



ELECTORAL AREA SERVICES COMMITTEE
Thursday, July 18, 2024
TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.
AGENDA

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

AGENDA

1. Adoption of Agenda Pages 1 - 2

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Second Reading Annex A
pp 3 - 20
Manager, Planning and Development
Electoral Area F - Rural Planning (Voting – A, B, D, E, F)
3. Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E Annex B
pp 21 - 35
Senior Planner
Electoral Area E - Rural Planning (Voting – A, B, D, E, F)
4. Agricultural Land Commission Application ALR00026 (437 Hough Road) – Electoral Area E Annex C
pp 36 - 43
Planner II
Electoral Area E - Rural Planning (Voting – A, B, D, E, F)
5. Reporting on Capital Regional District’s Decision on Sue Big Oil Campaign Annex D
pp 44 - 45
Manager, Sustainable Development
(Voting – All)
6. Electoral Area A (Egmont/Pender Harbour) Advisory Planning Commission Minutes of June 26, 2024 Annex E
pp 46 - 48
Electoral Area A - Rural Planning (Voting – A, B, D, E, F)

7. Electoral Area B (Halfmoon Bay) Advisory Planning Commission Minutes of June 25, 2024
Electoral Area B - Rural Planning (Voting – A, B, D, E, F) Annex F
pp 49 - 51
8. Electoral Area E (Elphinstone) Advisory Planning Commission Minutes of June 25, 2024
Electoral Area E - Rural Planning (Voting – A, B, D, E, F) Annex G
pp 52 - 56
9. Electoral Area F (West Howe Sound) Advisory Planning Commission Minutes of June 25, 2024
Electoral Area F - Rural Planning (Voting – A, B, D, E, F) Annex H
pp 57 - 58
10. Ports Monitors (POMO) Committee Meeting Minutes of May 27, 2024
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COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 18, 2024

AUTHOR: Jonathan Jackson, Manager, Planning and Development

SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT NO. 640.6 AND ZONING BYLAW AMENDMENT NO. 722.10 – CONSIDERATION OF SECOND READING

RECOMMENDATION(S)

- (1) THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Second Reading be received for information;
 - (2) AND THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for consideration of Second Reading;
 - (3) AND THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 is consistent with the SCRD's 2024-2028 Financial Plan and 2011 Solid Waste Management Plan;
 - (4) AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 640.6 and 722.10 be scheduled;
 - (5) AND FURTHER THAT Director ____ be delegated as the Chair and Director ____ be delegated as the Alternate Chair to conduct the Public Hearing.
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) received an Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment application to change the OCP land use designation, zoning designation, and subdivision district of the 0.3 ha non-Agricultural Land Reserve (ALR) portion of 1691 Jensen Road in Area F - West Howe Sound. The applicant's aim is for the amendments to enable subdivision and residential development of the portion of the parcel outside of the ALR, the outcome of which would be one new 0.3 ha residential lot.

On May 23, 2024, the SCRD Board adopted resolutions 164/24 and 165/24, as follows:

Bylaw 640.6	It was moved and seconded
164/24	THAT <i>West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024</i> be read a first time.

Bylaw 722.10 **It was moved and seconded**

165/24 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024* be read a first time.

The applicant hosted a Public Information Meeting (PIM) on May 8, 2024. Following First Reading on May 23, 2024, the proposed zoning bylaw amendments were referred to the Area F Advisory Planning Commission (APC). This report summarizes the PIM and APC referral comments and seeks direction from the Electoral Area Services Committee on consideration of Second Reading.

Table 1: Application Summary

Authorized Agent	David Morgan (owner)
Civic Address	1691 Jensen Road
Legal Description	DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770
PID	009-802-207
Electoral Area	F – West Howe Sound
Parcel Area	40.5 ha
OCP Land Use	Current – Agricultural Proposed - Residential
Land Use Zone	Current – Agriculture (AG) Proposed – Residential 1 (R1)
Subdivision District	Current – I (4 ha minimum lot size) Proposed – C (0.2 ha minimum lot size)
Application Intent	The purpose of the application is to amend the OCP land use designation, zoning designation and subdivision district of the 0.3 ha portion of the parcel outside of the Agricultural Land Reserve (ALR) to enable subdivision and future residential development.

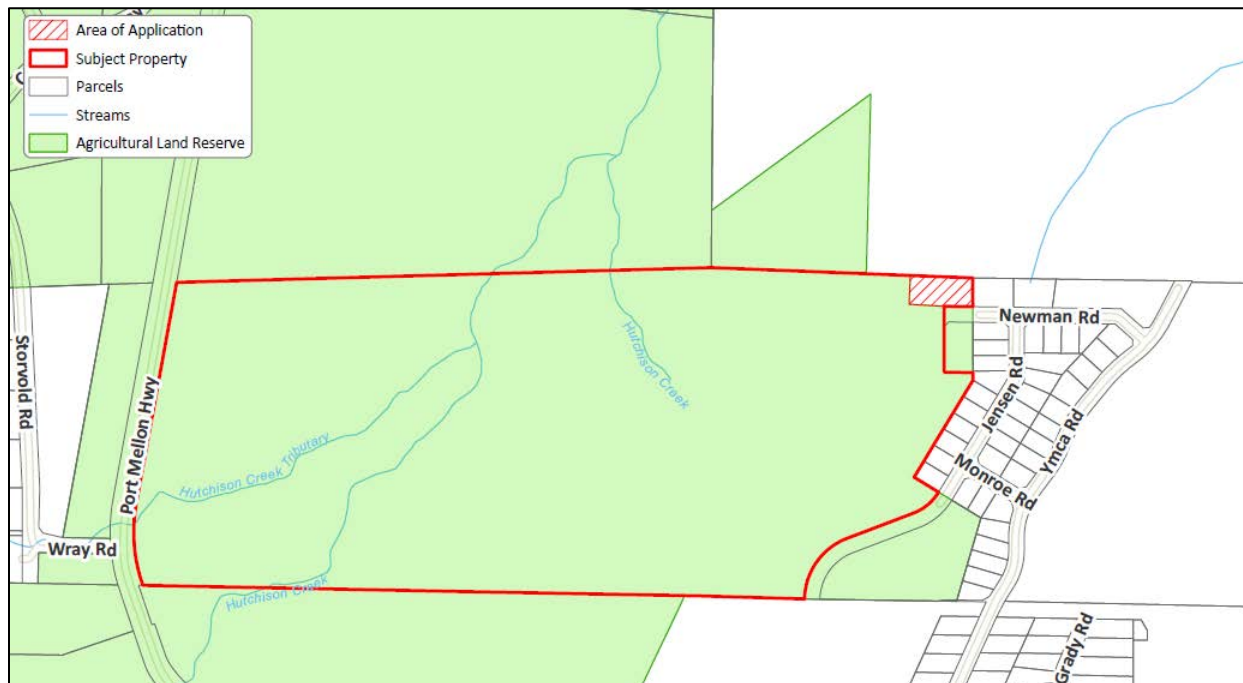


Figure 1 - Location Context Map (1691 Jensen Road)

DISCUSSION

Community Engagement

Public Information Meeting

A Public Information Meeting (PIM) was conducted by the applicant in coordination with SCRD staff on May 8, 2024, at the Eric Cardinal Hall. The PIM Summary Report, drafted by the applicant, can be found in Appendix C. Key themes of the PIM comments included:

- Clarification of the application purpose & scope
- Subdivision & servicing, focused on water, wastewater, stormwater management, and fire protection
- Property access & traffic implications
- Implications on the Agricultural Land Reserve (ALR)

Advisory Planning Commission (APC)

The application was referred to the West Howe Sound APC meeting on May 28, 2024. The APC recommended support for the OCP and Zoning amendment applications for 1691 Jensen Road. A summary of the APC discussion are included as Appendix D.

Organization and Intergovernmental Implications

Per Section 477(3) of the *Local Government Act*, the Board is required to consider the implications of the proposed OCP amendment on the SCRD’s Financial Plan (2024-2028) and Solid Waste Management Plan (2011) after First Reading and before the Public Hearing.

The Finance Department reviewed the amendments and determined that this amendment would not result in any material impacts to the 2024-2028 Financial Plan. The application will increase the tax base and related apportionment to those services.

The subject property is within the SCRD refuse collection service area, meaning the property already (and will continue to) receives curbside food and garbage collection. Like other properties in the service area, all recycling must be taken to a recycling depot. This amendment is consistent with the goals of the Solid Waste Management Plan.

Timeline for Next Steps

Should the bylaws proceed to Second Reading, the SCRD will arrange a Public Hearing to gather additional public feedback on the proposed amendments. Per the *Local Government Act*, a Public Hearing before Third Reading is a requirement for all Official Community Plan Amendment applications. Figure 2 provides the typical decision-making process for OCP and Zoning Bylaw Amendment applications.

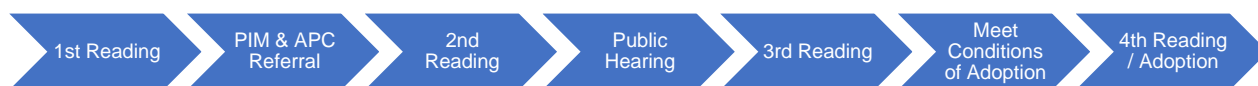


Figure 2 - Typical OCP and Zoning Bylaw Amendment Application Process

Options

Possible options to consider include:

Option 1: Proceed with Second Reading (staff recommendation)

If this option is chosen, the application will proceed to the next stage of the planning process. A Public Hearing will be organized to gather additional public feedback on the proposal before consideration of Third Reading.

Option 2: Reject the proposed bylaws

If this option is chosen, the application process ends. The current OCP land use and Zoning Bylaw 722 designations will remain in place and subdivision will not be permitted.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The SCRCD received an application for an OCP and Zoning Bylaw Amendment for the purpose of enabling the subdivision of the 0.3 ha portion of the parcel outside of the Agricultural Land Reserve (ALR) and future residential development on the proposed new lot. Staff recommend forwarding the application to the Board for Second Reading, which would be followed by staff organizing a Public Hearing to gather additional public feedback on the proposal per the *Local Government Act*.

ATTACHMENTS

Attachment A – Official Community Plan Amendment No. 640.6 for Second Reading

Attachment B – Zoning Bylaw Amendment No. 722.10 for Second Reading

Attachment C – Public Information Meeting Summary

Attachment D – Area F APC Minutes with Comments (May 28, 2024)

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO	X - T. Perreault	Solid Waste	X - M. Sole

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 640.6, 2024**

A bylaw to amend *West Howe Sound Official Community Plan Bylaw No. 640, 2011*.

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

PART A – CITATION

1. This bylaw may be cited as *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024*.

PART B – AMENDMENT

2. *West Howe Sound Official Community Plan Bylaw No. 640.6, 2011* is hereby amended as follows:
 - a. Amend *Map 1: Land Use* by redesignating a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this	25 TH	DAY OF JULY,	2024
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	25 TH	DAY OF JULY,	2024
READ A SECOND TIME this	25 TH	DAY OF JULY,	2024
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this		DAY OF ,	
READ A THIRD TIME this		DAY OF ,	
ADOPTED this		DAY OF ,	

Corporate Officer

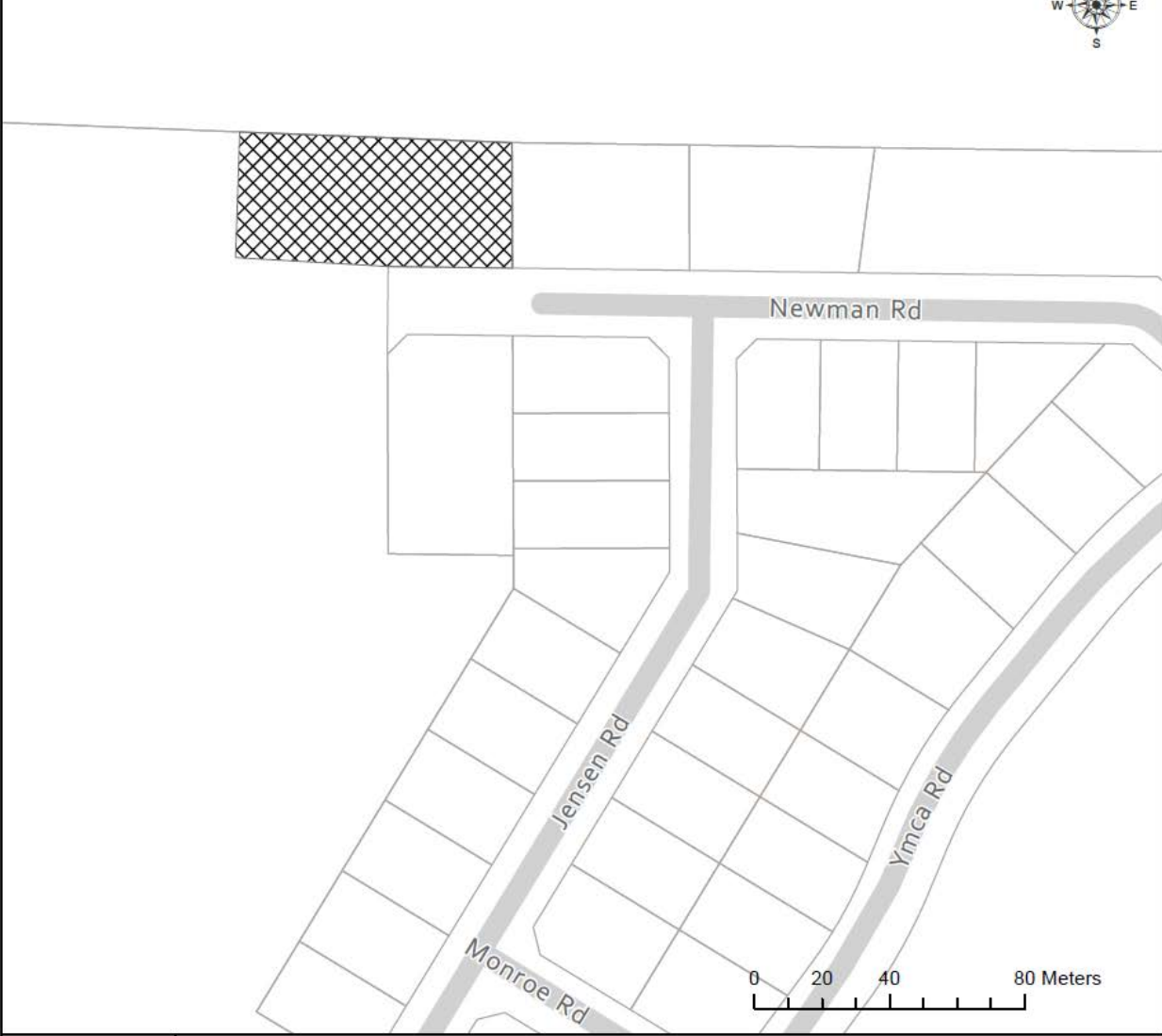
Chair

APPENDIX A TO BYLAW NO. 640.6, 2024

Appendix A to West Howe Sound Official Community Plan
Amendment Bylaw No. 640.6, 2024


