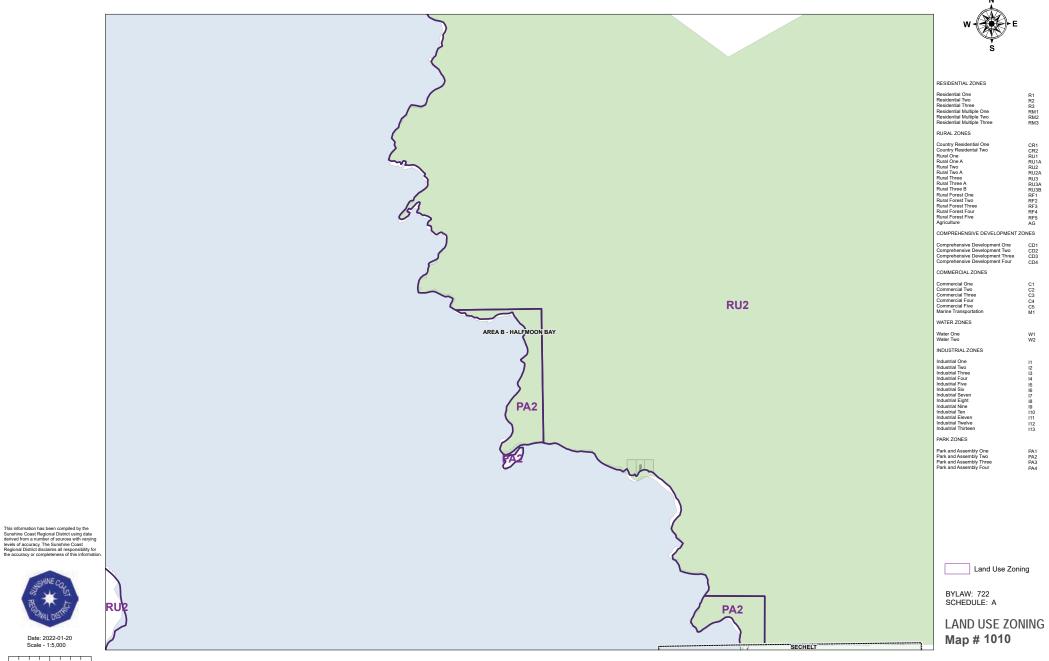
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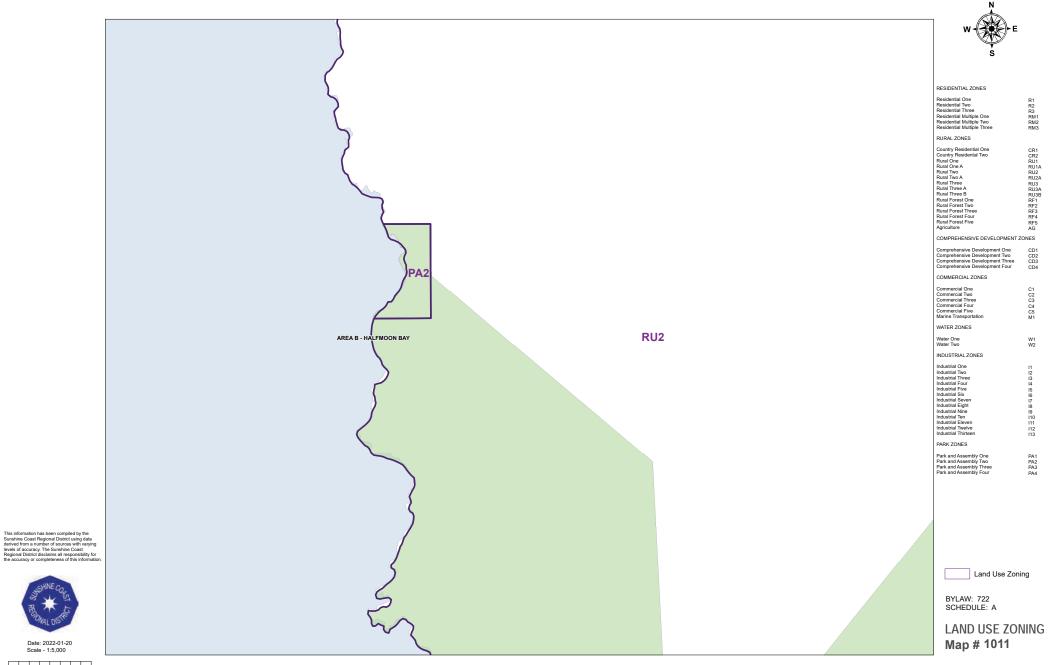


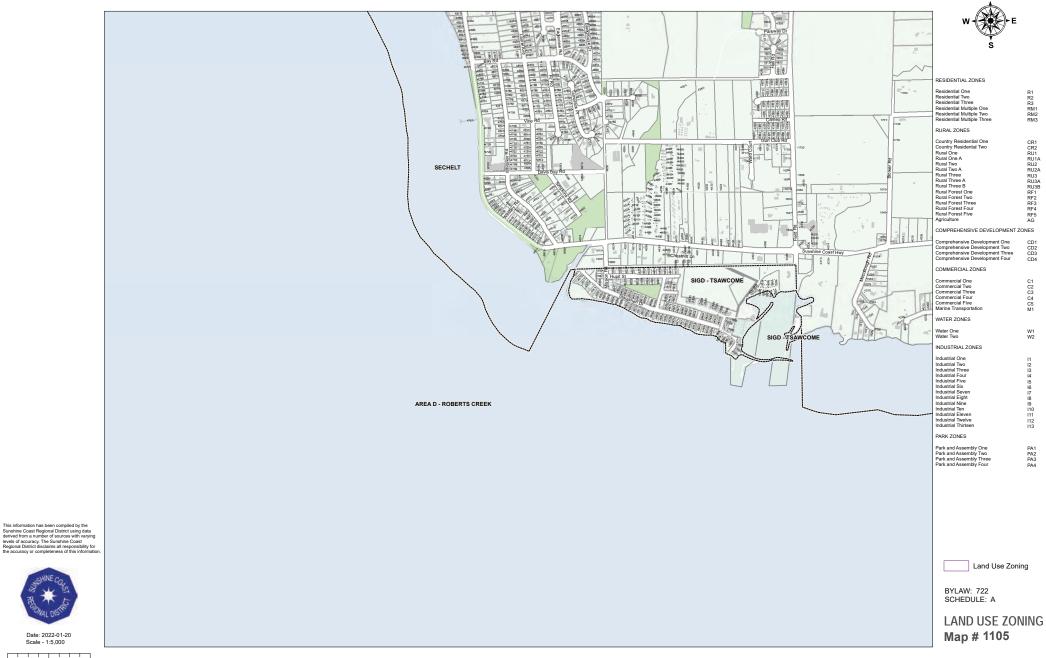


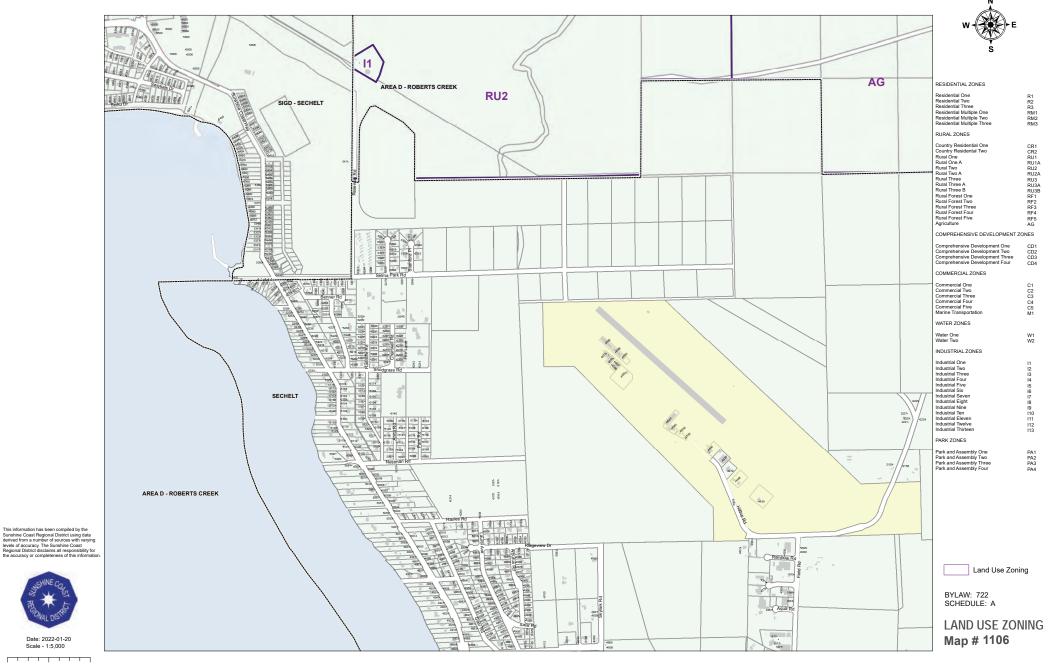


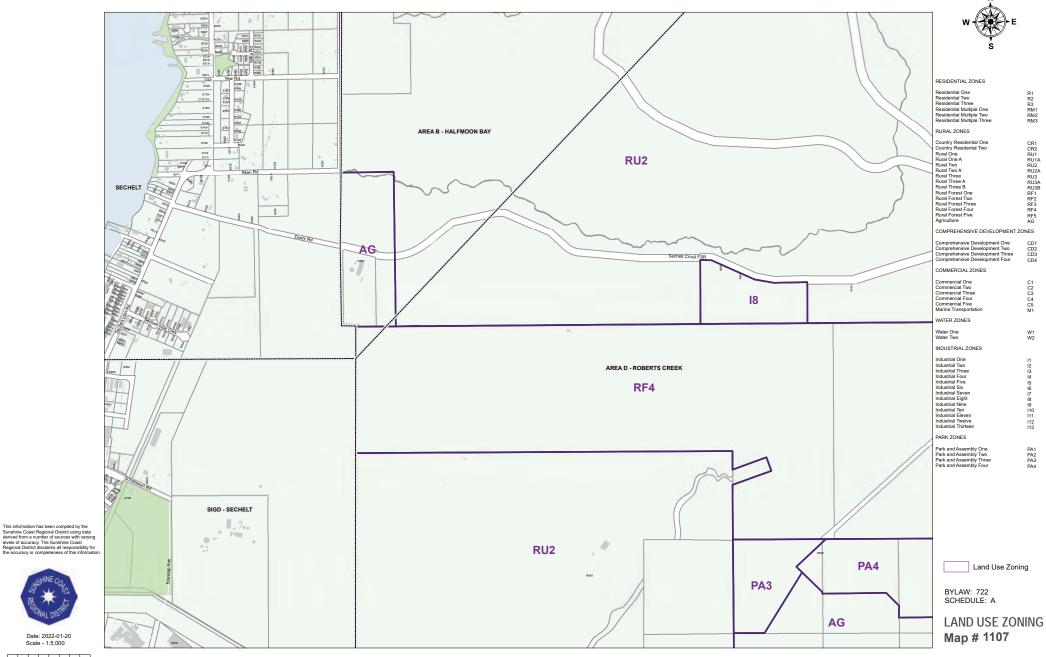




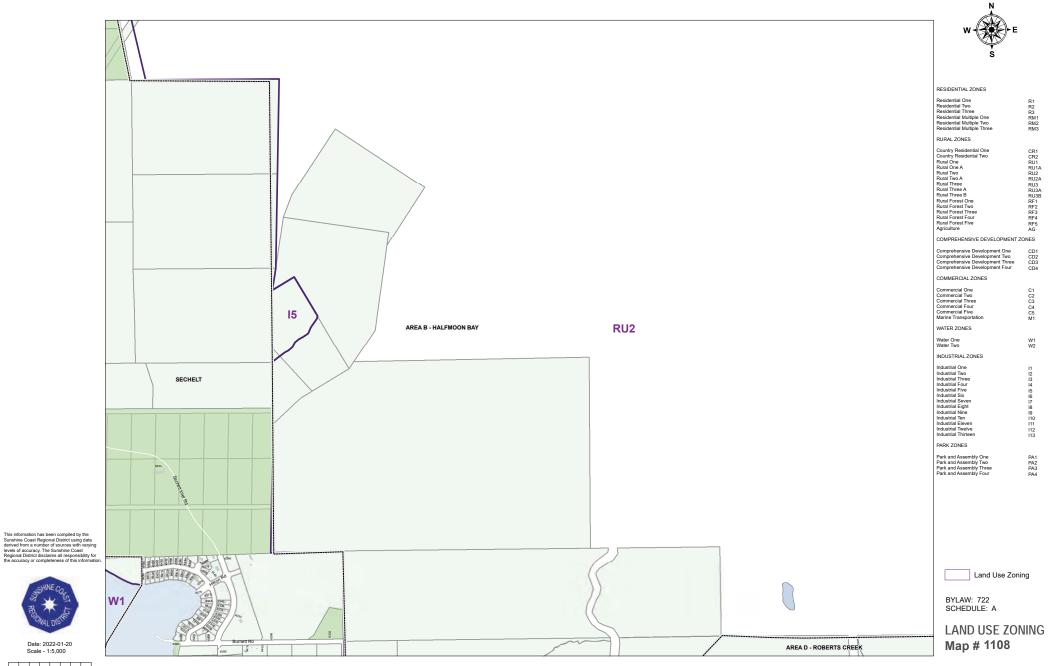




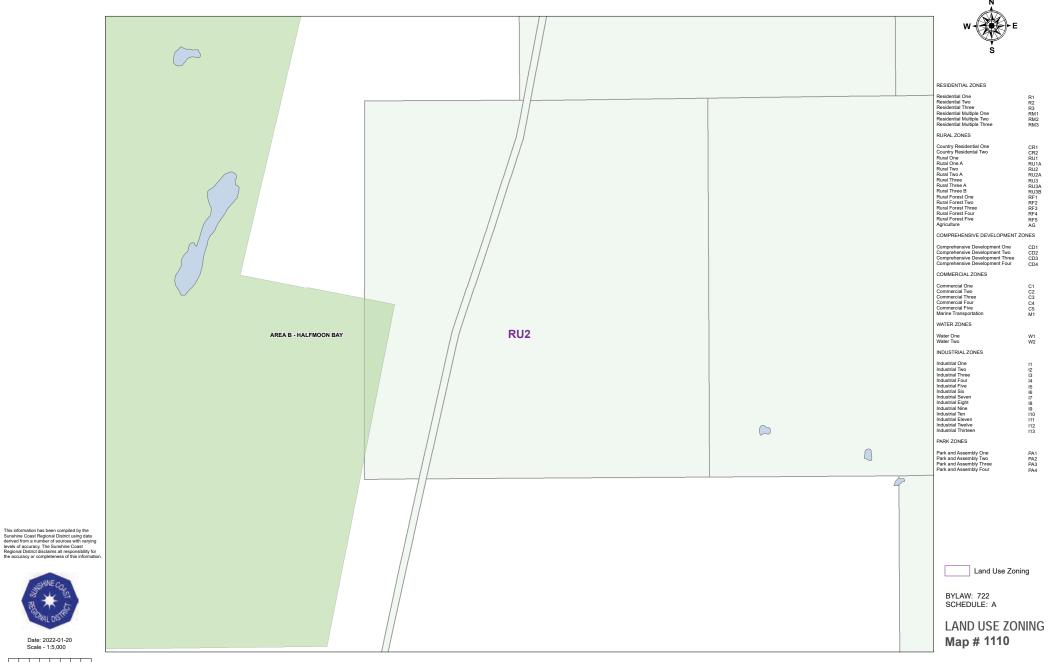


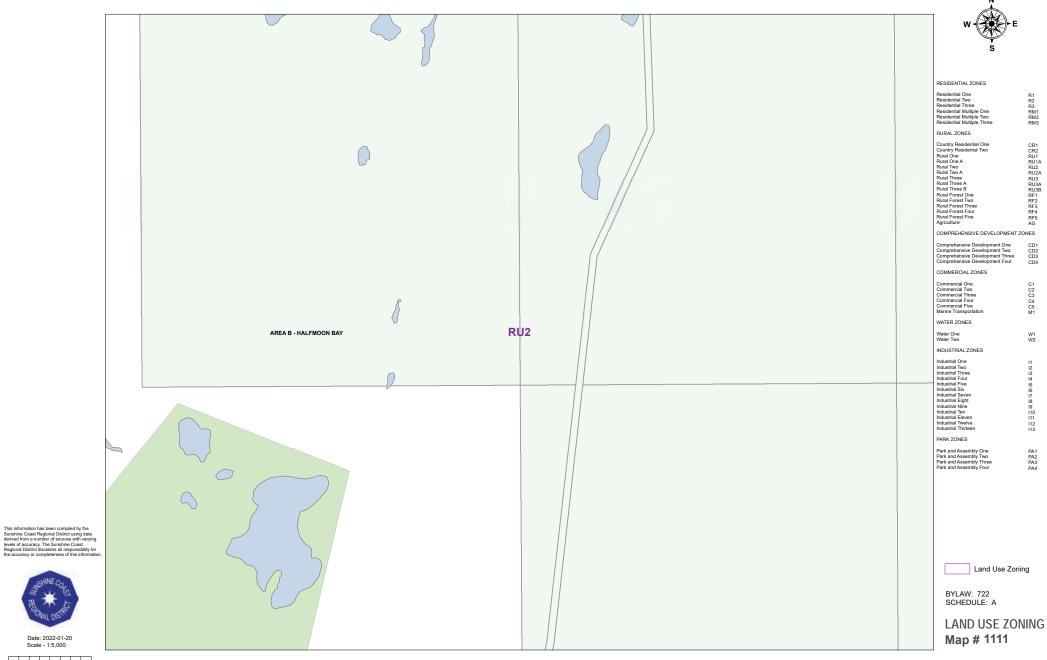


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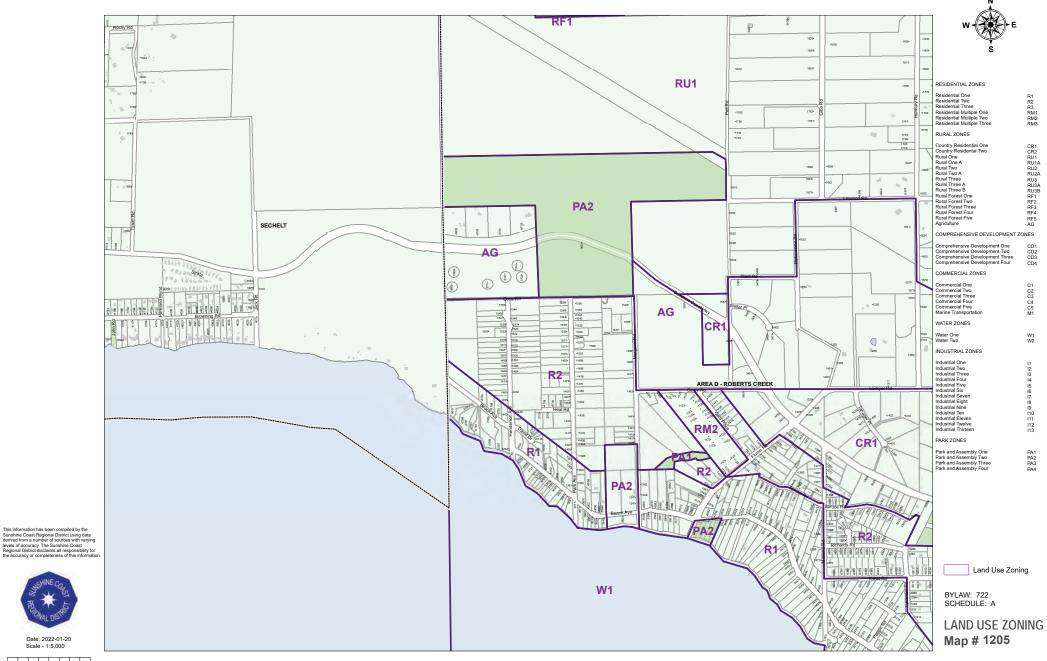


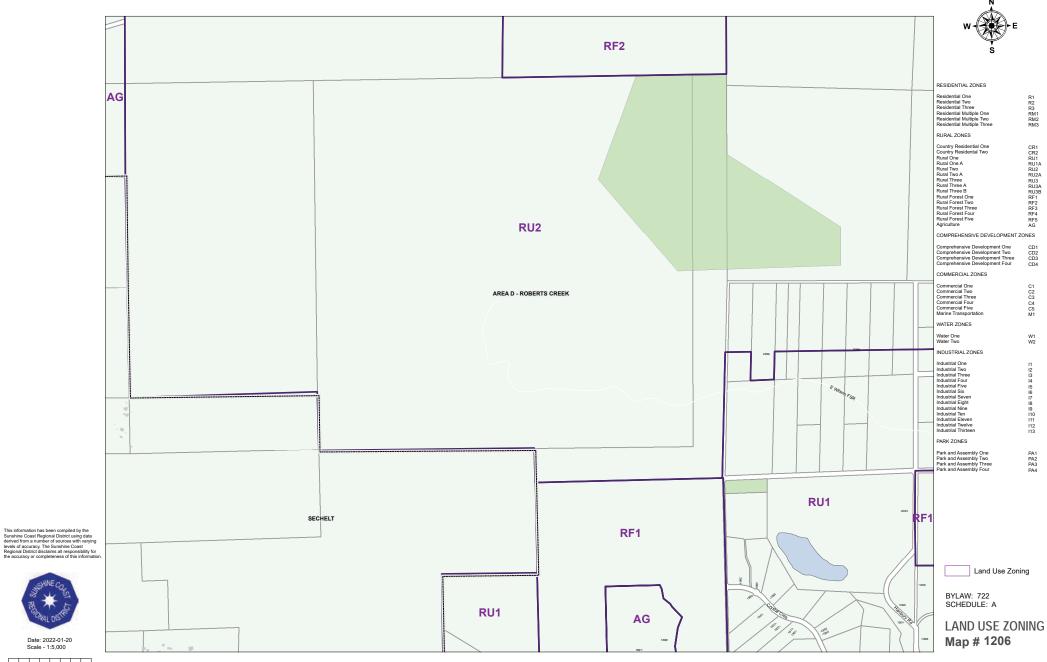




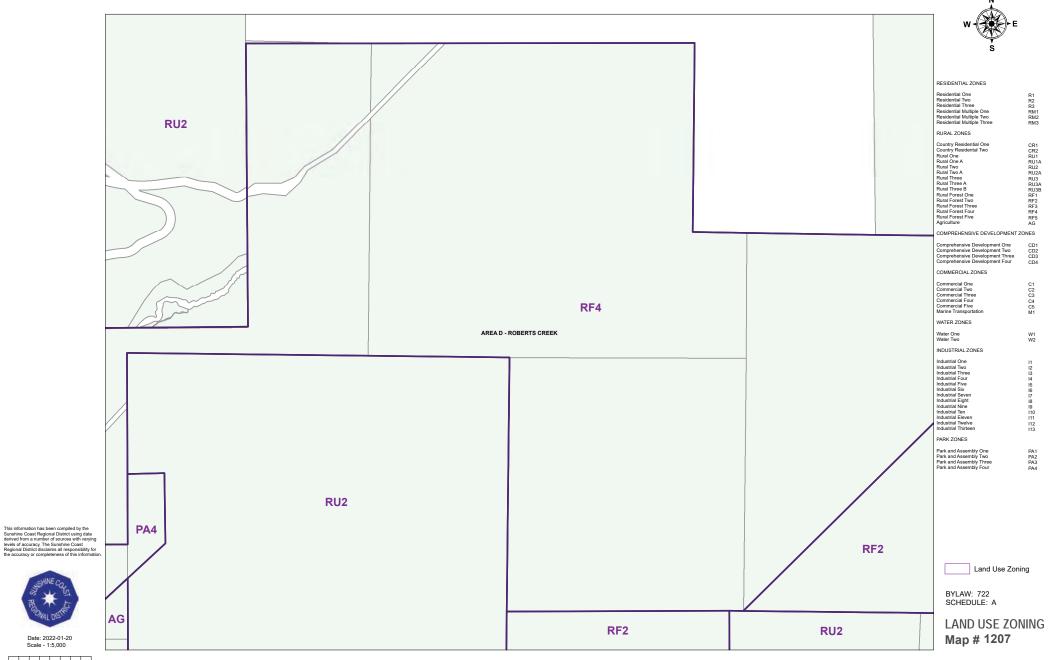
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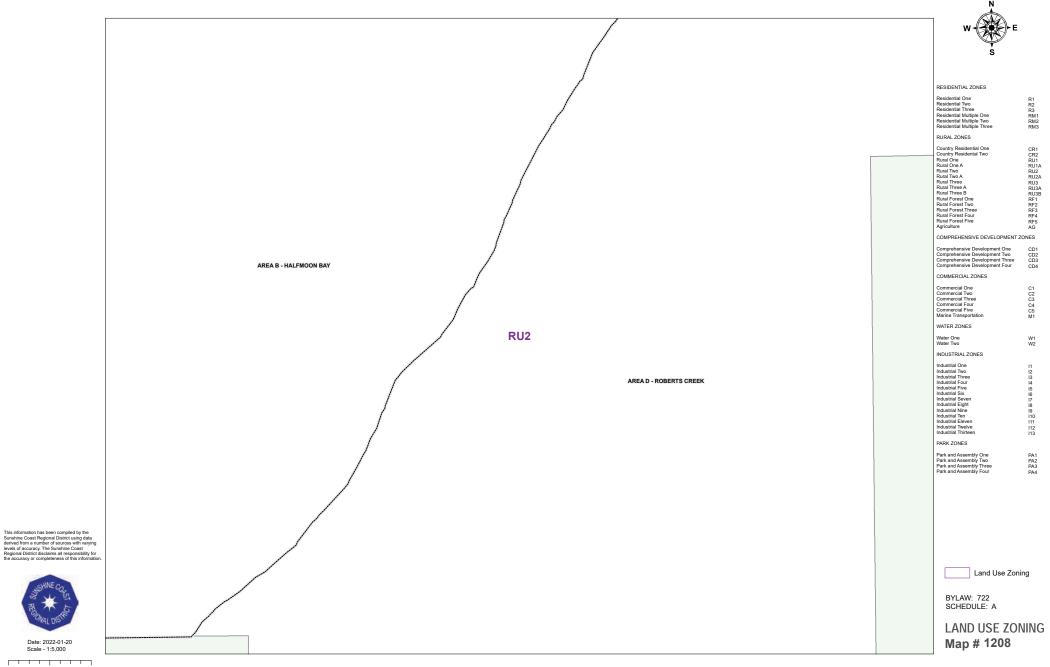


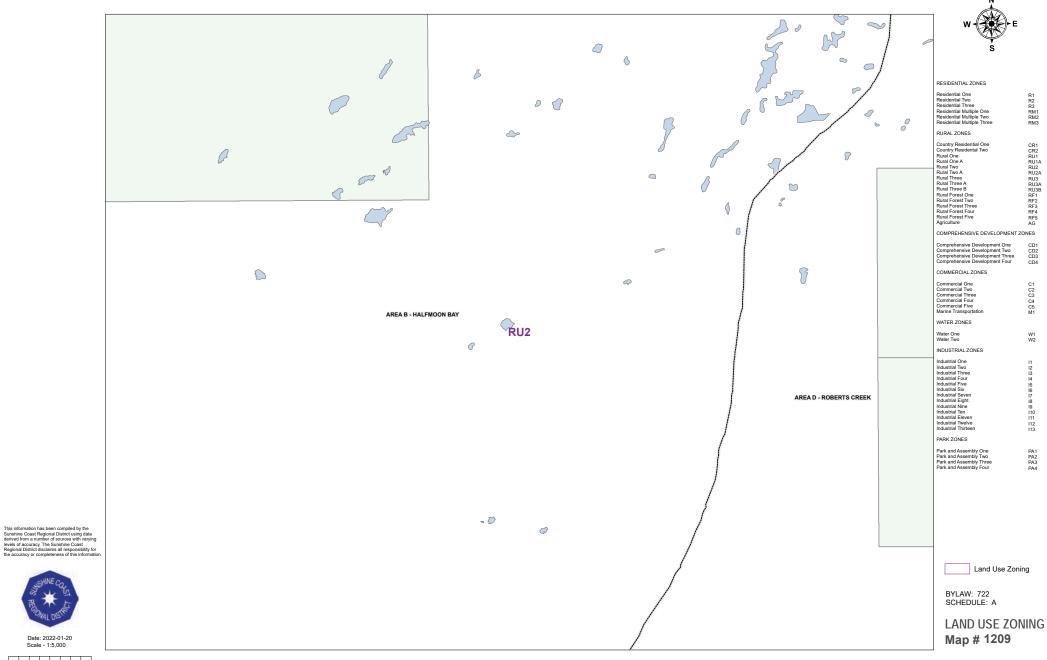


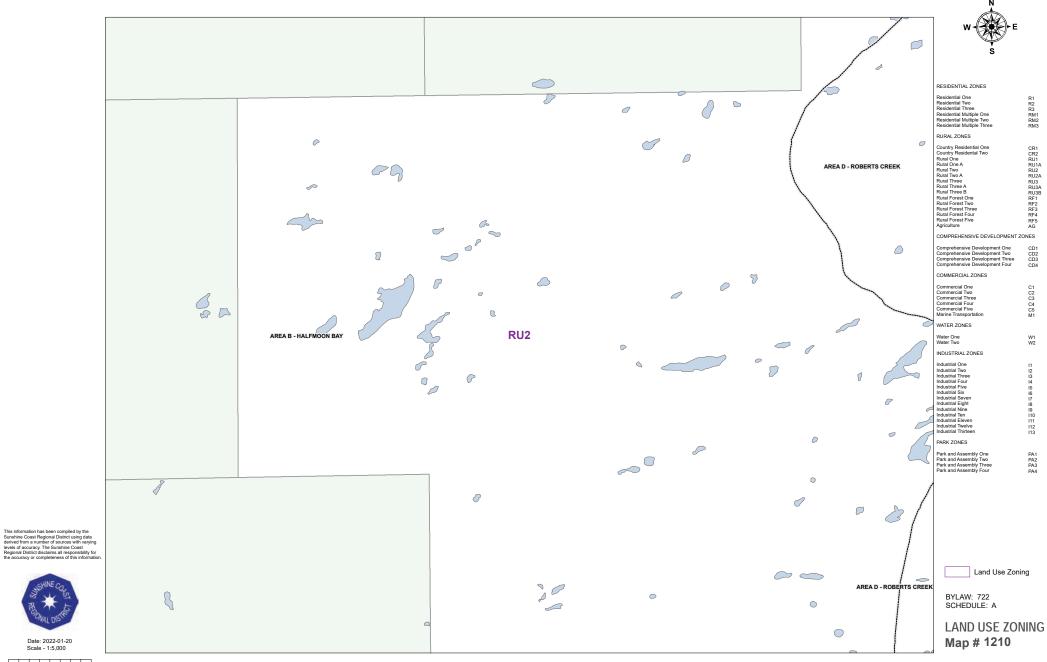
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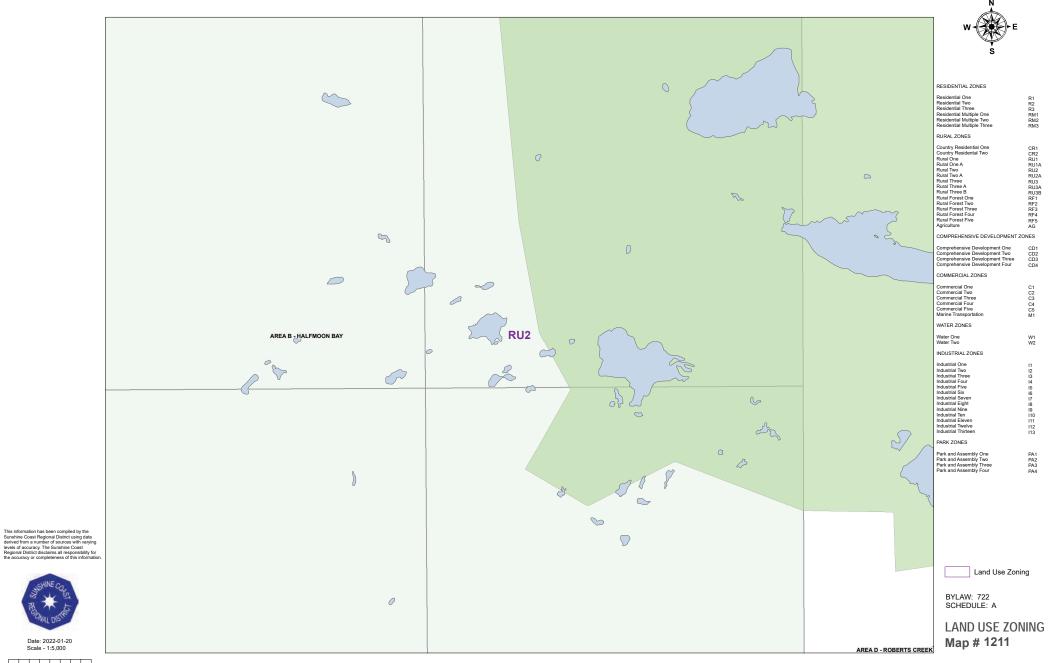
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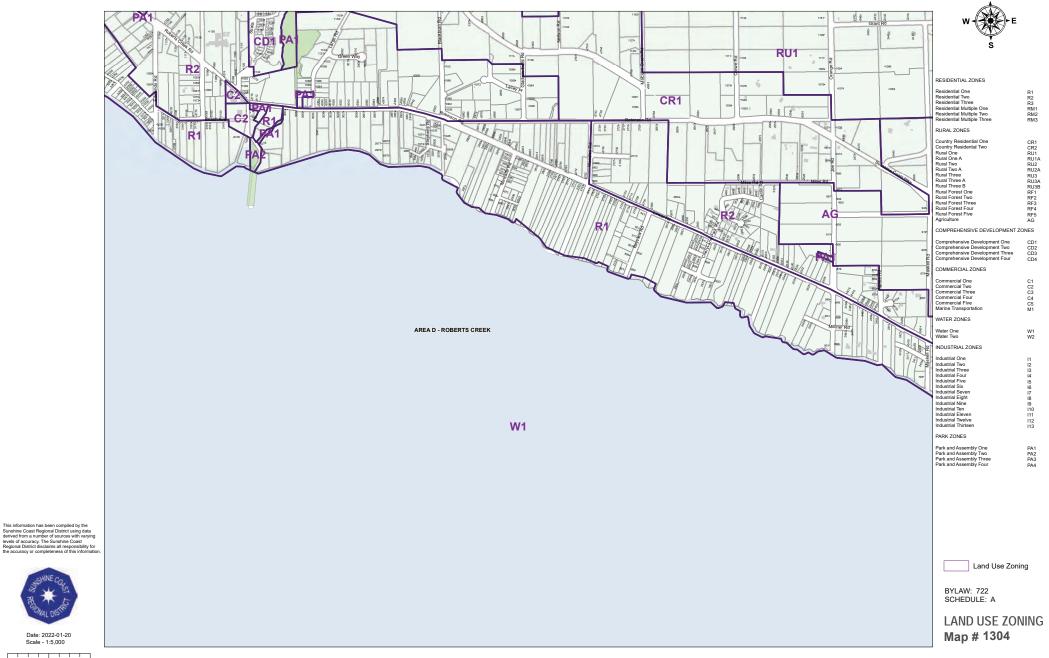


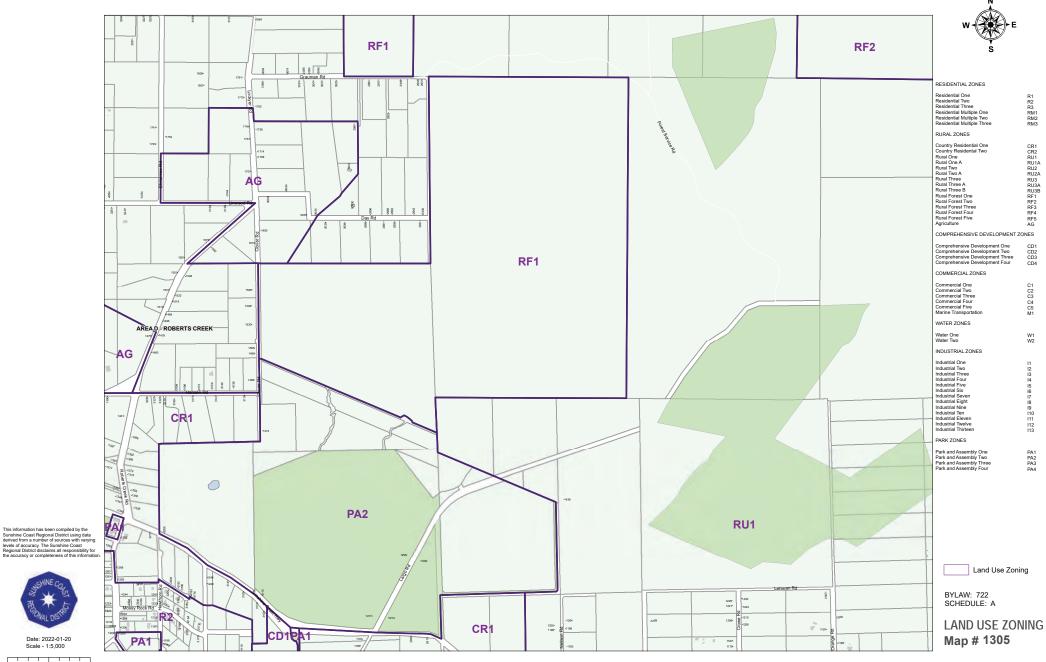


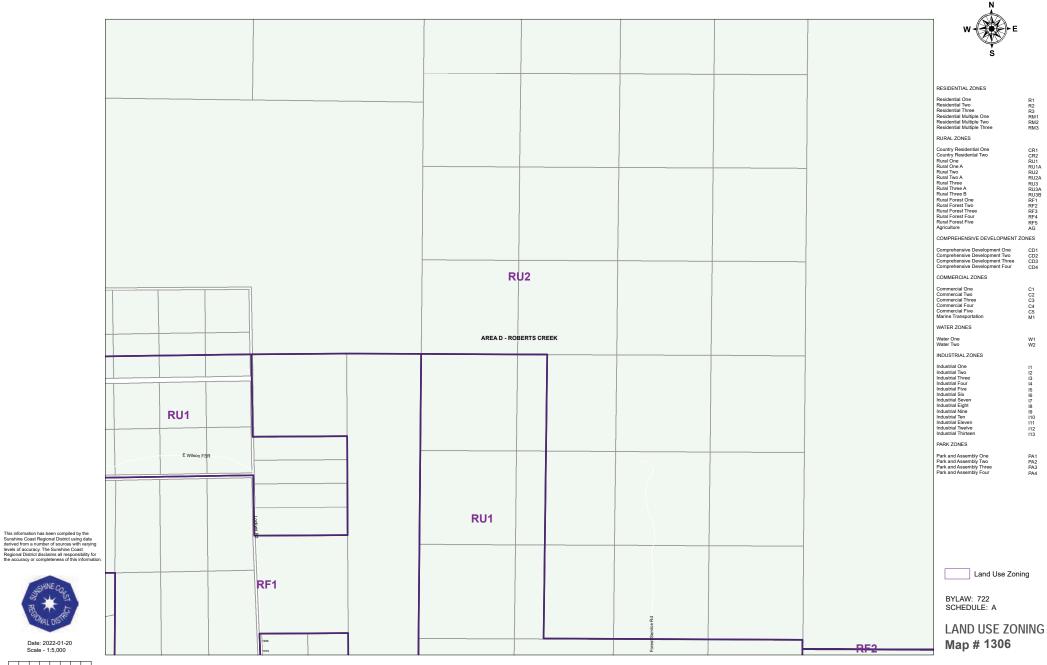


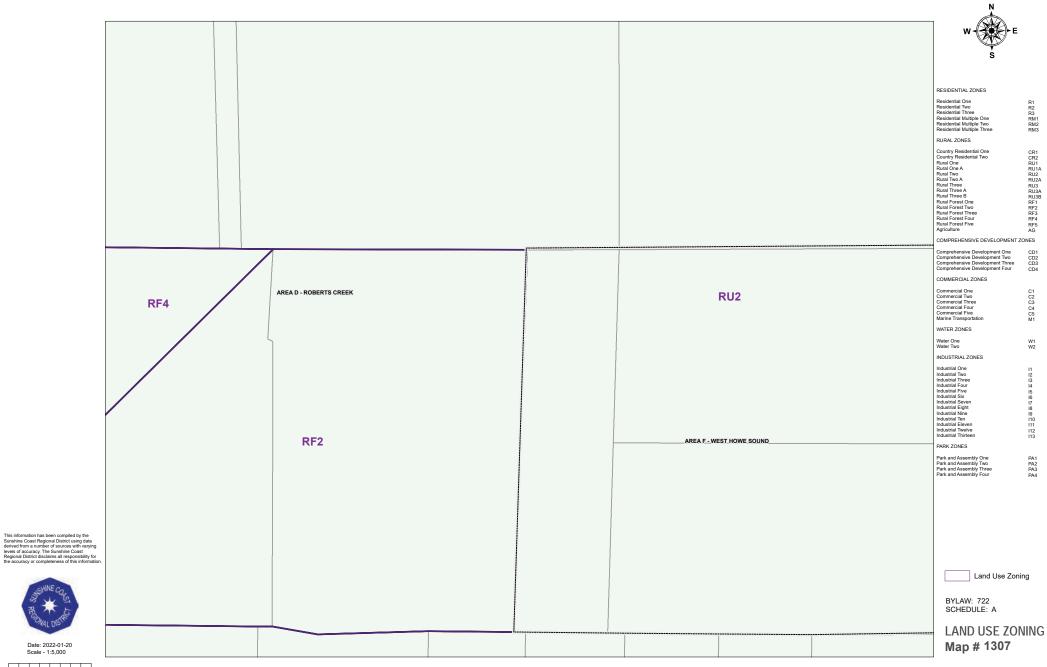
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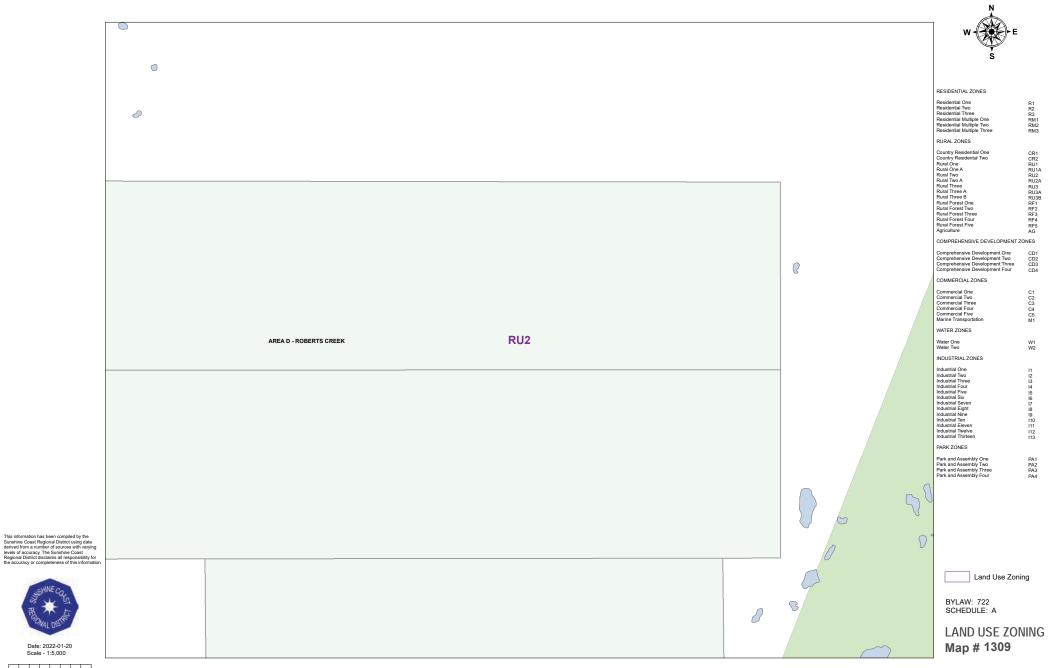


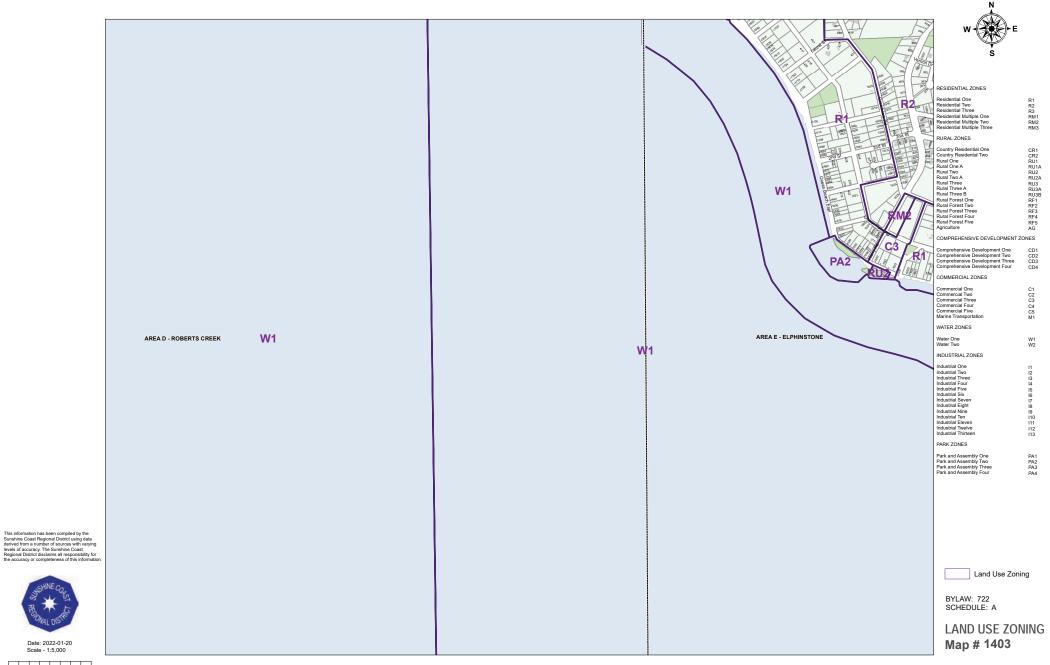


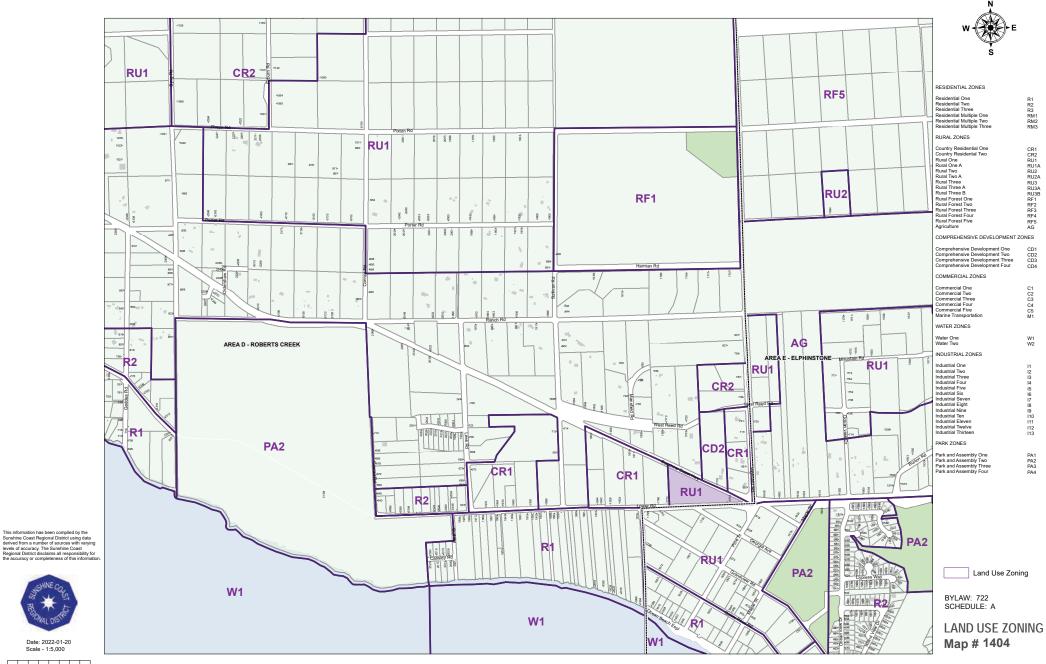


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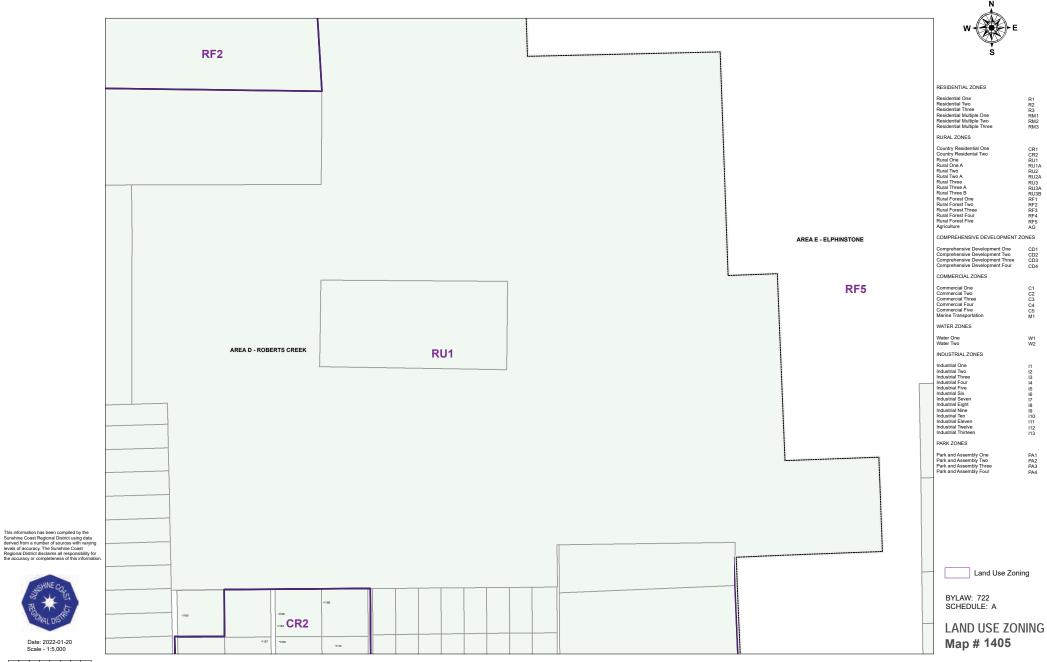




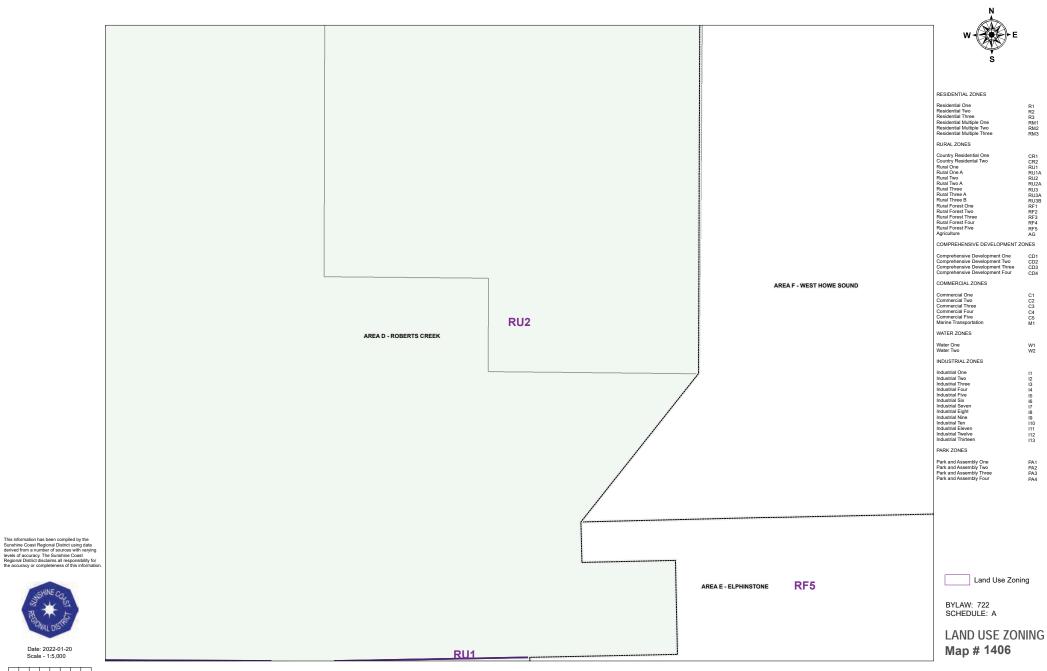


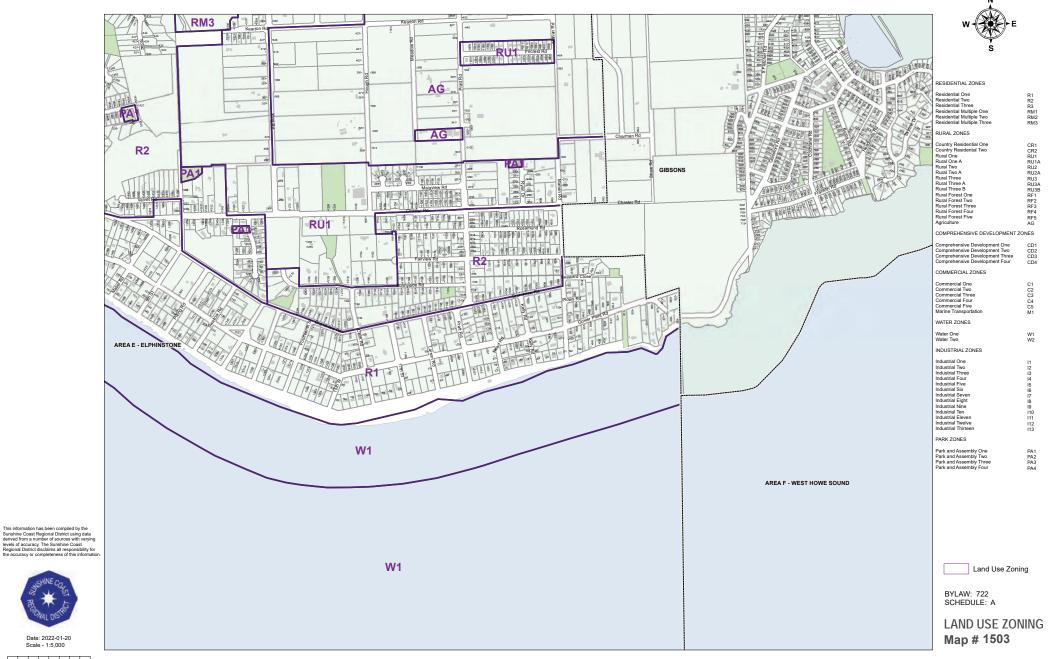


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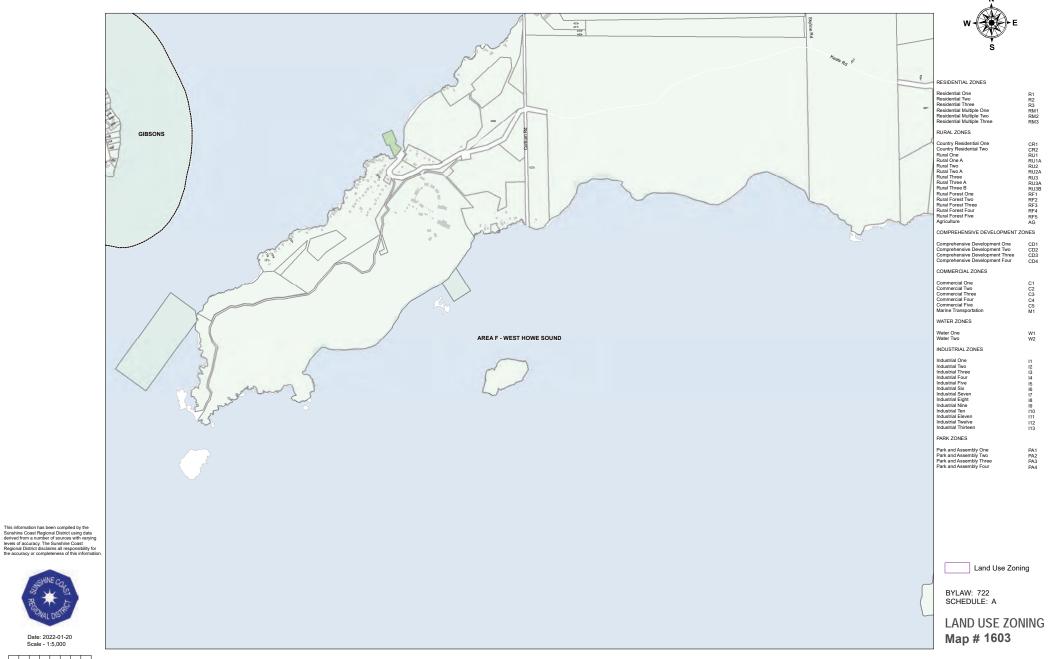




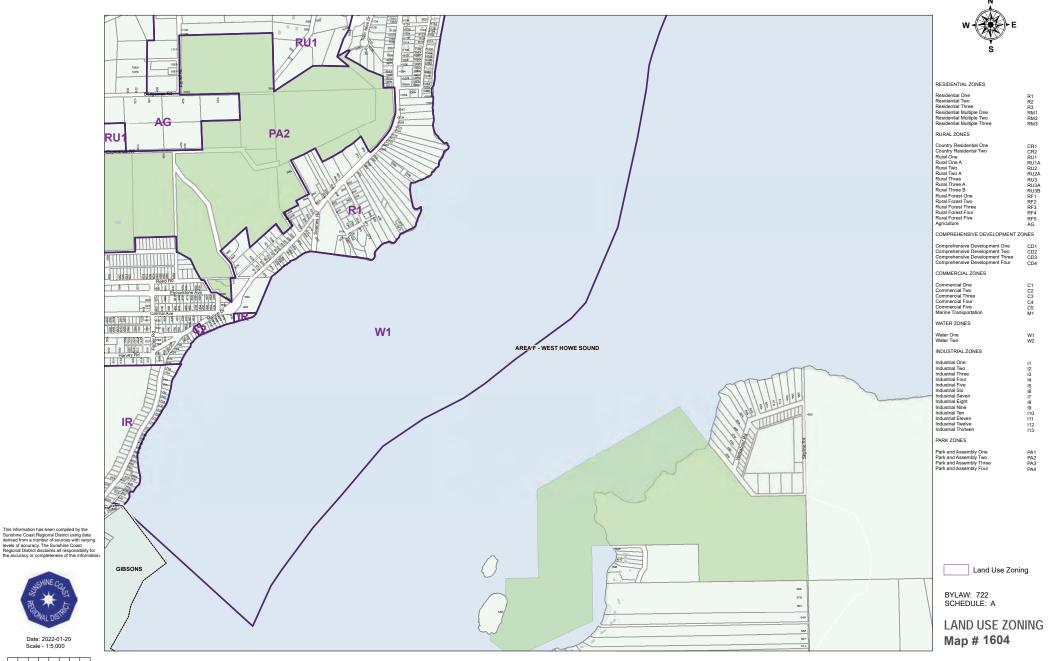


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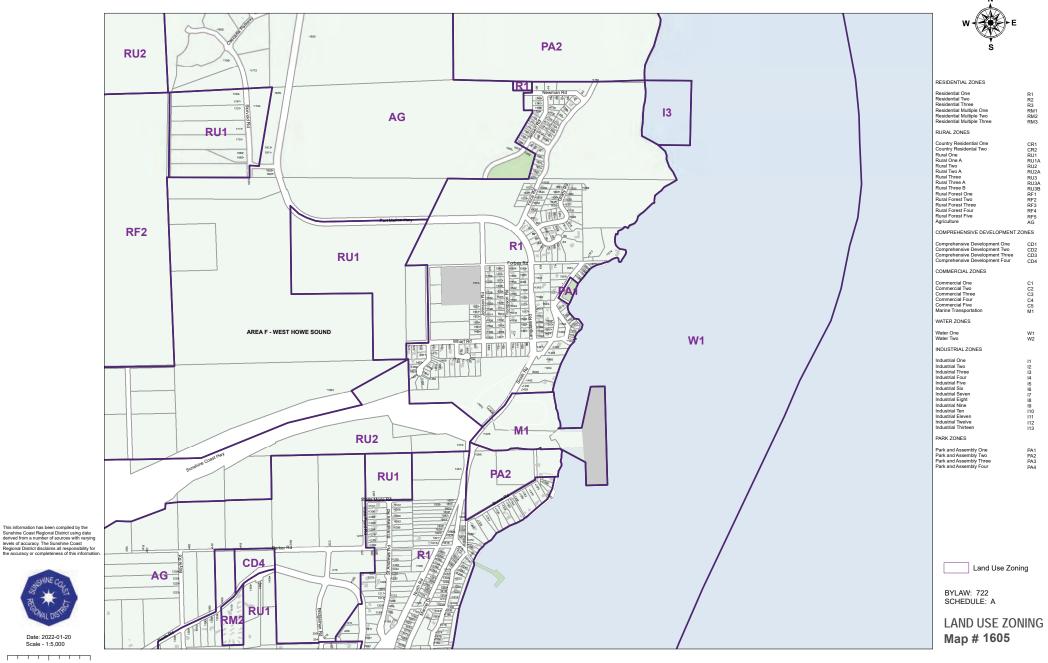


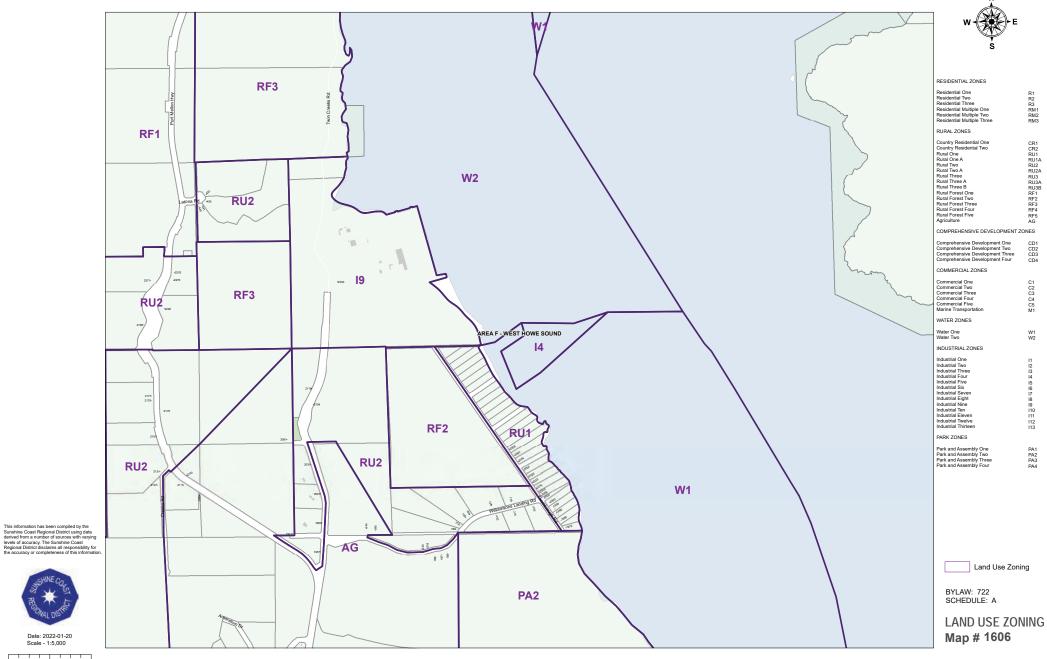


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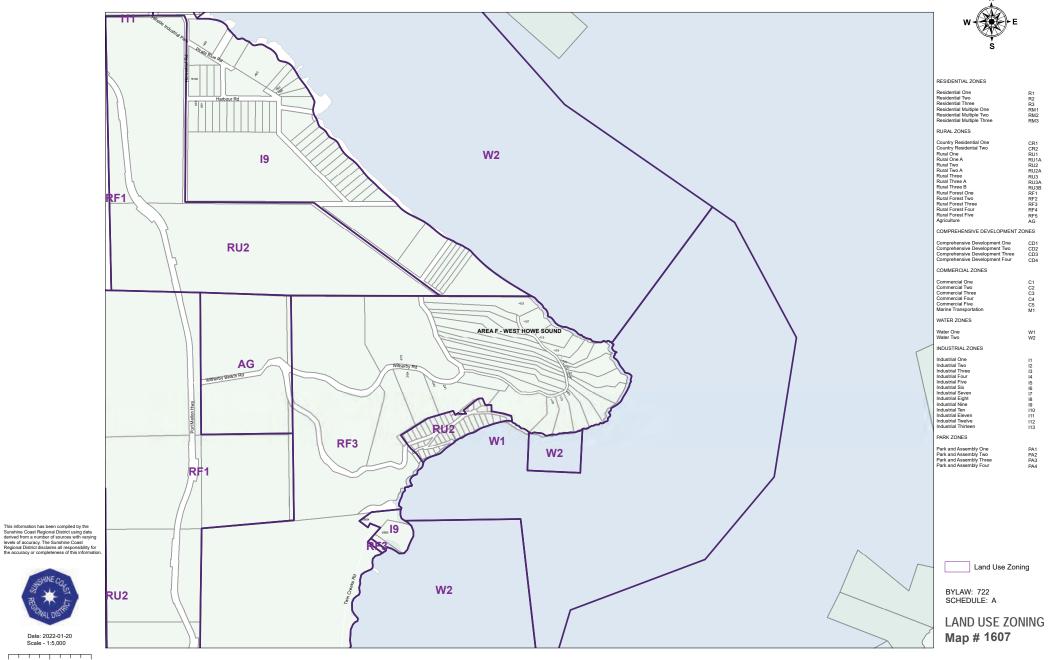
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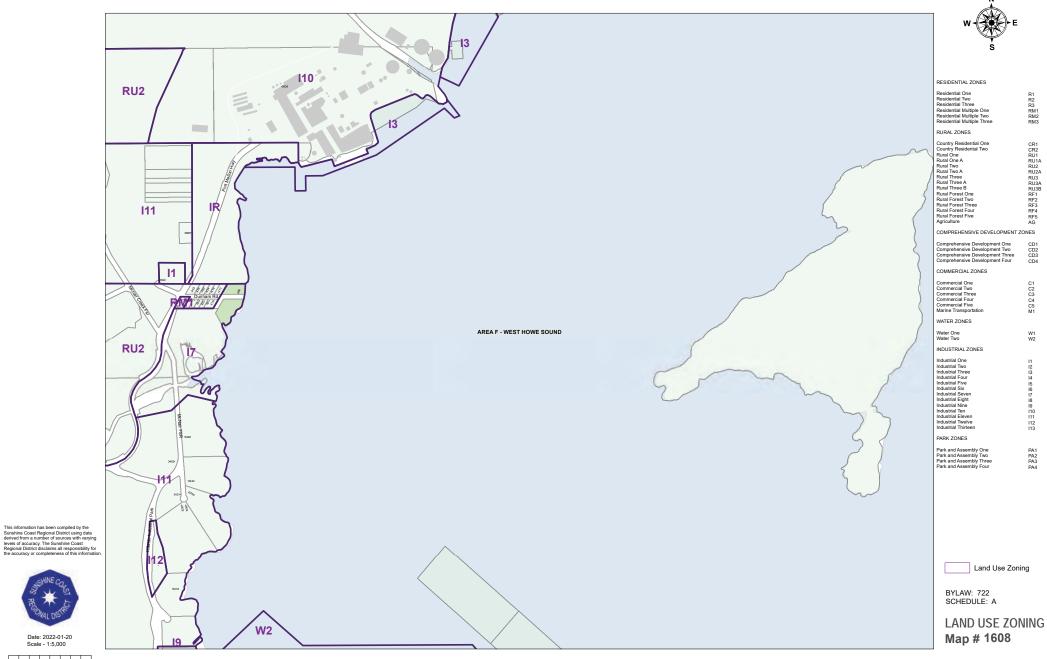


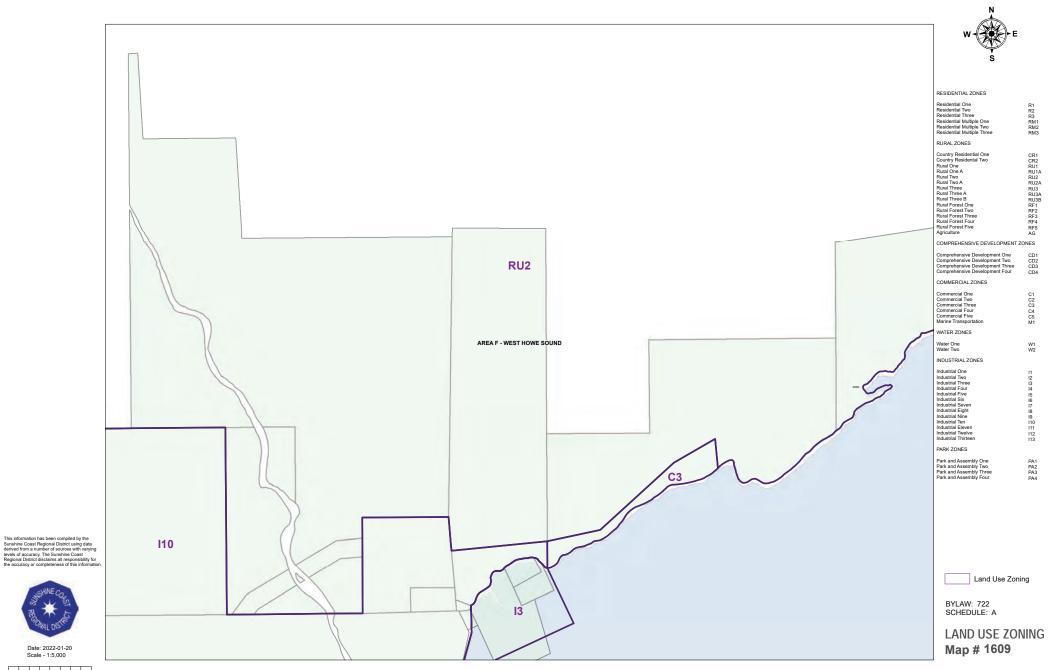


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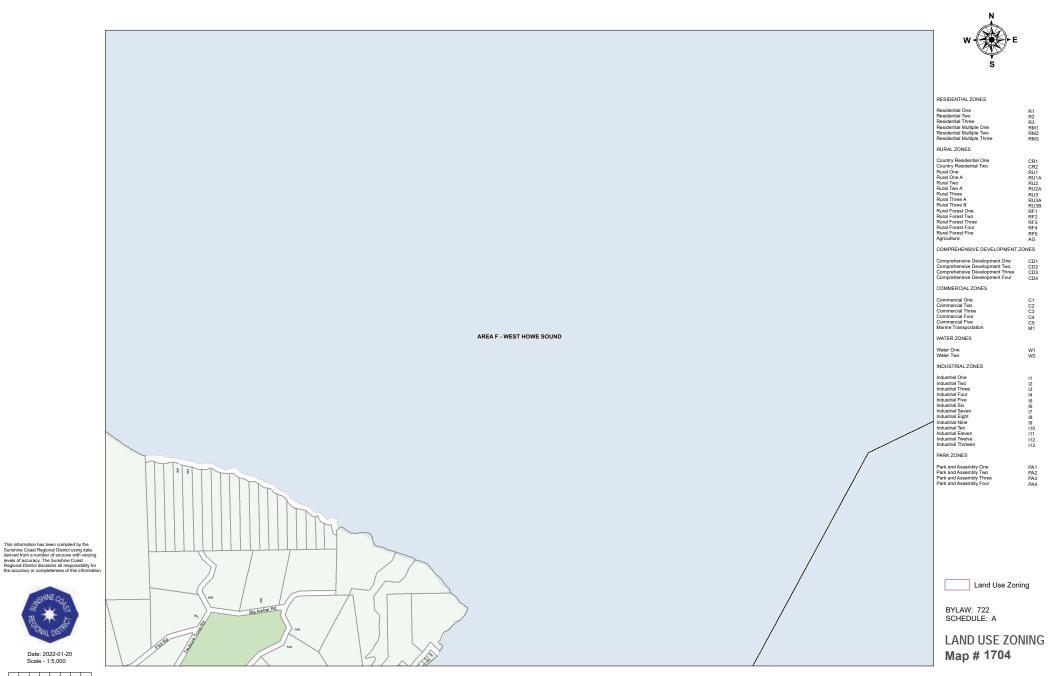
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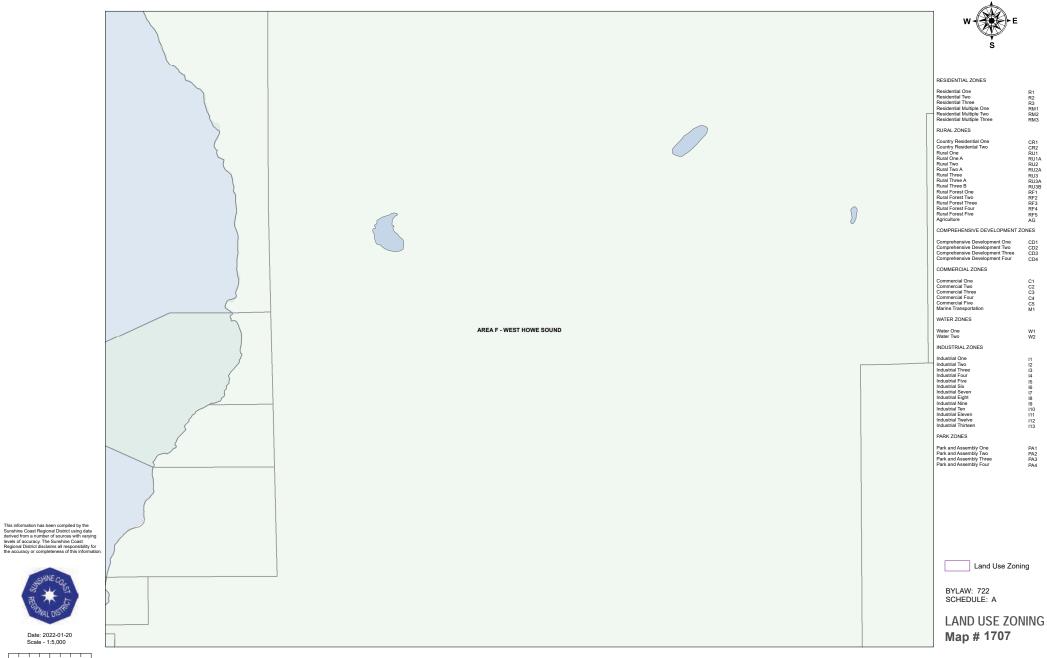




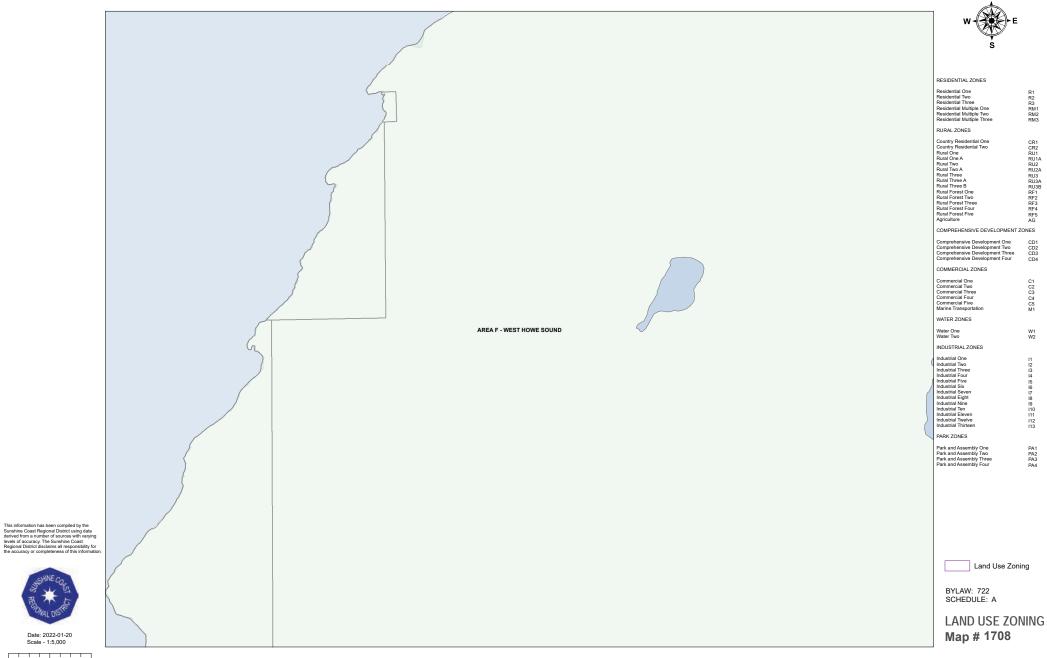


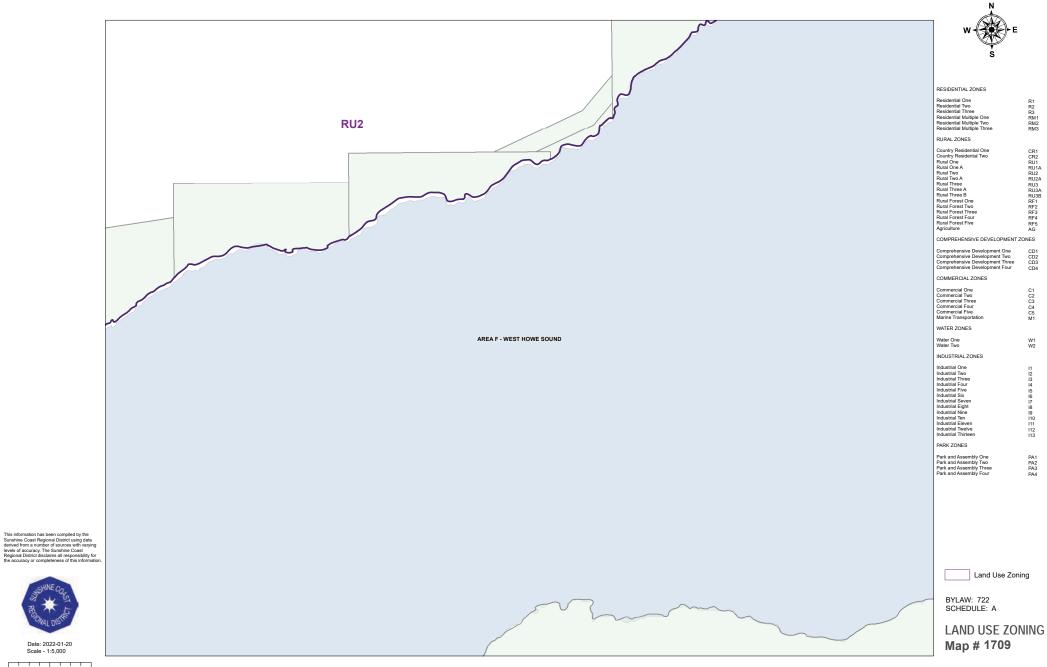
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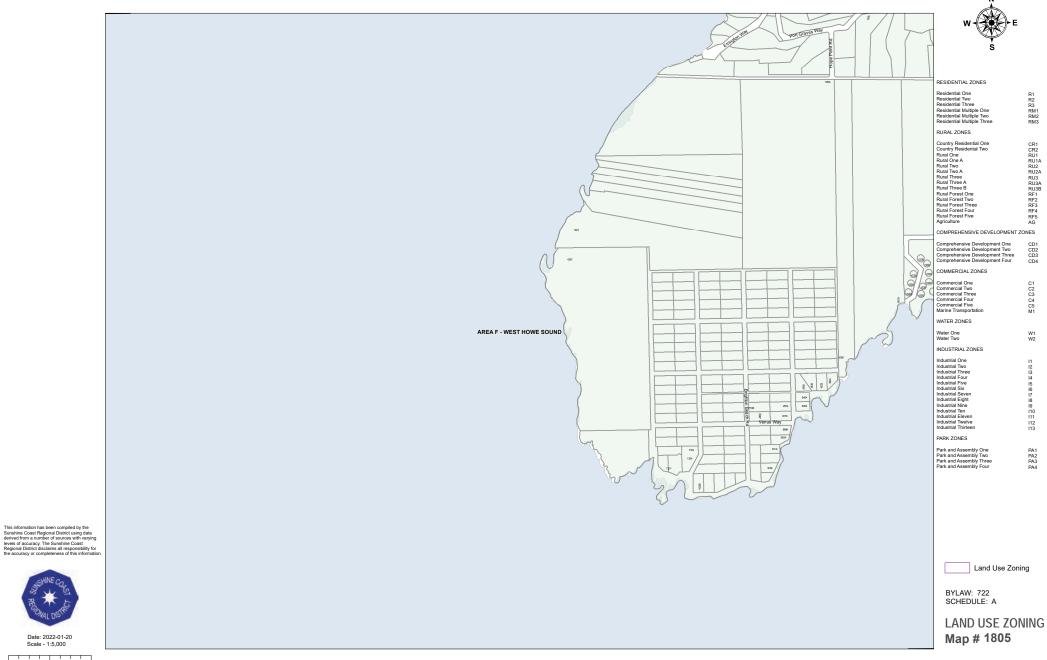
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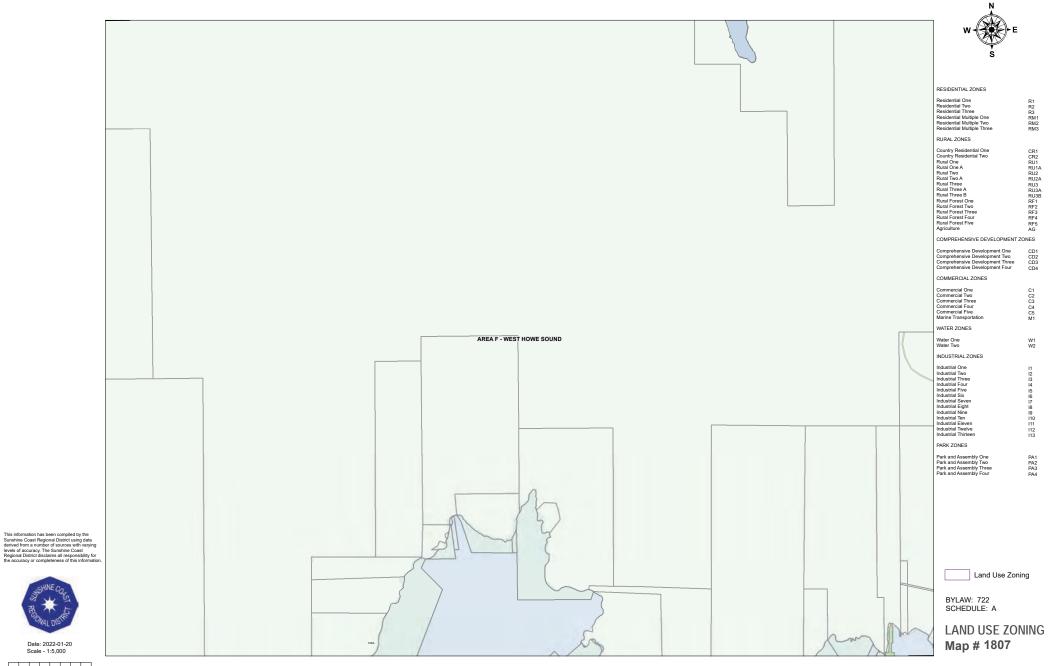
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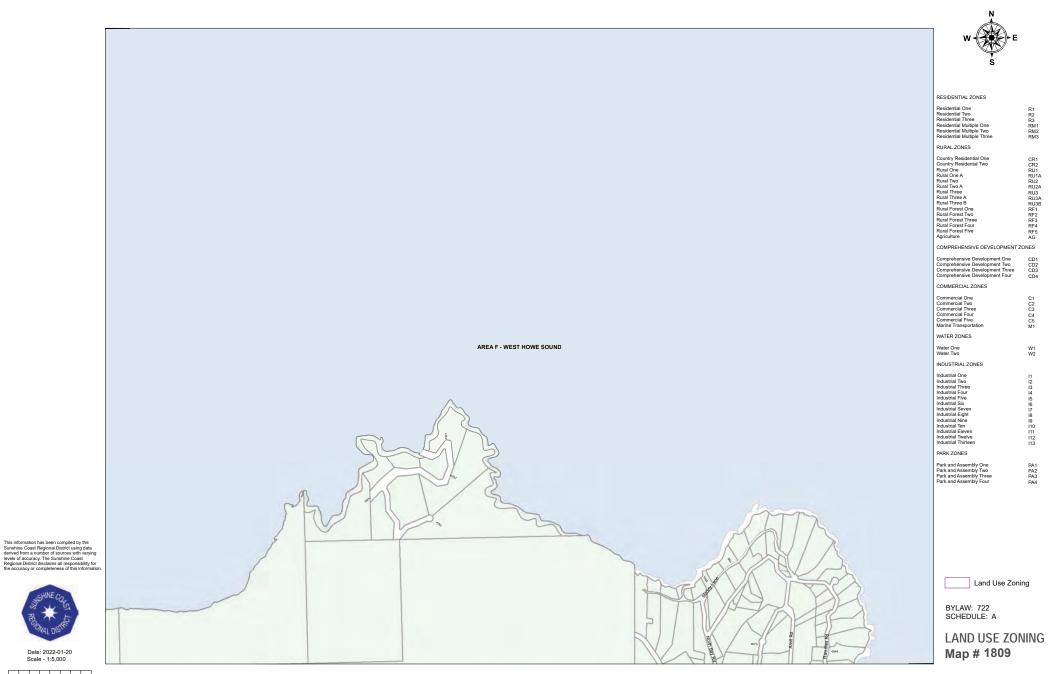