To Amend Map 1 from Agricultural to Residential

☒ Subject Property



0 20 40 80 Meters

Chair _____ Corporate Officer _____



Page 1

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.10, 2024**

A bylaw to amend *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*.

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

PART A – CITATION

- 1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024*.

PART B – AMENDMENT

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Amend *Schedule A* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.
 - b. Amend *Schedule B* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix B to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
READ A SECOND TIME this	25 TH	DAY OF JULY,	2024
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this		DAY OF ,	
READ A THIRD TIME this		DAY OF ,	
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this		DAY OF ,	
ADOPTED this		DAY OF ,	

Corporate Officer

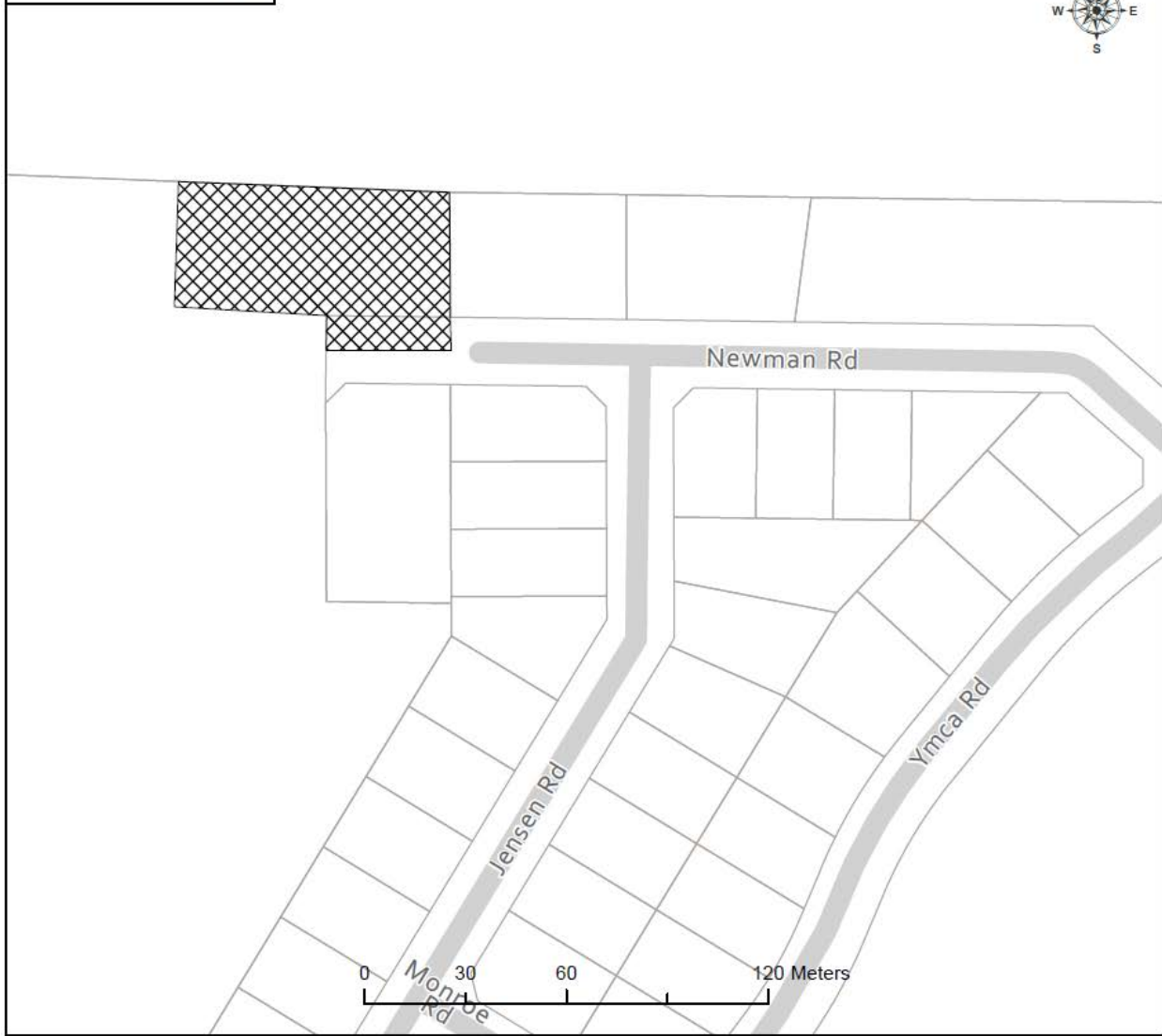
Chair

APPENDIX A TO BYLAW NO. 722.10, 2024

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule A from Agriculture (AG) to Residential 1 (R1)

☒ Subject Property




Chair

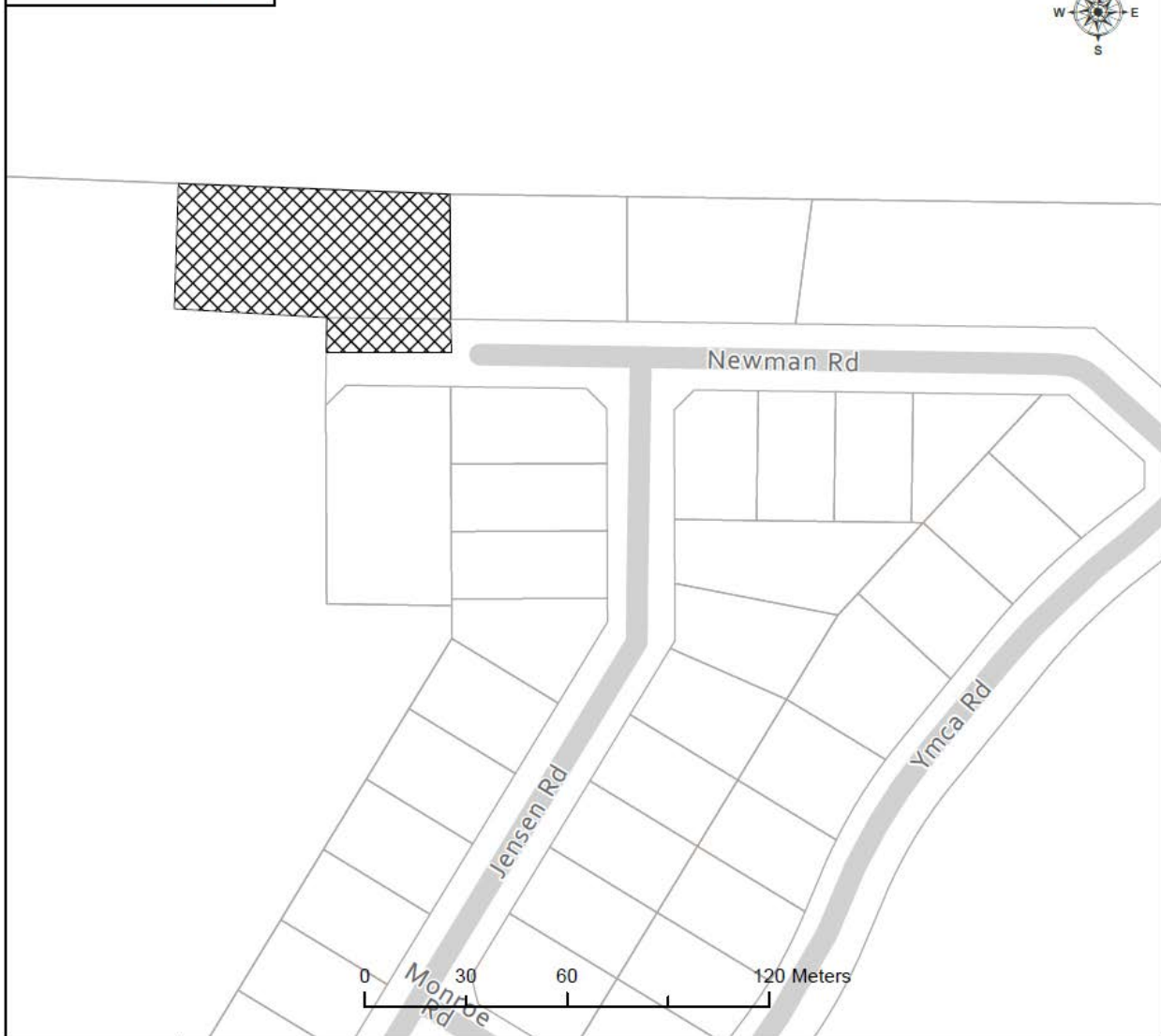
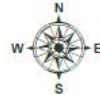
Corporate Officer

APPENDIX B TO BYLAW NO. 722.10, 2024

Appendix B to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule B from Subdivision District I to Subdivision District C

 Subject Property



Chair

Corporate Officer

Public Information Meeting Summary

PIM Date: May 8, 2024
 Location: Eric Cardinal Hall
 Time: 7PM
 Attendees: ~20 people (not including applicant's family and SCR D staff)

Application Summary	
SCR D File No.	OCP00033 & BYL00050
Authorized Agent	David Morgan (owner & applicant)
Civic Address	1691 Jensen Road
Legal Description	DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770
PID	009-802-207
Electoral Area	F – West Howe Sound
Parcel Area	40.5 ha
OCP Land Use	Current – Agricultural Proposed - Residential
Land Use Zone	Current – Agriculture (AG) Proposed – Residential 1 (R1)
Subdivision District	Current – I (4 ha minimum lot size) Proposed – C (0.2 ha minimum lot size)
Application Intent	The purpose of the application is to amend the OCP land use designation, zoning designation and subdivision district of the 0.3 ha portion of the parcel outside of the Agricultural Land Reserve (ALR) to enable a two-lot subdivision and future residential development on the proposed new lot.

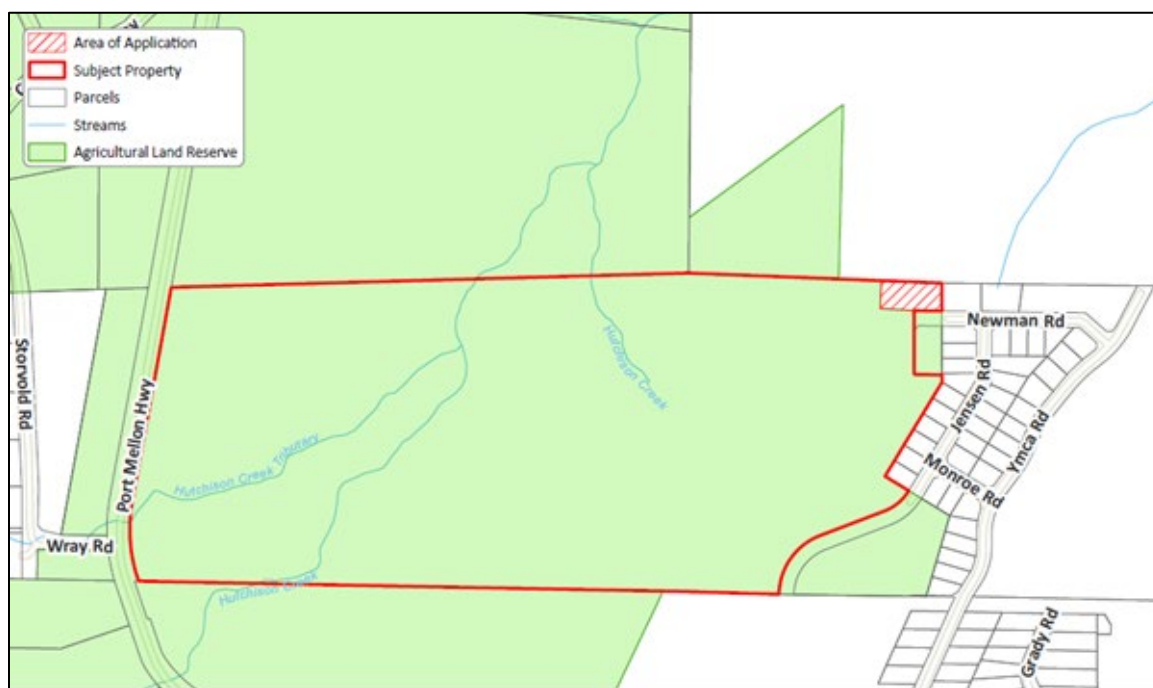


Figure 1 - Context Map (Area of Application Identified)

Summary of Feedback Received from Attendees

Clarification of application purpose and scope

- There was confusion in the community about the scope of the application and the goal for the property. The applicant and staff clarified the multi-application process, decision-making stages, and opportunities for community to provide feedback on the proposal.
- Questions on the number of lots the applicant intends to subdivide and how many homes will be built. Applicant clarified only one lot is proposed to be subdivided on the non ALR portion, with the intent of building one single unit dwelling home.
- Questions on if the applicant intends to remove the entire parcel from the ALR? The applicant clarified this is not his intention, and that currently 0.3 ha of the 40.5 ha parcel is already outside of the ALR, which is the subject of his application.
- Questions regarding the application and building timeline. The applicant stated they have submitted a subdivision application that will proceed after the amendment application. The construction will start after all applications are complete.
- Discussion on seeking R1 zoning rather than a more rural residential zone? The applicant responded that the surrounding parcels are zoned R1 and therefore requested the same zone for consistency.
- Differing opinions on if the proposed application is a significant or insignificant change to the land use vision for the community.

Questions about current property use and tenants

- Discussion on if the applicant has ever or intends to live on the property. The applicant clarified he lived on the property for two years (full-time) after the house was built, but now the house is tenanted. The applicant says his work situation required him to be off Coast for much of the year and now he only lives full time on the coast in the summer. The proposed new lot/house is intended to be lived in by the applicant's children.
- Comments about speeding by several of tenants in the current home.
- Questions on if the farm property will continue to use the same access from Jensen Road? The applicant confirmed that there will not be an access change for the farm property. The proposed new lot would have access from Newman Road (a current dead end road).

Fire Smart

- Several comments regarding if the proposed new home and landscaping will be constructed using the Fire Smart principles. The applicant stated he will review Fire Smart materials and take them into consideration.
- Encouragement to use Fire Smart materials.

Subdivision & Servicing Questions

- Discussion on servicing of new proposed residential lot, including water supply (well or within service area), wastewater (joining the wastewater service area or personal septic system), and fire protection area.
 - Water – within the Regional Water Service Area and therefore is eligible to connect to SCRD water.

- Wastewater – septic system has been designed by Sunco Engineering and has been approved by Vancouver Coastal Health. The parcel is not within the community sewer service area.
- Fire Protection – not within the fire protection area. The process to seek inclusion into the service area is a separate approval process.

Requests from attendees

- Complete a traffic study.
- Review the Fire Smart materials as it relates to the planned architectural design of the home. Applicant should also complete a Fire Smart survey of property.
- Seek inclusion into the fire protection area.
- Draft a stormwater management plan.

Applicant Reflection / Response to Feedback Received

- I will review the Fire Smart materials and have a Fire Smart survey of the property conducted.
- I will have a Traffic Study completed of the Newman Street location.
- I will apply for Fire Protection after the lot has been subdivided. Rob Michael (Fire Chief has already pointed out fire hydrant on adjacent lot).
- I have discussed the Storm water drainage issue with my Geotechnical Engineer. He has suggested runoff into swales and overflow into French drains to take off the excess water. This will be part of the Geotechnical Report for the Development Permit application process.
- Most people in attendance seem to be supportive when they found out the application was only for one new lot for one house.
- The owner that has the lot directly below the non-ALR portion, clarified that there was no issue with the current runoff from the proposed lot after trees were removed.
- I have spoken with the two neighbours that are most affected by the development, as their lots are adjacent to the proposed lot, and they are supportive of the proposal.
- One individual kept bringing up unrelated issues as he will oppose anything that is done on the property. He used to use my property as walking trail, and thinks it should be designated as a park for his own purposes. He had to move his Adirondack chairs back to his own property. That's why there were comments about "why I don't live in the house on Jensen Road", "the farm development", and "added traffic". All unrelated to the proposal.
- I received an apologetic email from my next-door neighbour (Jensen Road) for bringing up the traffic issue. She used to work with the one individual who is described above, so my guess is that she was influenced by him.
 - I did like Area Director Kate Stamford's suggestion to treat the Traffic Study as a separate issue and resolve appropriately.
- I recognised quite a few neighbours from the other side of the Port Melon Highway which surprised me, but I guess they wanted to see if the proposal affected the larger ALR portion of the lot.
- Looking at the addresses of the sign-ins I noticed only several that were out of the area.

PIM Summary Prepared by the Applicant

David Morgan

SUNSHINE COAST REGIONAL DISTRICT

**AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION**

May 28, 2024

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

PRESENT:	Chair	Susan Fitchell
	Members	Katie Thomas Miyuki Shinkai Jonathan McMorran Marlin Hanson
ALSO PRESENT:	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	Alternate, Director Electoral Area F	Ian Winn (Non-Voting Board Liaison)
	Recording Secretary	Diane Corbett
	Public	3
ABSENT:	Members	Tom Fitzgerald Ryan Matthews Vivian McRoberts-Sosnowski

CALL TO ORDER 7:04 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Susan Fitchell was elected Chair of West Howe Sound Advisory Planning Commission.

Miyuki Shinkai was elected Vice Chair of West Howe Sound Advisory Planning Commission.

AGENDA The agenda was adopted as presented.

MINUTES

West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of September 26, 2023 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023 & March 27, 2024
- Halfmoon Bay (Area B) APC Minutes of September 26, 2023 & March 26, 2024
- Roberts Creek (Area D) APC Minutes of September 18, 2023, February 19, 2024, & March 18, 2024
- Elphinstone (Area E) APC Minutes of September 26, 2023 & March 26, 2024

REPORTS

Official Community Plan Amendment No. 640.6 & Zoning Bylaw Amendment No. 722.10 – 1691 Jensen Road

The APC discussed the staff report regarding Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment applications to change the OCP land use designation, zoning designation, and subdivision district of the 0.3 ha non-Agricultural Land Reserve (ALR) portion of 1691 Jensen Road to enable subdivision and future residential development of the portion of the parcel outside of the ALR.

Owner/agent David Morgan provided background on the amendment applications and responded to APC member inquiries. He outlined issues raised at a Public Information Meeting on the applications that he sponsored on May 8, 2024, and discussed how he planned to address these.

The applicant's daughter, Holly Morgan, spoke of her intention to move back to the Sunshine Coast to work, and to live on the property.

Points from ensuing discussion included:

- Don't see anything wrong with it.
- Not clear on what the plan is.
- Uses permitted are quite different between the agricultural land and R1. That is a reason to change the zoning along with the subdivision. A buffer of non-agricultural uses between the agricultural and the non-agricultural uses is a positive part of the plan.
- This is quite simple. Right now you can only have one house on that whole lot. Subdivision allows you to have an additional house. It is not in the ALR anymore. The OCP says it should be Agricultural but you are changing that to make it Residential. I support both of those changes. Allowing for a house in a place that does not allow for agricultural use makes sense. Don't see how one household would cause too much traffic on the road; it should not necessitate a traffic survey.
- Squamish Nation had expressed concern for the movement of elk through the area.
- During the build, make sure neighbours are informed regarding any potential traffic issues. Ensure that trucks are moving as safely as possible and under the speed limit.
- At the Public Information Meeting, had the impression that lots of people were not happy and were upset with development happening. Concerns included: the residence being rented out, and tenants going in and out; traffic issues; moving any ALR land and making it residential; uncertainty about what was happening with the property as a whole; and the change of OCP and land use designation. It would be worthwhile to hear more opinions from the neighbourhood through a public hearing. Be careful in how we examine this in going forward.
- Heard that there was a lot of confusion with the subdivision information at the meeting. Many thought it was going to be the entire 40 hectares that would be subdivided.
- At a public hearing, there should be more clarity regarding future development.

- Sounds like signage on the site isn't helpful, creating some confusion. Clear this up before a public hearing. If area residents live outside the 100-metre notification area, they would not receive a mailout with information. Need to increase communication regarding planning applications to prevent confusion. Would be helpful if signage has a public hearing date.
- This subdivision has implications further than the 100 metres.

Recommendation No. 1 *Official Community Plan Amendment No. 640.6 & Zoning Bylaw Amendment No. 722.10 – 1691 Jensen Road*

The Area F APC recommended support for the OCP and zoning amendment for 1691 Jensen Road.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING Tuesday, June 25, 2024

ADJOURNMENT 8:49 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 18, 2024

AUTHOR: Sven Koberwitz, Senior Planner

SUBJECT: DEVELOPMENT PERMIT DP000310 FOR 1020 KEITH ROAD (FORTIS BC) – ELECTORAL AREA E

RECOMMENDATIONS

- (1) THAT the report titled Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E be received for information;
- (2) AND THAT Development Permit DP000310 be issued.
-

BACKGROUND

On June 27, 2024, the SCRD Board adopted the following resolution.

*191/24 **Recommendation No. 1** Development Permit DP000310 for 1020 Keith Road (Fortis BC)*

THAT the report titled Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E be received for information;

AND THAT Development Permit DP000310 for 1020 Keith Road (Fortis BC) be referred to the June 25, 2024 Electoral Area E Advisory Planning Commission meeting.

In advance, staff included the referral on the June 25, 2024, Area E Advisory Planning Commission (APC) meeting to ensure that the application could be considered at the following EAS Committee on July 18, 2024.

DISCUSSION

The Area E APC provided the following recommendations:

Recommendation No 1: *Development Permit DP000310 for 1020 Keith Road (FORTIS BC)*

The proposal meets the form and character guidelines at a minimum however we would like to see an increase in the diversity of plants used in the landscaping.

- *Native plants and grasses would require less maintenance than lawn grass and support pollinators.*
- *Drought tolerant alternatives to cedar hedging would be wise.*

Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E

The APC has requested that Fortis BC implement changes to landscaping to include more drought tolerant plants. Staff and the Board are limited to considering development permit area guidelines in the Area E Official Community Plan. Landscaping guidelines focus on visual buffering and include guidance for fencing and “dense shrubbery” (Guideline 3.b). Representatives from Fortis BC attended the APC meeting and indicated alterations to the landscaping would be considered although not mandatory.

Photos of the site are provided in Attachment B.

Options / Staff Recommendation

Possible options to consider:

- Option 1: Issue the permit. (staff recommendation)**
This would permit the proposed facility to proceed to building permit stage.

- Option 3: Request changes to the proposal.**
The Board may request changes to the proposal to better align with guidelines in DPA 7: Rural Industry. If this option is pursued, direction should be provided that relates directly to specific guidelines.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend issuance of Development Permit DP000310 as attached.

Attachments

- Attachment A - June 20, 2024, Staff Report with Draft Development Permit DP000310
- Attachment B - Site Photos

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
A/CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 20, 2024

AUTHOR: Sven Koberwitz, Senior Planner

SUBJECT: DEVELOPMENT PERMIT DP000310 FOR 1020 KEITH ROAD (FORTIS BC) – ELECTORAL AREA E

RECOMMENDATIONS

- (1) THAT the report titled Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E be received for information;
- (2) AND THAT Development Permit DP000310 be issued.

BACKGROUND

The Sunshine Coast Regional District (SCRD) has received a development permit application to allow Fortis BC to complete the “Gibsons Capacity Upgrade Project” at 1020 Keith Road.

The property is located within Development Permit Area (DPA) 7: Rural Industry, where a development permit to regulate form and character is required prior to the construction of industrial buildings.