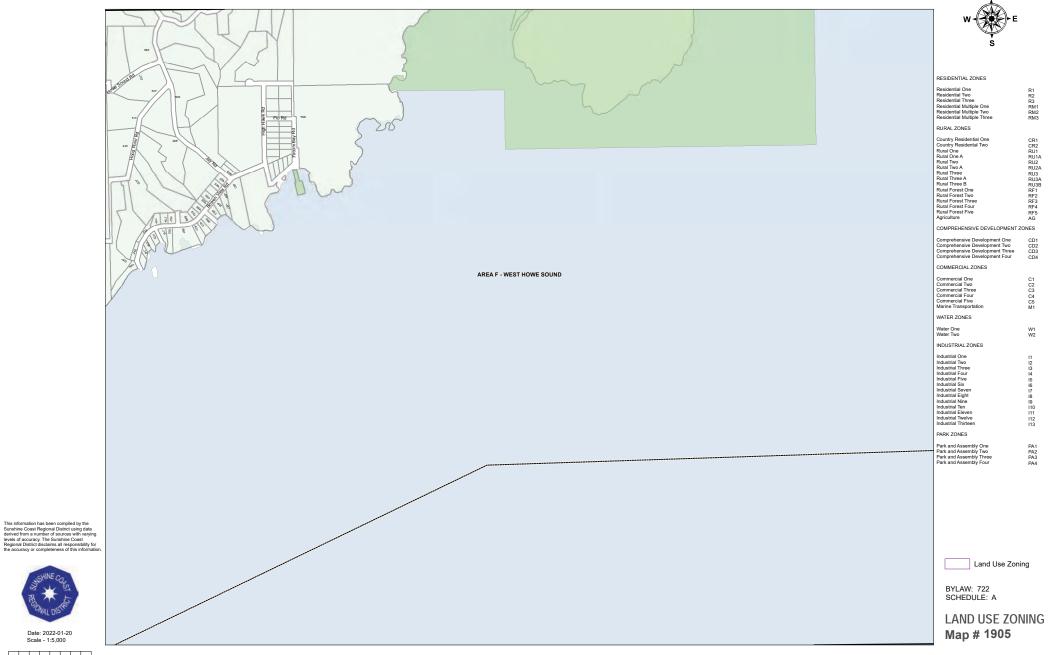


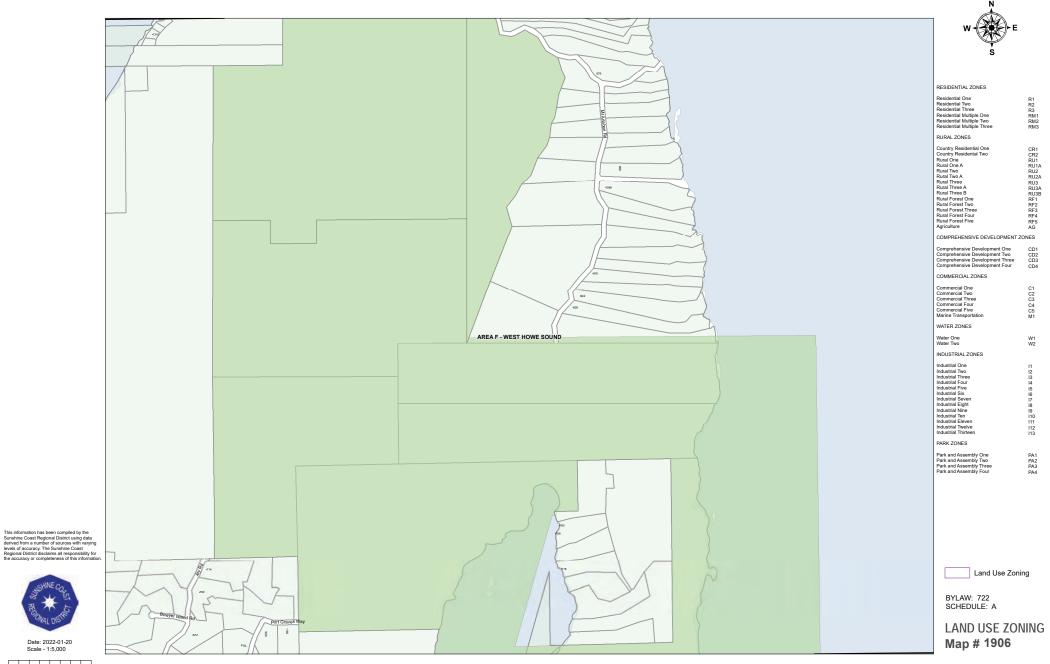


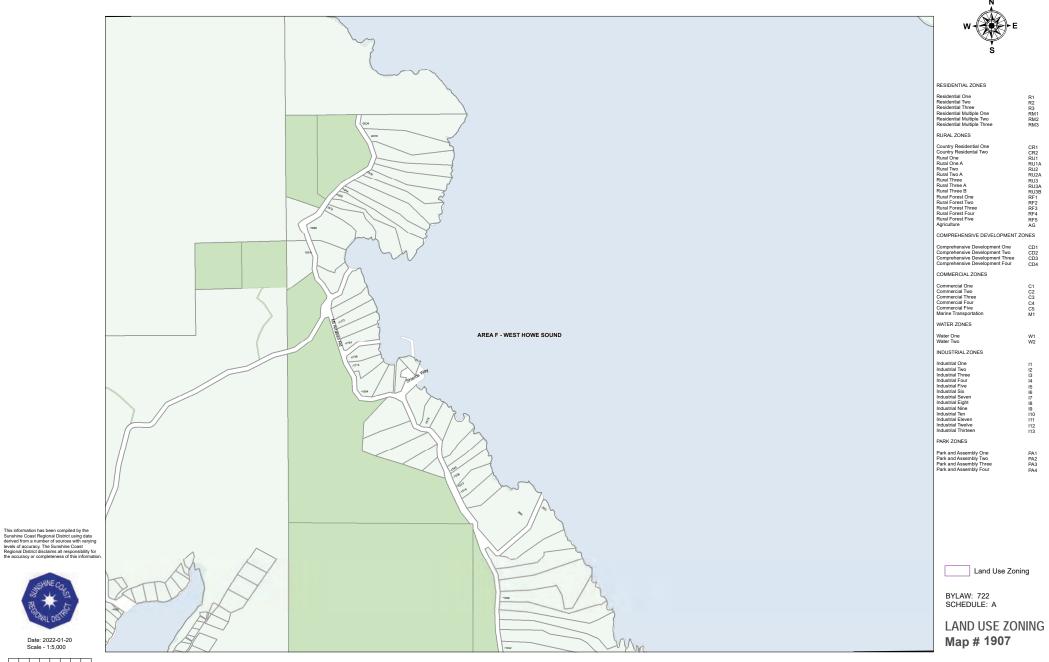


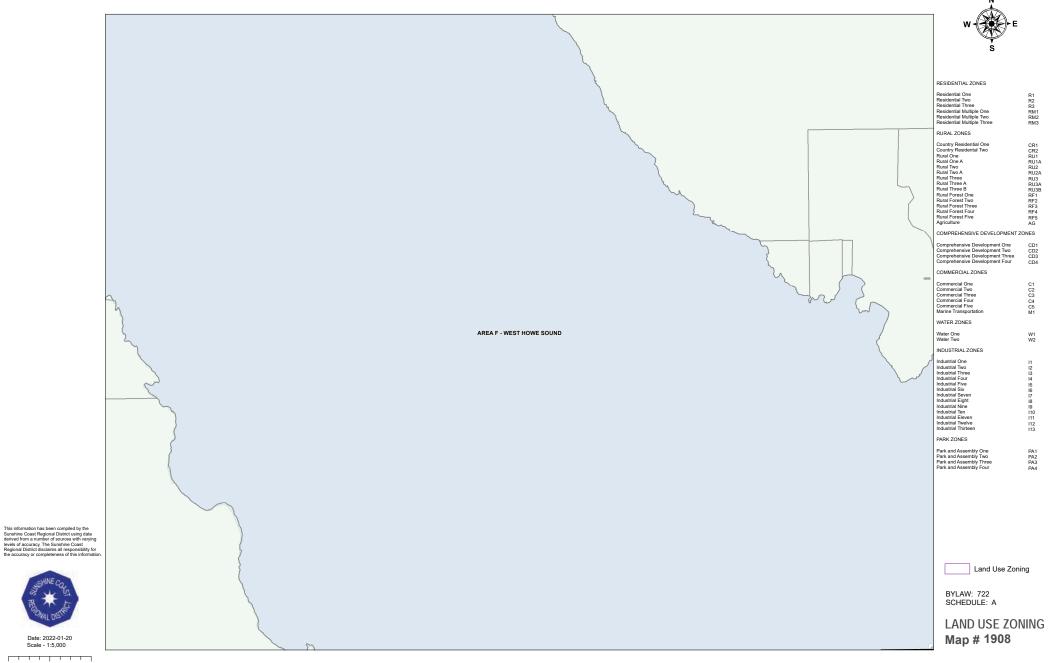




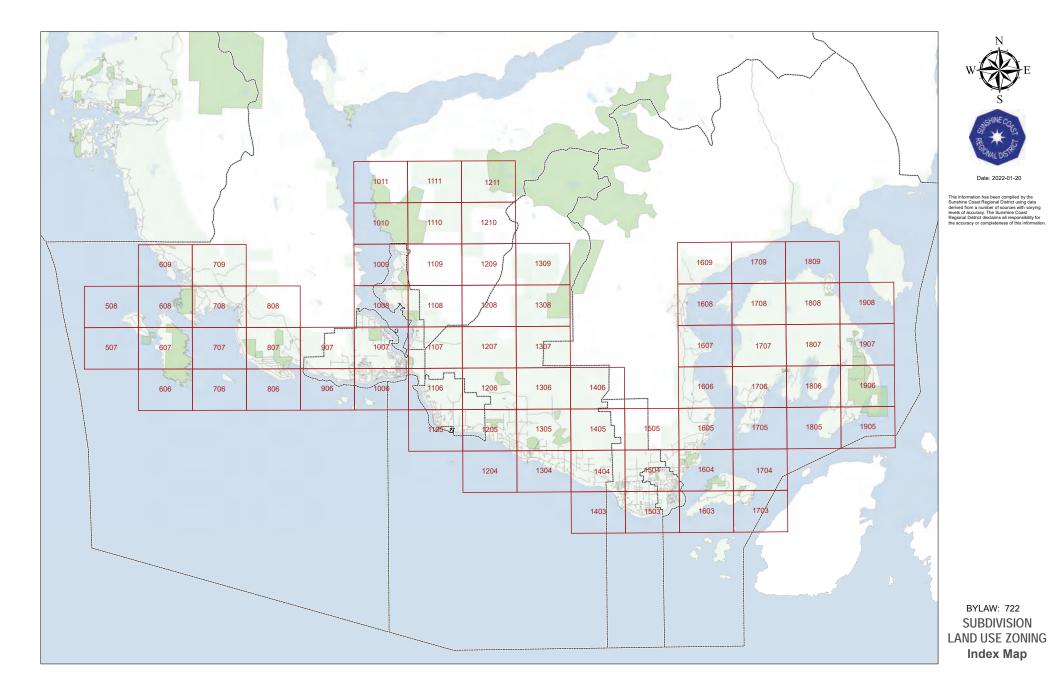








Schedule B





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Date: 2022-05-12 Scale - 1:5,000

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AREA B - HALFMOON BAY

Zoning Subdivision

BYLAW: 722 SCHEDULE: B

SUBDIVISION LANDUSE ZONING

Map # 507







Date: 2022-05-12 Scale - 1:5,000

0 100 200 400 Meters



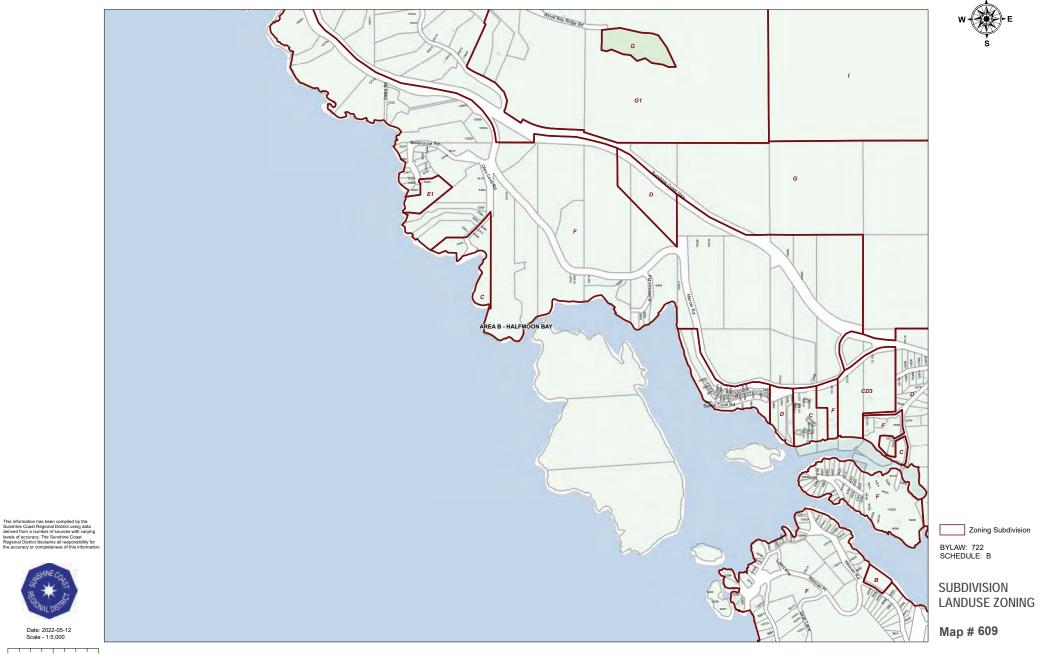
Zoning Subdivision BYLAW: 722 SCHEDULE: B SUBDIVISION LANDUSE ZONING Map # 508







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AREA B - HALFMOON BAY

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Zoning Subdivision

BYLAW: 722 SCHEDULE: B

SUBDIVISION LANDUSE ZONING

Map # 706



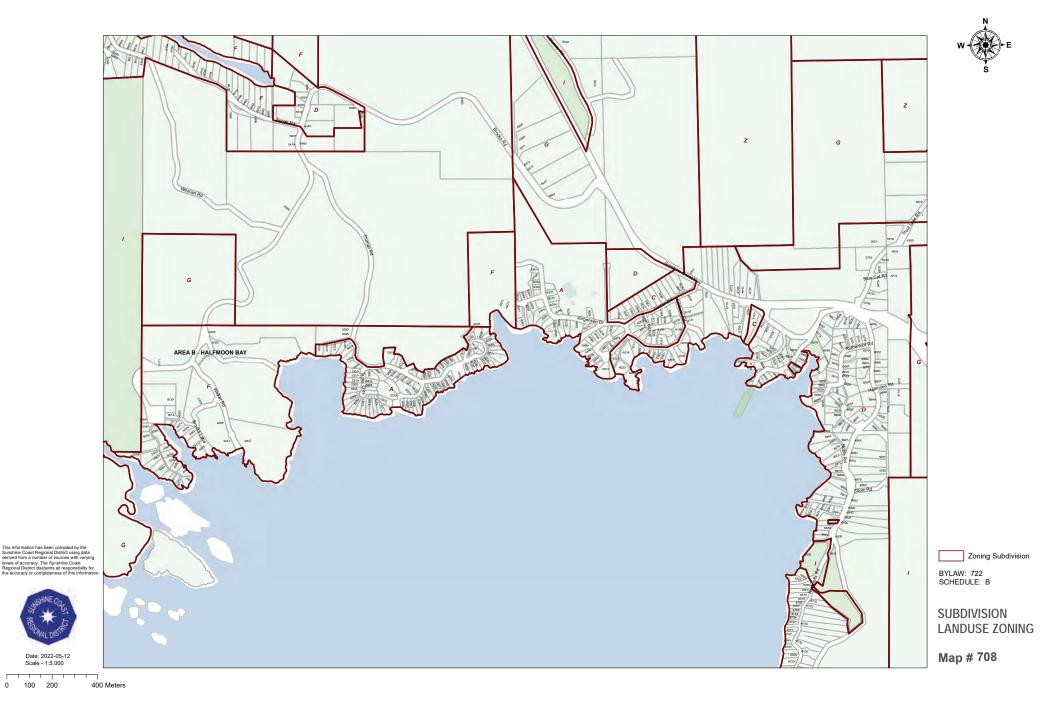


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Date: 2022-05-12 Scale - 1:5,000

0 100 200 400 Meters AREA B - HALFMOON BAY









AREA B - HALFMOON BAY

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Scale - 1:5,000

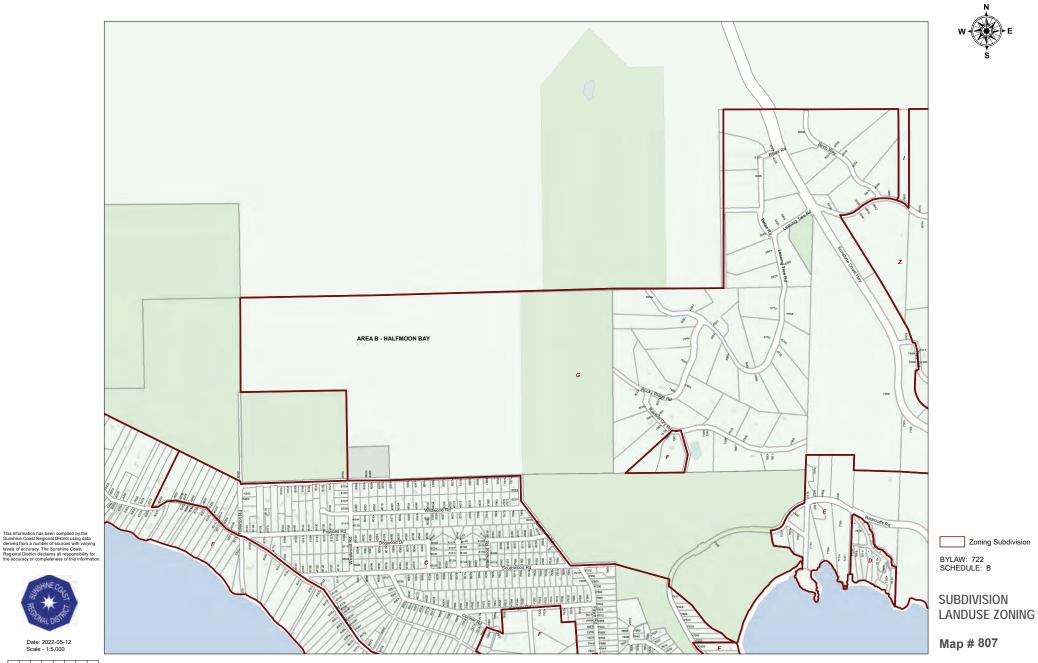
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Zoning Subdivision

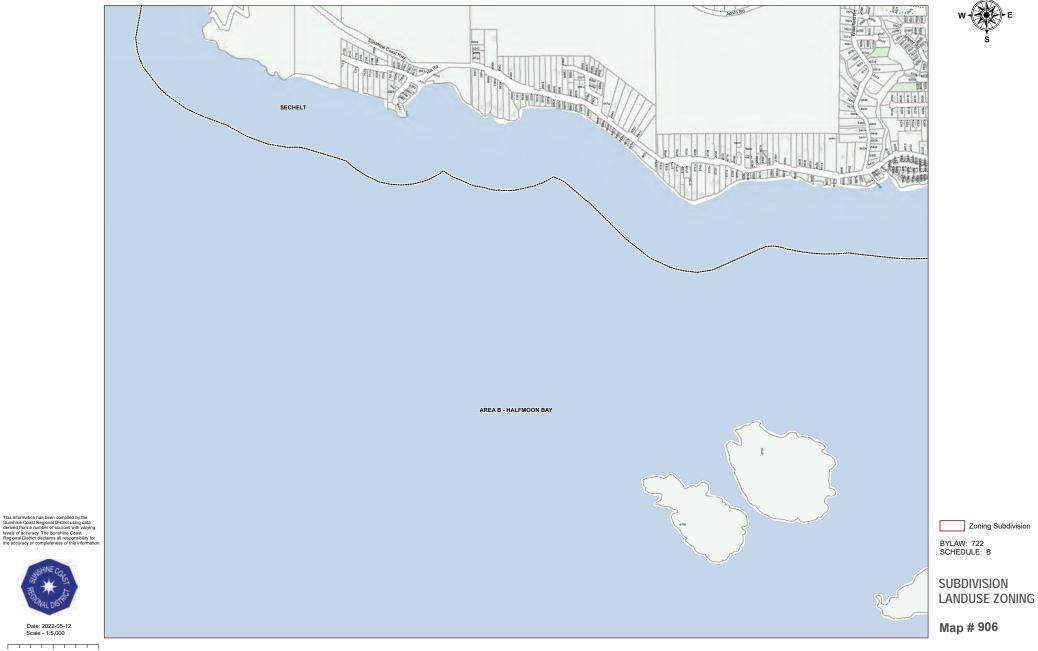
BYLAW: 722 SCHEDULE: B

SUBDIVISION LANDUSE ZONING

Map # 806



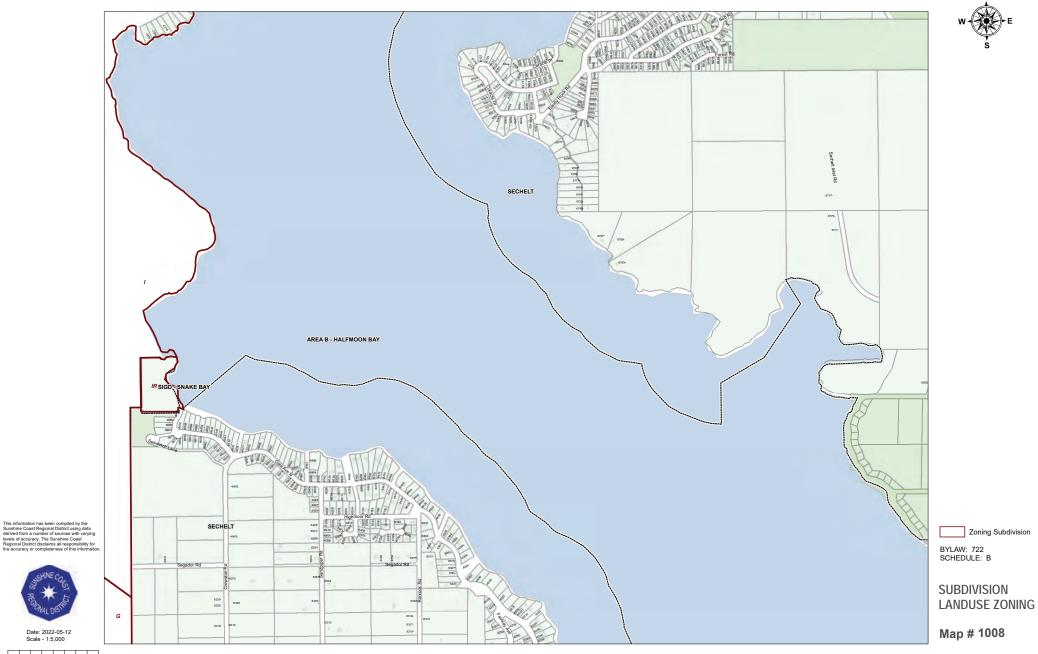


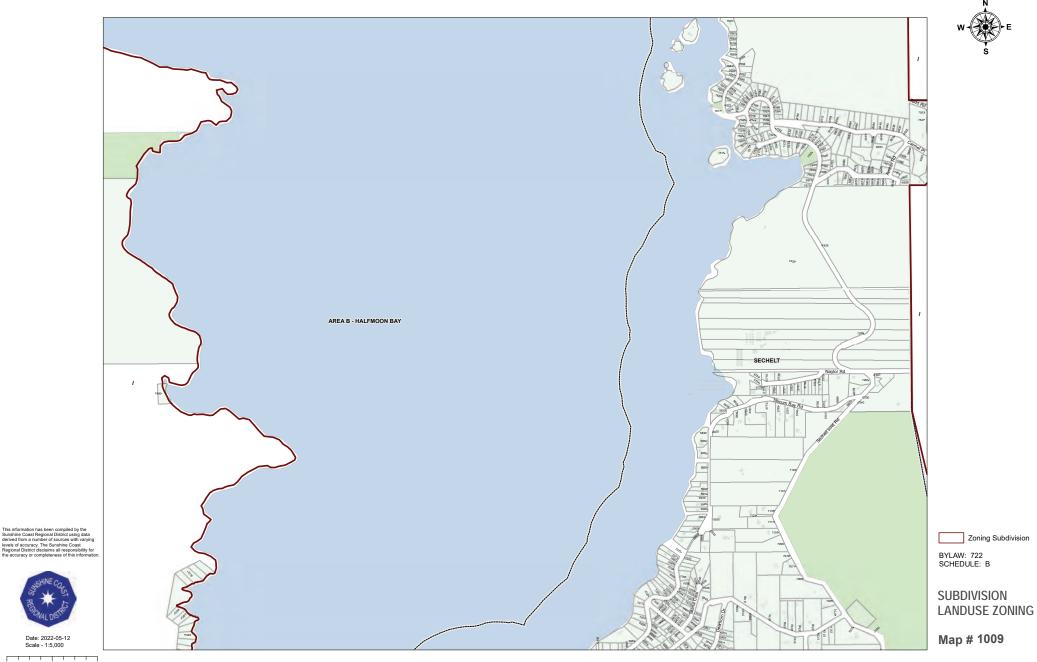


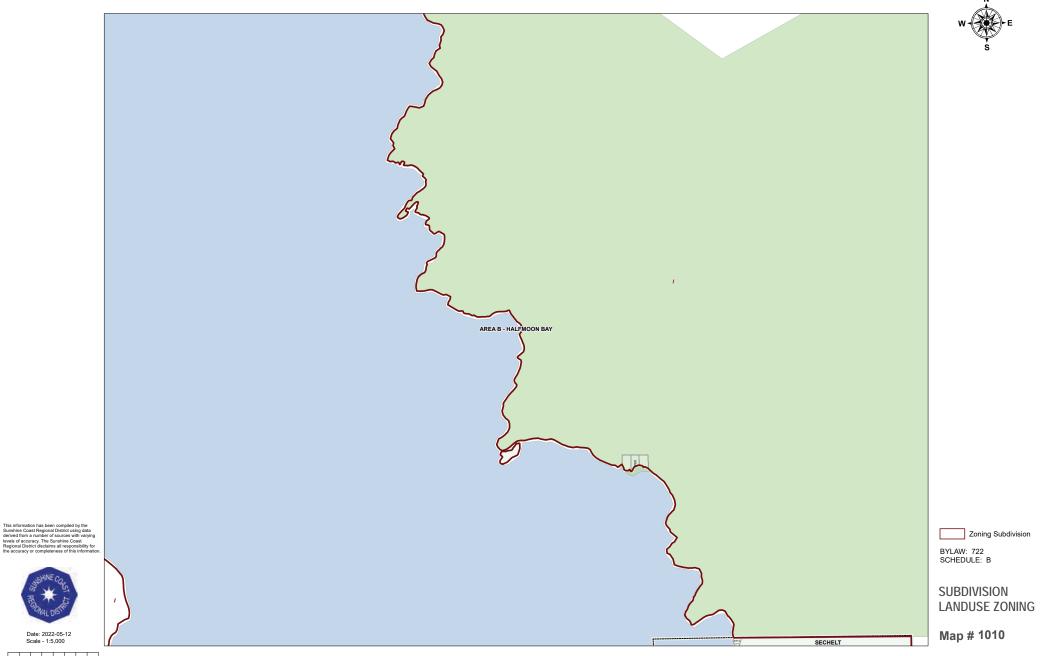


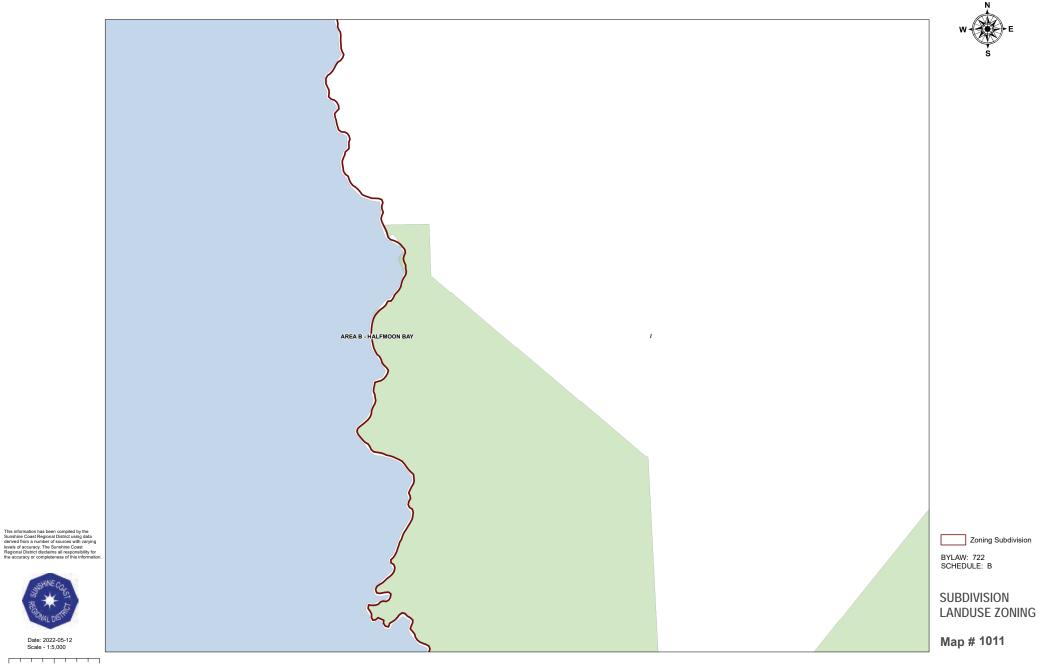




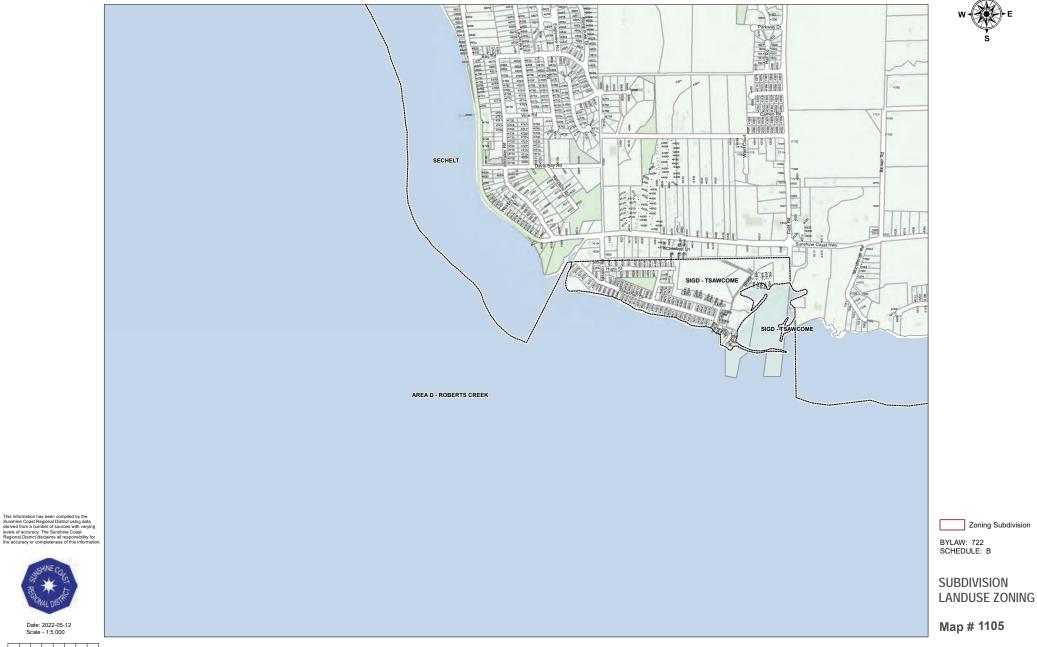




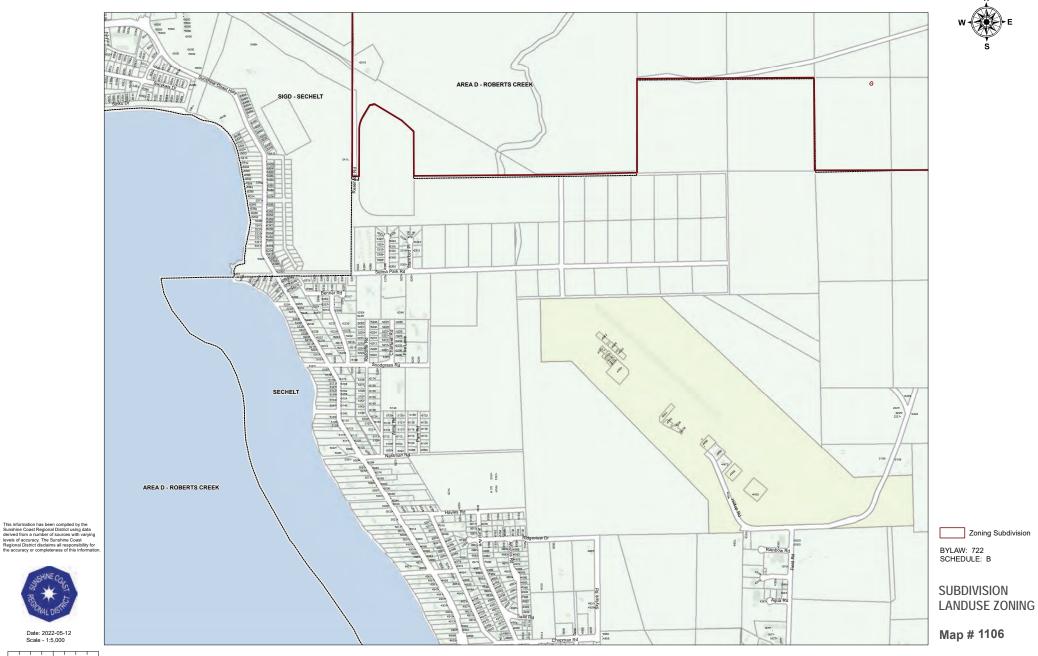






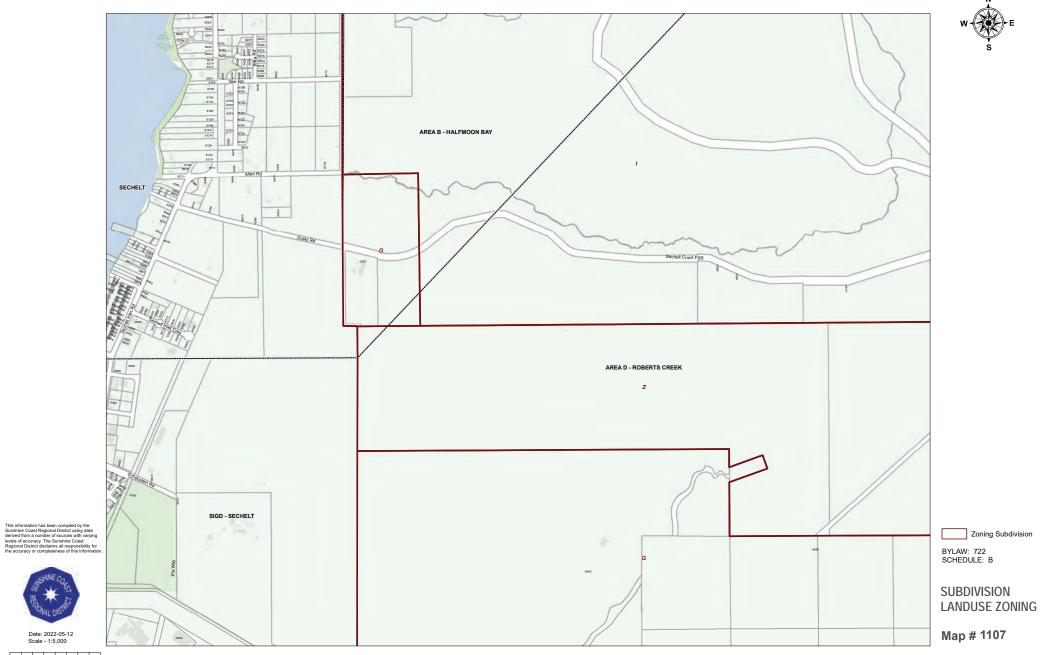


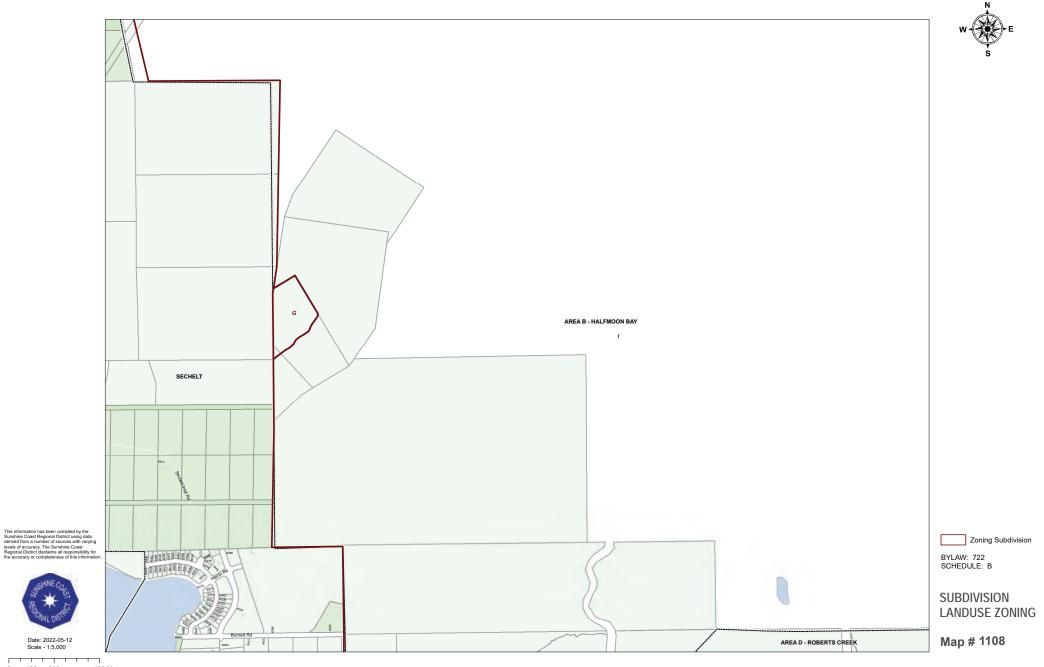
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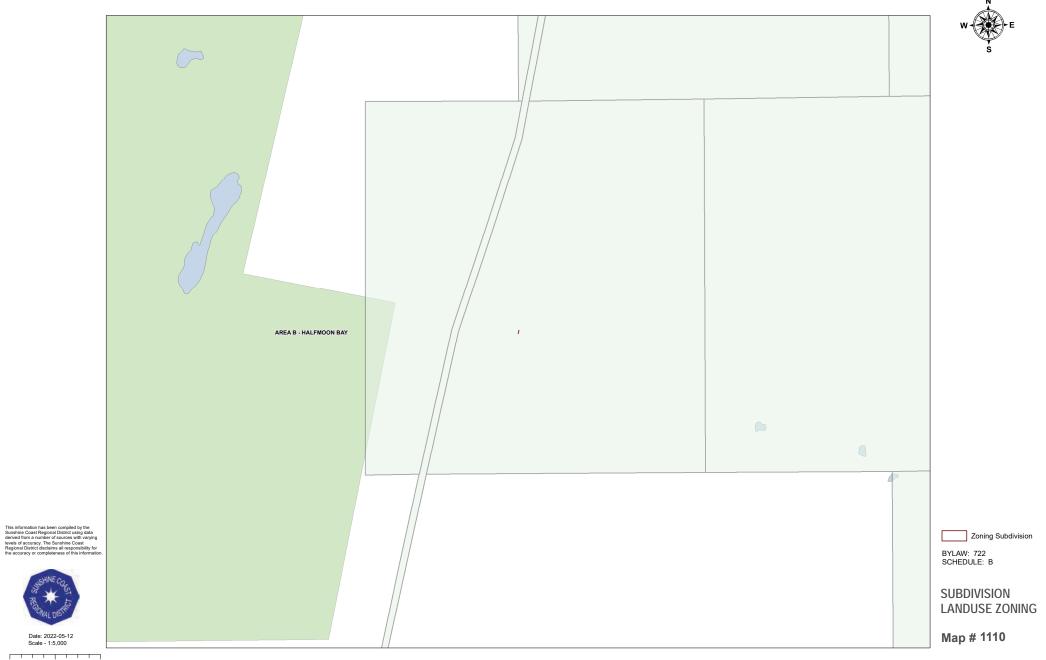
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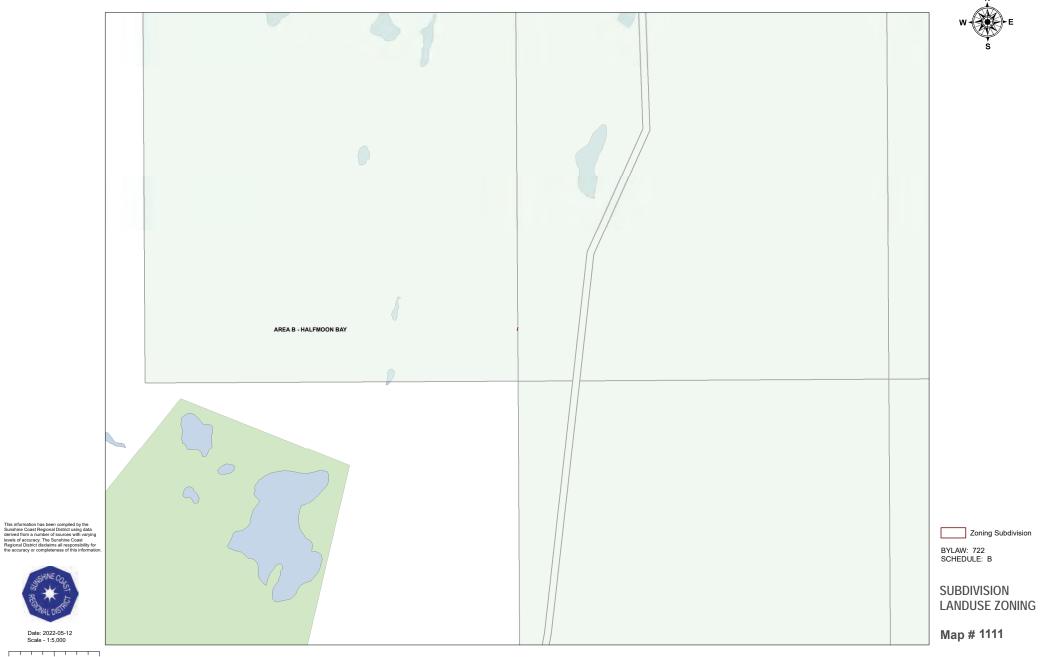
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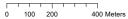














AREA D - ROBERTS CREEK

This information has been compiled by the Sunshine Coast Regional District using data derived from a number of sources with varying levels of accuracy. The Sunshine Coast Regional District disclaims all responsibility for the accuracy or completeness of this information.



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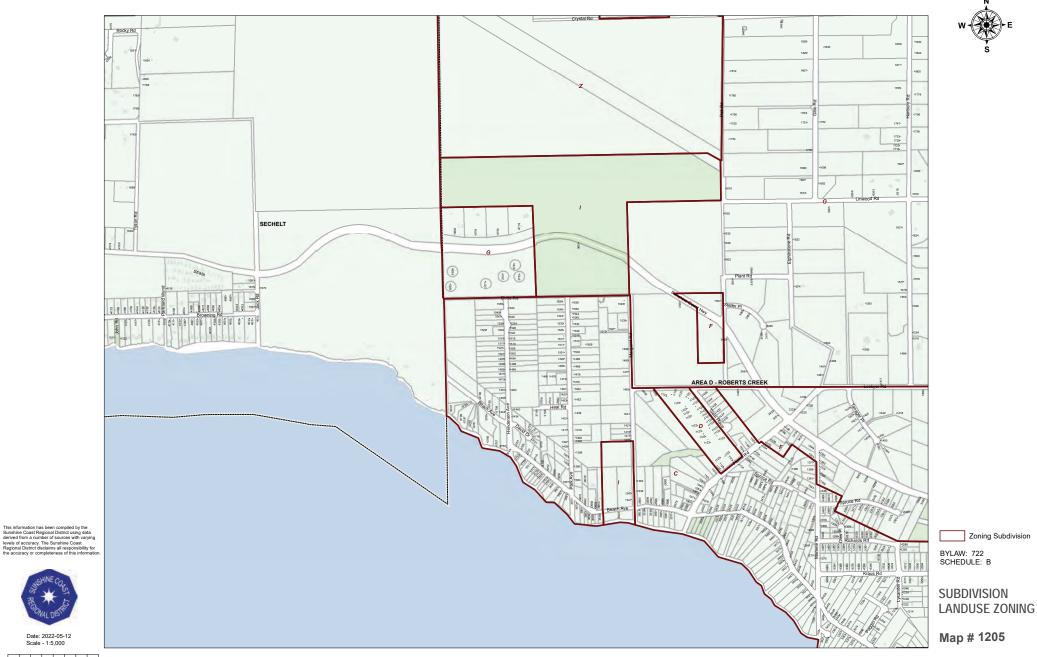
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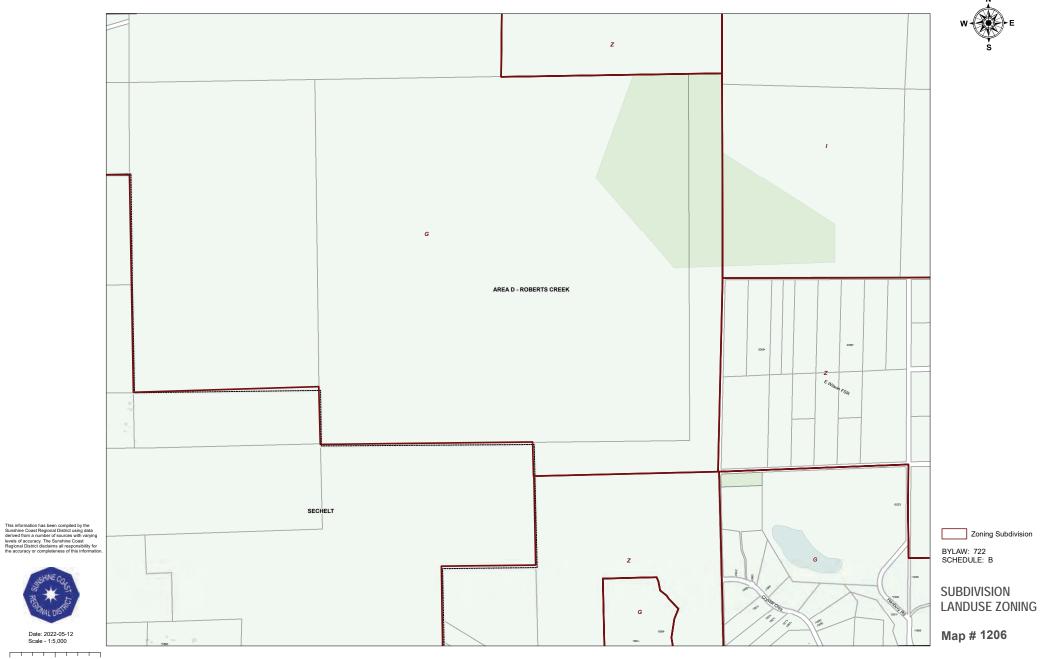
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SUBDIVISION LANDUSE ZONING

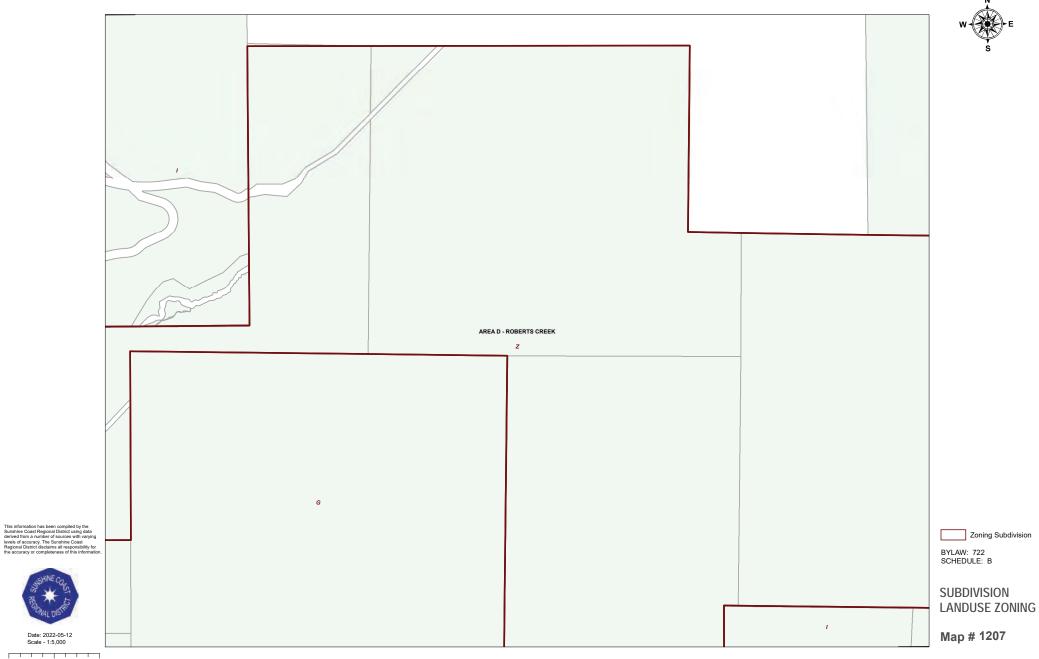
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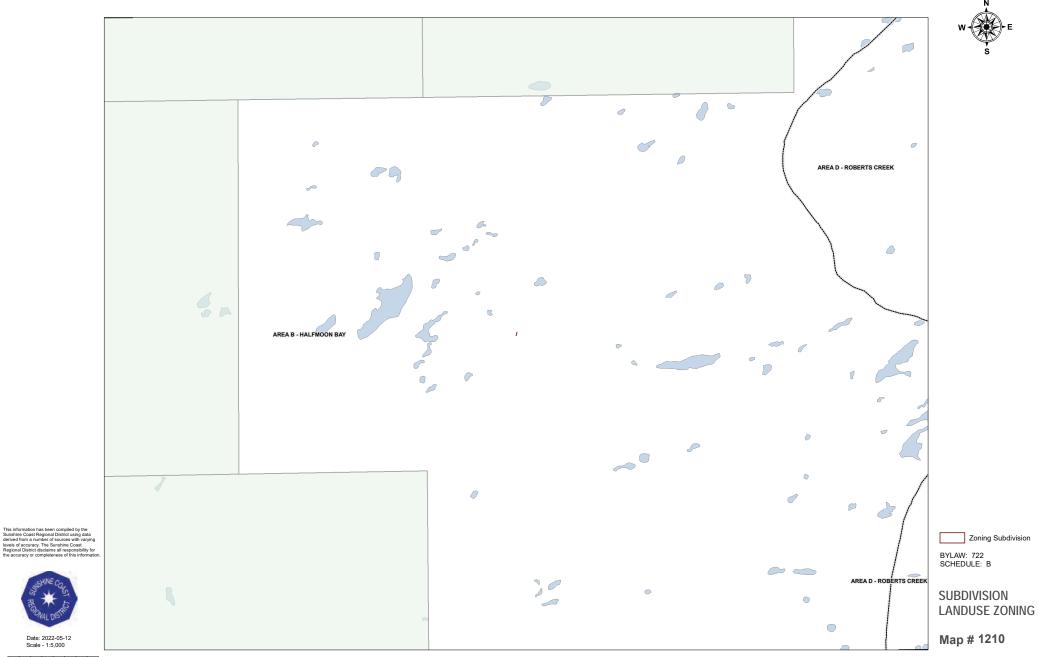
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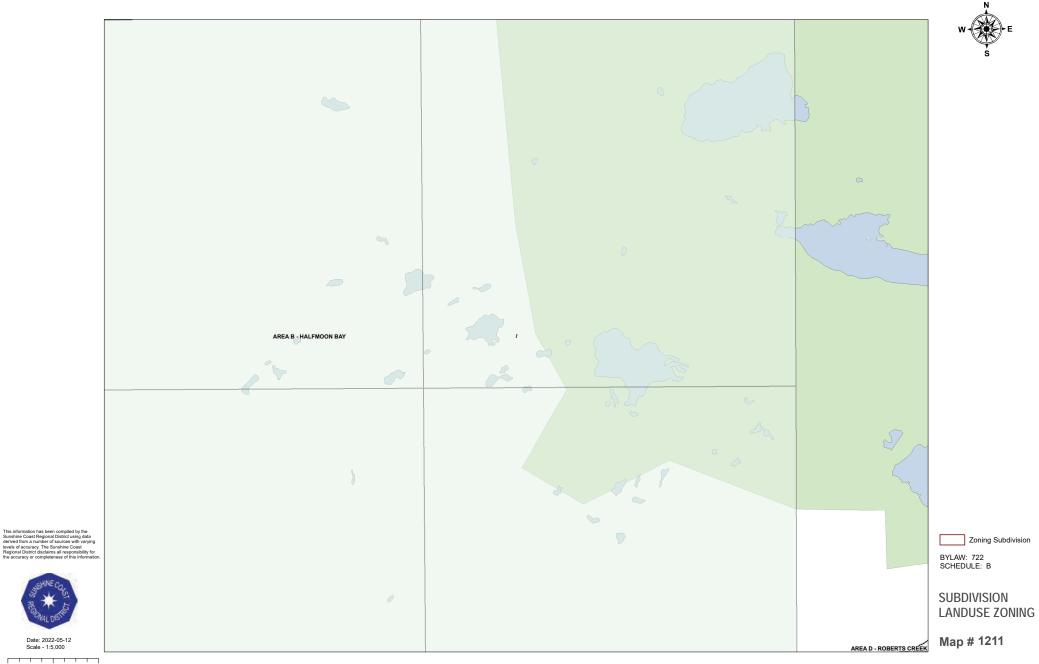
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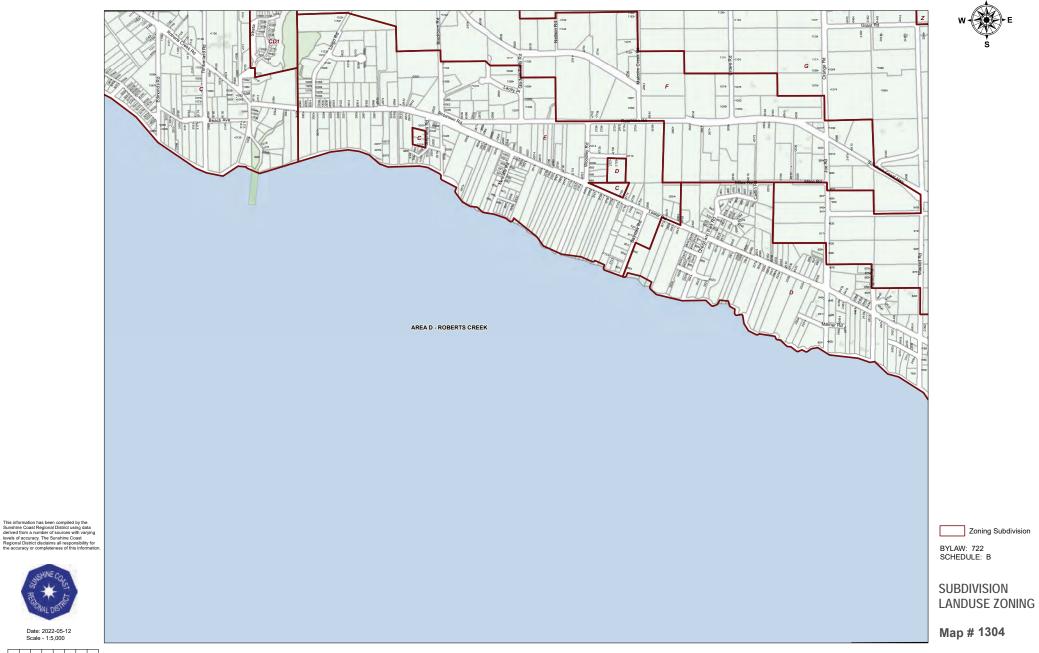


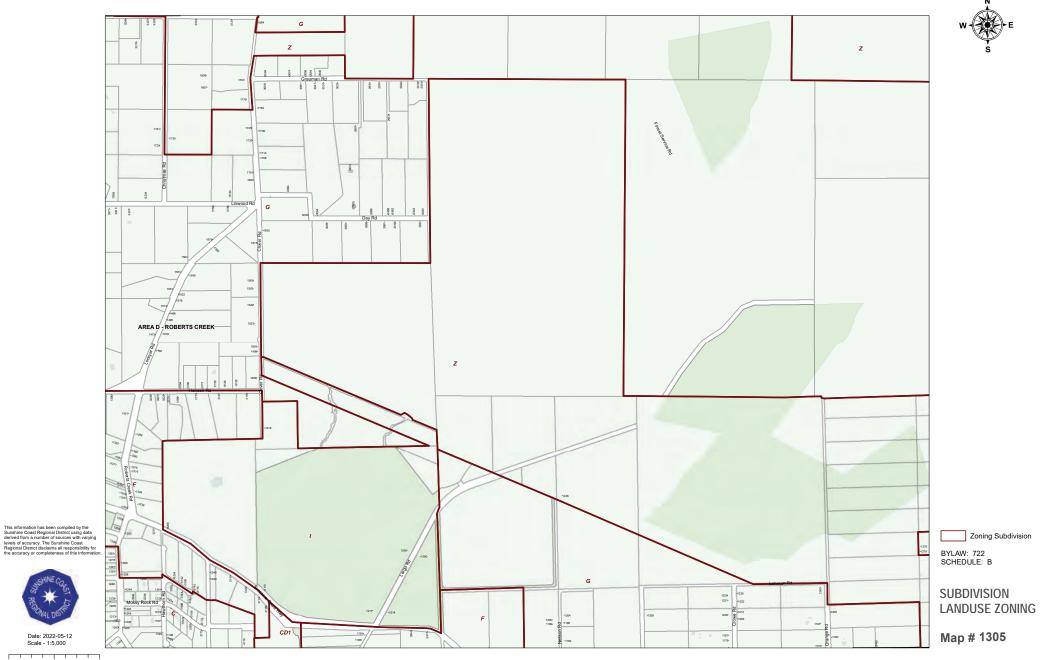




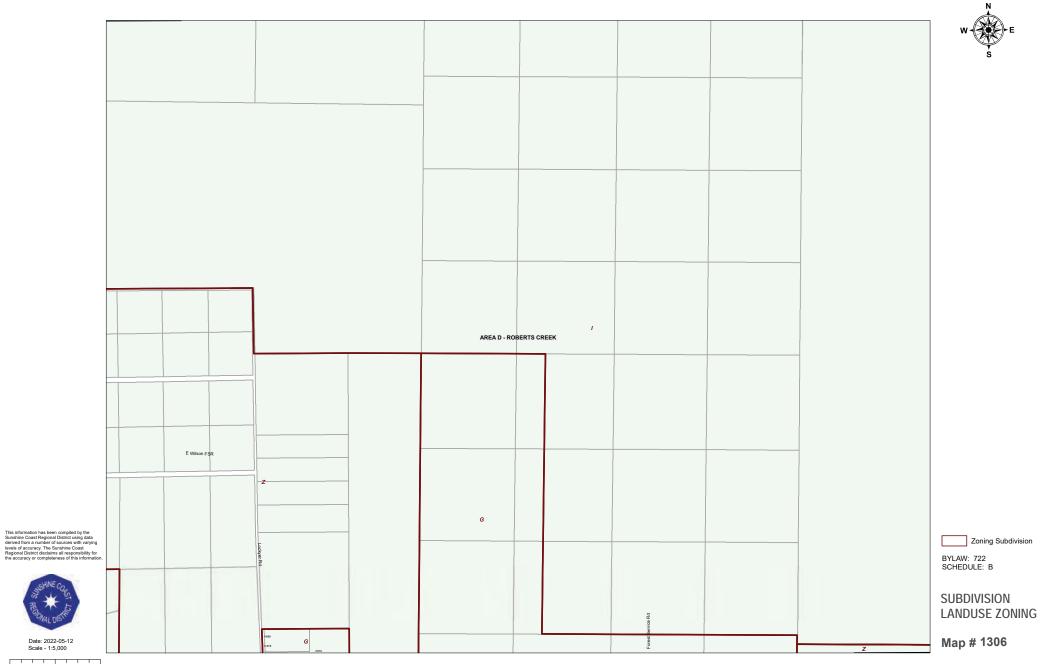
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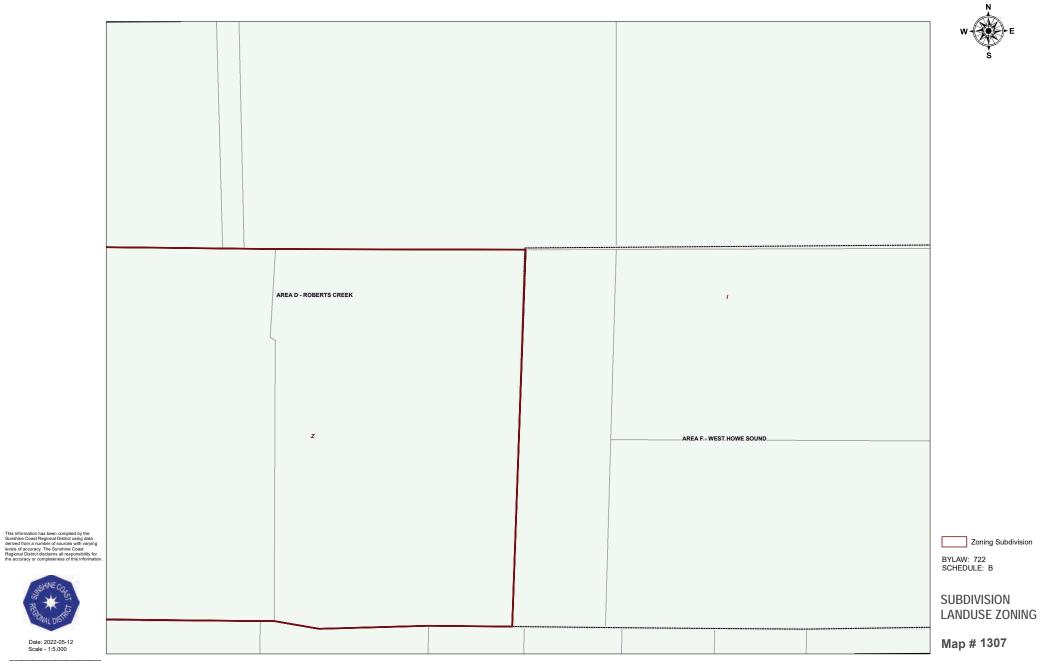






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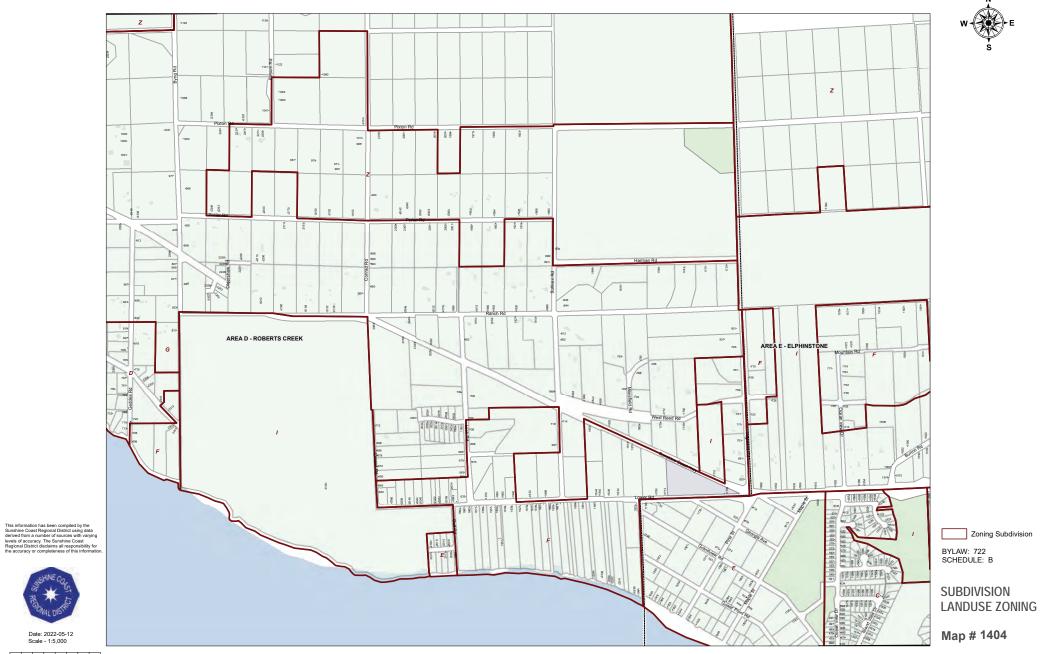


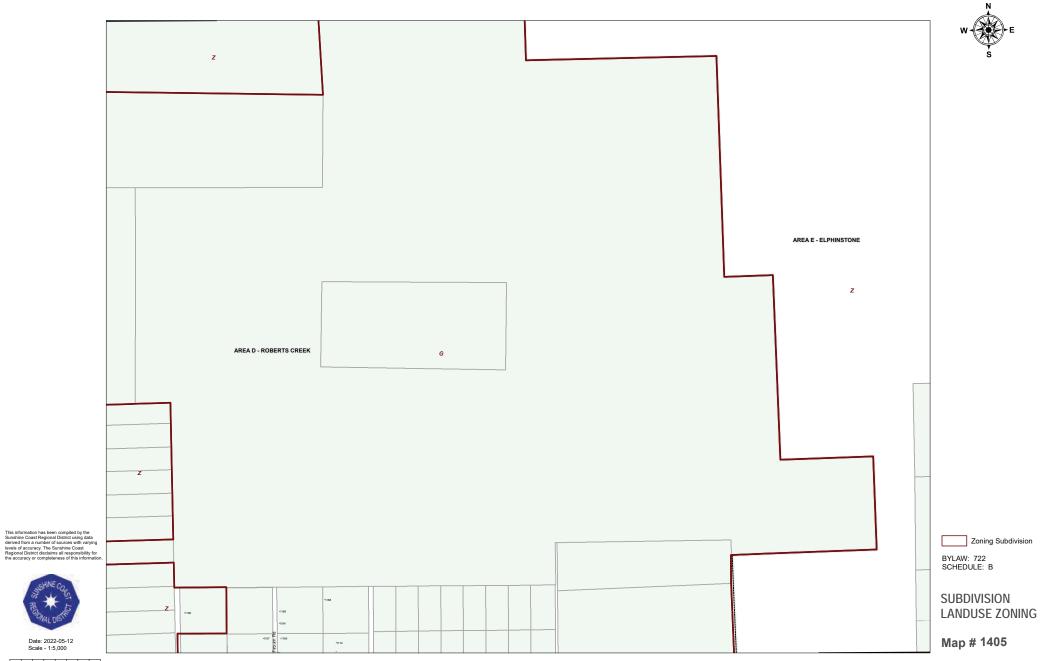
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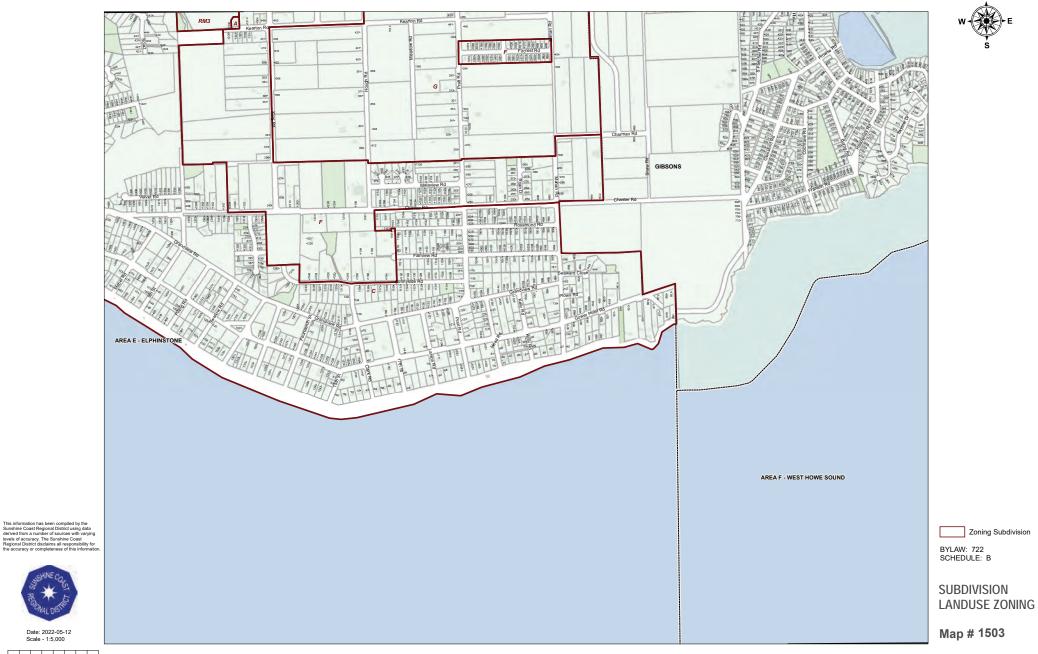




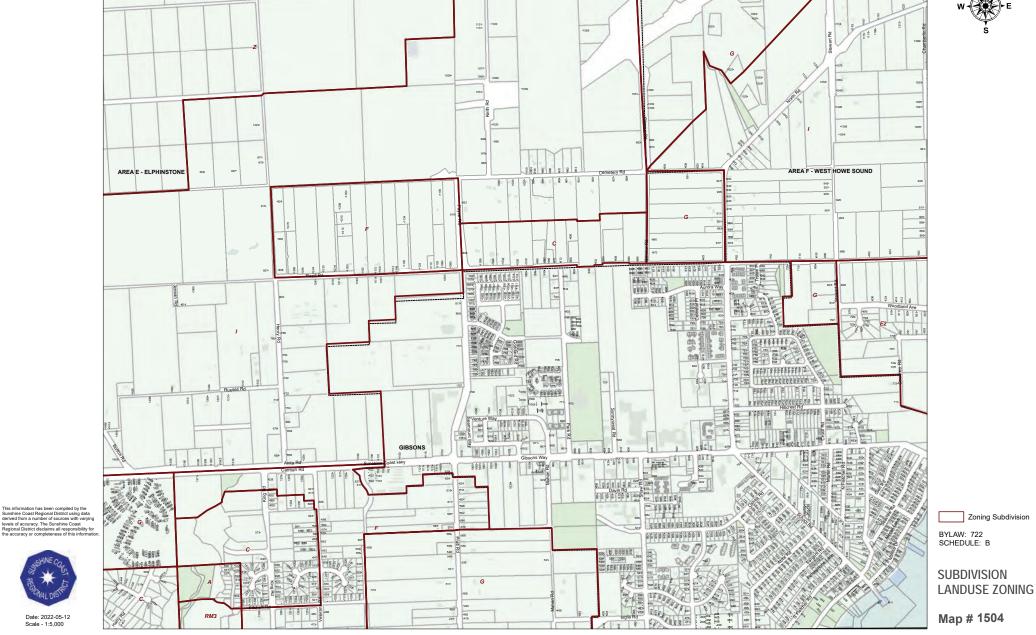


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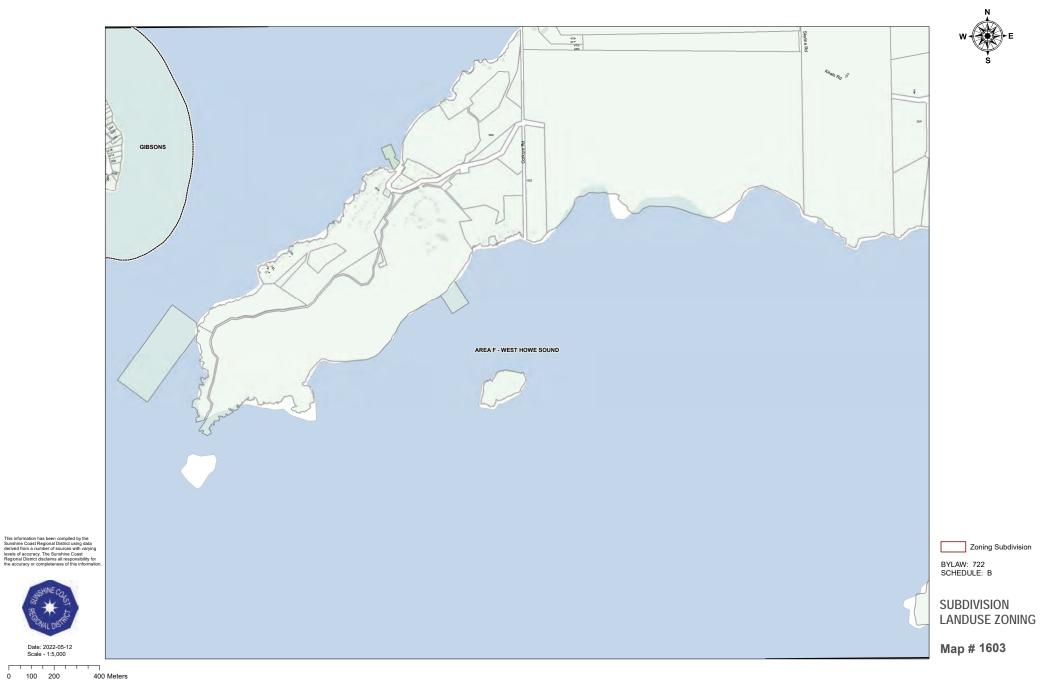


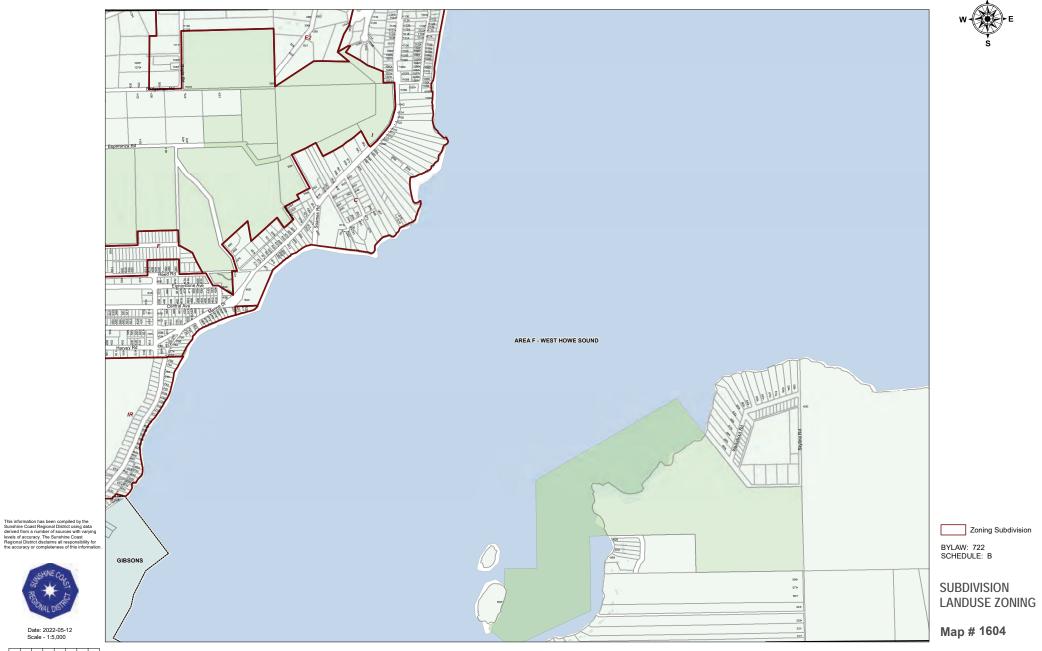




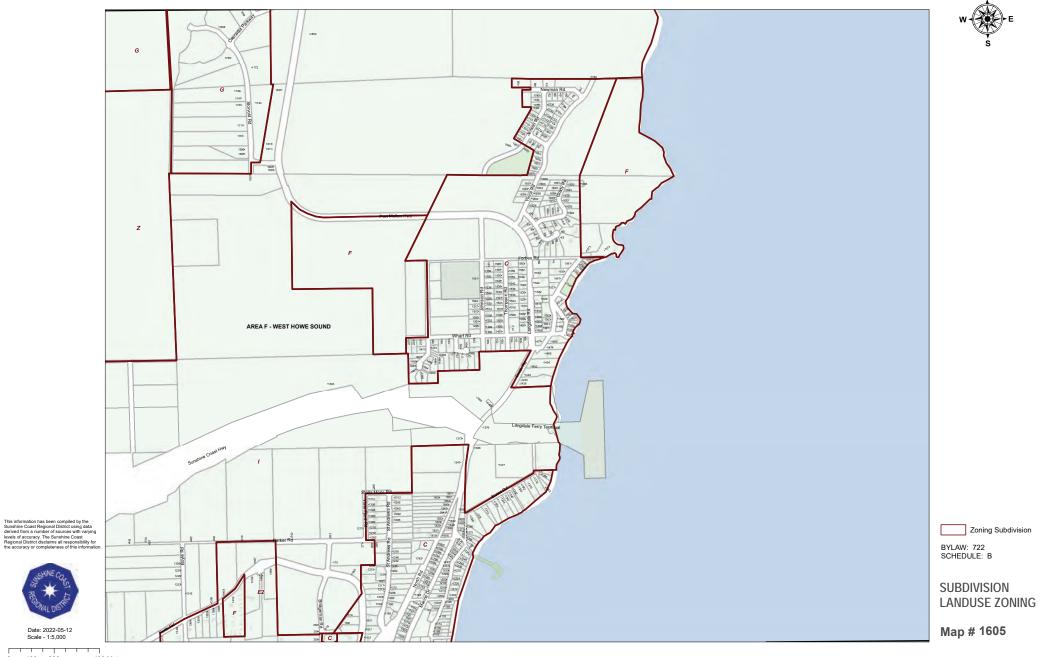


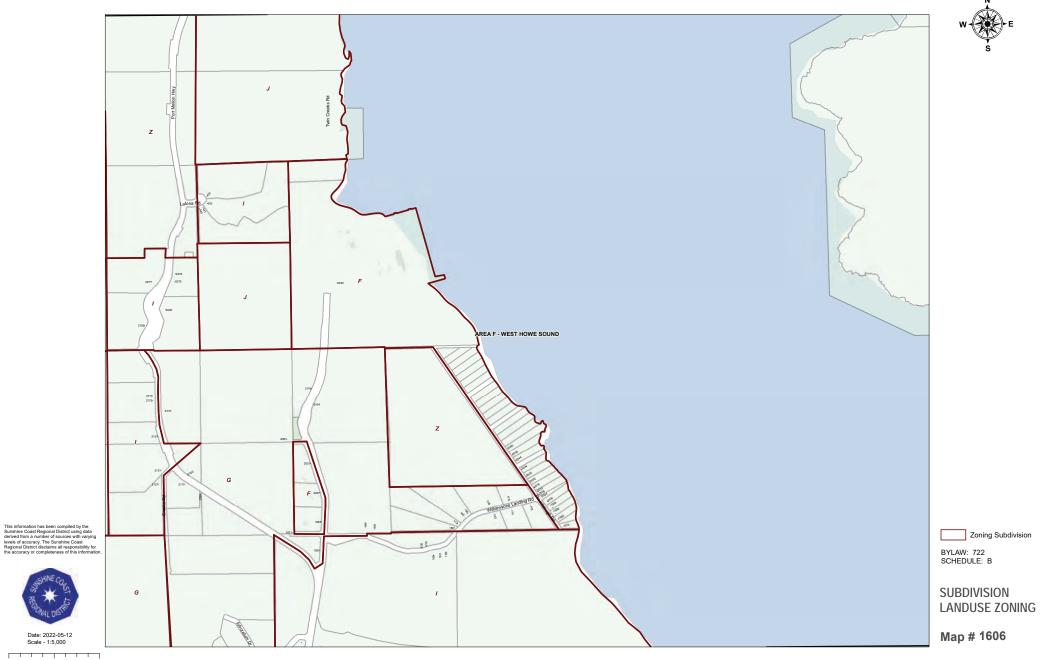
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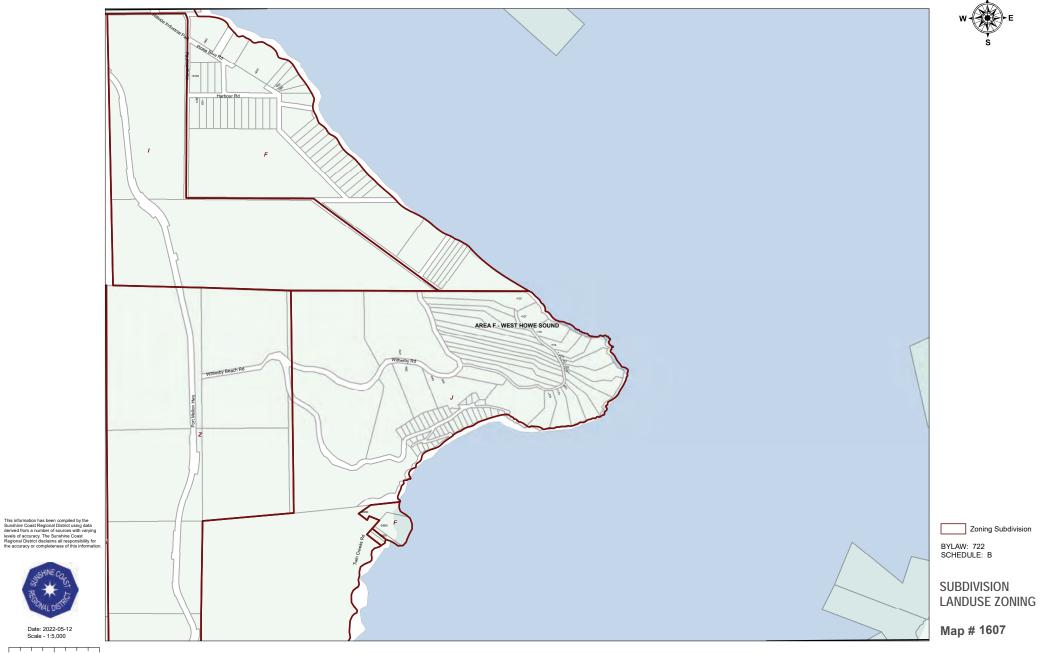


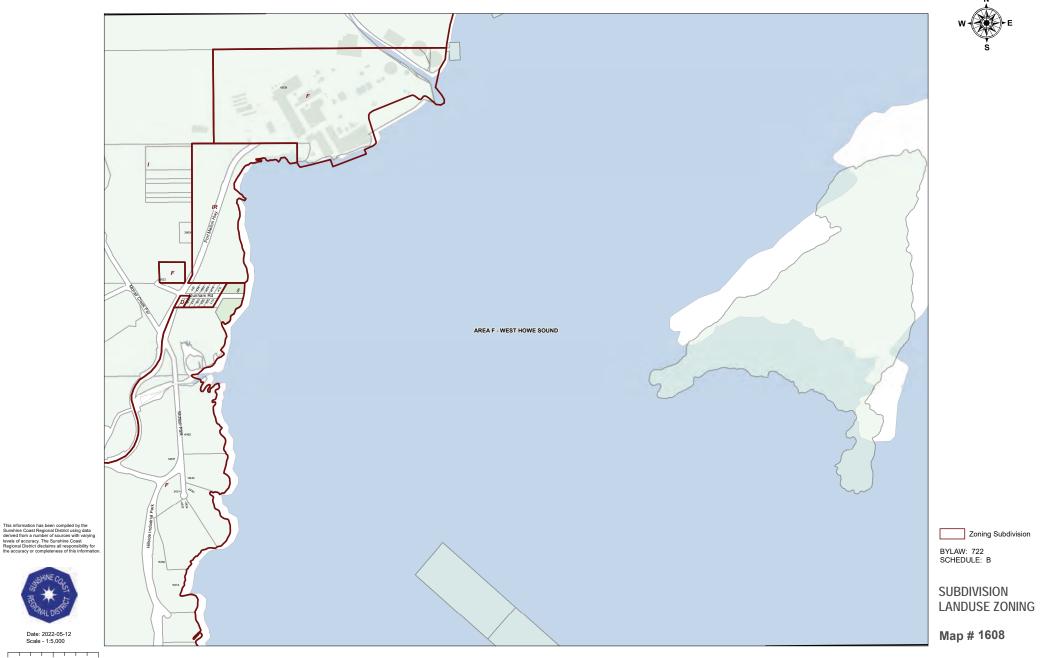
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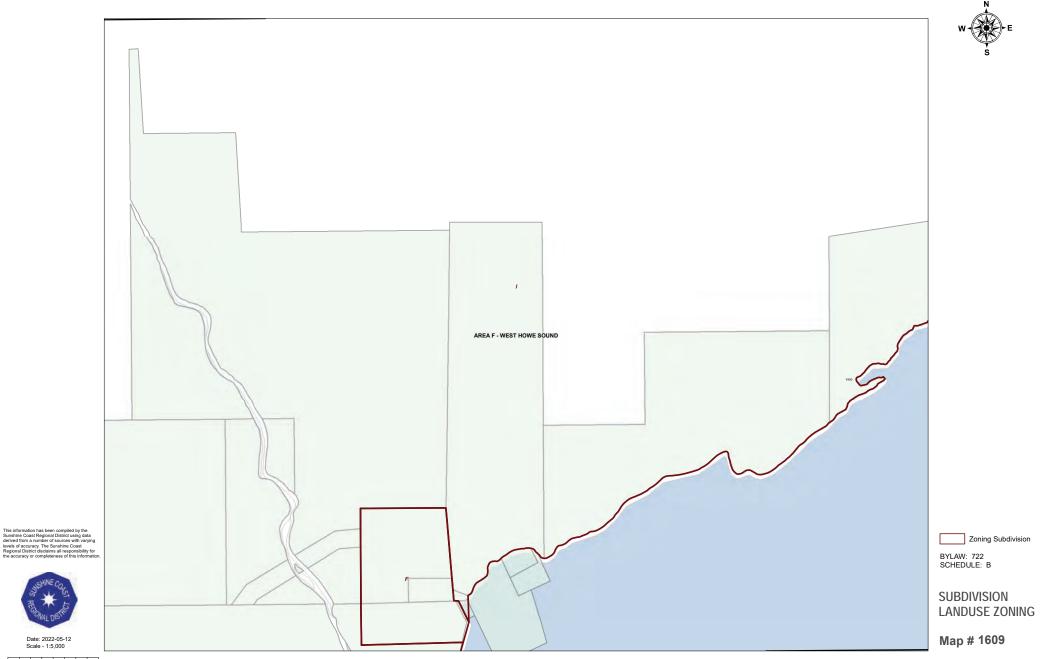


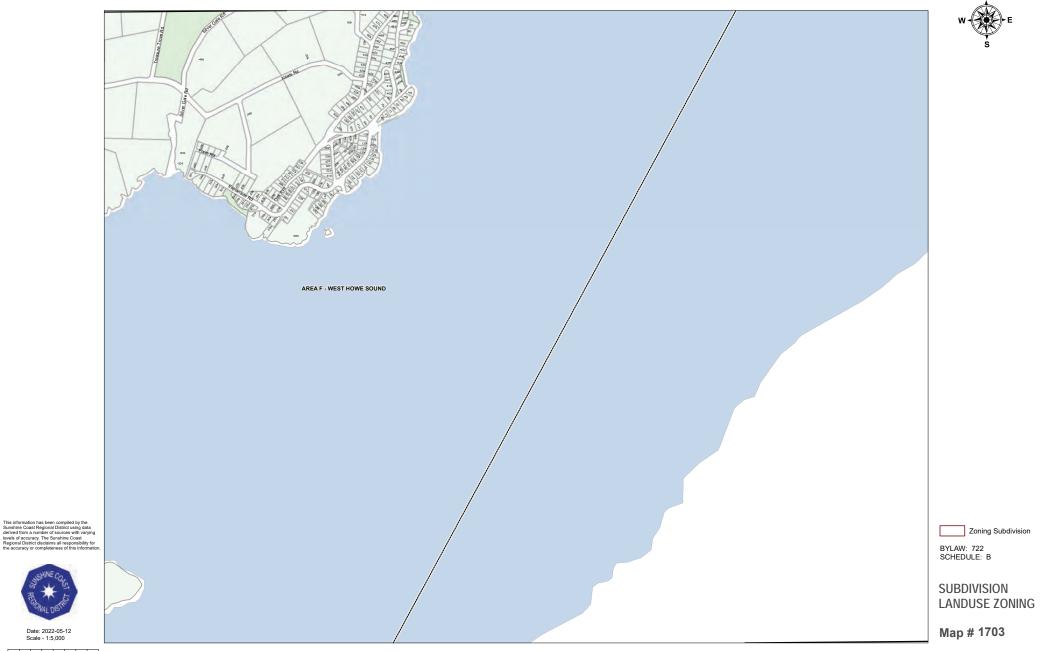


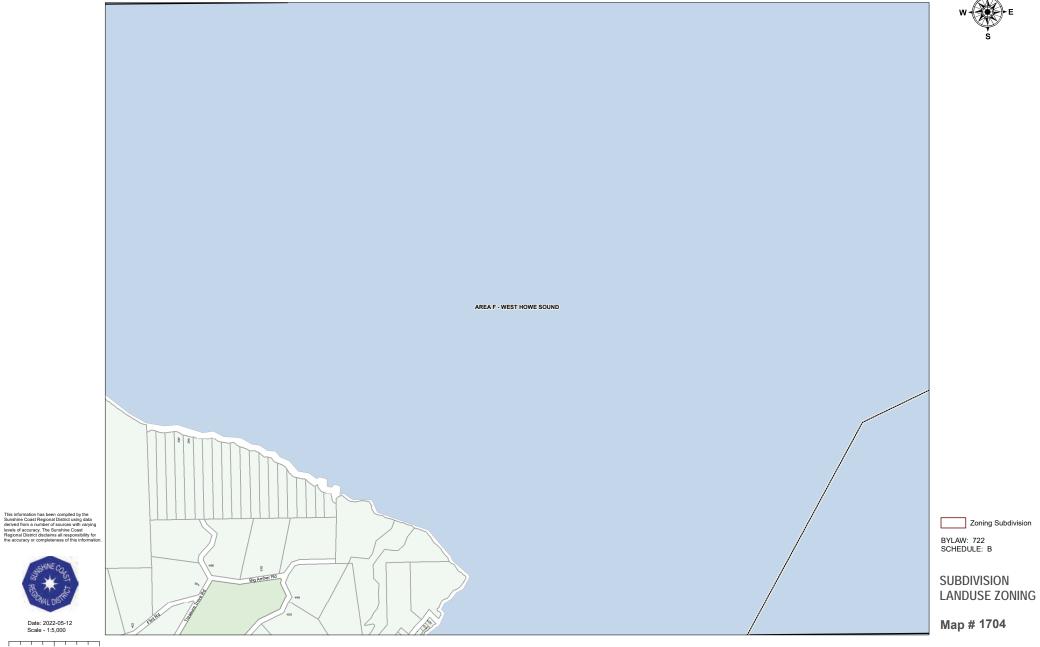
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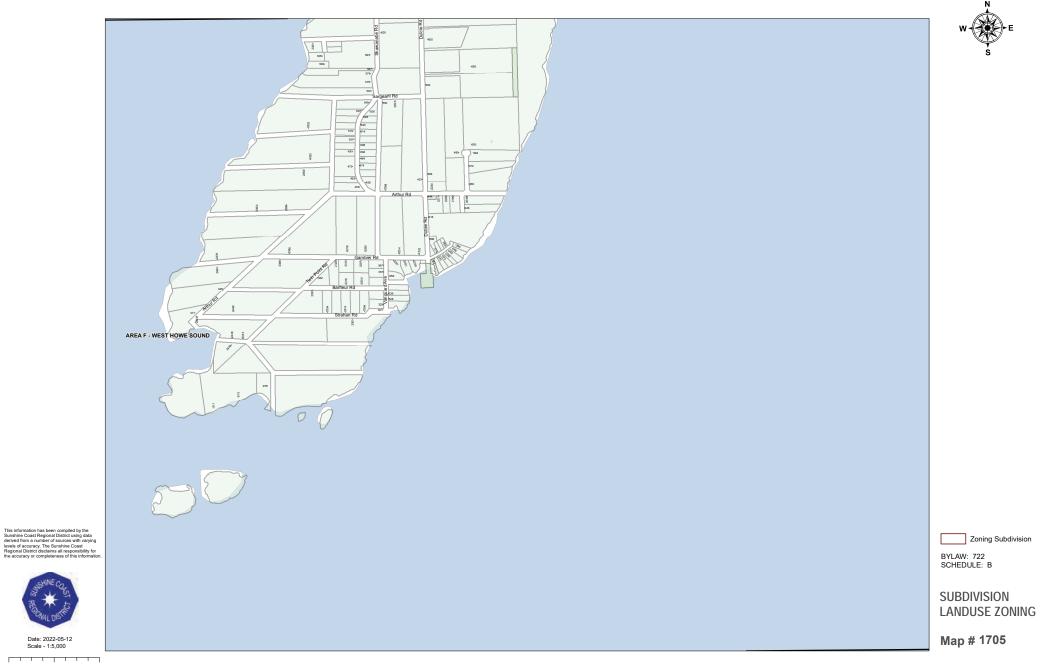