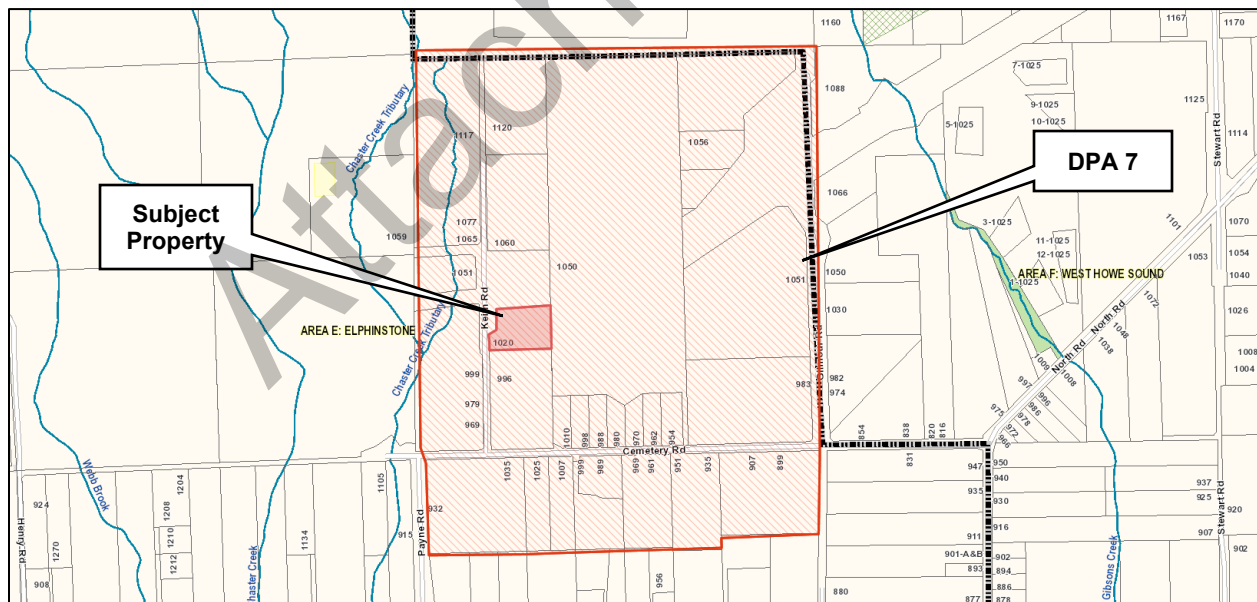


Figure 1 – Location Map

The objective of the development permit area is “to provide some landscape, signage and design limitation on rural industrial and commercial uses... in this area that forms a future gateway to the Sunshine Coast.”

Owner / Applicant:	Fortis BC
Civic Address:	1020 Keith Road
Legal Description:	THAT PART OF BLOCK 3 LYING TO THE NORTH OF A LINE BISECTING THE EAST AND WEST BOUNDARIES OF SAID LOT, EXCEPT PART IN PLAN LMP1311, DISTRICT LOT 1657 PLAN 4563, PID: 011-493-984
Electoral Area:	E - Elphinstone
Parcel Area:	9,959 m2
OCP Land Use:	Rural
Land Use Zone:	Rural Residential Two (RU2) – Public utility permitted in all zoned.
Development Permit Areas:	DPA 7: Rural Industry
Application Intent:	To allow for the construction of a Fortis BC gas facility.

Table 1 - Application Summary

Legislative Context

The Local Government Act provides local governments the authority to establish objectives in an Official Community Plan for the form and character of commercial development. Guidelines respecting the way objectives can be addressed are also provided.

The review of development permit applications is restricted to consideration of relevant objectives and guidelines in relation to the proposed development.

A development permit may include general requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

DISCUSSION

Analysis

The proposed facility is intended to provide upgraded gas utility services to the Gibsons area. The proposed facility consists of seven small buildings and structures housing and protecting equipment required for the provision of natural gas services.

The development is considered industrial in nature and must conform to the form and character guidelines in Development Permit Area 7: Rural Industry.

The buildings will be similar to existing FortisBC facilities on Trail Avenue in Sechelt, as shown in Figure 3.

Staff have reviewed the project and consider the development to meet all applicable guidelines (Attachment A).



Figure 2 - Aerial Photo of Surrounding Area



Figure 3 - FortisBC Standard building structures at the Sechelt facility.

Options / Staff Recommendation

Possible options to consider:

- Option 1: Issue the permit. (staff recommendation)**
This would permit the proposed facility to proceed to building permit stage.
- Option 2: Refer the application to the Area E APC.**
This would delay Board consideration of the application until September 2024.
- Option 3: Request changes to the proposal.**
The Board may request changes to the proposal to better align with guidelines in DPA 7: Rural Industry. If this option is pursued, direction should be provided that relates directly to specific guidelines.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend issuance of Development Permit DP000310 as attached.

Attachments

- Attachment A - Development Permit Area Guideline Review
- Attachment B - Development Permit DP000310 DRAFT

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
A/CAO	X - T. Perreault	Other	

Development Permit Area 7: Rural Industry

Elphinstone Official Community Plan

CATEGORY:

Form and character of industrial, commercial, and multi-family development.

JUSTIFICATION:

This development permit area applies to the Rural land-use designation within the north-east corner of the Plan Area on which the extension of the Highway 101 Bypass is centred. The objective of the development permit area is to provide some landscape, signage and design limitation on rural industrial and commercial uses allowed under the current zoning bylaw of the Regional District in this area that forms a future gateway to the Sunshine Coast.

GUIDELINES:

Development permits issued in this area must be in accordance with the following, as applicable:

1. Building Form

Industrial and commercial buildings permitted under the zoning bylaw in this area should be consistent with the single-family building form and character found in rural areas of the Sunshine Coast by ensuring:

- a. Buildings should be designed to appear relatively small in scale and not overwhelm adjacent buildings or roads by the use of the following techniques:
 - i. varying building heights or shifting rooflines on buildings; and **Met**
 - ii. shaping larger buildings to give the building the appearance of being composed of a number of smaller sections or blocks.
- b. Large, blank walls (in excess of 6.0 metres (20.0 ft.) facing highways are not permitted unless design elements such a mural or faux windows placed on the façade. **Met**

Development Permit Area Guideline Review

DP000310: 1020 Keith Road (Fortis BC)

2. Signage

- | | |
|---|------------|
| a. Signage shall be limited to free-standing signs that shall be limited to a height of 2.0 metres (6.6 feet) above grade and have a surface area on each side which does not exceed 3.0m ² (32.3 sq. ft.). Signs mounted upon a base made of stone, brick, wood or other natural-appearing material are encouraged. | N/A |
| b. Site lighting shall be directed downward to avoid “light spill” on adjacent residential areas and designed following the Regional District’s Outdoor Lighting Standard. | Met |
| c. Site lighting should be neutral in colour. High-pressure sodium (orange) lights are not permitted. | Met |
-

3. Siting and Landscaping

- | | |
|---|------------|
| a. Commercial and industrial buildings should be sited to afford maximum privacy to adjacent residential/rural properties and minimize the impacts of noise, glare and shadows. | Met |
| b. Those portions of the site abutting highways, residential and rural zoned parcels should be fenced and landscaped with dense shrubbery with a minimum height of 2.0 metres (6.6 feet) and width of 1.0 metres (3.3 feet) to create an effective buffer so that industrial and commercial uses are not visible from the adjacent areas. | Met |
-

RECOMMENDED CONDITIONS:

1. Development to be completed in substantial compliance with drawings and specifications attached as Schedule A to the Development Permit.

DRAWINGS AND SPECIFICATIONS:

2023-SEP-26 Site Plan (Tetra Tech)

2023-SEP-26 Lighting and Landscape Plan (Tetra Tech)

2023-SEP-26 Building Form and Character Drawings (Tetra Tech)

REVIEWED:

Sven Koberwitz, Senior Planner

Planning and Development Department

Sunshine Coast Regional District

May 26, 2024



**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT PERMIT
DP000332 (1041 ROBERTS CREEK ROAD)**

ISSUED TO: FORTISBC ENERGY INC., INC.NO. BC1023718
16705 FRASER HIGHWAY
SURREY, BC V4N 0E8

Attachment B

This Development Permit for GAS UTILITY FACILITY is issued subject to compliance with all relevant Sunshine Coast Regional District bylaws.

This permit applies to those lands within the Sunshine Coast Regional District described below, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').

Legal Description: THAT PART OF BLOCK 3 LYING TO THE NORTH OF A LINE BISECTING THE EAST AND WEST BOUNDARIES OF SAID LOT, EXCEPT PART IN PLAN LMP1311, DISTRICT LOT 1657 PLAN 4563

P.I.D.: 011-493-984

Civic Description: 1020 KEITH ROAD

Conditions and requirements pursuant to Sections 488, 489, 490, and 491 of the *Local Government Act* are imposed in accordance with the following Development Permit Area(s) contained within the *Elphinstone Official Community Plan, Bylaw 600*:

DPA 7: Rural Industry

TERMS AND CONDITIONS:

- (1) The Lands shall be developed strictly in accordance with the terms and conditions of this Permit and in accordance with the following schedules and recommendations contained therein:

Schedule A - Site Plan dated 2023-09-26

Schedule B - Landscaping and Light Layout Plan dated 2023-09-26

Schedule C - Site Lighting Plan dated 2023-08-09

Schedule D - Building Form and Character Plan dated 2023-09-26

Heritage

- (2) Except as may be authorized by the Minister responsible for heritage conservation, no person may damage, alter, or remove from a site any object, artifact, feature, material or other physical evidence of unknown origin that may be protected under the *Heritage Conservation Act*. In the event of finding a possible archaeological site or artifact immediately stop work and contact:

Archaeology Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development
PO Box 9816 Stn Prov Govt
Victoria, BC V8W 9W3
250-953-3334

The Land Management Division, Squamish Nation
320 Seymour Blvd, North Vancouver, V7J 2J3
604-982-0510

shíshálh Nation Rights and Title Department
5555 Sunshine Coast Highway, Sechelt, BC
PO Box 740, Sechelt, BC VON 3A0
604-885-2273

Notice and Timing of Permit

- (3) In accordance with Section 504 (1) of the *Local Government Act*, **this permit will lapse two years from the Development Permit issuance date**, unless construction in accordance with the terms and conditions of this permit has substantially started.

This Permit is not a building permit.

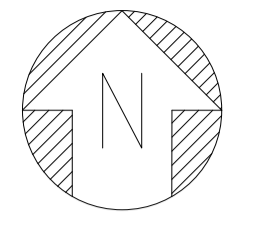
AUTHORIZING RESOLUTION NO. ### PASSED BY THE SUNSHINE COAST REGIONAL DISTRICT BOARD THE ##th DAY OF Month, Year.

ISSUED THIS ##th DAY OF Month, Year.

Sherry Reid
Corporate Officer
SUNSHINE COAST REGIONAL DISTRICT

Attachment A

Schedule A

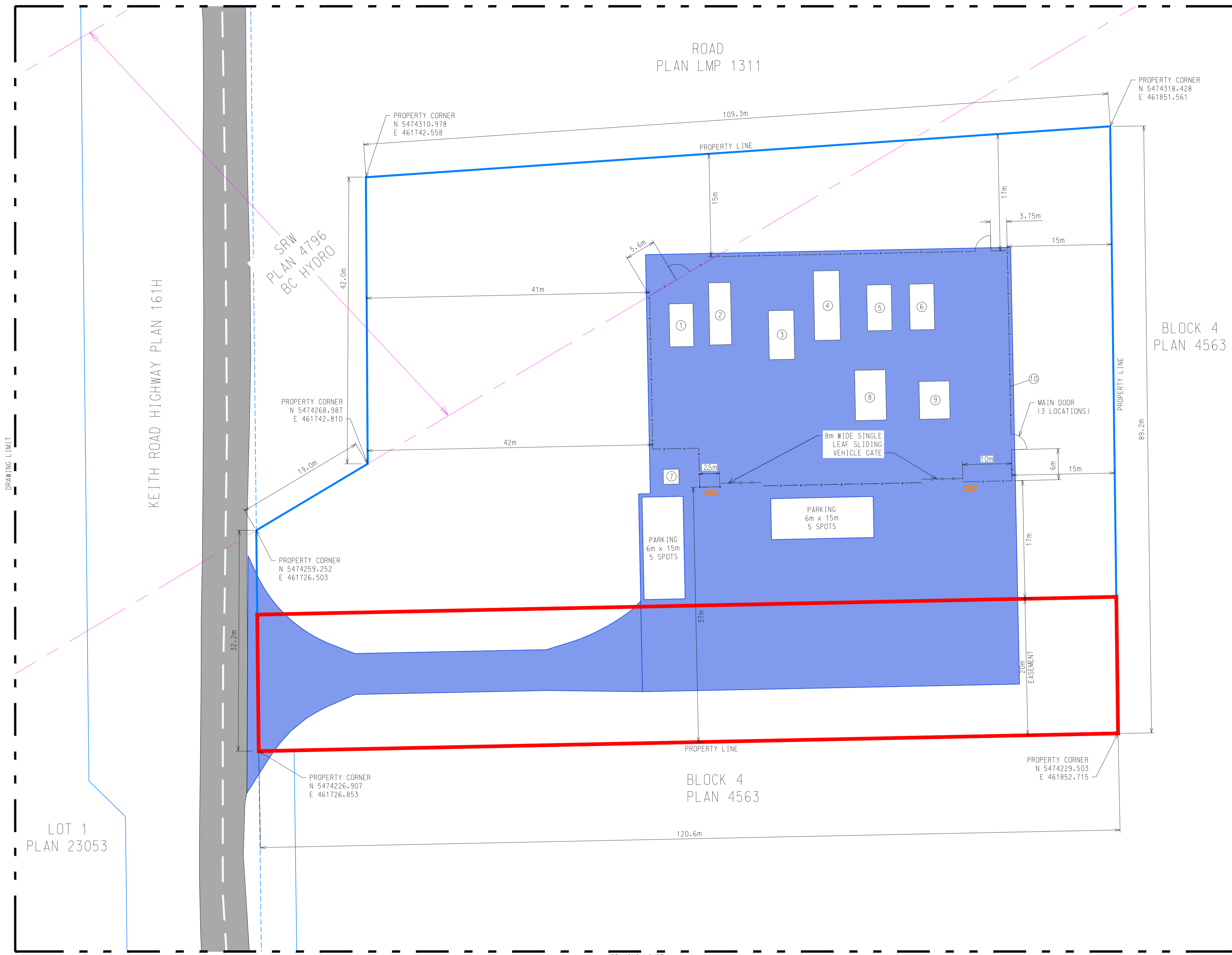


DRAWING LIMIT

ROAD
PLAN LMP 1311

GENERAL NOTES:

1. ALL DIMENSIONS, COORDINATES AND ELEVATIONS ARE IN METRES, UNLESS OTHERWISE NOTED. COORDINATES SHOWN ARE IN UTM ZONE 10N NAD 83. ELEVATIONS ARE GEODETIC.
2. ONLY STRUCTURES WITH A FOOTPRINT LARGER THAN 10 m² ARE INCLUDED IN PROJECT SUMMARY TABLE.
3. REFER TO DRAWING 60060-C-000-1002-SKC FOR MODEL SHOTS OF THE ELECTRICAL BUILDING (FD-02), GAS DRYER CANOPY (FD-03) AND PRESSURE REGULATING UNIT BUILDINGS (FD-05 & FD-06).
4. BUILDABLE LOCATION AS IDENTIFIED IN GEOTECHNICAL REPORT M-0011-GEO-MEM-0001 REV 0, DATED AUG. 29, 2022 BY TETRA TECH.
5. ALL FOUNDATIONS ARE REINFORCED CONCRETE SLABS.