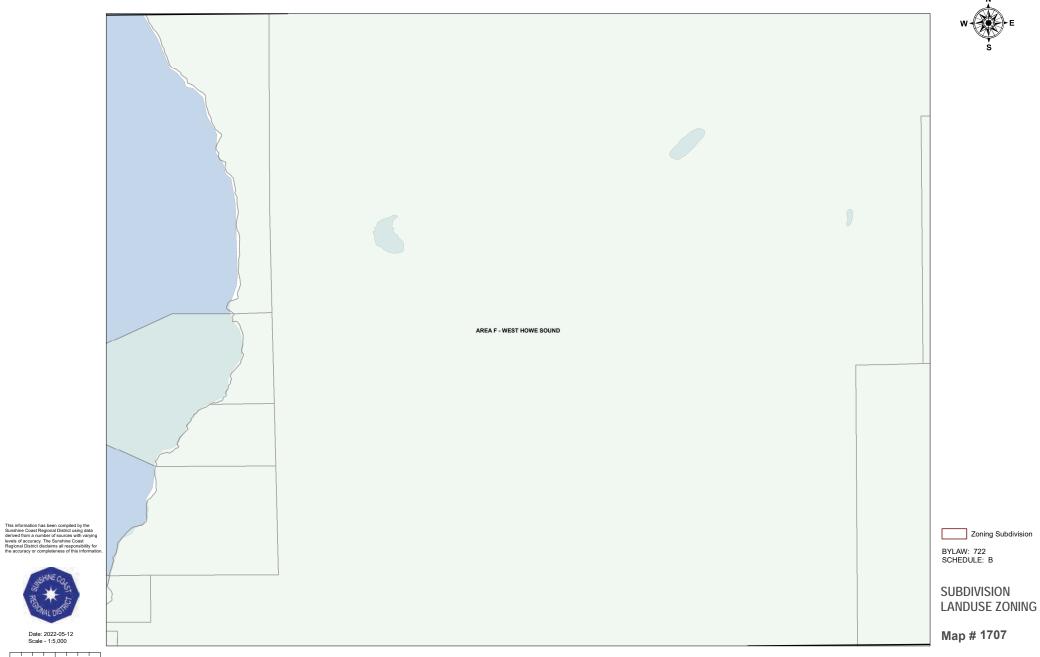


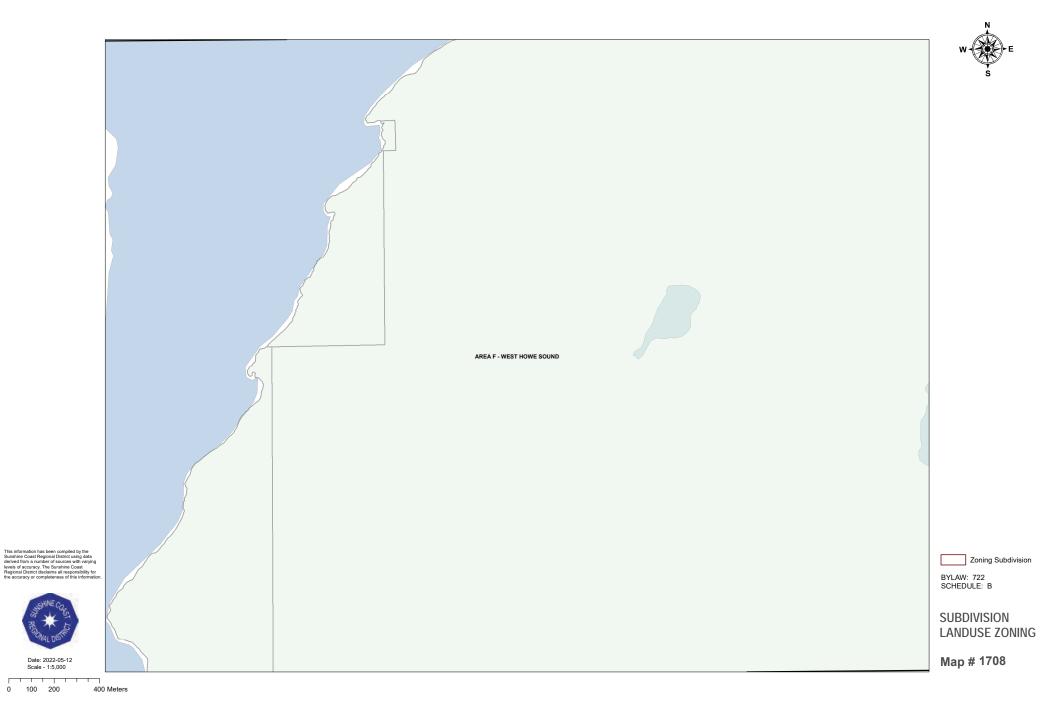


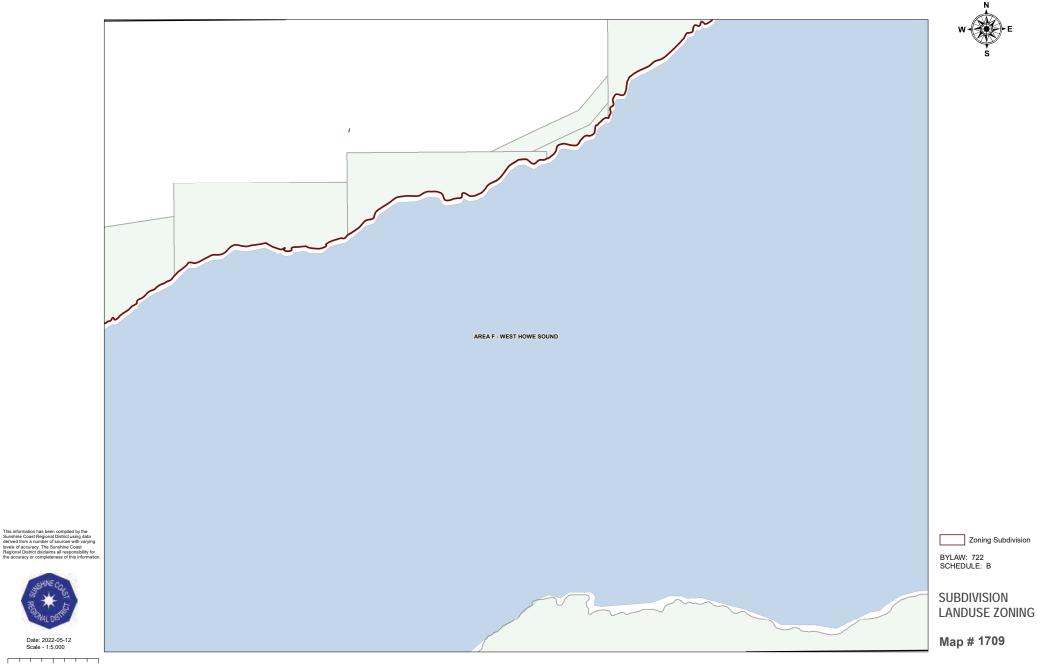




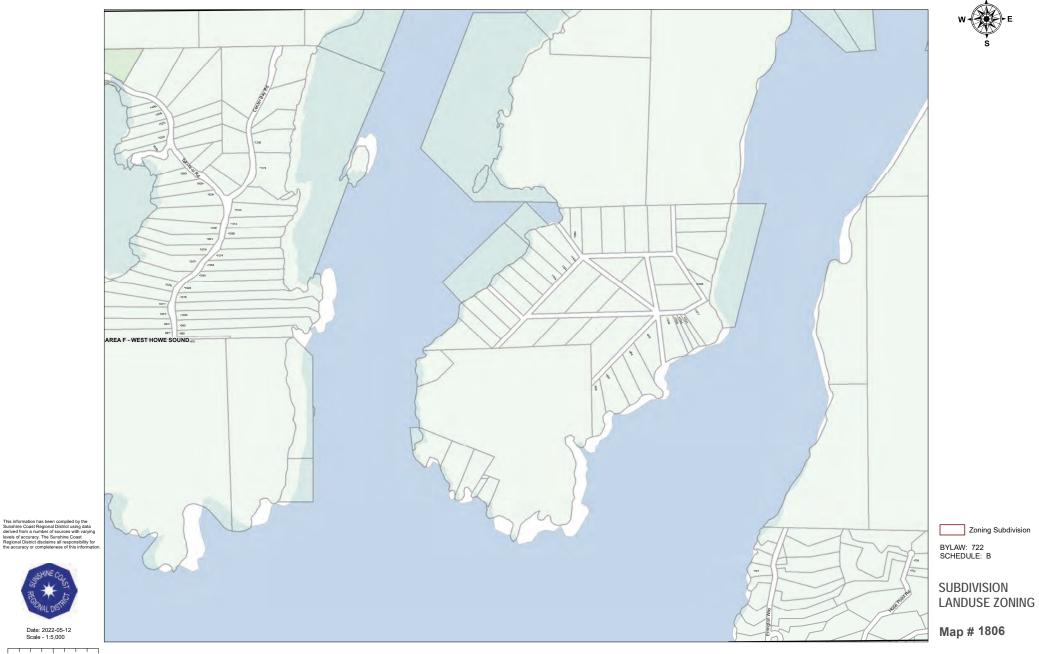
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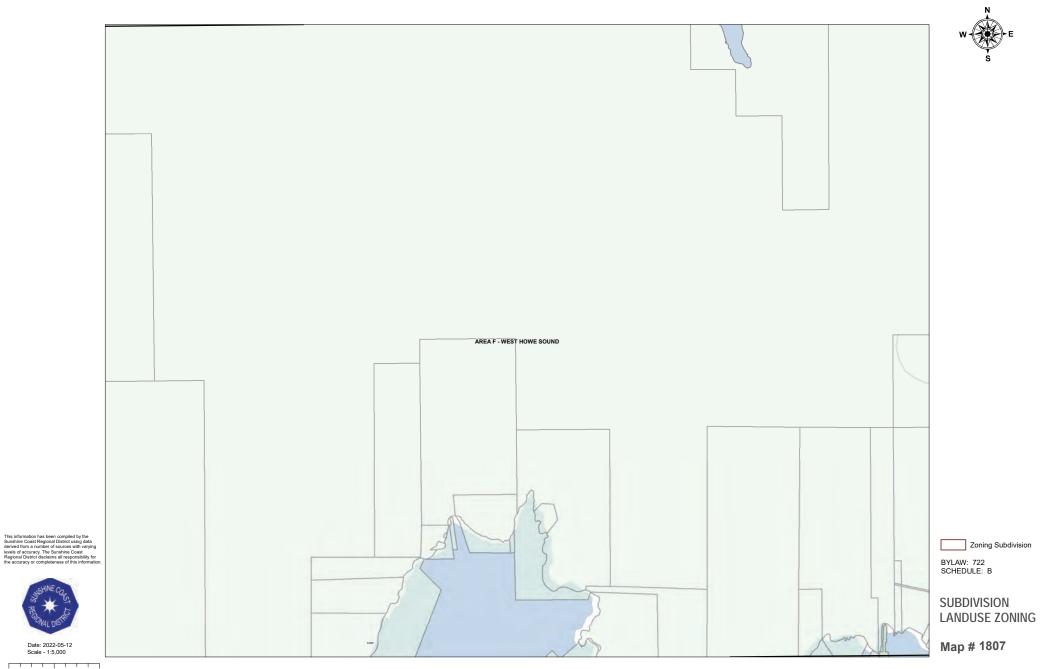


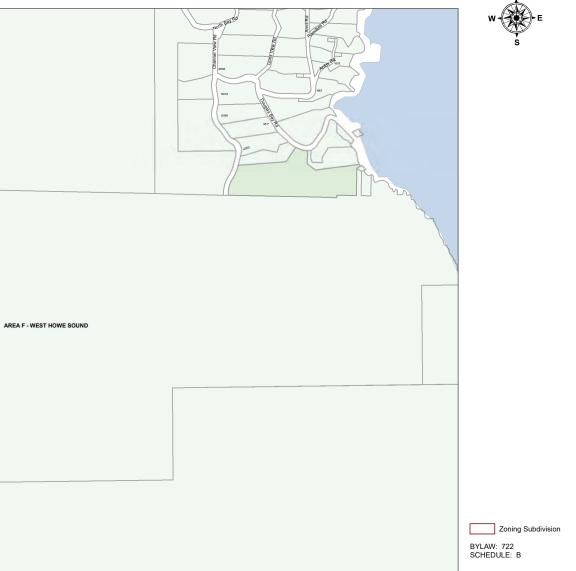












SUBDIVISION LANDUSE ZONING

Map # 1808

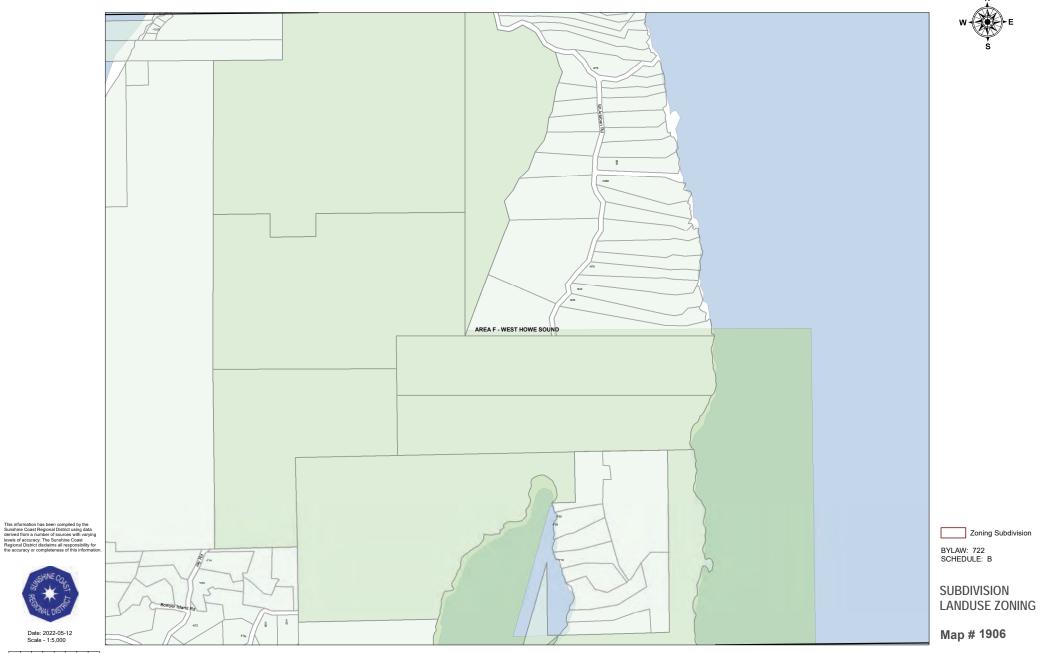




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ANNEX C

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Liquor and Cannabis Regulation Branch (LCRB) Liquor Primary New Outdoor Patio Application (038526) - Royal Canadian Legion Branch 219 (Roberts Creek)

RECOMMENDATIONS

THAT the report titled Liquor and Cannabis Regulation Branch (LCRB) Liquor Primary New Outdoor Patio Application (038526) - Royal Canadian Legion Branch 219 (Roberts Creek) be received for information;

AND THAT Sunshine Coast Regional District (SCRD) respond to LCRB indicating acceptance of the proposed Liquor Primary Outdoor Patio application, subject to registration of a covenant with the SCRD on title of the Royal Canadian Legion Roberts Creek Branch No. 219 property, requiring that:

- Hours for outdoor music or entertainment events on the subject patio be limited to: 5 pm to 8 pm, Thursday to Saturday each week between May 1st and August 31st, and Canada Day each year;
- 2. No outdoor amplified sound be allowed on the subject patio; and
- 3. Outdoor non-amplified sound on the subject patio be limited to a maximum of 70 decibels at all times, and the noise level be monitored by dedicated personnel of the Legion during operation hours of the patio.

BACKGROUND

SCRD received a request from the BC Liquor and Cannabis Regulation Branch (LCRB) to review endorsement of a liquor primary outdoor patio license for the Royal Canadian Legion Branch 129 located at 3064 Lower Road in Roberts Creek.

Through this referral, the local government is asked to provide a resolution or comment on public input from the community within the immediate vicinity of the establishment, location, capacity and operation of the establishment, impact on nearby residents and the community, as well as compliance with local zoning bylaw and land use policies.

LCRB requests local governments to conduct public consultation when considering endorsement applications. The local government can choose what consultation methods to use. There is an option for local governments not to conduct consultation and to have LCRB conduct their own process. In this case, since the proposed use complies with the Roberts Creek Official Community Plan (OCP) and Zoning Bylaw No. 310, notification to neighbouring residents is considered a suitable method for gathering input from the community. SCRD has used this approach on similar provincial referrals and it is acceptable to the LCRB. The purpose of this report is to provide information and an analysis of the applications from the SCRD's perspective and seek Board direction on the requested endorsement. A location map and a site plan are provided below.

Subject location



Site plan



DISCUSSION

The subject site is designated Recreation or Public Use in the Roberts Creek Official Community Plan, and zoned PA1 (Park and Assembly One). The current assembly use (which means gathering of persons for charitable, civic, cultural, educational, entertainment, philanthropic, political, recreational or religious purposes) of the Legion is permitted.

The patio area is proposed to be located in front (south) of the existing building on the site, directly outside the front doors. This is the same area that has been approved by LCRB under a current temporary outdoor liquor service license which will expire on March 31, 2023. The temporary outdoor license was obtained in response to the COVID-19 pandemic. The permanent license currently being applied for is intended to replace the temporary license.

The patio is proposed to operate from Thursday to Saturday from 5:00 pm to 8:00 pm, between May 1 and August 31 and on Canada Day annually, with a capacity of 70 people including staff. Patrons will access the patio from the interior of the building. The patio service area will be visually and physically defined to monitor and control patron entry and exit. If the license is approved, the Legion intends to upgrade the existing fence around the area. It will also take appropriate measures to maintain care and control over the service area and patrons' conduct.

Notification about this application has been sent to neighbouring residents within a 100 m radius. Three letters in support of and eight letters in opposition to the proposed license have been received (Attachment A). Those who are in support of the proposal recognize the value of the Legion as a community gathering place and services it provides to the community.

Those who are opposed to the proposal are concerned with loud outdoor music and entertainment events and noise coming from the patio and lack of bylaw enforcement of noise infractions. They are also concerned with potential rowdy behaviour induced by the drinking of alcohol. While recognizing that the patio can support the Legion financially, these residents contend that the primary function of the Legion to commemorate and serve veterans should not fall into the sideline, and the Legion, as a reputable institution, should exemplify the manners of a good neighbour and manage the operation of the patio to mitigate adverse impact on neighbouring residents.

The Legion has been made aware of noise complaints by neighbours about outdoor music and events and has agreed to make adjustments to operations. The patio will be used mostly for food service. The musical events will be managed to ensure that the neighbours will not be negatively impacted by noise, for example, there will be no outdoor amplified sound, the event hours (5 - 8 pm) will be shorter than the patio's operating hours, and noise level will be controlled below 70 decibels (generally comparable to the loudness of a laundry machine or dishwasher).

While noise issues should be dealt with by enforcement of SCRD Noise Bylaw, further operational managements as indicated above can be implemented through a covenant registered on title of the property. Staff recommend that such a covenant be registered before SCRD indicates to LCRB acceptance of the proposed patio liquor license application.

The conditions proposed in the covenant (indicated in the recommendations) have been confirmed with the Legion as acceptable.

CONCLUSION

Roberts Creek Legion's application to the LCRB for a patio liquor license endorsement is compliant with the zoning bylaw and OCP policies of the SCRD. Feedback from neighbouring residents indicates that noise and operation of the patio are main concerns. Staff recommend acceptance of the application to proceed to LCRB review subject to a covenant to implement noise and operation management of the patio.

ATTACHMENTS

Attachment A – Public comments received

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

Attachment A – Public comments received

Thank you for seeking input on this topic. On the surface of it, the request of the Roberts Creek Legion for a patio liquor licence seems reasonable and a logical expansion of their activities. I believe that if it was executed well, an ongoing patio at the Legion would be an asset to our community. I also believe it is possible to mitigate and manage the impact on the neighbourhood. I further believe there will be considerable local support for this proposal. Unfortunately, none of that support will come from the 11 – 15 families who live immediately across Lower Road from the Legion and continue to suffer, on a weekly basis, from the poorly-managed sound levels, and excess liquor consumption, often associated with many of the Legion musical acts.

Those of us who live in closest proximity to the Legion must view this request through the lens of decades of frustration with the inability and, until the merciful involvement of the LCRB 2 years ago, utter lack of interest from the Roberts Creek Legion leadership to effectively mitigate their impact on their immediate neighbours, living in the "blast zone" opposite the Legion, where the loudest noise, escaping from their open doors/windows like a loudspeaker, is focused. We haven't had a punk band this year, however beyond that we do not experience any significant reduction in harm from the "adjustments", your letter refers to. They still play their music very loud, and still, on warm evenings, leave their big front doors/windows open. They still play their music well past 9 PM on weekdays, and well past midnight on weekends. (See the link below for a sample of the acts coming next week.)

Further, I do not believe the word "occasional" is accurate to describe their musical acts, as a visit to their Facebook page can attest. In fact, during the peak of summer, they can have live music playing there Tuesday, Wednesday, Thursday, Friday, Saturday and sometimes Sunday (Check their Calendar <u>https://robertscreeklegion.com/</u> and road signage) and keep in mind, that beyond what is on the calendar, some of these acts are regular weekly jam nights, open mic nights and jazz nights.) Also, they continue to book loud musical acts. And even on jazz or open mic nights they connect the musicians to big amplifiers.

With the exception of acts with crazy loud bass amps, this is not a too big a noise problem if the Legion doors and windows are shut. However as soon as anything is opened, on the Lower Road side of the building, those openings act as a very effective megaphone to direct the heavily amplified music through the trees on the rear of our properties directly to our homes.

This has been a very long battle for many of us. Over the years we the affected neighbours have documented countless incidences where music decibel readings at our houses, behind trees, ranging from 50 meters to over 200 meters away from the Legion, have seen sound spikes exceed 80 decibels. They have kept us all awake, had a impact on the young children in our families who cannot fall asleep, and had a material and very negative effect on the peaceful enjoyment of our property. Some of my neighbours are collecting evidence that this has also effected the perceived value of our properties. As whom, beyond a regular Legion participant, wants to live in the Legion's blast zone.

To add insult to injury, all our efforts to have the SCRD and/or the RCMP enforce the existing noise bylaws have proved fruitless. Personally, I live twice as far from the Legion as some of my most vulnerable neighbours. And as sound intensity varies with the square of distance, some of

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my neighbours experience four times the sound levels I do. Nevertheless, there are dozens of nights each summer when I cannot fall asleep, or am awakened past midnight by the music at the Legion. Also, I have personally, over the years, made many attempts to discuss the problem with the Legion, RCMP, and SCRD. My neighbours have similar stories of waiting on the RCMP non-emergency line (we have been told not to call 911) for over 45 minutes at 11 PM on a Saturday night, before giving up. In fact, the only thing that has given us true lasting respite has been Covid related restrictions, which have now expired. So we are once again hearing amplified music well into the night.

So I hope you understand why we are leery of taking the best intentions of the Legion at face value. As I understand it, the mission of the Canadian Legion is to *"To serve veterans and their dependents, promote remembrance and act in the service of Canada and it's communities."* This is a bad joke to us here in Roberts Creek, as hardly anything the Legion does is focused on veterans. On their Facebook page the Roberts Creek Legion leadership describe it as a pub. But, really, the Roberts Creek Legion leadership exploits their legacy liquor licence, and runs the place as a roadhouse. There still appears to be a core group in the Legion leadership who believe they need to, and have the right to, play their music as loud as they want, with open doors or windows, well past midnight. They appear to want to run the Legion as a roadhouse/concert venue with 4 or 5 events a week – in the middle of a residential neighbourhood. And they know that the SCRD and RCMP are unable or unwilling to intervene. And if the music level is not bad enough, when the Legion finally does close, some patrons regularly take the party out into the adjacent parking lot, or Lower Road, or down to the Pier or beach, where the drinking (consuming beer supplies from their cars), hooting and loud talking continues.

As I mentioned, I still believe that these problems can be resolved to both party's satisfaction. With just a little consideration, and a few mitigating steps, everyone could win. Roberts Creek has a vibrant music scene. Other venues figure this stuff out. With just a few alterations to their operations, the Legion could easily make a patio area work.

There are a number of steps the Legion could take if they were serious about minimizing their impact on those of us closest to them, and thus gaining our support for the patio initiative:

- They could run it as a true Canadian Legion, focusing on the needs of veterans, their dependents and the community. Rather than run it like a roadhouse bar.
- They could simply turn down the volume of all their acts. There are lots of other venues in Roberts Creek where people enjoy music at more reasonable sound levels. (And by the way, I have talked to quite a few Legion supporters who would like the sound levels lower, so they could carry on a conversation.)
- They could not allow hard rock, punk, techno, big bass DJs and other famously loud acts to perform. (On July 30th, the Legion had a big hip/hop event. They blessedly kept the windows and doors closed, possibly because there were visuals/light show. The event started at 9 PM and for the first hour was mercifully benign, as very little sound was making it way outside. Unfortunately, around 10 PM an act started with some sort of stadium sized bass, which could be heard and felt through the neighbourhood for the rest of the night.)

- Get Air Conditioning, or effective fans, and/or ensure their Lower Road windows and doors stay closed. (Or, have an effective sound deadening barrier/wall/partition, preventing the music from freely travelling out into the neighbourhood like a megaphone.)
- They could not allow members of the visiting acts to run the sound board. Members of the band are there for one night only and could care less if they offend the neighbours.
- They could have a senior member of their leadership team in charge of monitoring sound with a decibel reader. (No one listened to one of the previous volunteers tasked with monitoring sound. Peer pressure is high when some audience members keep calling for more volume. No one wants to be a party pooper. And so as the night progresses the sound is typically turned up, and up. That volunteer apologised to me, and resigned from her role in frustration.)
- Close the venue earlier, and tell all attendees to leave the parking lot/venue quickly and quietly, and monitor it. No one deserves to be kept awake by tailgating drunks yelling at each other, and leaving empties or broken bottles on our road and driveway. And cut off serving the regular heavy drinkers (generally 20 somethings) that go to the Legion to get a snoot full before closing time, and then noisily pour out onto the street, or take the party down to the Roberts Creek Pier or beach. On the early morning of August 13th, a rowdy young crowd exited the Legion, (after the 1 AM closing of the "DJ Prezzy Summer Heat" show and noisily headed down to the pier, and got into fights that necessitated a 911 call. RCMP attended and arrested 2, one person evacuated by ambulance. If they are serving unlimited liquor to anyone over 19, the Legion cannot shirk the responsibility they have to conduct themselves in such a way as to keep patrons and the community safe and orderly. Currently, the way operates it is a danger to the community.
- They could measure the peak decibel external readings at the edge of their property and keep peak spikes below say 65 db. (Note, the current outside target of an average db level of 70 means nothing, and is a totally inappropriate target level. I have been measuring db levels for 3 years now, and with music, if you aim for an average of 70 db, you will see constant spikes of music (drum solos, guitar riffs, song climaxes, etc. beyond 80 which as you know in the decibel scale is 10 times louder. It is the spikes that make the sound startling to anyone trying to sleep.)

Not every act is disruptive. However, living next to the Legion, is like living next to a nutty neighbour that regularly fires up his un-muffled Harley Davidson motorcycle at night, and cruises back and forth in front of your house, for hours at a time when you are trying to get your kids to sleep.

I love music. I play music. I also love veterans. Both my parents were veterans. I would look forward to enjoying appropriate acts at the Legion, inside or on the patio. And, should anyone want to listen to really loud music, I wish them well. Just please don't leave your windows and doors open so the rest of us can't sleep.

So, unfortunately, until I see some real progress, and effective accountability, on these chronic issues, and there is some evidence the Legion can conduct their activities, in compliance with the mission of Canadian Legions, and act within existing SCRD noise bylaws, I am not in favour of any liquor licence being approved, including their existing one.

And until that day comes, I request that the SCRD and LCRB instruct the Legion to keep their front doors and windows closed, and take responsibility to carefully meter how much they serve patrons, and patrol their property after closing, to discourage tailgating or street, pier or beach parties.

There is a long history of unresolved problems here, that effect the wellbeing of our families. If I sound frustrated, I am. However, I am by far the one of my neighbours most willing to work this thing out. Most of my other neighbours have lost hope. They are completely fed up with this chronic lack of consideration and lack of enforcement. After all these years of neglect, those who are most directly effected by this chronic problem are genuinely out of patience. They are aware of their rights, they receive excellent legal advice, and are aware the SCRD has a legal responsibility to enforce their own noise bylaws. So, before this escalates further, or heaven forbid ends up in a class action lawsuit, I implore you to enforce the current noise bylaws.

Finally, as I believe a picture is worth a thousand words, and specific db reading on specific dates provide the data to allow us to verify our position and reach a workable solution – I attach the following images and videos.

Attachments: (I will send these in following emails, as the file size would otherwise prevent transmission.

Image 1 – This is screenshot from Google Earth, showing the area most adversely affected by the music coming our of the open doors and windows of Legion acts. Beneath the trees, halfway from the shoreline to Lower Road are the cabins with the families with young children receiving the brunt of the noise.

Historic Video

August 29, 2020 – Just for your reference, many of our fears of outside performers stem from 2 years ago, when after a summer of many emails and assurances given to us by the Legion leadership, the Legion broke commitments and any common sense and scheduled a punk act outside. Crazy loud. No one slept that night.

Video Samples of Recent and Future Acts

July 27, 2022 Open mic night. Great band, but playing typically loud with the windows open. So again, within the blast zone, the sound could be heard all the way to the shoreline. And for the families in the close cabins it was hard to get the kids to sleep, and the heat necessitates open windows. The band played to around 9:30 PM

July 28th, 2022 Jazz night. Nice jazz, but again windows and doors open, so drum solos kept spiking db readings up and keeping kids awake. Played to around 9:50 PM

Aug 12, 2022 Poppa Greg band and DJ Sam Pulpo. This is a typical weekend act. With doors and windows open, the sound was disruptive down to our cabins. Ear plugs were required.

Video of Coming Attractions for August 24th. – FYI - Here are a couple of video samples of the two acts we will have to endure on Wednesday August 24th. <u>https://www.youtube.com/watch?v=2z-ncAnGNMg&ab_channel=666MrDoom</u>

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Sincerely,

SC Mitten

Hello,

We are homeowners near the Roberts Creek Legion, Branch 219. It has been brought to our attention that they have submitted an application to build a patio and extend musical acts.

While we are very supportive of community building the idea of extending music at the legion worries us incredibly. Although the Legion has been more considerate with noise output this year than in years past there have recently been some very concerning issues. Last weekend they had two musical events, both of which involved DJ's. When these events finished participants flooded into the heart of the creek, down to the pier to continue their party. Fireworks were let off between 2-3am. After police dispersed the crowd a number of people returned and there was a fight and police came again.

The area around the pier in Roberts Creek has become vile. It is loud, uncouth and uncomfortable having children and families around, especially any night that there is a concert at the Legion. There is a strong correlation between the people who attend some of the events at the legion and the people who (after drinking) drive to the pier to continue.

If the legion were restricted to musical acts such as the Davis Bay Jazz Ensemble, acoustic acts and other community/family friendly acts (such as those at Slow Sunday) I would support the expansion. While heavy metal and DJ acts are brought into a residential family area I am not. It honestly makes living here challenging and does more to ruin the family community than build it.

Thank you for your consideration.

Paisley Aiken

I live at 3081 Lower Road and received a copy of the patio application and discussion note from a neighbour.

While I understand the proposed times are 4:30 to 8:00, I do not have any confidence that the SCRD, RCMP or Legion officials will enforce properly. This is based on prior history of loud music increasing and no attempt to either lower decibels or shut down at the prescribed time.

Another recent issue:

As recently as Aug 13 Saturday night into Sunday morning, we were awakened by loud fireworks at 2am and rowdy behaviour at the Roberts Creek Pier. One person was taken away in an ambulance after being assaulted. It takes time for RCMP to respond and there is little they can do as the damage is already done. One of my neighbours was up all night and apparently the people crowded near the pier came from the RC Legion and many were likely drunk.

While the SCRD has good intentions, history tells me that the enforcement of the regulations will be a problem so I do not approve of the proposal.

Regards, Brian Covernton

In response to the LCRB liquor primary new outdoor patio application (038526) – Royal Canadian Legion Branch 219 (Roberts Creek).

I am writing this letter to let you know that I am 100% opposed to this application. The Legion received many noise complaints from its neighbours during the temporary outdoor music and patio license which was granted during Covid and no doubt this will be the case if this new application is approved. Music and drinking were held indoors this summer and the noise was far more acceptable.

However, beyond the noise that a patio creates, our biggest concern is the increased drinking and partying in our community that the patio atmosphere promotes. Currently, when the Legion closes, many of the patrons move to the Mandela or the beach at Roberts Creek. They arrive with liquor already in their systems and then continue to consume more, much of it purchased from the local General Store. The situation frequently gets out of hand with constant rowdiness, noise, fights, fires, etc.

The Roberts Creek Pier is a designated park and should be patrolled to ensure it can be enjoyed appropriately by everyone. There should be no parking or loitering after 10pm, and certainly no alcohol allowed in the area at anytime. Unfortunately, the police are understaffed and do not adequately patrol this area and the result is constant loitering, drinking and often fighting, until well past midnight, many nights of the week. On the rare occasion when the police do arrive, it is often a single officer and it is actually frightening to watch the belligerence and total lack of respect that is shown to them. The Legion has become a party center and adding a patio with music and liquor will only increase the problems and noise pollution in our community. We do not need this.

Trish DesBrisay and Phil Locke

I am the owner of a property on Lower Road Roberts Creek which is directly across Lower Road from the Canadian Legion. I am opposed to this application based on the lack of enforcement of the district bylaws in the past when entertainment noise at this location has far exceeded the allowed decibel levels as well as operating hours. I have no confidence that the district's bylaw officers nor the RCMP will enforce the bylaws nor will the Legion be compliant.

Harold Charters

Dear Sir,

It is the right of every homeowner and tenant to have peaceful enjoyment of their property. For us, that does not happen Wednesday through Saturday nights. The current level of noise kept

to 70 decibels feels like I'm right there at the event, over 700 feet away, in my easy chair. The other buildings on our property closer to the Legion endure much more noise. We have grandchildren now, and they are kept awake just like their parents were, just like we were going back decades. Ancient history you say? Not so, nothing has changed with different management over the years, we are still losing sleep and are subjected to music way too loud.

So in considering a patio with musical acts, I'm left wondering how many days a week will we be subjected to more music? Can it be limited to acoustic acts that would be befitting a garden patio scenario? And if it goes ahead, and it is amplified music, what will our recourse be to mitigate the noise?

The Legion, located in a residential area, is asking a lot of the neighbours to have musical acts several nights a week, at levels that disturb our peace and keep people awake. And now they are asking for more. I'm asking what are they doing to be good neighbours? Keeping the doors and windows closed and installing AC? Installing sound mitigation systems? Keeping the music at a level where it is not impacting the neighbours?

We have such a long history of being disturbed by the Legion. We have no trust that they can move forward with their plans for a patio and mitigate the noise, when they haven't addressed that 70 decibels is too loud for a residential area when they open the door and windows or have music outside.

Laurie Mitten

I am writing to provide feedback on the application submitted by the Roberts Creek Legion requesting permission to establish a permanent patio in the location where the Liquor and Cannabis Regulation Branch issued a temporary outdoor liquor service license during the COVID-19 pandemic.

As a long-term resident of Roberts Creek, I am very concerned about this application. Since established, the outdoor patio has hosted numerous music events, many of which have been excessively loud with a noise level much higher than the proposed "lower than 70 decibels", negatively impacting residents that live within a 1-mile radius on the Legion.

The Legion's mission is to serve veterans and their families, to promote Remembrance, and to serve the communities of BC. The Royal Canadian Legion/BC Yukon Command is one of the most respected community service organizations in Canada, serving many aspects of community life.

However, in recent years, we have seen the Roberts Creek Legion promote events that encourage excessive drinking and disruptive behaviour that causes distress for many residents. A recent example is from Saturday August 13th, when the Legion hosted DJ Prezzy from 9pm to 1am. At the close of the concert, upwards of 100 drunk and disorderly event goers exited the Legion disrupting the sleep of those people who live close to the Legion. Those event goers then spilled into the park at the Roberts Creek Pier, where they blasted music, set off fireworks, and extended the party until it eventually ended at 4:30am in assault and a call to 911. Safety is also a paramount concern given the number of cars that were speeding in and out of the Roberts Creek Pier parking lot between 1:30 and 4:30am that morning, especially considering the level of intoxication of most of the people in attendance. Not only is this behaviour in contravention of several SCRD bylaws (Noise Control Bylaw 597 and Parks Regulations Bylaw No. 356), and poses a significant safety concern, it also does not uphold the mission of the Legion.

Although the Legion's proposal is for the patio to be used mostly for food service, to close by 8pm, and to control the noise level of the "occasional" music event to lower than 70 decibels, their recent events have not instilled confidence that these parameters will be upheld. Rather, the Legion has been increasingly hosting music events that encourage excessive alcohol consumption and unmanageable behaviour. Point in case are the two heavy metal bands – Hoopsnake and Confusion Master – that are scheduled to perform on Wednesday August 24th and being promoted by the Legion as "head splitting, beer smashing, sonic tunes".

I urge the SCRD to prioritize the health, wellbeing and safety of the residents of Roberts Creek by not only declining the application submitted by the Legion, but by also enforcing the relevant bylaws and returning Roberts Creek into a family-oriented community.

Sincerely, Meghan Day

I live across the street from the Legion (my address: 3053 Lower Road)

For several years, we have experienced problems with noise coming from loud music from the Legion at night, particularly when the doors are open. This has continued this summer, despite complaints being made in the past.

In my view, the noise problem could be improved if the doors were not opened. Perhaps the Legion should be encouraged to investigate an air conditioning system so that the doors may remain closed at night.

I do not agree with the proposed expansion of Legion's operations to the patio area for "occasional musical events". The reason is that these events will involve loud music during the day time, in addition to the loud music at night.

I do not have any concerns with the food service proposed, and I support this this part of the application.

Sincerely

Mary Macaulay

I am writing in full support of the application for an Outdoor Patio Application for the Roberts Creek Legion.

My two children and I live on lower Largo Rd, a close neighbour to the Legion. The Legion existed here long before I chose to move here. It is an invaluable part of Roberts Creek and I support it wholeheartedly. It is a hub for our community, a place where people can gather and enjoy a wide variety of music and events. In fact, I moved here to be close to the action of both the Legion and "downtown" Roberts Creek. As a single adult, a hub such as the Legion makes a positive impact on my social life and mental health. I believe many feel this way!

I hear the music from my property, generally only if I am outside or if my windows are all wide open. I love it! What a blessing to hear live music from my garden. On occasion the music has not been to my taste, but I am grateful for the exposure to something new, and to support the artists involved and it is just for a few hours on summer afternoons and early evenings. The hours have always been respectful!

I have never heard raised voices or any sort of disputes coming from the patio, only peaceful gatherings. The grounds and surrounding areas have always been clean and well maintained. My kids and I cut through there regularly and have never come across so much as a stray drink can.

I lived here all through covid and the temporary outdoor liquor license and thus know what it would be like if that license was made permanent and I welcome it. I know some community members are still very concerned about covid and having an outdoor patio where they can socialize gives them both the connection they need and some peace of mind.

I'm sure like many businesses and families, the Legion has struggled financially over the past couple years. I believe the priority here should be ensuring that the Legion, a landmark of our community is able thrive and keep bringing people together for as long as possible.

Thank you,

Aleisha Friesen

This is to support the application of the Roberts Creek Legion for a permanent outdoor patio licence.

The legion is an important, and valued, institution in this community: as the only bar; as a restaurant; and as a venue for music and social gatherings. During the ups-and-downs of the pandemic, Legion volunteers took a down time to redo the interior, including the restoration of a beautiful wood dance floor – a commitment to continue its role as an important gathering space.

Insofar as the patio will help the Legion maintain its financial health, it is a welcome addition. As well as a beautiful outdoor spot, mostly shaded, where I have enjoyed food, drink and music (under the current, temporary licence).

It is true that – particularly in the summer, when doors are open – the music can be heard through the woods, often to a late hour, and not always to everyone's taste. But this, surely, is a separate issue from the use of the patio. If, as I understand, the patio service, and music, will cease at 8pm, it is unlikely that the addition of patio service could be seen as negative.

Sincerely,

John Gibbs

I am writing to strongly support the application for an Outdoor Patio Application for the Roberts Creek Legion.

The Roberts Creek Legion is a community hub in lower Roberts Creek. Aside from a lively and interesting music program, it has consistently good food service, and with the Gumboot Restaurant gone to take out only, is the only place in Roberts Creek where you can sit down and have a half decent dinner. I have also attended funerals at the Legion, other meetings, and craft fairs.