BLOCK 4
PLAN 4563

BLOCK 4
PLAN 4563

LOT 1
PLAN 23053

LEGEND:

- x — CHAINLINK FENCE (2.44m TALL)
- SERVICE RIGHT OF WAY
- KEITH ROAD
- 20m WIDE EASEMENT
- PROPERTY LINE
- FACILITY AND ACCESS ROAD FOOTPRINT
SEE NOTE 4

PROJECT SUMMARY TABLE:

STRUCTURE NUMBER	DESCRIPTION	FOOT PRINT (m ²)	STRUCTURE SIZE	MAX HEIGHT* (m)	PARCEL COVERAGE (%)
①	INSTRUMENT AIR FOUNDATION (FD-01)**	22.0	-	-	0.22
②	ELECTRICAL BUILDING (FD-02)	28.8	3.2m x 9.0m	4.01	0.29
③	GAS DRYER CANOPY (FD-03)	28.3	4.1m x 6.9m	4.02	0.28
④	CNG COMPRESSOR FOUNDATION (FD-04)**	38.3	-	-	0.38
⑤	PRESSURE REGULATING UNIT BUILDING (FD-05)	24.1	3.6m x 6.7m	3.83	0.24
⑥	PRESSURE REGULATING UNIT BUILDING (FD-06)	24.1	3.6m x 6.7m	3.82	0.24
⑦	BC HYDRO TRANSFORMER**	2.7	-	-	0.03
⑧/⑨	CNG VESSEL FOUNDATIONS (FD-08 & FD-09)**	57.8	-	-	0.58
⑩	CHAINLINK FENCE	1704	170m	2.44	17.0
-	TOTAL PARCEL AREA	10046	-	-	-

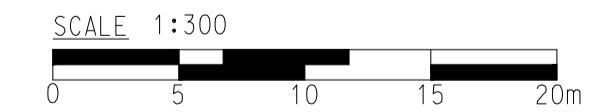
*HEIGHT MEASURED TO FROM PEAK STRUCTURE HEIGHT TO FINISHED GRADE.
**STRUCTURES ON THESE CONCRETE FOUNDATION PADS DO NOT EXCEED 10m².



BY	No.	REVISION	DRAWN	DESIGNED	CHECKED	DATE (YYYY-MM-DD)
TETRA TECH	RA	ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU	2023-08-14
TETRA TECH	RB	RE-ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU	2023-08-21
TETRA TECH	RC	RE-ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU	2023-09-26
BY	No.	REVISION	DRAWN	DESIGNED	CHECKED	DATE (YYYY-MM-DD)



KEITH ROAD PS DISTRICT STATION
SITE PLAN - PERMIT APPLICATION
DRAWING NUMBER 60060-C-000-1001-SKC-RC



**ISSUED FOR INFORMATION
NOT FOR CONSTRUCTION**
2023-09-26

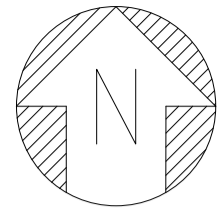
ENGINEER SEAL

PERMIT TO PRACTICE No.

PREVIOUS DR. NO. -

SCALE - 1:300

220312.01



DRAWING LIMIT

ROAD
PLAN LMP 1311

PROPERTY CORNER
N 5474318.428
E 461851.561

PROPERTY CORNER
N 5474310.978
E 461742.558

SRW
PLAN 4796
BC HYDRO

PROPERTY CORNER
N 5474268.987
E 461742.810

PROPERTY CORNER
N 5474259.252
E 461726.503

PROPERTY CORNER
N 5474226.907
E 461726.853

PROPERTY CORNER
N 5474229.503
E 461852.715

KEITH ROAD HIGHWAY PLAN 161H

BLOCK 4
PLAN 4563

FACILITY

PARKING
6m x 15m
5 SPOTS

TRUCK TURNING PAD

ACCESS ROAD

BLOCK 4
PLAN 4563

LOT 1
PLAN 23053

- GENERAL NOTES:**
- ALL DIMENSIONS ARE IN METRES, COORDINATES AND ELEVATIONS ARE IN METRES, UNLESS OTHERWISE NOTED. COORDINATES SHOWN ARE IN UTM ZONE 10N NAD 83. ELEVATIONS ARE GEODETIC.
 - LIGHT POLES ARE EQUIPPED WITH LEDS WITH A COLOUR TEMPERATURE OF 5000K. DOWNCAST WITH FORWARD-THROW DISTRIBUTION AND PHOTOCCELL CONTROL. REFER TO DRAWING 60060-E-000-1018 FOR DETAILED SITE LIGHTING PLAN.
 - HYDROSEED MIX TO BE THE FOLLOWING:
37% PERENNIAL RYEGRASS
29% CREEPING RED FESCUE
17% HARD FESCUE
9% TIMOTHY
5% CANADA BLUEGRASS
3% RED TOP
 - HEDGES TO BE 1.5m TALL EXCELSA WESTERN RED CEDAR SPACED EVERY 0.914m TO 1.21m. TOP SOILS FOR THE CEDARS TO BE A GARDEN MIX THAT CLOSELY MEETS THE 2P PLANTING MEDIUM REQUIREMENTS AS OUTLINED IN THE B.C. LANDSCAPE SOCIETY SPECIFICATION.

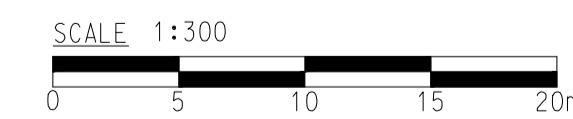
PROJECT SUMMARY TABLE:

STRUCTURE NUMBER	DESCRIPTION
①	INSTRUMENT AIR FOUNDATION (FD-01)
②	ELECTRICAL BUILDING (FD-02)
③	GAS DRYER CANOPY (FD-03)
④	CNG COMPRESSOR FOUNDATION (FD-04)
⑤	PRESSURE REGULATING UNIT BUILDING (FD-05)
⑥	PRESSURE REGULATING UNIT BUILDING (FD-06)
⑦	BC HYDRO TRANSFORMER
⑧/⑨	CNG VESSEL FOUNDATIONS (FD-08/09)
⑩	CHAINLINK FENCE

LEGEND:

- CHAINLINK FENCE (2.44m TALL)
- HYDROSEED WITH NATIVE GRASS (SEE NOTE 3)
- GRAVEL FINISH (3/4" MINUS)
- LIGHT POLES (SEE NOTE 2)
- SERVICE RIGHT OF WAY
- KEITH ROAD
- 20m WIDE EASEMENT
- PROPERTY LINE
- HEDGE (SEE NOTE 4)
- EXISTING WOODED AREA

**ISSUED FOR INFORMATION
NOT FOR CONSTRUCTION**
2023-09-26



DRAWING LIMIT

NO.	DATE	BY	REVISION	DRAWN	DESIGNED	CHECKED	DATE (YYYY-MM-DD)
TETRA TECH	RB	ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU		2023-09-26
TETRA TECH	RA	ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU		2023-08-21
BY	No.	REVISION	DRAWN	DESIGNED	CHECKED	DATE (YYYY-MM-DD)	



KEITH ROAD PS DISTRICT STATION

LANDSCAPING AND LIGHT LAYOUT
PERMIT APPLICATION



PREVIOUS DR. NO. -

SCALE: 1:300

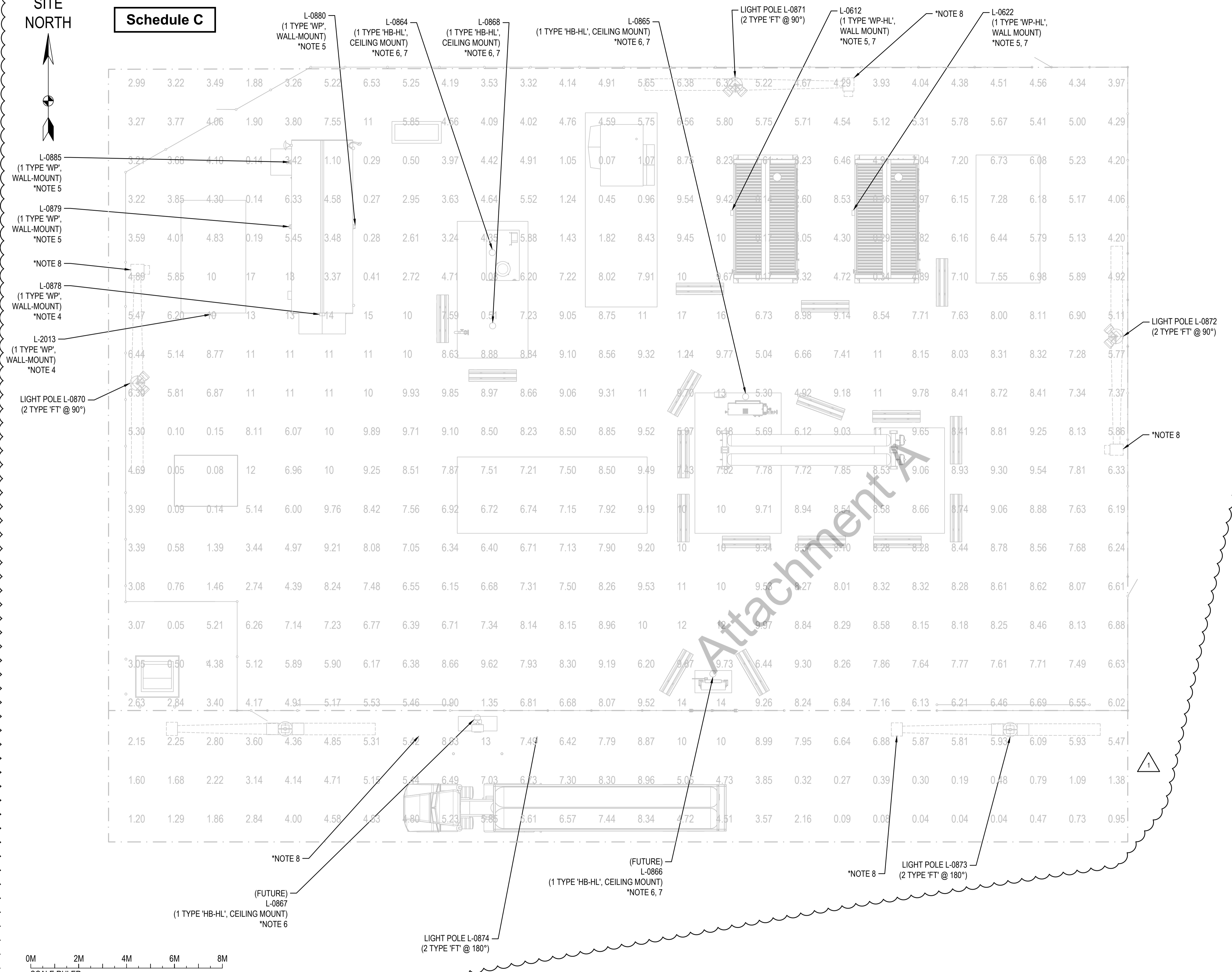
PERMIT TO PRACTICE No.