During Covid, intrepid Legion volunteers gave the slightly dim interior a wonderful upgrade with new floors and new paint. The Legion was one of the first venues to offer live music again using the outdoors in a safe and responsible way as the pandemic seemed to wane. The volunteers always followed Public Health mandates, including vaccine mandates. Since we don't know what the course of the ongoing pandemic will be, it seems like an excellent idea to have a place for safe gathering outdoors with food and music. In my view this is a huge contribution to make to community mental health.

As a close neighbour of the Legion I appreciate the 8 pm closing time and the control of decibels. I don't love every band that plays the Legion, but this seems like a good compromise. I have heard that some people don't believe these measures will be enforced, but to deny the license on this basis is like taking away someone's driver's license because they might speed or run a stop sign. It is not respectful of people's general will to do the right thing.

I really hope this lovely patio idea goes ahead.

Sincerely,

Jane Covernton

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: SCRD Senior Leadership Team

RE: BUDGET PROJECT STATUS REPORT – SEPTEMBER 2022

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – September 2022 be received for information.

BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2022 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

Staff have updated the report and welcome comments / questions on the progress being made on the listed projects.

The recently approved projects through the 2022 Budget are included in this report as well as carried forward projects from prior years. Approved funding related to base budget increases are not included in the BPSR. Staff have added proposed completion dates wherever possible.

For 2022 BPSR, newly approved staffing positions have been added as there is correlation between project progress and resources. Once positions are created these will be marked as completed and become part of the overall Human Resourcing Plan. It has been identified that there is an opportunity to provide a comprehensive report on the SCRD's Human Resourcing status. This report is being developed with intention to come to a future Committee of the Whole in 2022.

STRATEGIC PLAN AND RELATED POLICIES

The BPSR is a metric for reporting on projects that move the Strategic Plan and various other core documents forward.

CONCLUSION

The goal of the BPSR is to provide project status in a concise manner to the Board. The Administration is working to improve this process as we continue to use this tool.

Attachment – Budget Project Status Report – Sept 14, 2022

	nd Report Reviewed by: anagers and Senior Lead	ership Team	
CAO	X – D. McKinley	•	

st Re	visions:	Septembe	er 14. 2022							2022 BUDGE	ET PROJEC	CT STATUS REPORT			
			,		Budget				Actual				Current Status		
	Dept. CA	Function 110	Mgr. Reid	Budget \$ \$125,000	Expended (to date) \$0	Funding Source COVID-19	Budget Year 2022	Proposed Completion Date 2023	Completion Date	Function Participants All	Work Location All	Description General Government - Hybrid Meeting Solutions	Contracted services to develop audio-visual options (including hardware, sound,	Category Other	% Comple Started
						Restart Funding						and Board Room Modifications (Other)	cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings (Board, Board Committees, Advisory Committees/Commissions, Public Hearings, Intergovernmental). The Board has further recommended the scope for the Hybrid Meeting Solutions project be broadened to incorporate costs for Boardroom furniture recomfiguration, including furniture replacement, which may be necessary to facilitate the installation of new AV hybrid technology in the Boardroom. RFP is under development. No bids were received by the close of the RFP deadline. Staff are reaching out to potential audio-visual service providers. Furthiture and space reconfiguration options will be contemplated in association with audio-visual needs.		
	CA	110	Buckley	\$125,145		Operating Reserves	2020	Dec-22		All	Regional	General Government - Website Redesign (Phase 2)	Contracted services to develop and implement a re-designed website that provides optimal content organization, integration with applications, ease of content manageability, and improved functionality and user experience. RFP completed and in Purchasing queue to send out for Tender. Project kicked-off April 26. Work is underway.	Carryforward	In Progress 75
	CA	110	Reid	\$25,000	\$C	COVID-19 Restart Funding	2022	Dec-22		All	All	General Government - Meeting Management Solutions (Other)	Software solution to bridge remote and in-person meeting rooms for hybrid Board and Committee meetings. In order for the virtual and physical domains to smoothly function together as a single meeting, a system is required to seamlessly manage both environments and their respective participants in real-time. Meeting management software streamlines the full cycle from report and agenda creation to electronic publishing to meeting video livestreaming and archiving. Software services are subject to an annual subscription fee. This budget request is for year- one implementation. Once implemented, annual subscription fees will apply and could be in the range of \$18,000 to \$20,000 per year.	Other	In Progress 25
	CA	114	Perreault	\$40,143	\$25,000	COVID-19 Restart Funding	2022	Sep-22		All	Sechelt	Field Road Administration Building - Reception Centre Modification - COVID-19 (M-BC)	Temporary barriers were placed at the front reception desk to ensure protocols for health and safety were adhered to due to the COVID-19 pandemic. This was partly due to limited labour and supplies at the time to build and install a custom barrier. Due to the ongoing nature of the pandemic, a more permanent enclosure is proposed. There are also two work stations within the front reception that will also be redesigned for a more efficient workspace - material, supplies and labour. July 2022 - Design and quotes received. Awaiting scheduling for install. Office space has been split into two and a new quote for installing glass to other counter space has been requested. This project is scheduled to be compled by the end of October 22 with glass and furniture to be installed.	Business Continuity	In Progress 75
	CA	115	Parker	\$8,000	\$0	Operating Reserves	2020			All	Regional	Human Resources - Certificate of Recognition (COR)	Delayed due to extended absence and impact on capacity. New resource hired March 2021 and commenced preliminary review in June 2021. Draft plan in place based on updated WSBC Inspection Report with a Q4 2022 timeline.	Carryforward	In Progress 25
	CA	117	Nelson	\$75,000	\$13,387		2021			All	Regional	Information Technology - Electronic Document and Records Management System (EDRMS) Functionality Enhancements	during the initial system roll out, and increases digital enablement of business processes and electronic interaction with and between staff and the public. Awarded consulting contract to Cadence. Project kickoff meeting planned. Records enhancements to be implemented with migration to MS SharePoint for better alignment with MS Teams implementation.	Carryforward	In Progress 25
	CA	117	Nelson	\$105,000	\$63,078	COVID-19 Restart Funding	2021			All	Regional	Information Technology - Digital Collaboration Solutions	This request is for a 2-year increase in funding for IT operating and capital budgets to expedite online collaborative software tools, digital services, and related equipment/devices. The project includes a temporary 2-year internal resource - comprised of: a) Temporary staffing: 2021 (7months) b) Professional services consulting () Hardware purchases d) Software purchases d) Software purchases/subscriptions New Job Description posted in tate June 2021. Project Initiation complete. Detailed planning phase underway. Backfill ITFT staff position hired. Licenses purchased. MS Teams rolled out to early adopters. 100 Thin Clients procured and deployment in process. Phase 2 being procured and scheduled.	Carryforward	In Progress 50
	CA	117	Nelson	\$5,000	\$C	Operating Reserves	2021			All	Regional	Information Technology - Cyber Security Culture 2021	Support security culture development using cyber threat awareness training and testing for SCRD staff. Objective is to reduce risks related to external attack vectors which could capture login credentials and expose SCRD data to unauthorized third parties, potentially resulting in BC Privacy Commissioner investigations and ensuing reputational damage. Options research underway. Obtained market sounding quotations. Contract awarded to Telus Security. Project parked pending availability of staff resources.	Carryforward	In Progress 2
	CA	110 / 115 / 117 / 200- 290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$91,774	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included	2020 Project was delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of the 2021 proposal is to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been reframed as an Alternative Work Strategy to allow for flexible work for staff. The IT equipment, furniture and staff needs assessments have been completed with the implementation considerations as part of COVID-19 re-start for the corporation. The tender for Thin Clients that will enable staff to virtually host meetings is on the market and the camera, mics and furniture equipment has been predominately delivered and installed. Additional work stations installed, Field Road currently now has 98 stations.	Carryforward	In Progress 7

Lact R	ovicione:	Septembe	r 14 2022							2022 BUDGE	T PROJE	CT STATUS REPORT			
	evisions:	Septembe	14,2022		Budget Expended (to	Funding		Proposed	Actual Completion	Function	Work		Current Status		
No	CA CA	Function 111 / 113	Mgr. Perreault	Budget \$ \$100.000	date) \$0	Source Operating Reserves	Budget Year 2021	Completion Date Dec-22	Date	Participants All	Location Sechelt	Description Asset Management / Financial Services - Implementation of New (PSAS) Asset Retirement Obligation (ARO)	New staff resource job description posted in late June 2021. In 2021, the SCRD implemented the new Public Sector Accounting Standard (PSAS) for Asset Retirement Obligations (ARO). Internal and external professional services will be needed to facilitate the implementation. Staff have begun project scoping and data collection for new standard. Continue to recruit for new Finance Resource to Assist with project (1 unsuccessful and 1 active recruitment underway). Internal work continues on project. Posting for new position issued in late April 2022. The project is partly being undertaken by Asset Management Staff at this time and making good progress. July 2022. Making good progress on project. Internal inventory of ARO has been completed and next steps are to engage environmental also be starting in September to help with calculating new expenses. Engineering assessment scope has been limited after review with Auditors. Making good progress will be review of status with Auditors scheduled for Nov 22. Likely that there will be surplus funds in the project.	Category Carryforward	% Complete In Progress 75%
11	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,075	\$4,734	Taxation / Support Services	2020			Various	Various	SCRD Corporate Recycling Program.	Field Road project started late 2021. Staff to reassess project and timelines as the COVID protocols change and once facilities are re-opened when closed. Request for Proposal for Corporate Recycling for facilities, including food waste, is at phased implementation.	Carryforward	In Progress 50%
12	CS	310	Walton	\$6,000	\$3,077	Operating Reserves	2021			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Building Improvements - Increased Safety (see additional approved in 2022	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Requested a Privacy Impact Assessment (PIA) be completed for CCTV and security system on April 6, 2021. June 4 update, waiting for PIA to be completed for CCTV. Update August 12 - Quotes received for light pole installation. Will be unable to complete all the projects within the approved budget, but will move forward with the most critical item first (external parking lot lighting). Work anticipated to be completed in September 2021. CCTV and security project to be carried forwarded to 2022, additional budget request approved and included in 2022 Budget. Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. Ul 14 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sep 22 update: No change from July 14 update	Carryforward	In Progress 50%
13	CS	310	Walton	\$3,250	\$0	Operating Reserves	2022			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Security System and CCTV (LCHV)	The budget approved in 2021 for this project included the installation of exterior lighting in the parking 10. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety) Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. April 8 Update: Light post installed on March 1st. Lights on back order until May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sep 22 update: No change from July 14 update	Low Cost / High Val	ue In Progress 50%
14	CS	310	Walton	\$11,500	\$3,018	Taxation	2022			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Driver Orientation and Training (M BC)	Over and above the qualifications for the position (i.e. Class 2 license), other things that drivers need to learn prior to their first official shift including but not limited to: safely procedures, routes, bus care, etc. This budget request is to provide a budget for the ~ 76 hours/driver training prior to their first shift alone. This initiative also requires criminal record checks for 4 drivers at \$70 per record check. May 2 update: This budget equal the years as new drivers are recruited and trained in 2022. May 9 update: recruitment of new drivers occurring in Q2; training to be provided once hired. Juli 14 update: Hired two new drivers are posting up with no end date for two more Drivers. Sep 22 update: No change from July 14 update. Training is ongoing as drivers are recruited throughout the year.	Business Continuity	In Progress 50%
15	CS	312	Walton	\$10,000	\$2.228.52	Capital Reserves	2020			All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle	Update August 12 - New vehicles not expected until 2022, project carried -forward. Mar 22 and May 9 update: Still awaiting vehicle. Jul 14 update: Still awaiting vehicle. Sep 22 update: No change from July 14 update	Carryforward	In Progress 25%
16	CS	312	Walton	\$10,000	\$0	Operating Reserves	2020			All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance	Project planning stage complete - RFQ for electric charges completed April 8 update: EV Charger installed; awaiting new vehicle so training can commence Jul 14 update: Fleet researching appropriate training courses and required tools. Sep 22 update: No change from July 14 update	Carryforward	In Progress 25%
17	CS	312	Walton	\$4,000	\$0	Operating Reserves	2021			Ali	Sechelt	Maintenance Facility (Fleet) - HVAC Maintenance Safety System	Additional safety system for fleet staff to perform HVAC maintenance on top of busses. Harness system purchases and installation to occur in Q2/3 2022. Jul 14 update: waiting for official engineer sign off on anchor point. Will purchase parts for project in Q2; installation still slated for Q3. Sep 22 update: No change from July 14 update	Carryforward	In Progress 25%

Last	Revisions:	Sentember	14 2022							2022 BUDGE	T PROJEC	CT STATUS REPORT			
	Revisions.	September	14, 2022		Budget			-	Actual				Current Status		
Line No. 18	Dept. CS	Function 312	Mgr. Walton	Budget \$ \$6,000	Expended (to date) \$3,077	Funding Source Operating Reserves	Budget Year 2021	Proposed Completion Date	Completion Date	Function Participants All	Work Location Sechelt	Description Maintenance Facility (Fleet) - Building Improvements - Increased Safety (see additional approved in 2022)	Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). Privacy Impact Assessment (PIA) completed for CCTV and security system on April 6, 2021. Update August 12 - Quotes received - unable to complete all the projects within the approved budget, but will move forward with the most critical item first (external parking to lighting). Work anticipated to be	Category Carryforward	% Complete In Progress 50%
													completed in September 2021. CCTV and security project budget to be carried forwarded to 2022, additional budget request approved in 2022 Budget. Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Juli 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sep 22 update: No change from July 14 update		
19	CS	312	Walton	\$131,250	\$0	MFA Loan	2022			All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (CM-RC)	Replace a hoist in garage which is at the end of life (2006) and does not meet current ALI certification standards. This hoist is used to service various fleet including buses, fire trucks, dump truck and backhoe. Jul 14 update: RFP to be completed in August. In discussion with BC Transit for possible financial contribution towards the hoist through the annual operating agreement. Sep 22 update: RFP closed and looking to award before end of September.	Regulatory Compliance	In Progress 50%
20	CS	312	Walton	\$3,250		Operating Reserves	2022			All		Maintenance Facility (Fleet) - Security System and CCTV (LCHV)	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTVs. (see CF - Building Improvements Increased Safety) Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sep 22 update: No change from July 14 update	Low Cost / High Value	
21	cs	345	Gagnon	\$669,736		Taxation	2018	Dec-22		B, D, E, F, and Islands	All	(Halkett Bay approach, West Bay float).	Mar 22 update: SCRD notified not successful in ICIP grant for ports capital renewal. Continued staff vacancy in Ports impacts capacity to move this work forward in 2021. Major inspections to be completed in 2022 which will further inform these capital projects. Staff will review capital plan for phased tendering of work, aligned with Board-approved plan or return to Board with additional information in Q3/4 2022. May 9 update: New Ports staff started and being oriented to portfolio. July 14 update: Ports team and contractor (who completes annual inspections) attended site visits of all the ports. After reviewing past inspections and relevant port documentation, Ports staff reconfirmed several priority projects including those identified in this project plan. Cost estimates are outdated therefore staff will obtain updated cost estimates for this work, prioritize and outline next steps and timelines in Q3/4. Sep 22 update: This project dates back to 2018. No grant application have been successful. A RFP is being drafted to secure an engineer to develop designs and update cost projections. It is anticipated that additional budget will be required to complete the work and a 2023 budget proposal is being deveload.		Started
22	CS	345	Gagnon	\$25,000	\$0	Taxation	2021			B, D, E, F, Islands	F Islands	Ports Services - New Brighton Dock Study	Mar 22 update: Continued staff vacancy in Ports impacts capacity to move this project forward in 2021. Staff continue to update the Squamish Nation. Potential condition review or other study of New Brighton Dock on Gambier Island. Scope to be determined. Shifting work priorities with current staff to resource this project. Anticipate project commencement 02. May 9 update: New Ports staff started and being oriented to portfolio. Delegation regarding dock at April CS Committee meeting. Sep 22 update: Tour of all Gambier docks, including New Brighton, along with Gambier Island Community Association New Brighton Dock Committee chair conducted in July. Major Inspections on all Gambier ports including New Brighton will be completed by the end of 2022. The results gathered from the inspections will be the guiding information used to inform capital renewal plans for SCRD docks and also understanding the long term financial implications associated with the New Brighton dock.	Carryforward	Started
23	CS	345	Gagnon	\$77,600	\$0	Taxation / Reserves	2020, 2021, 2022			B, D, E, F, and Islands	All	Ports Services - Ports Major Inspections	Mar 22 update: Continued staff vacancy in Ports impacts capacity to move these inspections forward in 2021. Currently shifting work priorities with current staff to resource this project. It is anticipated these inspections will be tendered in Q2 of 2022. May 9 update: New Ports staff started and being oriented to portfolio. Jul 14 update: Currently finalizing the award for the major inspections. It is anticipated that half of the ports can be completed in 2022 with the remaining in 2023. Additional funds may be required to complete all nice inspections. These inspections will be used to inform capital renewal planning. Sep 22 update: Mest Bay, Graves, Halkett) and be completed by end of 2022. Additional funding will be required to complete the remaining four docks in 2023. A 2023 budget proposal is being developed.	Carryforward	Started

10101101	Coptonia	er 14, 2022		Budget				Actual				Current Status		
				Expended (to			Proposed	Completion	Function	Work				
Dept.	Function	Mgr.	Budget \$	date)	Source		Completion Date	e Date	Participants	Location	Description		Category	% Comple
CS	615	Donn	\$6,000	\$2,1	27 Taxati	on 2021	Jul-22		B, D, E, F, DoS, SIGD, ToG	All	Community Recreation Facilities - Scheduling Software	Mar 22: Anticipate full implementation by end of Q3 2022. May 9 update: Project is under way however, due to ongoing staffing capacity challenges full implementation has been delayed until Q3/Q4. Jul 14 update: System soft launch has occurred to work out all the kinks, implementation on track for Q4. HR reviewing software parameters to ensure everything is aligned. Sep 22 update: Ongoing, still anticipated for full implementation by Q4.	Carryforward	In Progress 7
CS	615	van Velzen	\$11,736		\$0 Taxati	on 2020	Sep-22		B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt	Sunshine Coast Arena Refrigeration Plant Regulatory Items	Installation of an additional ammonia sensor complete. Extend ammonia relief vent line extension not started. No change to progress but budget now shows as \$11,736 and expended zero dollars so far in 2021. October 8 update: Refrigeration engineer reviewing vent stack extension requirement with Technical Safety BC. Jan 11, 2022 Update Carry Forward remaining funds for vent stack extension, decision on requirement for project to move forward from engineer and Technical Safety BC is pending. No date for decision at this time but anticipated by late Q1 2022. Mar 22 update: staff are working with TSBC Safety Officer to schedule site visit for review, possible Q2 2022 site visit but no firm date at this time. May 9 update: No confirmed date for TSBC Safety Officer to visit site. Jul 14 update: No change.		In Progress 25
CS	615	van Velzen	\$35,000	\$3,2	96 Taxat	on 2022	Nov-22		B, D, E, F, DoS, ToG, SIGD		Community Recreation Facilities - Domestic Hot Water System (M-BC)	Sep 22 update: No change. The control system for the domestic hot water tank at SAC requires an upgrade to control water temperatures. After numerous attempts to address the ongoing issue, an upgrade to the control system is required to avoid drastically fluctuating temperatures that could be a safety issue. May 9 update: Engineering design awarded, anticipate completion of design phase by end of Q2. Jul 14 update: Design phase completion delayed, anticipated to be completed early Q3. Construction tendering planned to commence in Q3. Sep 22 update: Design phase completed. Construction tender drafted and in final review stage for posting.	Business Continuity	In Progress 25
 CS	615	Donn	\$16,000	\$13,1	84 Operat	ng 2021	Dec-22		B, D, E, F,	Regional	Community Recreation Facilities - Programming	May 9 update: Project awarded in March and now underway with anticipated	Carryforward	In Progress 7
00	045		eco 000		Reserv \$0 Taxati				DoS, SIGD, ToG	D-0 T-0	Review	completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Jul 14 update: Public Engagement phase has been completed, analysis and review is underway. Sep 22 update: Project on track for completion in Q4.	Quer forward	Started
CS	615	van Velzen	\$60,000		\$0 Taxati		Dec-22		B, D, E, F, DoS, SIGD, ToG	DoS, ToG	Community Recreation Facilities - Fall Protection Systems Upgrades - Phase One	December 2019 fail protection audits were completed at GACC, GDAF, SAC and SCA and recommendations were noted. Based on estimated total project costs and staff capacity to complete projects, staff recommended a phased approach to completing upgrades. Projects are prioritized based on a risk assessment with priority given to highest risk areas. Projects designated for phase one include GACC roof access ladders and hatch upgrades, SAC roof access ladders and hatch upgrades. SAC fall protection anchor points for surget tank maintenance, SAC fall protection anchor points for mechanical room floor hatch used to lift heavy equipment from lower mechanical room and SCA fixed ladder in mechanical room to access amonia sensor located above mechanical equipment. Mar 22 update: Project procurement scheduled to start Q2 2022, anticipated project completion by end of Q3 2022. Jul 14 update: Project procurement started, tender documents being reviewed in preparation for posting. Sep 22 update: Tender was posted July 19 and closed August 24. Tender evaluations completed, award pending.		Started
CS	615	van Velzen	\$26,500		\$0 COVID Resta Fundi	rt	Dec-22		B, D, E, F, DoS, ToG, SIGD		Community Recreation Facilities - Water Management Plan Implementation (M-BC)	During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans developed in 2021, to implement the ongoing safety recommendations in the plan. Mar 22 update: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022. Juli 14 update: Project Procurement started, tender documents being drafted. Sep 22 update: Tender documents nearing completion, anticipate posting tender beginning of Q4.	Business Continuity	Started
CS	615	van Velzen	\$105,000		\$0 Taxat	on 2022	Dec-22		B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Health and Safety Requirements (CM-HSER)	After a risk assessment and review of WorksafeBC regulations, two emergency showers and an additional eye wash station are required at SAC. Mar 22 update: Procurement scheduled to start Q3 2022, anticipated project completion Q4 2022. Jul 14 update: Project Procurement started, tender documents being reviewed in preparation for posting. Sep 22 update: Tender documents with procurement for final review and posting.	Safety Requirement	Started

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Line No.	Dept.	Function	Mgr.	Budget \$	Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Completion Date	Function Participants	Work Location	Description		Category	% Complete
31	CS	615	van Velzen	\$250,000	\$0 \$0		2019	Dec-23	Lat	B, D, E, F, DoS, ToG, SIGD	Secheit		Various projects identified. Currently reassessing wail panel conditions to develop a scope of work for repair based on current conditions. Cuotation requested and received for additional testing to determine current status of wail panel condition. Scope of work being finalized. Revised quotation for additional testing to also include development of updated scope of repairs based on testing results requested. Revised quotation received. Consideration of grant application to be recommended 04 2020. Crant Applications were submitted. Two grant applications submitted for wail panel project both still under review. Project is on hold until grant funds are secured. (Panel Drying and Fire Alarm system). Mar 22 update: Second grant application unsuccessful. Will look for 2022 grant opportunities. If grants continue to be unsuccessful. Will look for 2022 grant opportunities. If grants continue to be unsuccessful. Will look for 2022 grant opportunities. Continue with above mentioned timelines. Jul 14 update: Project was not selected as a candidate for the recent grant opportunities. The project was not selected as a candidate for the recent grant opportunities. Staff will review project with asset management to determine next steps.	Carryforward	Started
32	CS	615	van Velzen	\$173,027	\$0	MFA 5- Year / Taxation	2021	Jun-24		B, D, E, F, DoS, SIGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement	On December 31, 2020 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler ping to repair the leak the was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. As per Board resolution, this work will commence in 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan. Mar 22 update: Procurement of engineering design for phased replacement pending. Due to timing, Phase 1 construction anticipated to start Q2 2023. May 9 update: Tender documents for engineering design submitted for review and posting. Jul 14 update: RFP for engineering design closed, evaluation of submissions scheduled for July 12. Sep 22 update: Engineering design awarded to SNC-Lavalin Inc. Design work has commenced, anticipate preliminary design and project construction cost estimates by end of October.	Carryforward	Started
33	CS	615	van Velzen	\$2,198,750	\$72,717	Renewal	2022			B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	Jul 14 update: Negotiations for SCA and GDAF door replacements unsuccessful, project being retendered in two parts with modified scope. SCA roof modified bitumen awarded and project on track for August completion. No bids received for SAC packaged roof top units 3, 4 and 5. Procurement has entered into negotiations with a supplier. GDAF packaged roof top additional structural assessment completed, construction tender documents drafted and awaiting final design work from engineer. GACC Audio System Component Replacement RFP posied, closes July 21. Sep 22 update: Revised tender documents drafted and awaiting final Replacement projects are nearing completion. SCA Roof Modified Bitumen Replacement projects are nearing completion. SCA Roof Modified Bitumen Replacement projects are nearing completion. SCA Roof Modified Bitumen Replacement completed, invoicing pending. SAC Packaged Roof Top Units 3, and 5 awarded, project completion anticipated by 23 2023. GDAF Packaged Roof Top Unit design work completed, construction tender being posted dyscheduled for completion in Q3. SCA Community Room Flooring replacement completed, invoicing pending. Procurement Replacement awarded, scheduled for completion in Q3. SCA Community Room Flooring replacement completed, invoicing pending. Procurement Replacement design work for GACC refrigeration plant, SCA HVAC and SAC RTU#2 capital projects.	Carryforward	In Progress 50%
34	CS	615	Shay	\$50,000		BC Hydro Rebate (Grant)	2022			All	Gibsons	Design - Recreation Facilities (BSCG)	emitting recreation facilities (SAC, GACC, SCA). Contracts signed. GACC and SAC models being completed and initial recommendations expected shortly. SCA work has begun.	Board Strategic and Corporate Goals	, , , , , , , , , , , , , , , , , , ,
35	CS	625	Donn	\$400	\$200		2021	Jul-22		A	A	Pender Harbour Fitness and Aquatic Centre - Scheduling Software	Anticipate full implementation by end of Q3 2022. May 9 update : Project is underway however, due to ongoing staffing capacity challenges full implementation has been delayed until Q3/Q4. Jul 14 update: System soft launch has occurred to work out all the kinks, implementation on track for Q4. HR reviewing software parameters to ensure everything is aligned. Sep 22 update: Ongoing, still anticipated for full implementation by Q4.	Carryforward	In Progress 75%
36	CS	625	Donn	\$4,000	\$3,296	Operating Reserves	2021	Dec-22		A	A	Pender Harbour Fitness and Aquatic Centre - Programming Review	Project awarded. Anticipated completion date for project is end of Q3 2022. May 9 update: Project underway with anticipate completion date in Q3. Data analysis and programming statistics took longer than expected to produce and review. Next step is the public engagement phase. Jul 14 update: Public Engagement phase has been completed, analysis and review underway. Sep 22 update: Project on track for completion in Q4.	Carryforward	In Progress 75%

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Dept.	Function	Mgr.	Budget \$	Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Completion Date	Function Participants	Work Location	Description		Category	% Comple
CS	625	w <u>gr.</u> van Velzen	\$1,750	<u>uate)</u> \$0		2022	Dec-22	Date	A	A	Pender Harbour Fitness and Aquatic Centre - Water Management Plan Implementation (M-BC)	During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans developed in 2021 to implement the ongoing safety recommendations in the plan. Mar 22 update: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022. July 14 update: Project Procurement started, tender documents being drafted. Sept 22 update: Tender documents nearing completion, anticipate posting tender beginning of Q4.	Business Continuity	Started
CS	625	Donn	\$10,000	\$0	Operating Reserves	2022			A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (M-BC)	PHAFC requires an external container (sea-can) to store equipment and facility parts. Previously had been sharing an old storage container with the SD, however the SD is replacing this container with a much smaller one, and the needs of PHAFC have increased. May 9 update: This project requires a building permit and further coordination with the School District prior to working through the purchasing requirements and delivering to site. Project progressing with anticipated completion later in Q4. Jul 14 update: Work has not commenced further due to staff capacity limitations. Sep 22 update: Work has not commenced further, will likely result in a carryforward into 2023.	Business Continuity	Started
CS	650	Clarkson	\$20,000	\$0	Taxation	2022	Aug-22		A, B, D, E, F	Various	Community Parks - Community Led Improvement Project Support (Other)	also enter into partnership agreements for the ongoing operations/stewardship of parkland and assets. This supports the planning of the potential projects and includes such costs as public consultations, surveys, cost estimates, etc. Planning includes such costs as public onsultations, surveys, cost estimates, etc. Planning includes and responsibilities of the parties involved. Specifically, in 2022, the two current community ideas for projects that require further exploration include a pathway around Katherine Lake and improvements / enhancements to Dan Bosch Park. Mar 22 update: Staff work with community groups to outline roles and responsibilities and determine a project plan, which will include community discussions regarding proposed projects. May 9 update: Working on Nation works permits and authorizations. Project Charter being drafted. Jul 14 update: Nation works permit applications for both projects submitted. Community engagement sessions regarding the proposed projects to occur in the fail 2022.	Other	Started
CS	650	Clarkson	\$50,000	\$0	Taxation / Operating Reserves	2022	Sep-22		A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (M-BC)	See 22 uddate: Oncoinc. as per July uddate. With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. This project will allow Parks to move forward on protective nitigation strategies for Bakers Beach and tenure renewal on Cocan Beach Esplanade, which require AMP's and further assessments, but also provides an ongoing base budget for these types of studies that are now becoming requirements of lease renewals, re-investment in to park spaces, etc. May 9 update: Staff preparing works permit applications and service agreements for Archaeological Impact Assessment (AIA) and Site Alteration Permit (SAP) through Nations? Rights & Titles. Anticipate submission late May 2022. Jul 14 update: Contract finalized with shishähl and In Situ for Baker Beach Park AIA and planning. Contract with SkywaVirmesh for OBE in development. Sep 22 update: In Situ Archaeology has been commissioned via Nation to perform reviews and planning at Baker Beach. OBE project is awaiting final signatures from SkywaWirmesh Nation to finalize contract and work can begin Q3.	Business Continuity	Started
CS	650	Clarkson	\$15,000	\$249	Operating Reserves	2021	Oct-22		A, B, D, E, F	B, D, E, F	Community Parks - Suncoaster Trail (Phase 2) Community trail project	Multi-year, phased and strategic approach to completion of the Suncoaster Trail (Halfmon Bay to Gibsons/Langdale) based on the Final Trail Concept Design approved by the Board. Further information about phases and a supporting funding plan provided through the budget process. Project scope includes decommissioning a steep fall-line trail, re-routing a sustainable grade switch back trail, rebuilding two sections of boardwalk. Project funds will support any archeological related costs, the acquisition of materials, and staff time organizing the event. Staff will play a lead role in construction relying heavily on volunteers. Mar 22 update: Progressing 2021 on this project was delayed due to COVID-19 and staff capacity. Discussions and planning to resume in O2. May 9 update: Staff met with regional trail partners and First Nations representatives to discuss progressing the project in the late summer. Target is to supnort community-led trail project connecting SCRD and DoS sections of Suncoaster Project continues within targets and timelines. Sep 22 update: Prelimeter project approvals from BC RSTBC completed. Staff avaiting project work until RSTBC aligns its own fall project or Big Tree Rec Site. Project will be delivered within same timeframe and scope. Staff currently designing project and ordering all materials.	Carryforward	Started
CS	650	Clarkson	\$35,000	\$1,037	Capital	2019	Oct-22		A, B, D, E, F	All	Community Parks - Capital Asset Renewal	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2021 due to staff capacity, however expected to commence in Q2 2022 and be completed by the end of Q3. Jul 14 update: progress delayed due to staff capacity, will not commence until later in Q3. Sep 22 update: No change.	Carryforward	In Progress

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	evisions:	Septembe	r 14, 2022		Budget				Actual				Current Status		
Line No.	Dept.	Function	Mgr.	Budget \$	Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Completion Date	Function Participants	Work Location	Description		Category	% Complete
43	ĊŚ	650	Clarkson	\$40,000			2021	Dec-22		A, B, D, E, F	F	Community Parks - Bike Park / Pump Track Development at Sprockids Park	Continue to work with community group - partnership opportunity with Coast Mountain Bike Trail Association. Project partnerships and efficiencies being explored. Mar 22 update: Met with partner CMBTA in Q1 and discussed preliminary next steps. RFP for consultation services slated for development mid Q2. May 9 update: Partner CMBTA has undergone some changes to directorship. Staff met with partner in late Q1 and discussed preliminary next steps. RFP for consultation services slated for development mid Q2 2022. Anticipate tender late summer 2022. Jul 14 update: Staff working with community partners CMBTA on development of scope of the project. Sep 22 update: CMBTA capacity is limited at this time, therefore the project is delayed. Staff will meet with club in Q3 to discuss willingness to become further engaged and finalize project details.	Carryforward	Started
44	CS	650	Gagnon	\$3,088,020		ICIP Grant / Various	2021			A, B, D, E, F	В	Community Parks - Coopers Green Hall Replacement / Upgrade	Architect revising design to meet net zero readiness and completing energy modelling. Detailed design and development of construction documents in Q1 2022. Updating gestechnical work and surveys. Monthly meetings with community association to develop operating business plan and budget. Mar 22 update: Design complete, with the exception of the septio, which is delayed waiting for permits. Currently awaiting updated Class B estimate. Update for Board anticipated early Q2. Electoral Area Services Committee report on May 19 updated the Board and direction received. Juli 14 update: Recent geotechnical review indicates a change in site parameters which significantly impacts the feasibility of the design. A report to update the Board on next steps anticipated inset/Oct.	Carryforward	Started
45	CS	650	Gagnon	\$62,263	\$19,989	Gas Tax	2016			A, B, D, E, F	В	Community Parks - Coopers Green Park - Hall and Parking Design Plans		Carryforward	In Progress 50%
46	CS	650	Gagnon	\$300,000		Reserves	2020			A, B, D, E, F	Sechelt	Community Parks - Building (Replacement / Upgrade)	and guidelines. Mar 22 update: On hold until further exploration of Mason Yards planning is complete. Jul 14 update: No change. Sep 22 update: No change.	Carryforward	Not Started
47	CS	665	Clarkson	\$75,000	\$0	Capital Reserves	2021			B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021	Engineered miligation of a retaining wall adjacent to a bike lane. Consultant provided Geotechnical report with design/construction options. Staff to meet with stakeholders and review the options in Q2. Jul 14 update: Staff working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Sep 22 update: Conceptual design supported by Fortis, and new cost estimate received which exceeds approved budget. 2023 budget proposal	Carryforward	Started
48	CS	680	Clarkson	\$22,000	\$C	Operating Reserves	2020	Oct-22		A, B, D, E, F	Regional	Dakota Ridge Snowmobile Replacement and UTN Repair	being prepared. Replacement of snowmobile unit 417 and repair of UTV unit 506 proceed with funding of up to \$29,000 from Dakota Ridge (560) operating reserve; UTV repairs complete. Snowmobile procurement underway, supply chain delays in 2020-2021. Mar 22 update: Further supply chain delayed this project in 2021. Staff continue to work with Purchasing to explore options in order to expedite delivery of equipment. Expected Q4 2022. May 9 update: Deposit has been made on the new snowmobile. Supply chain delays will mean that new unit is not delivered and paid for fully until Q2 2023. Jul 14 update: No change.	Carryforward	In Progress 75%
49	CS	680	Clarkson	\$33,500	\$C	Operating Reserves	2020	Oct-22		A, B, D, E, F	D	Dakota Ridge Recreation Service Area - One- Time Minor Capital - Upgrades and Renewal	One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behing drooming attachment. Parks planning and operations working on the design, purchase and install of minor capital items in Q2 2021. Mar 22 update: staff capacity and other priorities delayed this project in 2021. Project planning will continue and staff anticipate completion in late Q3. May 9 update: New grooming drag has been purchased and ordered. Expect delivery summer 2022. New kiosk signage and storage shed will be underway early summer 2022. Jul 14 update: There was an error in the May 9 update as the grooming drag has not been ordered. Progress on these projects is delayed due to staffing capacity. Sep 22 update: RFQ issued late Q2 for structural engineering design work on storage container roof solution.	Carryforward	In Progress 25%
50	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Shay / Gagnon	\$70,000	\$0	Operating and Capital Reserves / Grant	2022	Dec-22		All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (BSCG)	Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR. Discussions started for greater integration with other Field Rd and Mason Rd planning and retrofit work.	Board Strategic and Corporate Goals	Started

		er 14, 2022		Budget				Actual				Current Status		
	-			Expended (to	Funding		Proposed	Completion	Function	Work				
Dept. CS	Function 310 / 312	Mgr. Walton	Budget \$ \$10,500	date) \$0	Source Reserves	Budget Year 2022	Completion Date	Date	Participants All	Location Sechelt	Description Public Transit / Maintenance Facility (Fleet) - Pressure Washer Replacement (CM-IAF)	The pressure washer, heavy duty equipment used for daily cleaning of fleet, has reached the end of its useful life Jul 14 update: RFQ closed May 20th with no successful bidders. A 2nd RFQ created and sent on June 30. Purchase and install proposed for Q3 or Q4. Sep 22 update: RFP closed and work should proceed and be completed prior to end of Q3.	Category Imminent Asset Failure	% Comple In Progress 50
CS	310 / 312 / 370 / 650	Gagnon	\$75,000	\$0	Operating Reserves	2022			All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (M-BC)	well as expansion options, especially for likely Transit service expansion. Proposal for an internal staff member for project management (induiding contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative. May 9 update: request to renew current lease for Mason Yards submitted to province. In discussions to partner with BC Transit to complete a master plan strategy for transit infrastructure long term needs. This will inform planning for Mason Yards. Jul 14 update: Working collaboratively with BC Transit to complete a transit expansion plan for Mason yards. RFP Issued. Work will include considerations for long term site planning for parks and utilities. Sep 22 update: Lease renewal application submitted to Province in July. Expansion planning project being awarded and should kick off October 2022 with a projected completion date end of Q1 2023. Project being cost shared with BCT.	Business Continuity	Started
IS	281	Walkey	\$5,000	\$0	Reserves	2022	Dec-22		A	A	Greaves Road Waste Water Plant - Septic Field Repairs (CM-IAF)	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Trees within 3m to 5m will be removed to prevent further root intrusion. To be completed in by Q4 2022	Imminent Asset Failure	Not Started
IS	350	Rosenboom	\$188,905	\$0	MFA 5- Year / Taxation	2021	1-Jul-22		All	Regional	Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs	In by 04 2022 The current propane generator that is used to supplement the solar-based power system for the Sechelt Landfill has failed mid-February 2021. The site is currently using a diesel generator on a temporary hook up until a new generator is procured and installed. Power is required for the scale, computer and telephone for example. Development of RFP and SRW for connection to BC Hydro grid has been initiated	Carryforward	In Progress 25
IS	350	Rosenboom	\$175,000	\$90,990		2020	1-Dec-22		All	Regional	Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1)	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. FPF for feasibility study for one additional site and second opinion on landfill siting options did not resulting in securing contractor. Alternative procurement process has been initiated and contract with contractor currently being finalized. First result expected in Q3 2022		In Progress 50
IS	350	Rosenboom	\$27,000	\$0	User Fees	2022	1-Dec-22		All	Regional	Regional Solid Waste - Pender Harbour Transfer Station Food Waste Drop-Off (BSCG)	Providing a food waste drop-off at the Pender Harbour Transfer Station is one of the initiatives of the SCRD's Regional Organics Diversion Strategy. Conduct a 2 year pilot from Q3 2022 to June 30, 2024. This ensures one full year of the program and data collection prior to a decision on the continuation that needs to be made in Q3 2023. RFP currently being finalized	Board Strategic and Corporate Goals	In Progress 25
IS	350	Shoji	\$96,000		Eco-Fee	2022	1-Dec-22		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase I (M-BC)	The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2.		Not Started
IS	350	Rosenboom	\$89,165	\$0	Taxation	2022	1-Dec-22		All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (CM-RC)	Mandatory Ministry of Environment reports to be prepared by the SCRD's contracted engineering firm.	Regulatory Compliance	Not Started
IS	350	Shoji	\$2,500,000	\$0	Landfill Closure Reserve Fund	2021	21-Dec-22		All	Regional	Regional Solid Waste - Sechelt Landfill Stage H+ Closure	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive wasks. Stage H+ represents an area that has reached its fill capacity based on height and now requires closure. Project to be initiated in Q1 or Q2 2022.	Carryforward	Not Started
IS	350	Edbrooke	\$100,000	\$0		2021	21-Dec-22	1-Dec-22	All	Regional		Conduct a waste composition study of residential garbage collection, drop-off bins at Pender Harbour Transfer Station and Sechelt Landfill and commercial garbage delivered to the Sechelt Landfill. Study would occur at two points in 2021 and will support the evaluation of the implementation of new organics diversion services and guide the SVMP update (incl. waste disposal post landfill closure). Delayed until 2022. RFP is anticipated to be issued Jan 2022. Waste composition study underway. The first of two audits is currently taking place this spring, with the second in October. A summary report, with recommendations, will follow.	Carryforward	In Progress 50
IS	350	Shoji	\$150,000	\$0	Taxation	2021	1-Jul-23		All	Regional	Regional Solid Waste - Future Solid Waste Disposal Option Study (Phase 2)	Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1.	Carryforward	Not Started
IS	350	Edbrooke	\$150,000	\$453	Eco-Fee	2021	21-Dec-23		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update		Carryforward	Started
IS	351	Rosenboom	\$5,000	\$0	Taxation	2021	1-Mar-22		All	A	Regional Solid Waste - Generator Replacement for Pender Harbour Transfer Station	Purchase and installation of a new generator for the Pender Harbour Transfer Station as current generator is failing. Generator is used as back-up power for the site. Procurement initiated and bids are currently being reviewed	Carryforward	In Progress 2
 IS	351	Rosenboom	\$10,000	\$0		2021	1-Mar-22		All	A	Regional Solid Waste - Traffic Control Lights for Pender Harbour Transfer Station	Installation of traffic control lights for Pender Harbour Transfer Station to increase safety for customers and staff at site. Project to be completed in coordination with site improvement project.	Carryforward	Not Started
IS	352	Rosenboom	\$29,500	\$0	Year	2021	22-Jul-22		All	Regional		Purchase of a used forklift for loading the mattress trailer at the Sechetl landfill to full capacity thereby reducing possible injury to staff not having to manually load the truck and full trailers reduce shipping costs and lowers transportation-related GHG emissions. This is the recommended loading measure by WorkSafeBC. Estimated timing Q2 or Q3 2022	Carryforward	In Progress 2
IS	352	Shoji	\$150,000	\$0	Taxation	2021	31-Dec-22		All	Sechelt	Regional Solid Waste - Biocover Feasibility Study - Phase 2	Phase 2 Study to be initiated to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Staff have been working on securing materials for the study. RFP will be issued in Q2 2022.	Carryforward	Started