ENGINEER SEAL

DRAWING NUMBER 60060-C-000-1003-SKC-RB

SITE NORTH

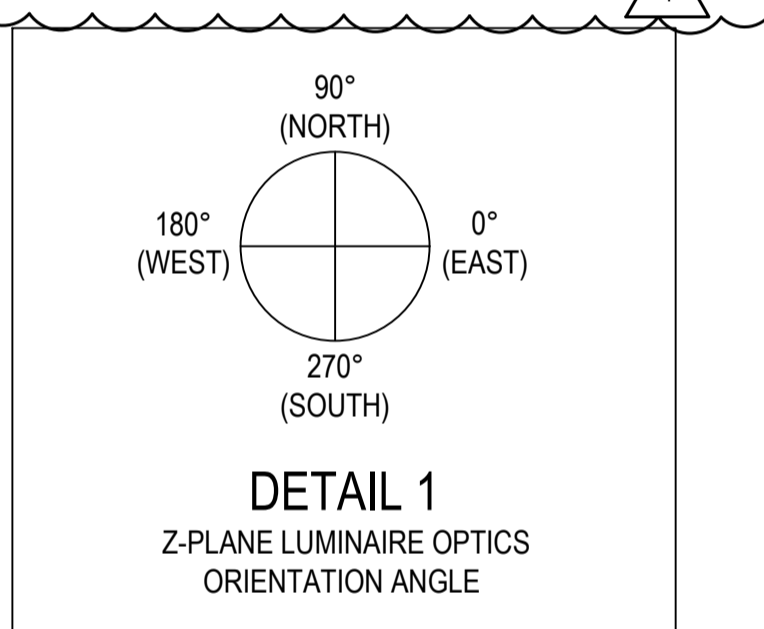
Schedule C



LUMINAIRE POSITIONS LIST

*NOTE 1

TAG NO.	ORIENTATION, Z (DEG) *SEE DETAIL 1
L-0612	180°
L-0622	180°
L-0864	N/A (CEILING MOUNT)
L-0865	N/A (CEILING MOUNT)
L-0866	N/A (CEILING MOUNT)
L-0867	N/A (CEILING MOUNT)
L-0868	N/A (CEILING MOUNT)
L-0870	45° , 315°
L-0871	225° , 315°
L-0872	135° , 225°
L-0873	0° , 180°
L-0874	0° , 180°
L-0878	270°
L-0879	180°
L-0880	0°
L-0885	180°
L-2013	270°
L-2160	0°
L-2161	0°



ISSUED FOR CONSTRUCTION
2023-08-09

- DRAWING AND INSTALLATION NOTES**
- THIS DRAWING INCLUDES EXTERIOR LIGHTING ONLY. ALL BUILDINGS ARE EQUIPPED WITH INTERIOR LIGHTS.
 - PHOTOMETRIC CALCULATIONS BASED ON RESULTS FROM JENMAR CONCEPTS. COORDINATES LIST IS APPROXIMATE. REFER TO SITE PLAN DRAWING M-1001 FOR LIGHT POLE MOUNTING LOCATIONS. ACTUAL MOUNTING LOCATIONS TO BE CONFIRMED BY INSTALLING CONTRACTOR AND REVIEWED BY THE ENGINEER PRIOR TO INSTALLATION.
 - REFER TO DRAWING 60060-E-000-1001 FOR SITE LIGHTING EQUIPMENT SCHEDULE.
 - WALL PACK MOUNTED ABOVE DOOR.
 - WALL PACK MOUNTED ON SIDE OF BUILDING OR EQUIPMENT SKID.
 - HIGH BAY LIGHT CEILING-MOUNTED BELOW SHELTER CANOPY AND ORIENTED DOWNWARD.
 - USE CIZ2 HAZLOC WIRING METHODS.
 - HINGED LIGHT POLES SHOWN IN MAINTENANCE POSITION. HINGE LOCATED 15R ABOVE GRADE.



CALCULATION SUMMARY

WORKING PLANE LABEL	CALC TYPE	UNITS	AVERAGE	MAX	MIN
CNG COMPOUND	ILLUMINANCE	FC	7.57	38.00	0.04
DRIVELANE (W/ TRUCK)	ILLUMINANCE	FC	4.87	27.00	0.02

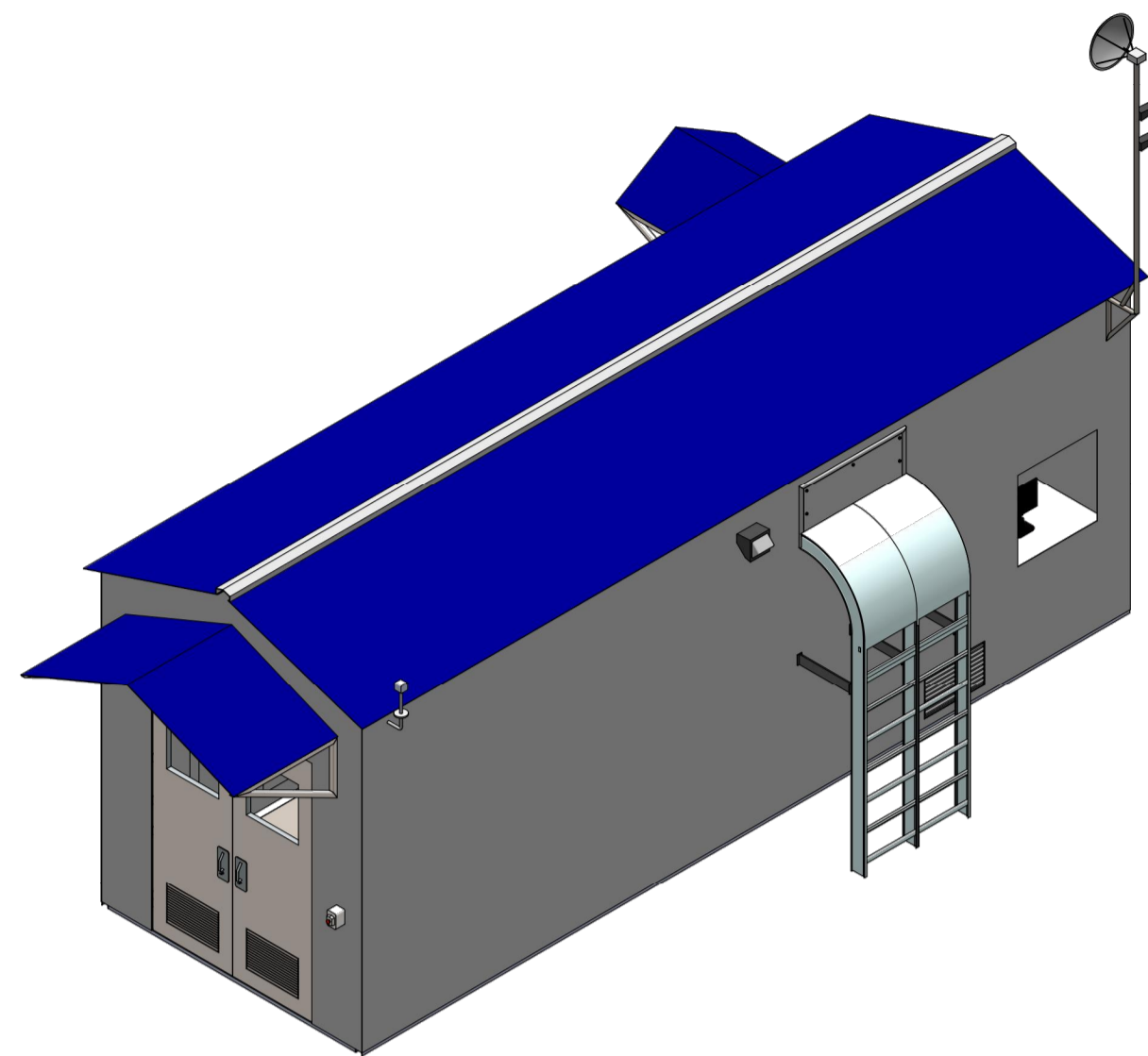
PREPARED BY:						
<small>A DIVISION OF JENMAR COMPRESSORS INC. #319 - 9440 202 STREET, LANGLEY, BC, CANADA 604-757-9082 www.jenmarconcepts.com</small>						
JENMAR CONCEPTS	R0	ISSUED FOR DESIGN	A.ROBINSON	A.ROBINSON	D.CURRIE	2021-06-15
JENMAR CONCEPTS	R1	ISSUED FOR CONSTRUCTION	A.ROBINSON	A.ROBINSON	P.INEZA	2023-08-09
BY	No.	REVISION	DRAWN	DESIGNED	CHECKED	DATE(YYYY-MM-DD)
JENMAR PROJECT NUMBER: 10-183			PREVIOUS DR. NO.:		SCALE: N/A	

EGBC Permit to Practice
Number 1001908

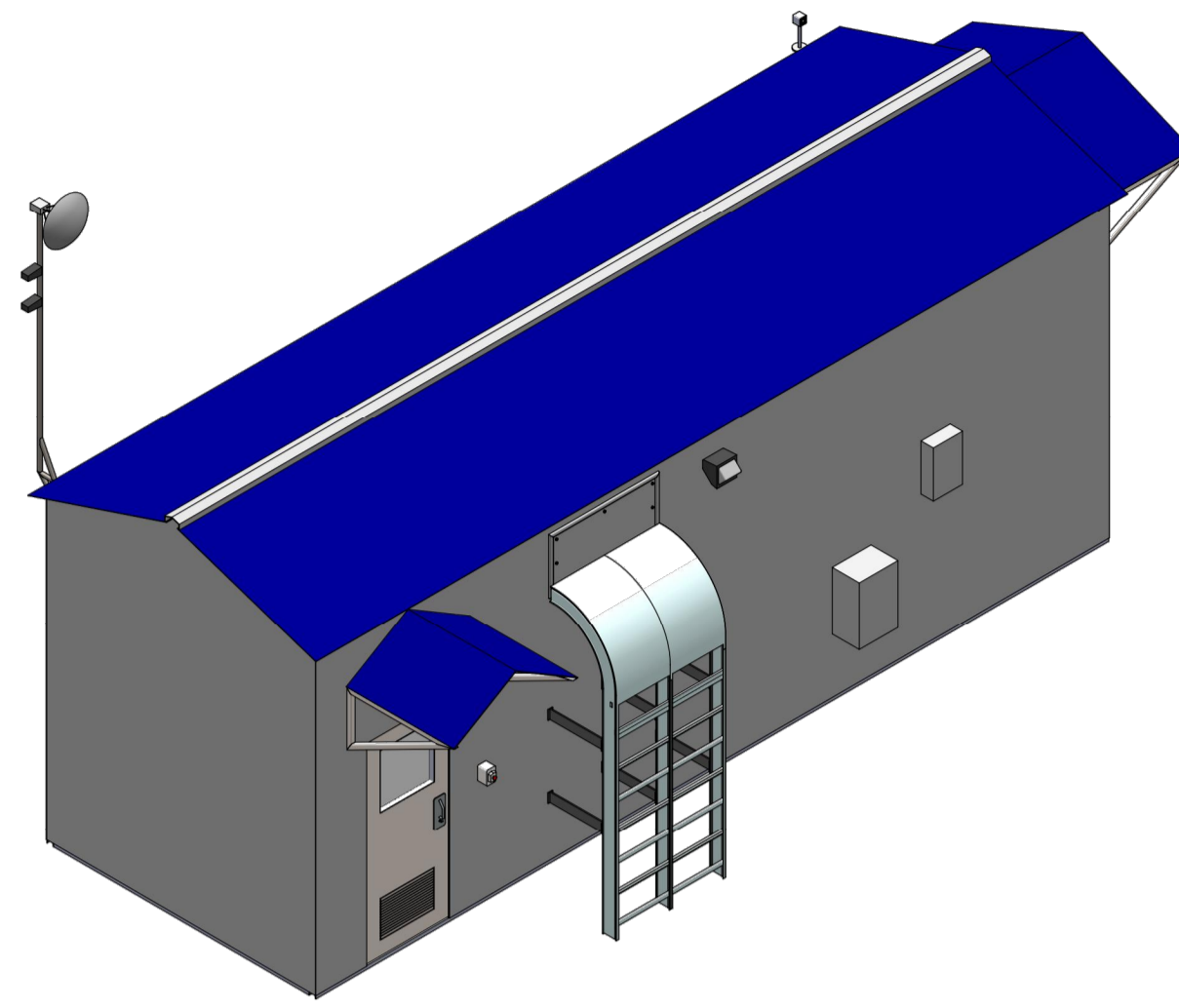
PERMIT TO PRACTICE No.:

KEITH ROAD PS DISTRICT STATION	
SITE LIGHTING PLAN	
ENGINEER SEAL	DRAWING NUMBER 60060-E-000-1018-R1

Schedule D

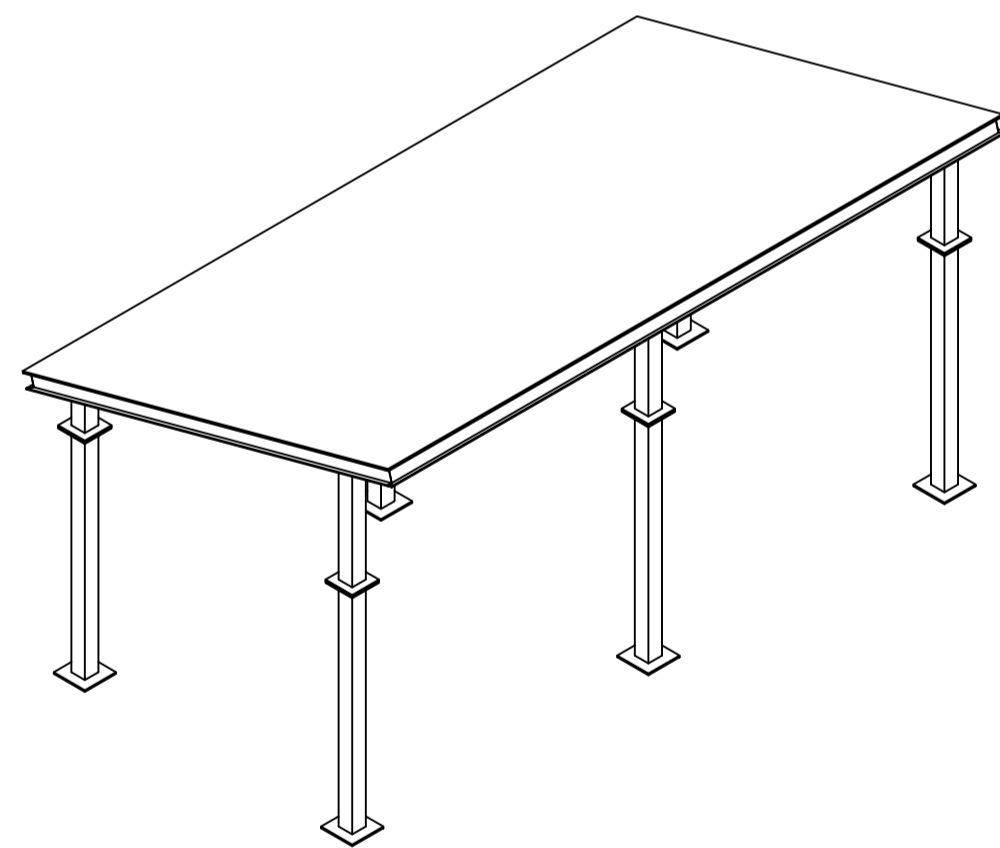


REAR ISOMETRIC VIEW

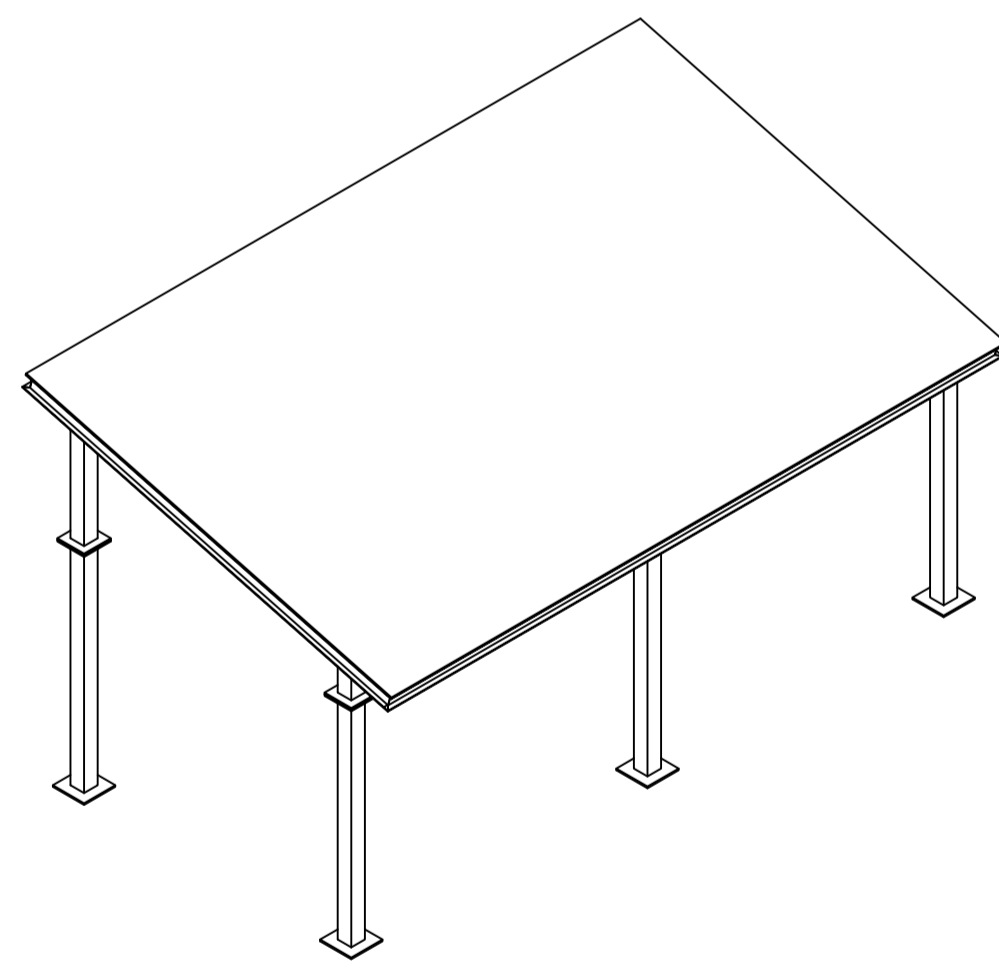


FRONT ISOMETRIC VIEW

① ELECTRICAL BUILDINGS (FD-02)
SCALE: N.T.S.

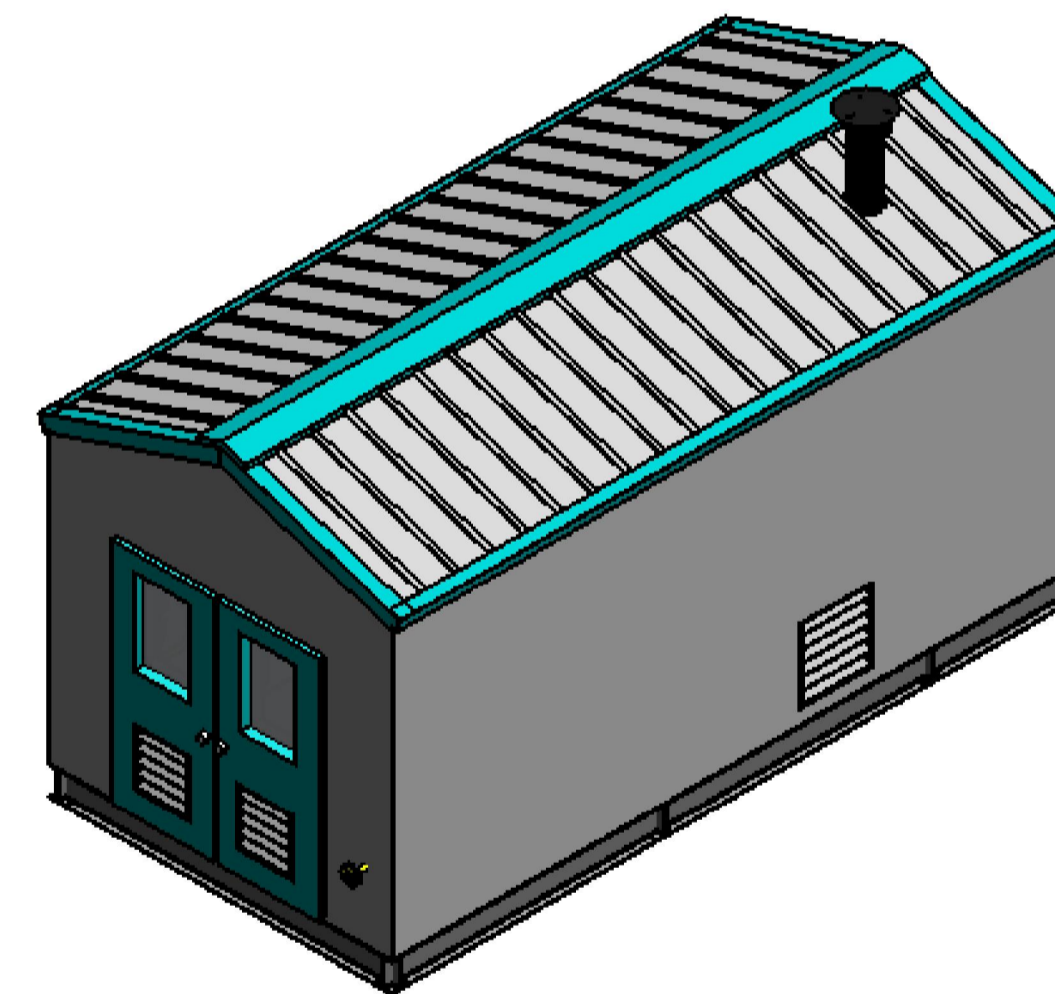


REAR ISOMETRIC VIEW

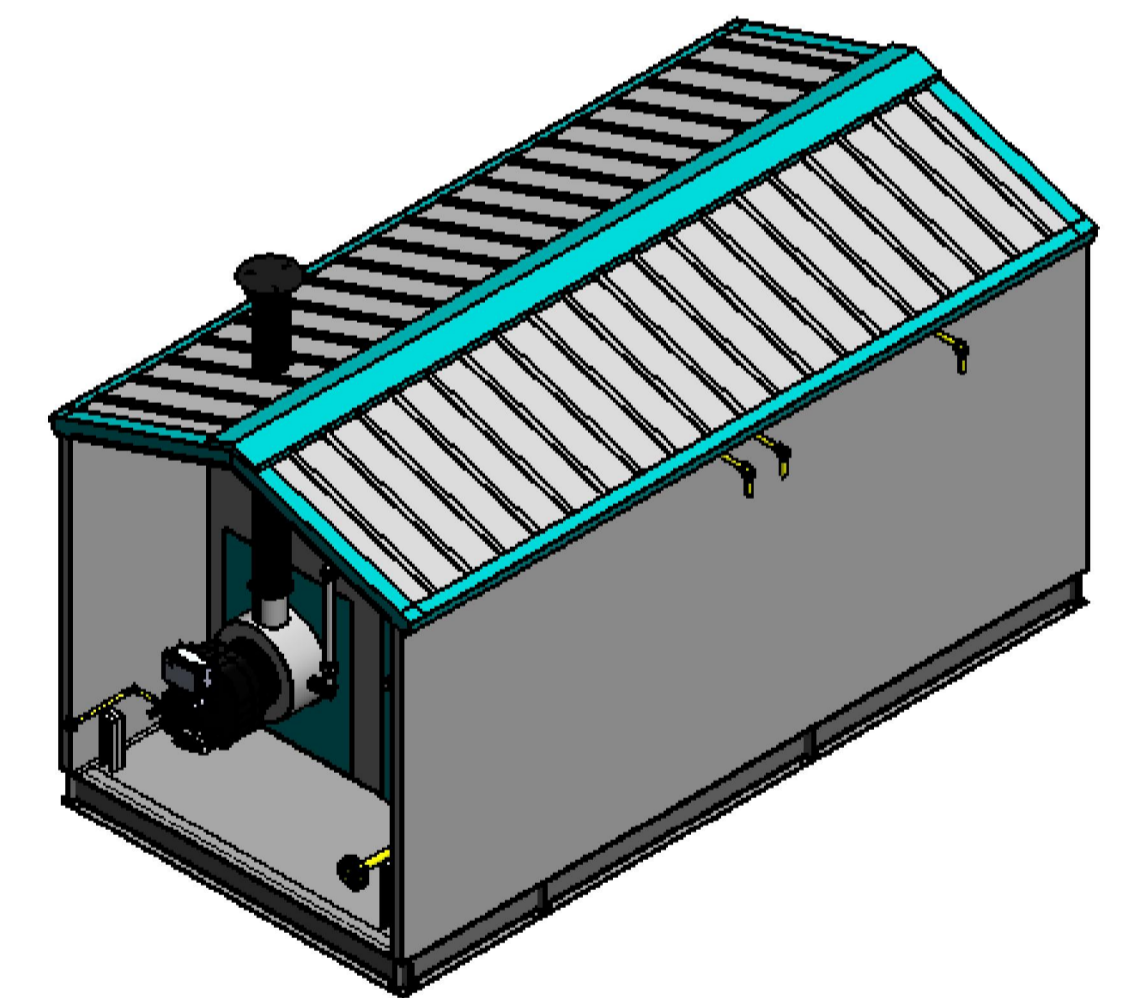


FRONT ISOMETRIC VIEW

③ GAS DRYER PANEL CANOPY (FD-03)
SCALE: N.T.S.



REAR ISOMETRIC VIEW



FRONT ISOMETRIC VIEW

⑤ AND ⑥ PRESSURE REGULATING UNIT BUILDINGS (FD-05 & FD-06)
SCALE: N.T.S.