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	Dept. IS	Section 365	Mgr. Walkey	Budget \$ \$125,000	date) \$0	Source Gas Tax	Budget Year 2020	Completion Date	Date	A	All	Description North Pender Harbour Water Service - Emergency Generator	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. The engineering specifications for the purchase and installation of this generator has been combined in a tender with the Garden Bay Feasibility study and will be awarded in May. 2022. Completion of specifications expected in Q4 2022. This engineering will enable a tender to be issued for the purchase and installation of the generator. SCRD has received a draft final report for the Garden Bay Feasibility study and will provide comments back to Engineer for final report in Q4	Category Carryforward	% Compl In Progress 28
	IS	365	Walkey	\$20,000	\$0	Operating Reserves	2021	21-Oct-21		A and SIGD	A	North Pender Harbour Water Service - Garden Bay Pump Station – Treatment Improvements (Phase 1)	The Garden Bay Water Treatment facility is a Class 2 facility that utilizes UV treatment and chlorination for disinfection of water drawn from Garden Bay Lake. As per the Canadian Drinking Water Quality Standards and the Canadian Council of Ministers of the Environment guidelines, surface water treatment facilities should achieve less than 1 NTU (nephelometric turbidity units) for turbidity leaving the facility. Prolonged periods of warm weather resulting from the changing climate is causing more frequent turbidity and organics level spikes in Garden Bay Lake and increasing the likelihood for non-compliances with regulatory standards. While such non-compliances are currently still rare, staff are recommending that a feasibility study be commissioned to review engineering solutions to address this increasing risk in a timely manner. The study will evaluate the feasibility of treatment systems that will be capable of reducing turbidity and organics. Completed studies such as these are advantageous when applying for future Provincial or Federal grant programs. Staff are working with Engineers and the study should be complised by Q4 2022. SCRD has received a draft final report for the Garden Bay Feasibility study and will provide comments back to Engineer for final report in Q4	Carryforward	In Progress 50
	IS	365	Walkey	\$5,000	\$0	Operating Reserves	2020	21-Dec-21		A and SIGD	A	North Pender Water System - Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ in draft currently.	Carryforward	Started
	IS	365	Walkey	\$145,000	\$107,762	Reserves	2019	22-Sep-22		A and SIGD	A	North Pender Harbour Water Service - Garden Bay UV Reactor Purchase	Drinking Water Regulations require that treatment facilities should have redundancy in major treatment steps. The UV reactor has been installed and is in use. Minor items required for completion. Still availting delivery of parts. Parts were received but were damaged, working with supplier to rectify.	Carryforward	In Progress 75
	IS	365	Misiurak	\$75,000	\$0	Operating Reserves	2020	1-Dec-23		A and SIGD	A	North Pender Harbour Water Service - Water Supply Plan	Intent of project is the development of water system model in support of development Water Supply Plans. RFP closed and contract is being finalized with project kick off meeting in October 2022.	Carryforward	Started
	IS	365	Misiurak	\$850,000	\$0	Capital Reserves / Gas Tax	2022	1-Dec-23		A and SIGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (M-BC)		Business Continuity	Not Started
	IS	365	Edbrooke	\$7,500	\$0	Operating Reserves	2022	1-Dec-23		A and SIGD	Regional	North Pender Harbour Water Service - Public Participation - Water Supply Plan Development (BSCG)	In Q2 2022 staff have engaged with the public on the development of a region-wide Water Strategy and will report back to the community and Board early 2023 with a draft Water Supply Strategy	Board Strategic and Corporate Goals	In Progress 5
	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	21-Oct-21		A	A	South Pender Water System - Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q2 2022.	Carryforward	Started
	IS	366	Walkey	\$50,000	\$10,000	Gas Tax	2021	21-Dec-21		A	A	South Pender Harbour Water Service - Upgrades - Phase 2	Additional funds are required to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Weir automation paused due to staffing issues.	Carryforward	In Progress 50
	IS	366	Walkey	\$80,000	\$0	MFA 5- Year	2021	21-Dec-21		A	A	South Pender Harbour Water Service - 2021 Vehicle Purchases	Annual replacement of aged vehicle(s); #436 truck is 12 years old, has high mileage and rust is becoming an issue. Replace with truck with similar capabilities. Vehicle ordered, expected delivery in Q4 2022.	Carryforward	In Progress 7
	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	1-Feb-22		A	A	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a detriorating structure. This project will included the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Modelling needs to be completed.	Carryforward	Not started
	IS	366	Walkey	\$149,500	\$106,659	Gas Tax	2021	15-Dec-22		A	A	South Pender Harbour Water Service - McNeil Lake Dam Upgrades	Preliminary construction tendering documents were provided to the SCRD in mid May from the consultant and are under review. The dam safety improvements will consist of replacing the stop logs with a lifting device, reinstating low level outlet operation, increasing the height of the maintenance walkway above flood lake level, installing new public access signage, a water level gauge and new dam security gate.	Carryforward	In Progress 5
	IS	366	Walkey	\$50,000	\$39,135	Reserves	2020	21-Dec-22		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades	Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Delays in delivery of parts, to be completed in Q3 2022.	Carryforward	In Progress 75
	IS	366	Misiurak	\$75,000	\$0	Operating Reserves	2020	31-Dec-22		A	A	South Pender Harbour Water Service - Water Supply Plan	Intent of project is the development of water system model in support of development Water Supply Plans. RFP is closed and contract award is currently underway followed by a project kick off meeting in October 2022.	Carryforward	Started
	IS	366	Walkey	\$600,000	\$0	Capital Reserves / Gas Tax	2022	1-Jun-23		A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (M-BC)	Continuation of 2018 work, and would replace the existing 150 mm asbestos cement diameter water main with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondeview Road. This section was selected for replacement as means of improving system reliability and improving protection in that portion of the South Pender Water Service Area. Project will be innitiated late Q4 2022	Business Continuity	Not Started

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Line No.	Dept.	Function	Mar.	E Budget \$	xpended (to Funding date) Source	Budget Year	Proposed Completion Date	Completion Date	Function Participants	Work Location	Description		Category	% Complete
82	IS	366	Shoji	\$525,000	\$180 Reserves		1-Nov-23		A	A	South Pender Harbour Water Service - McNeil Lake Dam Safety Improvements - Construction (CM-RC)	Preliminary construction tendering documents were provided to the SCRD in mid May from the consultant and are under review. The dam safety improvements will consist of replacing the stop logs with a lifting device, reinstating low level outlet operation, increasing the height of the maintenance walkway above flood lake level, installing new public access signage, a water level gauge and new dam security gate. Construction deferred until 2023 due to delays in obtaining permits and competing workload priorities	Regulatory Compliance	In Progress 50%
83	IS	366	Edbrooke	\$7,500	\$0 Operating Reserves	2022	1-Dec-23		A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (BSCG)	In Q2 2022 staff have engaged with the public on the development of a region-wide Water Strategy and will report back to the community and Board early 2023 with a draft Water Supply Strategy	Board Strategic and Corporate Goals	In Progress 50%
84	IS	370	Walkey	\$200,000	\$11,789 Operating Reserves	2020	1-Sep-21		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. On going testing and analysis is taking place. Final report from Engineer received, board report requesting additional funds approved.	Carryforward	In Progress 25%
85	IS	370	Walkey	\$22,500	\$0 Operating Reserves	2020	21-Dec-21		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review- Regional Water System	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. BFO in draft	Carryforward	Started
86	IS	370	Walkey	\$210,000	\$0 MFA 5- Year	2021	21-Dec-21		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases		Carryforward	In Progress 75%
87	IS	370	Walkey	\$46,500	\$0 Short Term Debt	2020	21-Dec-21		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Utility Vehicle Purchase	Tender documents have been generated and will be advertised.	Carryforward	Started
88	IS	370	Walkey	\$250,000	\$6,924 Capital Reserves	2020	1-Jan-22		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant UV Upgrade	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Engineering tender has been awarded and preliminary drawings and estimates conclude that the budget is very undervalued and staff will be bringing a new budget proposal forward to budget 2023 for the installation and construction phase. 50% design drawings received	Carryforward	In Progress 25%
89	IS	370	Walkey	\$175,000	#REF! Reserves	2021	1-Jul-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Edwards Lake Siphon	Pipe is fused. Has not been deployed. Archaeological and ecological assessments in support for regulatory approvals underway with permit issuance to follow in summer 20/22	Carryforward	In Progress 25%
90	IS	370	Walkey	\$74,125	\$764 Capital Reserves	2021	1-Aug-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade	the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. System will also allow for video monitoring of infrastructure at the lakes. Testing equipment for potential install. Starlink satilite installed at Chapman Lake, communication reliability improved, wifi at dam	Carryforward	In Progress 75%
91	IS	370	Edbrooke	\$35,000	\$3,892 Operating Reserves	2020	30-Aug-22		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply and Conservation Public Engagement 2020 (including Water Summit)	now, will also support photographs to be taken. Ongoing Water Public Participation. This includes website updates, advertisements (print and digital), and Let's Talk water events to engage the community on new projects, such as the Church Road well field and Phase 3 water meter installations. Staff are currently developing summer outreach campaigns and communications, and incorporating capital projects into planned spring water engagements.	Carryforward	In Progress 50%
92	IS	370	Misiurak	\$375,000	\$286,318 Operating Reserves	2020	Sep-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2) - Langdale Well Field Development and Maryanne West Park	Additional scope added and well siting currently underway. Long-term monitoring at Langdale site to continue until Q3 2022.	Carryforward	In Progress 75%
93	IS	370	Edbrooke	\$46,500	\$0 Short Term Debt	2020	1-Sep-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Strategic Infrastructure Division	ONLY 1 VEHICLE PURCHASE. Procurement process underway, and staff are working to overcome ongoing supply chain challenges. Bids received in early 2022 for fully electric passenger vehicles were considerably higher than budgeted amounts. Staff will reissue the RFP in Q2 2022.	Carryforward	In Progress 50%
94	IS	370	Walkey	\$250,000	\$0 Capital Reserves	2020	1-Sep-22		A, B, D, E, F, and DoS	A	Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements	The pump station rebuild has been paused due to staffing levels. The goal is to start this project in Q4 2022.	-	Not started
95	IS	370	Walkey	\$29,092	\$5,000 User Fees	2020	22-Sep-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Summer Student (4 months) - Water Asset Inventory Update	Development of Water Supply Plans Assessment Management Plans or update of the asset inventory databases (GIS and AutoCAD) for the Regional Water System. (VALUE IS NOW \$29,092 being carried forward) Posted and receiving resumes. A student has been hired and will be working with the Utilities team until September completing assigned tasks.	Carrytorward	In Progress 75%
96	IS	370	Rosenboom	\$50,000	\$0 Operating Reserves	2020	1-Dec-22		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Environmental Flow Requirements Update	Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Submission to DFO will be initialed at later point	Carryforward	In Progress 75%
97	IS	370	Rosenboom	\$25,000	\$15,793 Reserves	2020	1-Dec-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Implementation of shíshálh Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592		In Progress 75%
98	IS	370	Edbrooke	\$25,000	\$0 User Fees		1-Dec-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Water Sourcing Policy	Project scoping based on current water supply source development status is underway.	Carryforward	Started
99	IS	370	Walkey	\$75,000	\$0 Reserves	2022	22-Dec-22		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (CM-IAF)	Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning, entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1. Project on hold due to staff vacancies. Project will begin in Q3 or 4 2022.	Imminent Asset Failure	Not Started
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No.	Dept.	Function	Mgr.	Budget \$	date)	Source	Budget Year	Completion Date	Date	Participants	Location	Description	Operational design in Neurophys 0004 and has an encoded at the	Category	% Complete
100	IS	370	Misiurak	\$2,144,903	\$294,826	Reserves	2020	31-Dec-22		A, B, D, E, F and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	Construction began in November 2021 and has progressed as expected. The contractor has ordered all the long lead time items. Construction of the foundation has begun. Remainder of the work in the coming months with project completion scheduled for completion in December 2022.	Carryforward	In Progress 50%
101	IS	370	Misiurak	\$8,270,000	\$5,436,228	Capital Reserves / Long Term Loan	2020	31-Dec-22		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Groundwater Investigation - Phase 4B - Church Road Construction	Water License issued by the Province in December 2021. Contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction began in March. Construction is underway. Due to material supply issues, commissionig of the project will not occur until Q2 2023 at the earliest. All the waterlines have been constructed and the majority of the roadway restorative paving is complete including the gravel path along the South side of Reed Road.	Carryforward	In Progress 75%
102	IS	370	Edbrooke	\$20,000	\$0	Operating Reserves	2021	1-Feb-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Public Participation Regional Water System	In Q2 2022 staff have engaged with the public on the development of a region-wide Water Strategy and will report back to the community and Board early 2023 with a draft Water Supply Strategy	Carryforward	In Progress 50%
103	IS	370	Misiurak	\$240,500	\$189,255	Reserves	2021	15-Feb-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Dam Improvements	Consultant 90 percent design and draft tender under review. Final Dam Safety Reports, 0&M Manuals Completed and have been issued to the BC Dam Safety Officer. Final Flood Inundation downstream analysis has been completed.	Carryforward	In Progress 75%
104	IS	370	Misiurak	\$360,000	\$275,035	Operating Reserves	2020	1-Mar-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Regional Water Reservoir Feasibility Study Phase 4	First Nation Consultation complete. Consultant preparing completion schedule for geotechnical work. Geotechnical work expected to occur late summer 2022, with results of study to the Board in late Q4 2022.	Carryforward	In Progress 75%
105	IS	370	Misiurak	\$350,000	\$14,033	Capital Reserves / Gas Tax / DCC	2021	1-Mar-23		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Development	Field siting of the preferred locations for the two primary wells completed in early July. Drilling of the two TEST wells scheudled for Oct. Test well drilling was delayed due to First Nations Permitting reviews .	Carryforward	In Progress 25%
106 107	IS IS	370 370	Misiurak	\$50,000 \$70,000	\$11,605	Reserves	2018	1-Apr-23		A, B, D, E, F and DoS	E	(Well Protection Plan - Phase 2)	Final drawings provided by consultant and are under review with anticipated tendering in Q4 2022.	Carryforward	In Progress 50% Started
107	15		Misiurak	,	\$0	Reserves		1-Apr-23		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements	Preliminary design started. Construction anticipated for 2023.	Carrytorward	Started
108	IS	370	Misiurak	\$213,000	\$0	Operating Reserves	2021	1-Jun-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis	RFP is closed and contract award is currently underway followed by a project kick off meeting in October 2022	Carryforward	Started
109	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022	23-Jun-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (M-BC)	Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. The vehicle has been tendered.	Business Continuity	In Progress 25%
110	IS	370	Walkey	\$100,000	\$0		2022	23-Jun-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Trout Lake Re- chlorination Station Upgrade (CM-IAF)	The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve the demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded. Project on hold due to staff vacancies. The goal is to initiate this work in Q4 2022.	Imminent Asset Failure	Not Started
111	IS	370	Walkey	\$200,000	\$0	MFA 5 YR Loan	2022	23-Jun-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Vehicle Purchases (M- BC)	This project is to purchase four (4) vehicles for the following purposes: • Two (2) new Fully Electric Vehicles to support staffing requirements (incl. the purchase of EV that was deferred as part of 2021 Budget process); • Two (2) replacement vehicles of vehicles #465 (2012) Escape and #491 (2013 F150) is required due to high mileage and increasing maintenance costs. Electric vehicles are tendered.	Business Continuity	In Progress 25%
112	IS	370	Misiurak	\$200,000	\$78,309	Reserves	2018	1-Aug-23		A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Water Main Rehabilitation	Repainting of the Chapman, and Sechelt Inlet Road Segments Completed. Remaining unexpended funds to be used to fund other waterline segments in 2023.	Carryforward	In Progress 50%
113	IS	370	Edbrooke	\$30,000	\$180	Operating Reserves	2020	1-Sep-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update	Reviewing potential proposals for changes to Bylaw 422. Phase 1 was completed in Q1 2022, to update the water conservation regulations, some definitions and provisions. Phase 2 will be scoped and initiated in Q2 2022, for broader bylaw modernization.	Carryforward	In Progress 25%
114	IS	370	Shoji	\$783,000	\$270	Reserves	2022	1-Nov-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (CM-RC)	Complete the tendering and construction of the dam safety improvements which will consist of strengthening the face and the base of the dam by adding steel reinforcement into adjoining bedrock, increasing the height of the maintenance walkway above flood lake level, installing a log boom upstream, new public access signage, a water level gauge and new dam security gate. Permitting is taking longer than anticipated. Construction deferred until 2023.	Regulatory Compliance	In Progress 25%
115	IS	370	Shoji	\$625,000	\$285	Reserves	2022	1-Nov-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (CM-RC)	Complete the tendering and construct the dam safety improvements which will consist of replacing the stop logs with a sluice gate and a lifting device, increasing the height of the maintenance walkway above flood lake level, installing a log boom upstream, new public access signage, a water level gauge and new dam security gate. Permitting is taking longer than anticipated. Construction deferred until 2023.	Regulatory Compliance	In Progress 25%
116	IS	370	Edbrooke	\$47,250	\$0	Grant (?)	2022	1-Dec-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Staffing - Water Sustainability Technician - 0.5 FTE (BSCG)	Hire a Water Sustainability Technician that will focus on leak resolution in the Sechelt area, as meters are installed. The position will also be responsible for supporting education and outreach efforts, patrols, responding to inquiries and complaints.	Board Strategic and Corporate Goals	Not Started
117	IS	370	Misiurak	\$1,277,600	\$209,077	Capital / Operating Reserves	2021	31-Dec-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3	Langdaie: Test well drilling of the pilot holes completed in June. Production size test well drilling began in July with productivity testing to be completed in October . Maryanne West. monitoring plan development plan scehduled to be innitiated in 04 2022	Carryforward	In Progress 25%

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					Expended (to	Funding		Proposed	Completion	Function	Work				
	Dept. IS	Function 370	Mgr. Misiurak	Budget \$ \$375,000	date) \$0	Source Operating Reserves	Budget Year 2022	Completion Date 31-Dec-23	Date	Participants A, B, D, E, F, F Islands and DoS	All	Description Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (BSCG)	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to 3 additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each)	Category Board Strategic and Corporate Goals	Not Started
	IS	370		\$7,250,000	\$0	Long Term	2020			A, B, D, E, F, F	Sechelt an	d Regional Water Service - Meters Installation	- Contingency allowance Given the current workload for the Capital Project Division it's anticipated that this project could be initiated late 2022/early 2023 for completion late 2023 at the earliest. AAP successful to secure the electoral approval for the Long-Term Loan for this	Carryforward	Started
	IS	370	Shoji	\$125,000		Loan	2021	31-Dec-23		Islands and DoS A, B, D, E, F,	SIGD	Phase 3 District of Sechelt and Sechelt Indian- Government District	project. Resource planning to be completed in Q3 2022 with project kick-off to follow. The flow monitoring equipment was installed in late September, followed by		In Progress 2
	IS	370	Misiurak	\$1,178,070	\$207,222	Reserves	2020	31-Dec-24		F Islands and DoS A, B, D, E, F,	F	Surface Water Intake Upgrades Gray Creek Regional Water Service - Reed Road and	flow monitoring for the next two years.	Carryforward	In Progress 7
	IS	382	Misiurak	\$5,964	\$207,222	Reserves	2020	9/1/222		F Islands and DoS F	F	Elphinstone Road Water Main Replacement Woodcreek Park Waste Water Treatment Plant -	of the varies mains have been installed. To be completed in Q4 2022	Carryforward	Not Started
	15		Misiurak			Reserves		31-Dec-22		E	E	Inspection Chamber Repairs			
	IS	382	Misiurak	\$968,591	\$498	Operating Reserves / Gas Tax	2021	22-Dec-23		E	E	Woodcreek Park Wastewater Treatment Plant – Collection System Designs	On October 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In April 2022, the SCRD was notified of the successfull grant selection by the Province in the amount up to \$769,000. At the June 23, 2022 Board meeting, the Board formally approved staff's recomendation to enter into a contract with the the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding reserves and \$100,000	Carryforward	Started
	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020	1-Aug-21		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs Square Bay Waste Water Treatment Plant -	short term debt if needed. Project to be inniiated in Q4 2022 During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project. Staff are proceeding with repairs and upgrades to the collection system to reduce	Carryforward	In Progress 25
			Walkey			Reserves		1-Dec-21				Infiltration Reduction (Started 2019 - 2020 portion	Inflittation, Further analysis of various sections of collection system is underway. Phase 2 Two sections of the collection system identified with inflittation were repaired on Susan Way drastically reducing the inflittation of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention.		
	IS	387	Walkey	\$25,000	#REF!	Operating Reserves	2021	September		В	В	Square Bay Waste Water Treatment Plant - Square Bay Infiltration Reduction	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Staff have identified additional areas requiring repairs and are developing plan to impliment the repairs.	Carryforward	In Progress 25
	IS	388	Walkey	\$261,000	\$0	Operating Reserves / Gas Tax / Loan	2022	23-Dec-23		F	F	Langdale Waste Water Plant - Remediation Project (M-BC)	The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the VMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolishment of the existing facility and the construction of a new and permanent lie in to YMCA WWTP. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Removal of building has been delayed until Q4	Business Continuity	Started
	IS	392	Walkey	\$30,000	\$775	Operating Reserves / Gas Tax	2021	21-Dec-21		D	D	Roberts Creek Co-Housing Waste Water Treatment Plant - Treatment System and Regulatory Enhancements	Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. The Co-Housing representatives have indicated that the community members fully support this budget proposal and the use of the service areas reserves for this purpose. Pumped out all tanks and completed Inspection from top. Identified trash to 9.0 pipe is at bottom of trash tank and needs to be raised and media in 9.0 has 'dropped' and needs to be secured back in place. Uncovered 9.0 and 4.5 in preparation for inspection/entry/repair, found lid for 9.0 broken and will need to be replaced. Pumps specif for filters and quotes received. Work is onging and plant modifications are expected to be completed in July 2022. Permitting changes and infiltration repairs to follow. Plant modifications and improvements completed, permitting change in progress.	Carryforward	In Progress 75
	IS	393	Walkey	\$35,000	\$0	Reserves	2022	22-Mar-23		A	A	Lillies Lake Waste Water Plant - System Repairs and Upgrades (CM-RC)	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed.	Regulatory Compliance	Started

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	visions.	Septembe	14, 2022		Budget				Actual				Current Status		
Line No.	Dept.	Function	Mar.	Ex Budget \$	xpended (to date)	Funding Source	Budget Year	Proposed Completion Date	Completion Date	Function Participants	Work Location	Description		Category	% Complete
130	IS	365 / 366	Misiurak	\$40,000	\$0 (Operating Reserves	2022	1-Aug-23		A and SIGD	Ali	North and South Pender Harbour Water Service - Water Distribution Model and Technical Analysis (BSCG)	In preparation of the Comprehensive Regional Water Plan (2013) the SCRD had a consultant prepare a hydraulic model of the distribution systems within the Regional Water system. These models have been used by the consultant to perform analyses for small areas when asked by the SCRD or developers. The model is not up-to-date and hence is not able to perform system wide analyses as required for development of a new Strategic Water plan for the water systems within the Regional Water system. Public participation will be conducted as part of the development of each of those plans and a budget would be required to fund any expenditures associated with such public participation. Regional Water Service was approved in 2021 - this is for North and South Pender Harbour Water Services. RFP is closed and contract award is currently underway followed by a project kick off meeting in October 2022.	Board Strategic and Corporate Goals	Started
131	IS	365 / 366 /		\$202,500	\$0	User Fees	2022			A, B, D, E, F, F	Regional	Water Service- Staffing - Utility Crew - 3.0 FTE	In support of expending water supply systems (including Church Rd), ongoing	Business Continuity	In Progress 50%
		370	Walkey					1-Jun-22		Islands, SIGD, and DoS		Staffing Increase	regulatory compliance, improved asset management and support for capital projects additional field staff area required. 1 FTE Utility Technician I/ 1 FTE Utility Technician I/ Operator 1 (casual) 1 FTE Utility Operator II One full time position has been posted and filled. A casual posting will go out soon.		
132	IS	365 / 366 / 370	Edbrooke	\$50,000		Operating Reserves	2021	1-Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Development of Customer Relationship Management Tool	Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automatization of leak-detection and notification process and 3) improved customer support by staff. This work is paused due to staf shortgage with the IT-division	Carryforward	In Progress 25%
133	IS	365 / 366 / 370	Walkey	\$150,000	\$0	User Fees	2022	1-Dec-22		A, B, D, E, F, F Islands, SIGD, and DoS	Regional	Water Service- Utility Crew - 2 New Vehicles plus aftermarket vehicle modifications (M-BC)	This budget is for two new vehicles in support of the newly hired utility services staff. To be tendered in Q2,2022.The generation of the tender documents for the vehicles is underway.	Business Continuity	In Progress 50%
134	IS	365 / 366 / 370	Edbrooke	\$40,000		Operating Reserves	2022	1-Jun-23		A, B, D, E, F, F Islands, SIGD, and DoS	All	Water Service - Water Rate Structure Review (Phase 1) (BSCG)	The SGRD begin reviewing potential rate structure options, with the assistance of a consultant, based on water use and water conservation, and seek input from the public. User-based pricing would support water conservation, and seek input from the awareness about water use, and detecting and resolving leaks quickly, and in general, is widely supported by the public compared to a flat rate to increase equity. Report presented for initial discussion in WASAC in March 2022. Staff have incorporated questions about volumetric rates into the Water Strategy engagement in Q2 2022. RFP will be issued in Q3 2022.	Board Strategic and Corporate Goals	Started
135	IS	365 / 366 /		\$225,000		Operating	2022			A, B, D, E, F,	Regional	Water Service - Water Supply Plan: Feasibility	As per Resolution 320/20 (Recommendation 9) this budget proposal is for a		Not Started
		370	Misiurak			Reserves		1-Dec-23		F Islands and DoS		Study Long-Term Surface Water Supply Sources (BSCG)	desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhom Lake, Sakinaw Lake, and Rainy River demand. Project to be innitated in Q4 2022.	Corporate Goals	
136	IS	365/ 366 / 370	Edbrooke	\$60,000	\$11,858		2020	1-Dec-22		All A, B, D, E, F	Regional	Metering Program 2: Water Meter Data Analytics Wastewater Treatment Plants (Various) - Public	This work is paused due to staf shortgage with the IT-division	Carryforward	Started
137	IS	381 - 395	Walkey	\$30,000		Operating Reserves		21-Oct-21				Participation (BSCG)	Staff are preparing	Board Strategic and Corporate Goals	In Progress 25%
138	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000		Operating Reserves	2021	21-Dec-23		A, B, E, F	A, B, E, F	Wastewater Treatment Plants (Various) - Outstanding Right of Way	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons. All outstanding ROW issues have ben identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Resolution of other ROWs is on hold due to staff vacancies	Carryforward	In Progress 25%
139	PD	135	Shay	\$15,000		Operating Reserves	2022			All	Regional	Corporate Sustainability Services - Green House Gas (GHG) Quantification (BSCG)	External consultants, specializing in emissions quantification, to support quantifying GHG emissions reductions of projects and potential carbon offsets.	Board Strategic and Corporate Goals	Not Started
140	PD	136	Shay	\$63,000	\$0	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (BSCG)	Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Maters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement.	Corporate Goals	In Progress 25%
141	PD	210	Michael	\$10,400		Capital Reserves	2022	Jun-22		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - High Priority (M-BC)	Non-critical (unfunded) Capital plan projects from fire department 20 year capital plan. Flooring and hot water tank replacement.		Not Started
142	PD	210	Michael	\$25,000		Capital Reserves	2021	Sep-22		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Hazardous Materials Response Trailer	Trailer for the storage and transportation of hazardous materials response equipment. Scope being developed for RFQ. RFQ closed, working on award/proceeding. PO issued, expected delivery Q3 2022. Delivered and awaiting final billing .	Carryforward	In Progress 75%
143	PD	210	Michael	\$100,000	\$0	Capital Reserves	2021	Jun-23		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Rescue Truck Upgrade	End of life upgrades to rescue truck to extend service life. Awaiting delivery of new Engine 1 prior to starting this project. Will be initiated in late 2022.	Carryforward	Not Started
144	PD	210	Michael	\$35,000		Operating Reserves	2022	Jun-23		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (LCHV)	Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions.	Low Cost / High Value	Not Started
145	PD	210	Michael	\$150,000		Capital Reserves	2021	Dec-23		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Emergency Generator	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3, 2022.	Carryforward	Started
146	PD	210	Michael	\$50,000	\$0	Recovery Fund	2021	Dec-23		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - CRI FireSmart Economic Recovery Fund - Firehall Roof Replacement	RFP scope being developed.	Carryforward	Started

Last Revisions: September 14, 2022

Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
PD	210	Michael	\$585,000	\$0	MFA Equipment Loan	2022	Jun-25		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (M-BC)	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope	Business Continuity	Started
PD	212	Higgins	\$350,000	\$40,422		2020	Jun-22		D	D	Roberts Creek Volunteer Fire Department -	being developed.	Carryforward	In Progress 75%
PD	212	Higgins	\$75.000	\$8.555	Reserves	2021	Sep-22		D	D	Engine #1 Replacement Roberts Creek Volunteer Fire Department -	Expected Completion Q4 2022. Project progressing. Budget approved,	Carryforward	In Progress 50
PD	212	Higgins	\$8,500	\$0	Reserves	2022			D		Training Structure Roberts Creek Fire Protection - Capital Plan	requisition started for roof system Capital plan projects from fire department 20 year capital plan. Ventilation exhaust	Business Continuity	Started
	2.12	- inggino		φü	Reserves				5	5	Projects (M-BC)	fan and electrical control panel. Consulting with Electrical Contractor before proceeding.	Buomooo oonanaity	otanou
PD	212	Higgins	\$30,000	\$0	Reserves	2022			D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (LCHV)		Low Cost / High Value	-
PD	216	Daley	\$175,900	\$0	MFA Equipment Loan	2022	Mar-23		В	В	Halfmoon Bay Fire Protection - Self Contained Breathing Apparatus (M-BC)	SCBA Compressor arrived waiting for Installation. RFP for SCBA units closed, evaluation has picked a vendor, more funding required, staff report submitted Manager. Not sure of completion date at this time.	Business Continuity	In Progress 75
PD	216	Daley	\$206,100	\$0	Capital Reserves	2022	Dec-23		В	В	Halfmoon Bay Fire Protection - Capital Plan Projects (M-BC)		Business Continuity	In Progress 75
PD	216	Daley	\$250,000	\$0		2022			В	В	Halfmoon Bay Fire Protection - Fire Hall #2 Redevelopment Project (M-BC)	Next step is confirming design/construction model.	Business Continuity	Started
PD	218	Helyar	\$11,500	\$0	Donation	2021			A	A	Egmont Fire Protection - Egmont Fire Truck - Donation	Working on documentation for future transfer of truck to SCRD.	Carryforward	In Progress 25%
PD	220	Treit	\$268,900	\$6,650	Capital Reserves	2020	Jun-23		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower	Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit Application is in	Carryforward	In Progress 50
PD	220	Treit	\$25,000	\$9,817	Taxation	2018	Dec-23		All	Regional	Emergency Telephone 911 - 911 Tower and Spectrum Upgrading	progress. Development permit being processed. RFP has been issued. Applications for new repeater frequencies submitted (to improve communications). Letter of Authorization with Planetworks Consulting to be signed. Currently working with ISED to acquire new frequencies.	Carryforward	In Progress 50%
PD	220	Treit	\$22,000	\$0	Taxation	2022	Dec-23		All	Regional	Emergency Telephone 911 - Project Support - 911 Towers (M-BC)		Business Continuity	Not Started
PD	220	Treit	\$128,000	\$39,309	Capital Reserves	2020	Dec-24		All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services	Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting.	Carryforward	In Progress 25%
PD	220	Treit	\$141,400	\$16,626	Capital Reserves	2020	Dec-24		All	Regional	Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade		Carryforward	In Progress 259
PD	220	Treit	\$10,020	\$0		2022			All	Regional	Emergency Telephone 911 - Dispatch Levy (CM- HSER)	E-Comm 9-1-1 Dispatch Levy fee is increasing	Safety Requirement	Not Started
PD	222	Treit	\$25,000	\$0	CEPF Grant	2022	Dec-22		All	Regional	Sunshine Coast Emergency Planning - Evacuation Route Planning	CEPF 100% Grant-funded development of evacuation route(s), with area of work selected based on risk analysis. Grant of \$25,000 has been received for evacuation route planning see resolution #104/22 Recommendation #8. RFP has closed.	Other	In Progress 259
PD	222	Treit	\$20,000		Reserves	2019	Mar-23		All	Regional	Services for Statutory, Regulatory and Bylaw Review	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties. RFP is being developed.	Carryforward	Started
PD	222	Treit	\$17,000	\$4,490	Operating Reserves	2021	Nov-23		All	Sechelt	Sunshine Coast Emergency Planning - Trailer Removal	Removal and disposal of trailer at Mason Road, formerly used as secondary Emergency Operation Centre location Waiting for electrician to move electrical service on September 7. Electrical service has been moved. RFP for removal to be issued in Q1 of 2022. There were no responses to the RFP so alternate routes are being examined to remove the trailer. Trailer has been removed. Communications tower needs to be removed.	Carryforward	In Progress 75%
PD	222	Treit	\$176,278	\$0	FireSmart Economic Recovery Fund	2021	Dec-23		All	Regional	Sunshine Coast Emergency Planning - CRI FIreSmart Economic Recovery Fund - FireSmart Home Assessment	Contracting two FireSmart Coordinators. RFP has closed and two contractors have been selected. Outreach initiated Q1 2022. Waiting for website with assessment request forms to go live. Program is underway with promotion and assessments being completed.	Carryforward	In Progress 509
PD	222	Treit	\$110,000	\$0		2021			All	Regional	Sunshine Coast Emergency Planning - CRI FIreSmart Economic Recovery Fund - Smart Projects for Critical Infrastructure		Carryforward	Not Started
PD	222	Treit	\$11,660	\$0	FireSmart Economic Recovery Fund	2021			All	Regional	Sunshine Coast Emergency Planning - CRI FIreSmart Economic Recovery Fund - Development that Leads to Employment	Training courses managed by the SIGD. Service Agreement with SIGD is being developed. Service Agreement has been provided to SIGD. Likely will need to be cancelled due to capacity issues with SIGD. Staff will be following up with a Board report to confirm direction.	Carryforward	Not Started
PD	500	Jackson	\$50,000	\$10,540		2020	Q1 2023		All	Regional	Regional Planning Services - Regional Growth Framework - Baseline Research	Planned for late 2020 initiation. Coordination with member municipalities will be part of next steps. Project brief developed and shared with member municipalities and First Nations. Tendered. In evaluation process. Kick off meeting with consultant (MODUS) and intergovernmental/regional project team anticipated late Q3/early Q4. Project underway. Project update planned for mid Q1 2022. Policy report coming Q2 as next step. As reported in Q2 departmental report, report delayed. Update coming in next quarter. Work restarted; draft products provided to intergovernmental partners. Timing for report to Board being confirmed.	Carryforward	In Progress 505
PD	504	Hall	\$180,000	\$0	Taxation	2022	Q3 2025		A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement (M-BC) - additional	Annual investment in operating budget to support OCP renewal/harmonization, zoning bylaw alignment to OCPs, technical studies, while protecting (or enhancing) development processing and customer service levels. Proposed to be orgoing. Grants, if received, can offset taxation the following year. 2022 funding recommended to be pro-rated at 50% \$180,000 with \$360,000 ongoing from taxation including a 0.5FTE. Position posted.	Business Continuity	Not Started
PD	504	Hall	\$203,050	\$0	UBCM grant	2021	Q4 2023		A, B, D, E, F	B, D, E, F	Rural Planning Services - Planning Enhancement Project	RFP in development. Input from member munis to be sought. Posting for incremental staff resource (grant-funded) posted and closed, selection process underway. RFP developed and anticipated for posting Q4 2022.	Carryforward	Started

					Budget				Actual				Current Status		
					Expended (to	Funding		Proposed	Completion	Function	Work				
	Dept.	Function	Mgr.	Budget \$	date)	Source		Completion Date	Date	Participants	Location	Description		Category	% Complete
	PD	504	Jackson	\$86,001	\$0	MRDT revenue	2021			A, B, D, E, F	B, D, E, F		RFP prepared, in coordination with District of Sechell for related work. Release early in Q1 2022 planned. RFP closed, in award process. Contract provided to proponent for signing. Kelly Foley is selected contractor, work initiated in Q2. Work progressing. Action plan draft being developed; report to Board in Q4 2022.	Carryforward	In Progress 50%
	PD	504	Jackson	\$43,990	\$25,705	Reserves	2017			A, B, D, E, F	B, D, E, F	,	Consulting contract and other project costs to assist with review/drafting of new zoning bylaw. Consultant has provided the final draft and completed the work within the scope of their project proposal. Staff are reviewing the draft and refining. Focused time being applied to this project to finish draft. As reported in December 2021, introduction and public information planned for Q1 2022. First reading May 12, 2022. Public Information Meetings being planned. PIKs completed, second reading report being prepared. Hearing completed. 3rd reading report planned for Sectember.	Carryforward	In Progress 75%
3	PD	210, 212, 216, 218	Treit	\$10,000	\$0	Reserves	2018	Dec-23		A, B, D, E, F and ToG	Various	Fire Department Records Management Software	RFP process complete, contract awarded to Orketa. Awaiting contact from supplier on timelines for implementation. Implementation and completion target of the project is by year's end.	Carryforward	In Progress 75%

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	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Comple
	CA	110	Reid	\$80,600	\$0	Taxation	2022		May-22	All	All	General Government - Information and Privacy Coordinator (Other)	New resource for the Administration and Legislative Services department to ensure capacity for SCRD statutory responsibilities with respect to public access to information and protection of privacy. The addition of this resource also supports the transition to a digital/electronic service business model for the SCRD and acknowledges the increasing service expectations of the public with respect to accessing local government records and online information services. Budget request is 0.75 FTE in year-one (2022), and 1.0 FTE for subsequent years. Amount includes 24.96% for benefits and 55,000 overhead for software licenses, equipment, etc. The Information and Privacy Coordinator role has been filled, Start date. May 9, 2022	Other	Completed
	CA	117	Nelson	\$20,000		Support Services	2022		Mar-22	All	Regional	Information Technology - Online Engagement Software-Annual Subscription-Let's Talk SCRD (BSCG)	engagement platform tool for Let's Talk SCRD. Procured in 2020 and fully implemented in early 2021, the Let's Talk online platform has proven to be an effective tool in support of the Board's strategic priority for public engagement. Annual subscription fees apply and are increased annually per the Consumer Price Index (CPI). The Budget request is for the 2022 subscription amount (not including taxes).	Board Strategic and Corporate Goals	Completed
	CA	131	Reid	\$30,000	\$0	Operating Reserves	2021	Jan-22	May-22	A, B, D, E, F	A-F, Islands, SD46	Elections / Electoral Area Services - Ballot Tabulators	Contracted services to provide vote tabulating machines for 2022 local government election. Scope of work for procurement process under development. Automated voting machines have been procured and services agreement executed.	Carryforward	Completed
	CA	110 / 130	Reid	\$83,987		Taxation	2022		Feb-22	All	Regional	General Government - Executive Assistant (Other)	Eaard requested new resource that will primarily focus on supporting advocacy efforts as set out in the Board's Strategic Plan. The role will facilitate communication between the Regional District, various Provincial ministries and other local governments and relevant agencies in relation to advocacy initiatives being pursued by the SCRD. It will also provide administrative support for rural area directors as well as for the Office of the CAO and other General Government functions. This is 0.75 FTE in year-one (2022), and 1.0 FTE for subsequent years. Amount includes 24.96% for benefits and \$5,000 overhead for software licenses, equipment, etc.	Other	Completed
	CA	114 / 310 / 312 / 370 / 650	Perreault/Shay	\$40,000	\$9,782	CARIP	2021	Mar-22	May-22	All	Sechelt	Electric Vehicle (EV) Charging Stations-Field Rd and Mason Rd (Phase 1)	Phase 1 to meet immediate needs for EV charging is underway. Business process flow completed and approved. Installation complete and awaiting final billing. Staff training and integration into business processes will follow.	Carryforward	Completed
	CS	310	Walton	\$87,667	\$0	Taxation	2022			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Transit Superintendent (1.0 FTE) (M-BC)	Recruit a second Transit Superintendent to address safety and support for drivers during operating hours, reduce overtime of current supervisory staff, address current capacity challenges, and support fluture expansion opportunities Mar 22 update: Recruitment process has commenced. May 9 Update - New Superintendent started on April 17. Completed	Business Continuity	Completed
	CS	313	van Velzen	\$25,000		Short Term Debt	2020		Mar-22	All	All	Building Maintenance Services - Vehicle	Procurement process planned for end of Q3. Deferred to Q4. Mar 22 update: Project completed in 2021, a vehicle that was no longer needed by Bylaw was transferred to building maintenance. Requested funding not required	Carryforward	Completed
	CS	400	Clarkson	\$25,000	\$34,965	Reserves	2018	Jul-22	Jul-22	All	D and E with Regional Impact	Cemetery - Business Plan	Mar 22 update: RFP to perform a comprehensive business and service review of SCRD Cemeteries awarded in Dec 2021 (including review of existing properties and infrastructure, developing options/recommendations for the future and a fees and charges comparison and review). Project commenced Jan 2022. Anticipated completion is end of 02 2022. July 14 update: Project continues to advance as per schedule. Final report due July with presentation to the July 28 Committee of the Whole. Sep 22 Update: Project Complete	Carryforward	Completed
	CS	615	van Velzen	\$4,000	\$2,160	Taxation	2021	Mar-22	Mar-22	B, D, E, F, DoS, ToG, SIGD	All	Community Recreation Facilities - Building Water Systems Management Plan	Potential contractor delays due to flooding, potentially completed by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022. Mar 22 update: Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022. May 9 Update Project Completed.	Carryforward	Completed

Last Revisions: September 14, 2022

ne					Budget Expended (to	Funding		Proposed	Actual Completion	Function	Work		Current Status		
	Dept.	Function	Mgr.	Budget \$	date)	Source	Budget Year	Completion Date	Date	Participants	Location	Description		Category	% Complete
	Ċŝ	615	van Velzen	\$27,643	\$24,077	Operating Reserves	2020	Apr-22	Apr-22	B, D, E, F (Except F Islands), ToG, DoS, SIGD	Secheit	Community Recreation Facilities - Capital - Classified as "non-critical" in Asset Management Plan	Replace failing or end of life non critical capital components. SCA parking lot lighting replacement, SAC sound baffe replacement and re-hang lights still remain to be completed. RFP for SAC Baffles and Lights has now been completed and will be going to tender. SAC Baffles and Lights has now been completed and ugits provide to fearly. SAC Baffles and Lights tender process completed, contract signing in progress. Project on track for completion Sept 2021. SCA parking lot lighting not started. September 3 Update: SAC Baffles and Lights completed. SCA parking to tighting tender process started, anticipated project completion Q4 2021. October 7 Update: SCA parking lot tender documents submitted to procurement for review September 1. Tender posting pending. Due to procurement delay Q4 project completion unikely. Carryforward to 2022. Jan 11, 2022 Update SAC Sound Baffle and Re Hang Lights Project Completed, one invoice for \$3500 pending, waiting for PO amendment. SCA Parking Lot Lighting Project Contract and PO amendment completed, one invoice for \$3500 pending. SCA Parking Lot Lighting contractor has ordered materials project on schedule for Q2 2022 completion. May 9 update: SCA parking lot Lighting completed, invoicing pending. One invoice for sound baffle project still to be received, supplier has been contacted again to submit invoice. July 14 update: SCA Parking Lot Lighting Complete. Final invoice received for sound baffles.	Carryforward	Completed
1	CS	615	van Velzen	\$28,600			2022	Jul-22	Aug-22	B, D, E, F, DoS, ToG, SIGD		Community Recreation Facilities - Non-Annual Maintenance (Other)	Innually, including refinishing the gym floor at SAC and some fascia repairs and exterior painting at GACC. Mar 22 update: Procurement process started, anticipated project completion Q3 2022. May 9 update: SAC gym floor refinishing awarded with anticipated completion by end of Q2. Procurement process started for GACC exterior painting. July 14 update: SAC gym floor refinishing completed, invoicing pending. GACC exterior painting RFP posted and closes July 13. September 22 Update: Project Completed	Other	Completed
2	CS	625	van Velzen	\$1,000	\$214	Operating Reserves	2021	Mar-22	Mar-22	A	A	Pender Harbour Fitness and Aquatic Centre - Building Water Systems Management Plan	Potential contractor delays due to flooding, potentially complete by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022. Mar 22 update: Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022. May 9 Update Project Completed.	Carryforward	Completed
3	CS	625	Donn	\$10,000		Taxation	2020		Mar-22	A	A	PHAFC Annual Fitness Equipment Replacement	October 8 update: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. Purchasing has been engaged to confirm which procurement instrument is appropriate. Mar 22 update: PO Issued, enroute, invoice submitted. Project complete.	Carryforward	Completed
	CS	625	Donn	\$10,000		Reserves	2022		Sep-22	A	A	Annual Maintenance Items - Water Storage Solutions (CM-RC)	In 2022, during the annual maintenance period, the pool will be drained at the PHFAC. As the pool serves as the fire suppression for the building, on site storage of water is required. May 9 update: Project is underway and on track however, this item was missed during the budget process and will require a financial plan amendment prior to proceeding with purchasing and coordination on site with the School District. Jul 14 update: Storage pools have been purchased and are on site. Fencing and other materials still to be ordered/rented. Meeting with SD and the Pender Harbour Volunteer Fire Department occurred to coordinate placement. Work will commence in August. Sep 22 update: Storage pools were used and worked well during the annual maintenance. These have been stored for the next time the pool needs to be drained. Project is slightly under budget.		Completed
	CS	625	Donn	\$12,000	\$0	Operating Reserves	2022		Sep-22	A	A	Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Item - Natatorium Ceiling Painting (Other)	The natatorium ceiling is in desperate need of repainting and should be done when the pool basin is drained. The pool is drained every 2-3 years, so 2022 provides the appropriate liming for this work. May 9 update: Project is underway and on track with materials and supples ordered. Staff expect that this project will be ready for completion during the annual maintenance closure in Q3. Jul 14 update: Supplies have been ordered and work will commence in August. Sep 22 update: Project is complete, however, invoices from the contractor have not yet been received.	Other	Completed
	CS	625	Donn	\$12,000	\$0	Operating Reserves	2022		Sep-22	A	A	Pender Harbour Fitness and Aquatic Centre - Pool Basin Painting (Other)	Pool basin painting occurs every 2-3 years in alignment with the pool being drained. This painting helps prolong the lifespan of the asset and also creates a more vibrant pool atmosphere. Mar update: Budget approved in 2022, anticipate project commencement in Q2. May 9 update. Project is underway and on track with materials and supplies for this work having been ordered. Staff expect that this project will be ready for completion during the annual maintenance closure in Q3. Jul 14 update: Supplies have been ordered and work will commence in August. Sep 22 update: Project is complete, however, invoices from the contractor have not yet been received.	Other	Completed
7	CS	650	Clarkson	\$70,000	\$0	MFA 5- Year	2021	Mar-22	Apr-22	A, B, D, E, F	All	Community Parks - Equipment Purchase- (Sports Fields) - New Cab Tractor	2020 inspections indicated this asset for retirement. Failure is possible and would require urgent response but staff consider this as asset stewardship rather than imminent failure based on condition. May 9 Update: Project Complete. Equipment has been delivered, field tested and incorporated into regular operations. Project variance requires updates on Business world to reflect actual expenditures to date.	Carryforward	Completed

		Contomb								2022 BUDGE	T PROJEC	T STATUS REPORT			
Last	evisions:	Septemb	er 14, 2022		Budget				Actual				Current Status		
Line					Expended (to	Funding		Proposed	Completion	Function	Work				
No.	Dept. CS	Function 650	Mgr. Clarkson	Budget \$ \$15,500	date)	Source Taxation	Budget Year 2022	Completion Date May-22	Date May-22	A, B, D, E, F	Location A	Description Community Parks - Katherine Lake and Lions	The water systems at Katherine Lake and Lions Field are currently operated by	Category Business Continuity	% Complete Completed
10					φU							Field Water Service Operations (M-BC)	Parks staff, there is expertise required for various annual tasks. This has historically been provided by the SCRD Utilities staff and charged back to Parks. Due to capacity challenges, Utilities are not able to continue with this service, therefore this service will require a contractor. May 9 update. Project complete, and contract awarded to Swens Contracting Ltd. (aka Pristine Parks Inc.).		Completed
19	CS	650	Clarkson	\$38,231	\$0	Taxation	2022	May-22	May-22	A, B, D, E, F	Regional	Community Parks - Parks Labourers (M-BC)	Addition of parks labourers to assist in maintaining current service levels in parks, especially in the peak seasons. May 9 update: Project Complete. Job posting expired mid-April and candidate evaluations completed. Positions offered for a late May 2022 start date.	Business Continuity	Completed
20	CS	650	Clarkson	\$91,266	\$0	COVID-19 Restart Funding	2022	May-22	May-22	A, B, D, E, F	Regional	BC)	One year temporary position to address backlog of parks annual tasks and projects that accumulated during 2021 due to staff vacancies. May 9 update: Project Complete. Job posting expired mid-April and candidate evaluations completed. Positions offered for a late May 2022 start date.	Business Continuity	Completed
21	CS	650	Clarkson	\$26,700	\$12,755	Operating Reserves	2021	Dec-22	Apr-22	A, B, D, E, F	Various	Community Parks - Priority Repairs to Community Halls	Strategic priority repairs related to asset stewardship and community resilience. Projects identified and prioritized through condition assessments including minor capital and small energy efficiency projects that do not fit within capital plan. May 9 update: Project completed.	Carryforward	Completed
22	CS	310 / 312 / 313 / 320 / 345 / 400 / 615 / 625 / 630 / 650 / 665 / 667 / 670 / 680	Gagnon	\$41,500	\$0	Taxation	2022		Jul-22	All	All	Community Services - Administrative Assistant (1.0 FTE) (Other)	The Community Services Administrative Assistant will provide critical support to the General Manager, Community Services and work cooperatively with other department administrative supports. Mar 22 update: Budget approved in March. Recruitment to begin in Q2. May 9 update: Position posted, interview to occur later in May. July 14 update: Successful candidate started in July.	Other	Completed
23	IS	150	Edbrooke	\$89,836	\$89,836	Healthy Watershed Initiative Grant	2021	Mar-22	May-22	All	Regional	Feasibility Studies (Regional) - Water Service - Regional Watershed Management Plan (formerly project: Watershed Management Action Plan Development)	Development of a business case for the feasibility of a new regional watershed protection service. Engagement and draft reports are complete. Staff will present the results at March ISC. Anticipated project completion is March 2022.	Carryforward	Completed
24	IS	350	Rosenboom	\$40,000		User Fees	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Sechelt Landfill Cover	Additional budget for the costs and trucking of cover material to the Sechelt Landfill	Business Continuity	Completed
25	IS	350	Rosenboom	\$125,000		Taxation	2022	Dec-22	Mar-22	All	Regional	Material Base Budget Increase (CM-RC) Regional Solid Waste - Gypsum Testing and Abatement (BSCG)	site. This budget proposal is intended to have the operating budget for this service to reflect the current expenditures associated with testing and the abatement of two loads of gypsum containing absetos. These costs are estimated at \$125,000. The remainder of the additional revenue received due to the tipping fee increase (\$180,300) is proposed to be transferred to [350] Landfill Operations Operating Reserves should there be more than two loads of gypsum that need to be abated within a given year.	Business Continuity	Completed
26	IS	350	Rosenboom	\$7,500		Taxation	2022	Dec-22	Mar-22	All		Regional Solid Waste - Waste Reduction Initiatives Program (LCHV)	Program to provide funding to community groups, non-profit societies, charitable organizations and achool groups to implement projects that contribute to waste reduction and diversion.	Business Continuity	Completed
27	IS	350	Rosenboom	\$5,000		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Islands Clean-up (LCHV)	Expansion of the Islands Clean-up program to include Hardy Island as part of the Nelson Island Clean up event day.	Business Continuity	Completed
28	IS	350	Rosenboom	\$7,500		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Home Composter Rebate (LCHV)	The Home Composter Rebate Program is an initiative of the SCRD's Regional Organics Diversion Strategy to assist with providing options to divert food waste and other compostable materials from the landfill.	Business Continuity	Completed
29	IS	350	Rosenboom	\$100,000	\$0	Taxation	2022	Dec-22	May-22	All	Regional	Regional Solid Waste - Sechelt Landfill Closure/Post Closure Funding (M-BC)	Increase of the annual contribution to the Closure/Post Closure reserve fund for the Sechelt Landfill to address current underfunding of the landfill closure/post closure liability for this site based on an anticipated closure date of 2025. Additional fund included in 2022-2026 Financial Plan	Business Continuity	Completed
30	IS	350	Rosenboom	\$67,571	\$0	Taxation	2022	Dec-22	Sep-22	All	Regional	Regional Solid Waste - Staffing - Manager Special Solid Waste Projects - 0.6 FTE (BSCG)	Additional senior project-management resources are require to manage the development and construction of a new long-ferm waste disposal option, the design and construction of the partial (Stage H+) and final closure of the Sechelt Landfill and other capital projects for the solid waste and other divisions. Manager started on July 25	Board Strategic and Corporate Goals	Completed
31	IS	352	Rosenboom	\$67,900	\$6,932	Taxation	2021	Mar-22	May-22	All	Regional	Regional Solid Waste - Sechelt Landfill Monitoring Well Installation	As per the Operating Certificate, the SCRD is required to monitor groundwater conditions in and around the Sechelt Landfill. The SCRD samples water via 18 wells multiple times throughout the year. A recent Hydrogeological Assessment recommended installation of 4 new wells and decommissioning 2 old wells. Work completed early May 2022.	Carryforward	Completed
32	IS	370	Walkey	\$25,000	\$16,361	Capital Reserves	2020	Jun-21		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Hot Water Upgrade	Design completed purchasing of equipment underway. Removal of exsisting equipment completed	Carryforward	Completed
33	IS	384	Walkey	\$18,000	N/A	Capital Reserves / Gas Tax.	2021	Jul-21		В		Jolly Roger Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements. Screens have been replaced and pumps have arrived.	Carryforward	Completed
34	IS	385	Walkey	\$9,000	N/A	Capital Reserves / Gas Tax	2021	Jun-23		В	В	Secret Cove Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements. Screens and pumps have been replaced.	Carryforward	Completed
35	IS	394	Walkey	\$7,500	\$4,161	Reserves	2022	Sep-22	Sep-22	A	A	Painted Boat Waste Water Plant - Flow Meter (CM-RC)	As per the Municipal Wastewater Regulation wastewater treatment plants must monitor and totalize flow through the treatment plant. Funds would be used to purchase the meter, excavation for the installation as well as the required wiring and programming. Staff have met on site for preliminary workplan investigation. Flow meter has been installed and is fully functional.	Regulatory Compliance	Completed
36	IS	365 / 366 / 370	Walkey	\$40,000	N/A	Operating Reserves	2021	Jun-21		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Leak Correlator	Purchase Leak Correlator equipment and required staff training as per Board direction received following December 17, 2020 staff report. A unit has been purchased and training has been completed.	Carryforward	Completed

Last I	Revisions:	Septembe	er 14. 2022							2022 BUDGE	I PROJEC	T STATUS REPORT			
					Budget				Actual				Current Status		
Line No.	Dept.	Function	Mgr.	Budget \$	Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Completion Date	Function Participants	Work Location	Description		Category	% Complete
37	IS	365 / 366 / 370	Walkey	\$75,000	\$0	User Fees	2022	Jul-22	Date	A, B, D, E, F, F Islands, SIGD, and DoS		Water Service - Staffing - Uillities Engineering Coordinator - 1.0 FTE (M-BC)	A new position Utilities Engineering Coordinator is proposed to be responsible for the day to day oversite of engineering the staff within the Utilities Services Division. The workload of this team has increased significantly and is impacting progress on other priority work, including maintaining regulatory compliance, addressing imminent Asset Failures and improving the asset management for the water and wastewater infrastructure. The posting has been filled.	Business Continuity	Completed
38	IS	365 / 366 / 370	Edbrooke	\$33,000	\$13,650	User Fees	2021	Jul-22	Jun-22	A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Neptune 360 - Software and Hardware	Neptune 360 Software will increase staff efficiency for collecting and managing water meter data. Staff have begun using Neptune 360 to collect water meter data.	Carryforward	Completed
39	PD	136	Shay	\$20,000	\$10,000	Operating Reserves	2021			All	Regional	Regional Sustainability Services - Building Adaptive and Resilient Communities	ICLEI Building Adaptive and Resilient Communities Project underway. Climate Impact Statement completed. Vulnerability survey and risk assessment workshop being prepared for Community Project Team. Preparations underway for stakeholder and community at large public participation to validate risk and vulnerability assessments. Starting this summer, another phase (BARC Milestone 3) will start under new project. Milestone 2 final report to be presented at May 26 CoW meeting. Outreach activities will follow.	Carryforward	Completed
40	PD	136	Shay	\$50,000	\$0	Operating Reserves	2021			All	Regional	Regional Sustainability Services - Community Emissions Analysis	Quantification and verification support for community energy and emissions inventory. Holistic inventory following the Global Protocol for Community-Scale Greenhouse Gas Emission inventories. First draft of inventory received. Completing revisions and starting work on forecasting scenarios. Final Report to be presented at CoW May 25. Outracah activities will follow	Carryforward	Completed
41	PD	200	Treit	\$50,000	\$0	Capital Reserves	2021		Sep-22	A, B, D, E, F	A, B, D, E, F	Bylaw Enforcement - Bylaw Vehicle		Carryforward	Completed
42	PD	210	Michael	\$25,082	\$0	Taxation	2022	Jul-22		E, F and ToG		Gibsons and District Fire Protection - Deputy Fire Chief (0.4 FTE) (BSCG)		Board Strategic and Corporate Goals	Completed
43	PD	210	Michael	\$37,500		Taxation	2022		Mar-22	E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Plan Funding (M-BC)	The 20 year capital plan demonstrated that an additional \$75,000 of capital reserve contributions per year is necessary to maintain existing critical fire department assets (including equipment). Increase to 2022 base budget complete, additional increase scheduled for 2023.	Business Continuity	Completed
44	PD	216	Daley	\$500,000	\$0	Capital Reserves / ST Loan	2020	Jul-21	May-22	В	В	Halfmoon Bay Volunteer Fire Department - Tanker (Tender) Replacement	Delivered in April	Carryforward	Completed
45	PD	216	Daley	\$45,000	\$0	Taxation	2021		May-22	В	В	Halfmoon Bay Volunteer Fire Department - Firehall #2 Redevelopment	Completed and final report received in April	Carryforward	Completed
46	PD	216	Daley	\$48,000	\$0	Taxation	2022		May-22	В	В	Halfmoon Bay Fire Protection - Capital Renewal Plan Projects (M-BC)	Capital plan funding increase was approved		Completed
47	PD	220	Treit	\$46,600	\$0	Capital Reserves	2020		Sep-22	All			Signal Testing has been completed. Contract has been awarded to install equipment.	Carryforward	Completed
48	PD	222	Treit	\$37,625	\$0	Taxation	2022	Jul-22	Jul-22	All	Ĵ	Sunshine Coast Emergency Planning - Emergency Management Coordinator (BSCG)	0.6 Deputy Fire Chief. One full time employee is filling both positions and it is believed that both departments would benefit tremendously from dedicated resources. Job description has been developed and posted. N. Hughes started as Emergency Management Coordinator on July 25.	Corporate Goals	Completed
49	PD	222	Treit	\$25,000		Taxation	2022		Mar-22	All	Ū	Sunshine Coast Emergency Planning - Establish Reserve for Future Emergency Events (M-BC)	There are currently almost no operational reserves at this time to draw from for emerging operational projects or to respond to emergencies. It is recommended that an operational reserve be established with a starting annual contribution of \$25,000 for 2022 and ongoing. This value will be re-assessed as events unfold. Completed as part of 2022 adopted budget.		Completed
50	PD	222	Treit	\$24,635	\$12,198	Grant / Operating Budget	2020		Sep-22	All	Regional	Sunshine Coast Emergency Planning - Emergency Operations Centre / Mass Communications Project	Currently training with system. System is now live with continued advertising to encourage residents to register for notifications. Final report will be submitted prior to March 31. Final report for grant has been submitted.	Carryforward	Completed
51	PD	520	Whittleton	\$52,733	\$0	User Fees	2022		May-22	Ali	All	Building Inspection Services - Building Clerk (1.0 FTE) (Other)		Other	Completed

CANCELLED PROJECTS

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete	
																i i

	DEFERRED PR	ROJECTS													
Line	Dept.	Function	Mgr.	Budget \$	Budget	Funding	Budget Year	Proposed	Actual	Function	Work	Description	Current Status	Category	% Complete
No.					Expended (to	Source		Completion Date	Completion	Participants	Location				
					date)				Date						
1	CA	150	Reid									Feasibility (Regional) - Feasibility for	Initiate a feasibility study for the establishment of a new contribution service for		Deferred
												Establishment of Community Social Service (CF-	Community Social Services. Project was deferred at 2022 Budget to 2023.		
												2021)			
			Open Projects by	Year				% Complete Sum	mary			DEFINITION	Policy Codes Key		
			2016	1				Not Started		26	11.6%	Work has not been started for project.	SP - Strategic Plan		
			2017	1				Started		44	19.6%	Work is in preliminary stages.	WE - We Envision		
			2018					In Progress 25%		40	17.8%	Up to 25% progress	ITSP - Integrated Transportation Study Plan		
			2019		i			In Progress 50%		33	14.7%	Up to 50% progress	CRWP - Comprehensive Regional Water Plan		
			2020	43				In Progress 75%		30	13.3%	Up to 75% progress	PRM - Parks and Rec Master Plan		
			2021	59				Completed		51	22.7%	100% Finished	SARP - Chapman Creek Watershed Source Assessment Response Plan		
			2022	59				Deferred		1	0.4%	Project was deferred by motion.	EVDF, HMBF, RCF, GF - Fire Departments (strategic plans)		
			TOTAL	173				Cancelled		0	0.0%	The project listed as cancelled was determined	PDTNP - Parks Division Trail Network Plan		
					-							as a) not required by Board or b) the project	TFP - Transit Future Plan		
								TOTAL		225	100%	evolved into a new project and is referred to	AAP - Agricultural Area Plan		
												in status column (line number)	AMP - Asset Management Plan		
													ZW/S - Zero Waste / Sustainability		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole- September 22, 2022

AUTHOR: Alex Taylor, Budget and Financial Analyst

SUBJECT: GRANTS STATUS UPDATE

RECOMMENDATION(S)

THAT the report titled Grants Status Update be received for information.

BACKGROUND

The Sunshine Coast Regional District (SCRD) applies regularly for grants available to undertake projects each year. Staff search for new grant opportunities and alignment where possible, with the Board's Strategic Plan, Corporate Plans, currently approved projects, or emerging opportunities. The last grants status update was presented at the <u>March 24, 2022 Corporate</u> and <u>Administrative Services Committee</u> meeting.

The purpose of this report is to update the Committee on any recent grant application notifications, pending applications, grants in progress and completed grants as well as provide information on potential new opportunities expected to be available in the near future.

DISCUSSION

Information on recent grant application notifications, pending applications, grants received and in progress and completed grants are detailed in the tables that follow:

Program Name	Administered By	Project	Funding Requested / Received	Status	Area(s) Affected
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	SCEP-EOC Communication Modernization	\$25,000	Approved	Regional
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Reception Centre Modification	\$24,967	Approved	Regional
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Regional Heat Response Plan	\$120,000	Approved Pending	Regional
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Woodcreek Park Wastewater Treatment Plant System Upgrade	\$769,000	Approved	Area E

Grant Application Notifications

Pending Grant Applications

Below is an updated summary of pending grant applications submitted or in progress for which no notification has been received to date:

Program Name	Administered By	Project	Funding Request	Submission Date	Area(s) Affected
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Sechelt Aquatic Centre Building Review and Energy Efficient Improvement	\$230,989	November 12, 2020	Regional
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Langdale WWTP Remediation Project	1,025,498	February 23, 2022	Area F
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Regional Heat Response Plan	\$120,000	June 23, 2022	Regional
Canada Community Building Fund	Union of British Columbia Municipalities	Universal Water Metering-Phase 3	\$6,000,000	June 30, 2022	DoS

Grants Received and in Progress

The table below summarizes approved grant funding for project works and programs which are currently planned or in progress or which are substantially complete pending submission of a final grant claim and report:

Program Name	Administered By	Project	Approved Funding	Project Completion Deadline	Area(s) Affected
Community Resiliency Investment Program	Union of BC Municipalities	Sunshine Coast FireSmart Project	\$455,738	November 30, 2022	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	Dam Breach Analysis- Chapman Lake, Edwards Lake, McNeil Lake, and Harris Lake	\$143,000	December 14, 2022	A, B, D, E, F, DOS
COVID-19 Safe Restart Grant for Local Governments	BC Ministry of Municipal Affairs and Housing	Allocated to various projects for 2021-2022	\$762,000	December 31, 2022	All
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Egmont Evacuation Plan	\$25,000	April 28, 2023	Area A
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Reception Centre Modernization	\$24,967	May 31, 2023	Regional

Staff Report to Committee of the Whole– September 22, 2022 Grants Status Update

Community Emergency Preparedness Fund	Union of British Columbia Municipalities	SCEP-EOC Communication Modernization	\$25,000	July 31, 2023	Regional
Local Government Development Approvals Program Fund	Union of BC Municipalities	Planning Enhancement Project	\$253,000	August 15, 2023	A,B,D,E,F
BC Transit COVID-19 Safe Restart	BC Transit	Transit service (conventional and custom)	\$814,614	Est. December 31, 2023	B, D,E, F, ToG, DoS, SIGD
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Coopers Green Hall Replacement	\$2,013,641	December 31, 2025	Area B
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Woodcreek Park Wastewater Treatment Plant System Upgrade	\$769,000	December 31, 2026	Area E

Completed Grants

The table below is a summary of recently completed grants:

Program Name	Administered By	Project	Funding Received	Completion Date	Area(s) Affected
Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Operations Centers and Training - SCRD EOC/Mass Communications Project	\$17,868	March 28, 2022	Regional
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Waste Water Feasibility Studies (Greaves, Merrill)	Greaves - \$6,500 Merrill - \$6,500	March 31, 2022	Area A
Healthy Watersheds Initiative Grant	Real Estate Foundation of BC	Regional Watershed Management Planning	\$125,000	April 30, 2022	Regional
Clean BC- Electric Fleet Grant	Province of BC	Charging Infrastructure Upgrades-Phase 1	\$10,000	May 13, 2022	Regional
Canada Summer Jobs 2022	Employment and Social Development Canada	Parks Landscape Labourer	\$2,192	August 31, 2022	A,B,D,E,F

Upcoming Opportunities

Staff continuously seek out and monitor grant funding opportunities that align with approved or future planned projects identified in long-term capital plans. Approximately 75 grant programs and funding streams are tracked on an ongoing basis.

At present, there are several open intakes under separate funding streams. Staff are currently reviewing opportunities that align with grant program guidelines and will bring forward a subsequent report to committee with recommended projects to proceed to the application stage.

There are currently four opportunities that SCRD staff are further investigating to determine if any planned projects are suitable. They are as follows:

- Natural Infrastructure Fund Small projects stream- This program provides funding to support natural and hybrid infrastructure projects across Canada. The main objectives of this funding stream are to increase the use and uptake of natural and hybrid infrastructure and build community awareness on the value of natural and hybrid infrastructure.
- Connected Coast Internet Opportunity- This program provides funding to provide new and improved high speed internet accessibility to 154 rural and remote coastal communities with approximately 3,400 km of subsea fibre optic cable.
- Disaster Risk Reduction Program- This program provides funding to support eligible applicants to reduce risks from future disasters due to natural hazards and climate related risks. This is done through the development and implementation of accurate foundational knowledge of natural hazards including the risks associated with BC's changing climates and development of effective strategies to prepare for, mitigate, and adapt to these risks.
- Clean BC Electric Fleets Program- The SCRD was successful in utilizing this program to help fund charging infrastructure at the Field Road and Mason Road locations. The SCRD is looking to access more of the funds offered through this program for station installations and electrical system upgrades.

Given that the scope of these projects is yet to be determined, these opportunities have not been included in the 2022-2026 Financial Plan.

Financial Implications

Grants received and in progress have been incorporated into the 2022-2026 Financial Plan. Staff will bring forward a report detailing the financial implications if the SCRD is successful in receiving funding for any of the pending grant applications.

Timeline for next steps or estimated completion date

Staff are continuously monitoring for grant funding opportunities that align with the Board's Strategic Plan and departmental work plans and will bring forward further reports with details on any new application intakes and opportunities as program details are announced.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

The SCRD applies regularly for grants available to undertake projects in every department each year that align with the Financial Plan and/or the Board's Strategic Plan.

Details on recent application notifications, pending grant applications, grants received and in progress and completed grants are provided for information.

Staff are continuously monitoring for new funding opportunities and will report back on new application intakes and opportunities as program details are announced.

Reviewed by:				
Manager		CFO/Finance	X – T.Perreault	
GM		Legislative		
CAO	X – D. McKinley	Human Resources		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Raphael Shay – Manager, Sustainable Development

SUBJECT: UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) DISASTER RISK REDUCTION – CLIMATE ADAPTATION GRANT APPLICATION – COASTAL FLOOD MAPPING

RECOMMENDATION(S)

THAT the report titled Union of British Columbia Municipalities (UBCM) Disaster Risk Reduction – Climate Adaptation Grant – Coastal Flooding Mapping be received for information;

AND THAT Sunshine Coast Regional District (SCRD) supports the project application to the UBCM Disaster Risk Reduction – Climate Adaptation Program for development of a Coastal Flood Mapping for the SCRD and agrees to provide overall grant management;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 22, 2022.

BACKGROUND

As part of the Community Emergency Preparedness Fund (CEPF), The Disaster Risk Reduction – Climate Adaptation (DRR-CA) is a UBCM funding program for enhancing the resilience of local governments, First Nations, and communities.

The intent of the DRR-CA funding stream is to support eligible applicants to reduce risks from future disasters due to natural hazards and climate-related risks through the development and implementation of accurate foundational knowledge of the natural hazards they face and the risks associated with BC's changing climate as well as effective strategies to prepare for, mitigate, and adapt to those risks.

Grant funding to a maximum amount of \$150,000 (100% grant funded) per applicant is available. Multiple applicants can partner on regional proposals. The deadline for applications is September 30, 2022.

DISCUSSION

Coastal flooding from sea level rise, combined with increased storm intensity's contribution to increased wave action, were identified as climate risks of concern in the <u>Sunshine Coast</u> <u>Climate Risk Assessment</u>.

Staff Report to Committee of the Whole – September 22, 2022Union of British Columbia Municipalities (UBCM) Disaster Risk Reduction – ClimateAdaptation Grant – Coastal Flood MappingPage 2 of 3

At 509km of coastline, the Sunshine Coast Regional District (SCRD) has more coastline than most other Regional Districts. The SCRD owns and manages assets that are in low lying areas such as docks and water mains. SCRD services also rely on community assets owned by others such as roads, which can also be in low lying areas.

Most Official Community Plans have a Development Permit Area (DPA) 1 for Coastal Zone Hazards, which includes Coastal Flooding DPA 1A and Coastal Slopes 1B. These DPAs were based on a region-wide study in 2013 and require developers and asset owners to hire their own engineering consultants to assess and design for coastal flooding risks on a per-project basis.

The objective of a grant proposal would be to set a specific, defensible Flood Construction Levels for different zones of the Sunshine Coast. This project will enable the SCRD to update regulations accordingly, leading to increased customer service and expediency of our planning and development application reviews as well as clarity and cost savings for customers. It will also be a defensible and consistent value that SCRD can use to facilitate an internal and a community-wide discussion on climate. Asset management planning and community land use planning are two areas in particular that would benefit from a more precise picture of what the coastline will look like in the coming decades. Part of this discussion will occur in the Official Community Plans review project ("PEP2") scheduled to begin in 2023.

Sustainable Development Staff liaised with other coast local governments and First Nations to confirm shared interest-in-principle to apply as a regional partnership in better understanding coastal flooding risks. District of Sechelt and Islands Trust staff have expressed interest and are in process of consulting their respective Councils. There is value in particular for these two jurisdictions as there is limited mapping available at this time for their jurisdictions. Town of Gibsons and shíshálh Nation/SIGD have already completed work relating to foundational knowledge of coastal flooding and would be interested in collaboration on next steps; the nature of that interest is being explored, as is partnership potential with the Skwxwú7mesh Nation. Next steps could entail greater consistency in how coastal flooding is approached approach across the lower Sunshine Coast.

As proposed, the work to be completed with grant support includes:

- Confirm or update assumptions in 2013 Coastal Flooding Development Permit Area;
- Divide Sunshine Coast into Zones and set a Flood Construction Level for each zone;
- Mapping, of a quality that it can be approved by a qualified engineer;
- Provide recommendations on updated regulations;
- Identify a schedule for review of climate assumptions.

An SCRD Board Resolution indicating support for the grant application is required as part of the application, due September 30.

Financial Implications

Although there is strong alignment with the current Sustainable Development workplan, the SCRD Strategic Plan and the results of the Climate Risk Assessment, a coastal flood mapping assessment, specifically, is not currently in the Financial Plan. The project will be included as

part the 2023 Pre- Budget Process with the hopes that notice of award will be provided to inform the funding of the project.

It supports other ongoing work, including the review of the Official Community Plans, Emergency Preparedness, Community Climate Action Plan development and ongoing work relating to streamlining planning and development processes.

Approval to apply is being sought now based on the application deadline of September 30, 2022. Future Board decisions to accept funding if approved, to incorporate the project into the financial plan and to award a contract for a consultant would be required.

Timeline for next steps or estimated completion date

Applications are due September 30 and notifications of award will occur within 120 days. Work must be completed within two years of receipt of a grant.

STRATEGIC PLAN AND RELATED POLICIES

This project would support many areas of the Strategic Plan, including:

- Community Resilience and Climate Change Adaptation: Develop climate change adaptation strategy. This project would inform a more detailed Community Climate Action Plan currently under development.
- Asset Stewardship: Continue to develop and implement comprehensive asset stewardship strategy
- Working Together: Increase intergovernmental collaboration, in particular "strive to align processes and policies across jurisdictions."
- Advocacy: Transportation and Climate Emergency.

CONCLUSION

Board direction is being sought for an application to the Community Emergency Preparedness Fund (CEPF), The Disaster Risk Reduction – Climate Adaptation (DRR-CA) UBCM funding program for enhancing the resilience of local governments, First Nations, and communities. The project would be targeted at setting a Flood Construction Level for various zones of the Sunshine Coast. Staff at the District of Sechelt and Islands Trust are consulting their respective Councils to determine level of interest. Interest from Town of Gibsons, shíshálh Nation/SIGD and Skwxwú7mesh Nation is being explored.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: COMMUNITY RESILIENCY INVESTMENT PROGRAM - 2023 FIRESMART COMMUNITY FUNDING AND SUPPORTS GRANT APPLICATION

RECOMMENDATION(S)

THAT the report titled Community Resiliency Investment Program - 2023 FireSmart Community Funding and Supports Grant Application be received for information;

AND THAT a grant application of up to \$750,000 for Community Resiliency Investment Program - 2023 FireSmart Community Funding and Supports be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND THAT the Sunshine Coast Regional District supports the project and is willing to provide overall grant management.

AND FURTHER THAT requests for resolutions of support be forwarded to the Town of Gibsons, District of Sechelt and Sechelt Indian Government District.

BACKGROUND

The Community Resiliency Investment (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. The FireSmart Community Funding and Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire. Funding is provided by the Province of BC and is administered by the Union of British Columbia Municipalities (UBCM).

The program is structured to fund FireSmart activities in communities throughout BC. Many of the eligible program activities are prescribed through, e.g. set job descriptions or specific types of equipment.

Base funding is scaled to offer eligible applicants with lower risk of wildfire, generally demonstrated by Wildland Urban Interface (WUI) Risk Class 4 and 5, to apply for up to \$100,000 per application and applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, to apply for up to \$200,000 per application. The Egmont area in the SCRD is classified as higher risk, whereas all other areas in the Sunshine Coast are lower risk.

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum base funding

would be calculated by the number of eligible applicants included in the application and the associated risk class of each.

Applications from regional districts may exceed the base funding maximum in order to fund FireSmart activities only in one or more electoral areas. An additional \$50,000 is available for each electoral area.

100% funding of up to a maximum amount of \$750,000 is available to the Sunshine Coast Regional District (SCRD) for a regional application, including the additional base funding for FireSmart activities in the electoral areas.

DISCUSSION

An application for this project is prepared to seek funding to enhance the SCRD wildfire preparedness and prevention. A resolution of Board support is required to accompany the grant application.

A resolution of support is needed as a next step.

Project: SCRD FireSmart Team and Structure Protection Equipment

The SCRD emergency program is constantly adjusting to be better prepared to prevent and respond to wildland urban interface fires. This application seeks to enhance the resiliency of the SCRD emergency program by hiring a dedicated FireSmart team and purchasing structure protection equipment.

The approach proposed here is a coordinated strategy involving all four local governments and six fire departments on the lower Sunshine Coast. The specific activities to be undertaken would align directly with the <u>SCRD Community Wildfire Protection Plan</u>.

The proposed approach is to have a regional FireSmart team, broken down into geographical areas of responsibility to ensure the greatest coverage within the Sunshine Coast Regional District, including electoral areas (and islands therein), local Municipalities and First Nations. It is a requirement to have a FireSmart position to be eligible to apply for 2024 funding.

The FireSmart team request is to include:

- FireSmart Coordinator 1.0 FTE
 - This position is responsible for the coordination of FireSmart-related activities.
- Wildfire Mitigation Specialist .5 FTE
 - This position is responsible for the facilitation of the FireSmart Home Assessment Program
- Local FireSmart Representative 2.5 FTE
 - This position is responsible for implementing FireSmart initiatives, which could include property assessments, workshops and other capacity-building activities.
- FireSmart Crew Member .5 FTE
 - This position is a labourer/operations role responsible for supporting FireSmart activities.

Staff Report to Committee of the Whole – September 22, 2022Community Resiliency Investment Program - 2023 FireSmart Community Funding andSupports Grant ApplicationPage 3 of 5

These positions would be grant-funded roles for which continuance would depend on Board direction and could be tied to future grant success. Notionally they would be a combination of remote and community-based. Co-location with fire departments or allied divisions (such as SCEP or Planning) would be explored.

Equipment requests include:

- Assess, inventory and purchase FireSmart structure protection equipment
 - Phase 1 of 4: the FireSmart program recommends that in this phase applicants commit to completion of a FireSmart Structure Protection Trailer. Phase 1 was designed to ensure that a community would have a functional set of structure protection equipment while they build their overall structure protection program. Subsequent phases are also eligible for grant funding in future years. This is a standard/program-prescribed approach.

Additional eligible activities/funding requests include:

- FireSmart training courses
- FireSmart community events
- Advertising costs
- Transportation
 - Leased vehicle for FireSmart team
 - Provisions for water taxi to provide planning, assessment and awareness services to local islands

Organizational and Intergovernmental Implications

Staff recommend applying for this program at this time because:

- An application will build on existing Board direction set through the Community Wildfire Protection Plan and current FireSmart activities
- Action at this time can set SCRD up to implement activities prior to 2023 wildfire risk period and during seasons of heightened community interest
- There may be more organizational capacity for hiring and purchasing during Q1 than during Q2 2023

The proposed activities (and indeed many of the actions directed by the Community Wildfire Protection Plan) can be considered an increase in service level. Grant-funded service level increases can create citizen expectations for continuity beyond the end of the grant, creating future pressure on SCRD. This risk can be managed somewhat through program communications. A positive consideration is that program activities can have a lasting impact and once completed don't necessarily need to be repeated.

The activities proposed in this grant application will create a demand for SCRD support services such as Human Resources, Purchasing and Communications.

Financial Implications

Although there is strong alignment with the Community Wildfire Protection Plan, the SCRD Strategic Plan, and the Hazard, Risk and Vulnerability Analysis, this project, specifically, is not currently in the Financial Plan. The project will be included as part the 2023 Pre-Budget Process with the hopes that notice of award will be provided to inform the funding of the project.

Through carefully coordinated planning with SCRD Finance and Human Resources and partnering jurisdictions, this grant is expected to cover 100% of the eligible costs associated with the proposed project. Grant funds would be issued to the SCRD and managed as part of the regional emergency program. A future financial plan amendment may be required to accept the grant, if approved.

The application guide also states that: "Applicants will be eligible to apply for future funding after two years from the date of the approval agreement or after the complete final report is submitted".

Timeline for next steps or estimated completion date

The open application for the FireSmart Community Funding and Supports grant commences on October 1, 2022. An application for the grant is prepared to be submitted, pending Board approval. The results of the FireSmart Community Funding and Supports grant application are expected approximately 90 days from the submission of that grant application. The application guide indicates that applications will be accepted until December of 2023 or "until such time that funds are no longer available".

A certified Board Resolution is needed in support of the application that includes confirmation of support for the current proposed activities and a willingness to provide overall grant management. Letters of support are also required from the Town of Gibsons, District of Sechelt and Sechelt Indian Government District to be eligible for the regional application.

Discussions have started with our regional partners, however more discussion is required to confirm a detailed project scope and budget. Additional engagement will also be required with the shíshálh Nation, Skwxwú7mesh Nation and Islands Trust to ensure a successful program.

Pending Board support, staff would submit a complete application with supporting resolutions in Q4 2022.

Approval to apply is being sought now based on strategic timing factors. Future Board decisions to accept funding if approved and to incorporate the project into the financial plan.

Communications Strategy

To qualify for funding, applicants must demonstrate their level of engagement with a British Columbia Wildfire Service (BCWS) Wildfire Prevention Officer/Prevention Specialist.

Resolutions of support from partnering jurisdictions are required.

STRATEGIC PLAN AND RELATED POLICIES

This grant application is consistent with the SCRD Financial Sustainability Plan: Seeking alternative funding for SCRD projects.

This grant application is also consistent with the SCRD Strategic Plan: Develop and implement adaptation strategies and measures including emergency plans, for priority risk areas.

CONCLUSION

An application to the Community Resiliency Investment Program is recommended to be prepared, seeking funding for FireSmart Community Funding and Supports. The application for grant funding of up to \$750,000 requires a Board resolution of support and resolutions of support from partners.

Reviewed by:				
Manager	X – M. Treit	CFO/Finance	X - T. Perreault	
GM	X – I. Hall	Legislative		
CAO	X – D. McKinley	Acting Purchasing	X -V. Schilling	
		GDVFD Fire Chief	X – R. Michael	

ANNEX H

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 22, 2022

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: REQUEST FOR PROPOSAL (RFP) 2221604 HALFMOON BAY FIRE DEPARTMENT SELF CONTAINED BREATHING APPARATUS CONTRACT AWARD

RECOMMENDATIONS

THAT the report titled Request for Proposal (RFP) 2221604 Halfmoon Bay Fire Department Self Contained Breathing Apparatus Contract Award be received for information;

AND THAT the contract to provide Self-Contained Breathing Apparatus to the Halfmoon Bay Fire Department be awarded to Electrogas Monitors Ltd in the amount of up to \$176,312.50 (excluding GST);

AND THAT the project budget for the purchase of the Self-Contained Breathing Apparatus be increased from \$175,900 to \$216,014 with the additional \$48,400 funded from Halfmoon Bay Fire Protection 216 Operating Reserves;

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

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

BACKGROUND

The purpose of RFP 2221604 is to provide Self Contained Breathing Apparatus (SCBA) to the Halfmoon Bay Fire Department.

As part of the 2021 Annual Budget (fire departments 20-year capital plan), a budget of \$175,900 was established for the replacement of the Halfmoon Bay Fire Department SCBA and air compressor. Earlier in 2022, the compressor Request for Quotation (RFQ) was processed and the successful Proponent supplied the compressor for \$47,987, leaving \$127,913 to purchase the SCBA units.

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for Proposal 2221604 Self Contained Breathing Apparatus was issued on June 17, 2022 and closed on July 20, 2022.

Three compliant proposal and two of them had options. Led by Purchasing, the evaluation team consisted of four team members. The evaluation committee reviewed and scored the proposal against the criteria set out in section 7. Staff have recommended that a contract be awarded to Electrogas Monitors Ltd as they met the specifications as outlined and are the highest scoring proponent best value for the above-mentioned project.

The cost of all proposals exceeded the budgeted amount for this project which necessitated the increase to the original budgeted amount.

Summary of Bids Received

Company Name	Value of Contract (excluding GST)	
Associated Fire Safety Group	\$200,120.00	
Electrogas Monitors Ltd	\$157,159.50	
Electrogas Monitors Ltd	\$176,312.50	
Rocky Mountain Phoenix	\$240,136.00	
Rocky Mountain Phoenix	\$202,936.00	

Financial Implications

Currently, the Halfmoon Bay Fire Protection has estimated uncommitted Operating Reserves of \$97,599. The additional amount of \$48,400 is recommended to be funded from the Halfmoon Bay Fire Protection Operating Reserves.

A delay in this project or retendering are not anticipated to result in lower costs. Cancelling the project is not recommended; SCBA is essential equipment and the required certifications on the current systems will expire in 2023.

Timeline and Next Steps

Following Board decision, the contract award will be made. It is anticipated that the project will be completed by Q2 of 2023.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2221604 was issued for Self Contained Breathing Apparatus for the Halfmoon Bay Fire Department. Three compliant proposals (with two additional options) were received. Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract agreement with Electrogas Monitors Ltd with a value of up to \$176,312.50 excluding GST, and that the delegated authorities be authorized to execute the contract.

Reviewed by	:		
Manager	X – M. Treit	CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Acting Purchasing	X – V. Schilling

ANNEX H - 2022-SEP-22 COW Report - RFP 2221604 Self Contained Breathing Apparatus Contract Award

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO:	Committee of the Whole – September 22, 2022
AUTHOR:	Shelley Gagnon, General Manager, Community Services
SUBJECT:	REQUEST FOR PROPOSAL 2231203 GARAGE HOIST REPLACEMENT – CONTRACT Award

RECOMMENDATIONS

THAT the report titled Request for Proposal 2231203 Garage Hoist Replacement – Contract Award be received for information;

AND THAT the budget for this project be increased to \$162,000 from \$131,250 to be funded through an MFA 5-Year Equipment Financing Loan;

AND THAT a loan of up to \$162,000 for a term of 5 year be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the garage hoist replacement;

AND THAT the 2022-2026 Financial Plan be amended to include this increase;

AND THAT a contract to replace the Garage Hoist Replacement project be awarded to Westvac Industrial Ltd., for a value not to exceed \$162,000 (before GST);

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 22, 2022.

BACKGROUND

The Sunshine Coast Regional District (SCRD) is needing to replace a commercial vehicle hoist that is a critical piece of equipment in the daily garage operations. During an annual inspection in 2021, the hoist was deemed to be at the end of its useful life.

At the November 25, 2021 Board Meeting, the following resolution was adopted (in part):

Recommendation No. 6 Community Services Projects

THAT the following Community Services' Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

• [312] – Garage Hoist Replacement, \$131,250, funded through MFA 5-Year Equipment Loan or potential for cost-sharing from BC Transit (Regulatory Compliance);

AND THAT a loan of up to \$131,250 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the garage hoist replacement;

The purpose of report is to request that the Board award the contract for the replacement of the commercial vehicle hoist to Westvac Industrial Ltd. for a value not to exceed \$162,000 (before GST).

DISCUSSION

Analysis

In July 2022, Request for Proposal (RFP) 2231203 was issued to secure a contractor to replace the garage hoist. Two compliant proposals were received. A summary of the proponents and bid price is provided in the table below.

Name	<u>Value</u>
Caballero Sales and Services Ltd	\$ 208,014.33
Westvac Industrial Ltd	\$ 146,408.10

Purchasing received two compliant proposal. Led by Purchasing, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in section 7. Staff have recommended that a contract be awarded to Westvac Industrial Ltd as they met the specifications as outlined and are the highest scoring proponent best value for the above-mentioned project.

It is recommended that the awarded contract be in the amount not to exceed \$162,000, which provides a 10% contingency.

Financial Implications

The approved budget for the hoist replacement is \$131,250 to funded by a short-term equipment financing loan. In order to complete this project, an additional \$30,750 will be required to be funded from a short-term equipment financing loan. This will bring the total available budget to \$162,000, which includes a 10% contingency.

Staff are currently engaged in negotiations with BC Transit as to whether the purchase of this hoist will be reimbursed through the Transit Annual Operating Agreement over the useful life of the hoist which is expected to be 15 years. If BC Transit were to agree to pay for the hoist, the Sunshine Coast Regional District (SCRD) may receive up to 100% of the principle cost of the hoist while the interest on the loan would be paid by the SCRD. Based on current interest rates offered through Municipal Finance Authority (MFA) the interest paid over the 5-year period is estimated to be \$14,560. When further information is known staff will prepare a report to inform the Board of any proposed cost sharing agreement.

Timeline and Next Steps

Following Board decision, the contract award will be made. The hoist will need to be ordered (delivery will take approximately 5 months) and can be installed shortly after its arrival. It is anticipated that the project will be completed is end of Q1 2023.

STRATEGIC PLAN AND RELATED POLICIES

This project aligns with strategic focus area 2 of the current Strategic Plan, Asset Stewardship.

CONCLUSION

In accordance with the SCRD's Purchasing Policy, RFP 2231203 was issued for garage hoist replacement. Two compliant proposals were received.

Staff recommend that a contract for the replacement of the garage hoist be awarded to Westvac Industrial Ltd., for the amount not to exceed \$162,000 (before GST), which includes a 10% contingency, and that the delegated authorities be authorized to execute the contract.

Reviewed by:				
Manager		CFO/Finance	X - T. Perreault	
GM		Legislative		
CAO	X - D. McKinley	Acting Purchasing	X – V. Schilling	