- GENERAL NOTES:**
- REFER TO DRAWING 60060-C-000-1001-SKC FOR BUILDING LOCATIONS.
 - MODELS SHOTS DO NOT ACCURATELY REFLECT FINAL PAINT / COATING COLOURS. ALL PAINT/COATING COLOURS TO FOLLOW FORTISBC'S STANDARD COLOUR PALLETES:
 - ROOF/WALL: STONE GRAY OC 8305
 - DOORS: SAPPHIRE BLUE OC 8261
 - STRUCTURAL STEEL: WINDOW GREY RAL 7040
 - MATERIALS
 - ELECTRICAL BUILDING**
ROOF/WALL: STEEL 12 GAGE FORMED WALL PANELS
DOORS: GALVANIZED INSULATED DOORS
 - GAS MANAGEMENT PANEL CANOPY**
COLUMNS/BEAMS - STRUCTURAL STEEL
ROOF PANEL - VICWEST STEEL GAGE DECKING
 - PRESSURE REGULATING UNIT BUILDINGS**
ROOF/WALL: STEEL 12 GAGE FORMED WALL PANELS
DOORS: GALVANIZED INSULATED DOORS

Attachment A

ISSUED FOR INFORMATION
NOT FOR CONSTRUCTION
2023-09-26

TETRA TECH	RB	ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU	2023-09-26
TETRA TECH	RA	ISSUED FOR INFORMATION	T. WONG	D. WONG	Y. LIU	2023-08-21
BY	No.	REVISION	DRAWN	DESIGNED	CHECKED	DATE (YYYY-MM-DD)
PREVIOUS DR. NO. -						SCALE - N.T.S.

SITE PHOTOS - 1020 KEITH ROAD



Figure 1. View towards Fortis facility from adjacent campground.



Figure 2. View from Kieth Road.



Figure 3. View of Fortis facility from driveway.



Figure 4. View towards campground property. Note the trailers appear to relate to campground operations and are not accessible from the campground property below.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 18, 2024

AUTHOR: Nick Copes, Planner II

SUBJECT: Agricultural Land Commission Application ALR00026 (437 Hough Road)

RECOMMENDATIONS

- (1) THAT the report titled Agricultural Land Commission Application ALR00026 (437 Hough Road) be received for information;**
 - (2) AND THAT Agricultural Land Commission Application ALR00026 (437 Hough Road) be forwarded to the ALC for review and decision;**
 - (3) AND THAT the Agricultural Land Commission be requested to require the applicant to provide an agrologist report, stormwater management plan, topographical survey and fill plan to support the proposed Soil Use for Fill Application.**
-

On June 27, 2024, the SCRD Board adopted the following resolution:

191/24 **Recommendation No. 3** *Agricultural Land Commission Application ALR00026 (437 Hough Road)*

THAT the report titled Agricultural Land Commission Application ALR00026 (437 Hough Road) be received for information;

AND THAT Agricultural Land Commission Application ALR00026 be referred to the Electoral Area E Advisory Planning Commission.

The Area E APC reviewed the application at the June 25, 2024 APC meeting and made a number of recommendations. The recommendations of this report have been updated to incorporate APC advice by suggesting that ALC request an agrologist report, stormwater management plan, and topographical survey to inform their decision-making process.

The SCRD will require a Riparian Areas Assessment prepared by a Qualified Environmental Professional as part of the development permit process for land alteration within the Riparian Assessment Area.

The previously received report (June 20, 2024) to the Electoral Area Services Committee is attached for reference.

Staff recommend that the application be forwarded to the ALC for further consideration.

ATTACHMENTS

Attachment 1 – June 20, 2024, EAS Staff report “Agricultural Land Commission Application ALR00026 (437 Hough Road)”

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
A/CAO	X – T. Perreault	Risk/Purchasing	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 20, 2024

AUTHOR: Nick Copes, Planner II

SUBJECT: Agricultural Land Commission Application ALR00026 (437 Hough Road)

RECOMMENDATIONS

- (1) **THAT the report titled Agricultural Land Commission Application ALR00026 (437 Hough Road) be received for information;**
 - (2) **AND THAT Agricultural Land Commission Application ALR00026 for the approval of placement of fill be supported and forwarded to the Agricultural Land Commission for review and decision.**
-

BACKGROUND

SCRD has received a referral from the Agricultural Land Commission (ALC) regarding an application seeking approval for placement of Fill at 437 Hough Road in Area E, Elphinstone. The *Agricultural Land Commission Act* defines fill as “any material brought onto agricultural land other than materials exempted by regulation”. The purpose of this report is to provide information about the application (ALC application 70320) for the Electoral Area Services Committee, in order to consider and decide on whether to support the proposal.

The review process for ALC referrals includes the following steps:

- The local government is the first agency to review the ALC application to determine if the application should proceed.
- If local government does not support the application, the process ends.
- If a resolution is forwarded to ALC, the application process proceeds to ALC for review and decision.

Analysis: Application Review

Key elements of the application and the proposed use of the site include:

- The purpose of the fill application is to allow for the establishment of a farm to grow turf and flowers. The applicant would like to use the property for further agricultural uses in the future, however, these plans have yet to be determined.
- The applicant notes that no agriculture currently takes place on the parcel due to poor quality soil. The applicant is proposing to bring in quality soil that would also result in improved on-site drainage. The ALC application proposes a fill area of 12,000 m² with a depth of 1 m, resulting in a total volume of fill of 12 000 m³. A site plan indicating the fill area is attached to this report (Attachment A).
- A portion of the site where the fill is proposed is within a Riparian Assessment Area (RAA). Should the fill application be approved, a development permit to establish a Streamside Protection and Enhancement Area (SPEA) would be required. Preliminary

comments from the Qualified Environmental Professional (QEP) indicate the fill will be outside of the SPEA.

- The applicant plans to construct a home and an auxiliary dwelling unit with a barn on the property, outside of the RAA and outside of the fill area.
- The applicant has also noted the need to clean up debris left by the previous owner within the proposed fill area.
- The applicant plans to construct a fence along the northern property line.

The SCRD previously received an ALC referral for a fill application on this property (ALR00013), submitted by the previous owner, which was not supported, or forwarded to the ALC for decision. Given the information provided in this application, along with the applicant’s desire to make improvements to the property’s current condition, staff recommend supporting this proposal and forwarding the application to the ALC for decision.

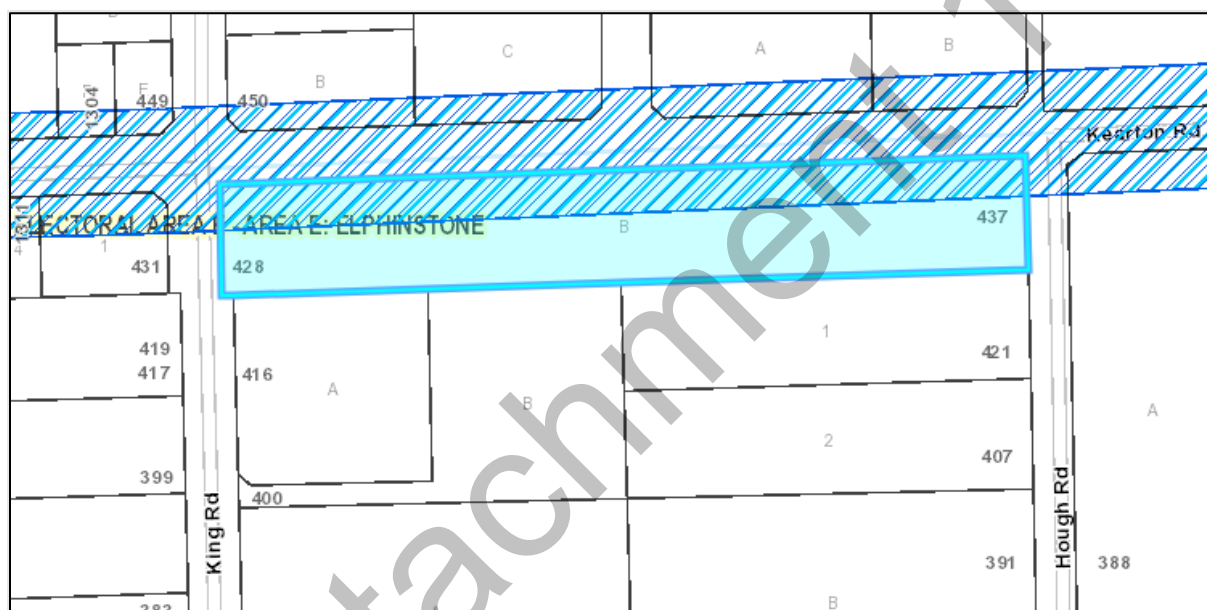


Figure 1 – Location of 437 Hough Road and estimated location of Riparian Assessment Area (RAA)

File number:	ALC 70320 (SCRD File ALC00026)
Civic Address:	437 Hough Road
Legal Description:	Lot B District Lot 909 Plan 3417
Electoral Area:	E, Elphinstone
Parcel Area:	2.12 hectares (5.27 acres)
OCP Land Use:	Agricultural B
Land Use Zone:	Agriculture (AG)
Application Intent:	To permit the placement of fill

Table 1 - Application Summary

Analysis: Policy Review

Protecting future agricultural capability is supported by SCRD's Agricultural Area Plan, Regional Sustainability Plan and SCRD's Elphinstone Official Community Plan. Protecting soil within the ALR from damage associated with non-farm uses is inherent in protecting future agricultural capability. Key SCRD policy related to agricultural land are discussed in further detail below.

SCRD does not currently have a soil and fill bylaw, nor zoning regulations that address the removal or placement of fill, which means ALC applications for the Placement of Fill provides an opportunity for the SCRD to review a proposal for conformance with SCRD bylaws and policies.

Staff note that there is no farm plan to explain its use or benefit for agriculture. Nor is there proof that an agrologist has been involved to ensure the quality of the fill, or that arable topsoil, which the ALR designation seeks to protect, will be protected and saved for topdressing as part of the proposed fill works. Should this proposal be supported to proceed to the ALC, it would be within the ALC's mandate to recommend that an agrologist be retained to address these matters.

Agricultural Area Plan

The Agricultural Area Plan (AAP) has six strategic goals to enable agriculture on the Sunshine Coast, which also relate to the importance of soil retention and enhancement for current and future agricultural capability:

1. Protect farms, improve farming opportunities and expand access to land for agriculture
2. Secure a sustainable water supply for the Sunshine Coast
3. Develop a viable Coastal food system
4. Educate and increase awareness of Coastal food and agriculture
5. Advance and promote sustainable agricultural practices
6. Prepare for adaptation to climate change.

While the applicant's proposal does not speak directly to these goals, importing fill to improve the soil quality and agricultural potential of the parcel could help to increase the arability agricultural land and potential for food production in the future, which generally aligns with the intent of AAP goals.

Elphinstone Official Community Plan (OCP)

The Area E Official Community Plan includes policy which designates this land as part of Agricultural B, *"lands which have been identified on the ALC's soil capability mapping as generally having soils that are (or are improvable to) good to very good for agricultural purposes. These parcels are suitable for agricultural activities such as berry crops, other fresh market vegetable crops, some tree fruits, and most types of nursery production."*

The Area E Official Community Plan includes agricultural objectives relating to the above policy, with emphasis on growing food. Key objectives relating to protection of agricultural land, include:

1. *To preserve agricultural land by maintaining larger parcels on lands with better agricultural soils with Canada Land Inventory ratings of classes 1 to 4 with existing or improved soil conditions.*
2. *To protect existing and future agricultural activities from potential conflicting non-agricultural uses within the Agricultural Land Reserve (ALR) and the Rural Residential designated lands adjacent to the ALR.*

3. *To support the Agricultural Land Commission (ALC) in protecting agricultural lands and opportunities.*

The parcel is not currently used for agriculture, although future agriculture use is desired by the applicant. The establishment of a farm to grow turf and flowers, the cleaning up of debris currently on the property, the levelling of the land and placement of clean fill are steps that potentially support future agricultural use on the parcel. It is recommended that the ALC determine the potential agricultural benefit of the proposed fill to decide if the application should be approved.

Separately from the referral review for this application, SCR D has conducted a pre-application for a riparian development permit. Should the fill application be approved, the applicant would be required to submit a development permit for land alteration within the Riparian Assessment Area.

Options

On the basis of the information provided in the referral, staff do not have the expertise to determine the benefit or detriment of this application. Unlike the ALC, SCR D does not have the mandate or expertise to request additional information or conduct agrological analysis.

1. **Recommended:** Allow the application to proceed to ALC review: Forward the application to the ALC along with this report. ALC will review and make a decision. This approach utilizes the mandate and expertise of the ALC and responds to the lack of an SCR D bylaw regulating the placement of fill.
2. Deny the application. This is an option available to SCR D and would terminate the application. This approach may put SCR D in a position to defend or revisit the decision if further information is provided by the applicant.
3. Refer to Area E APC: The application would be referred to the Elphinstone Advisory Planning Commission for consideration, after which a report including APC comments would be provided for Board decision. This option is not recommended due to the lack of SCR D regulations and the SCR D's reliance on ALC expertise for fill applications.

Organization and Intergovernmental Implications

Staff are managing a growing number of applications related to placement or removal of fill in the ALR. This highlights an area where SCR D regulations have the potential to be strengthened and will be considered as part of the Development Approval Process Review and OCP renewal.

Timeline for next steps or estimated completion date

Staff provide a response to the ALC once the direction relating to this file has an adopted resolution.

STRATEGIC PLAN

The Government Excellence Lens supports effective, efficient and informed decision-making.

CONCLUSION

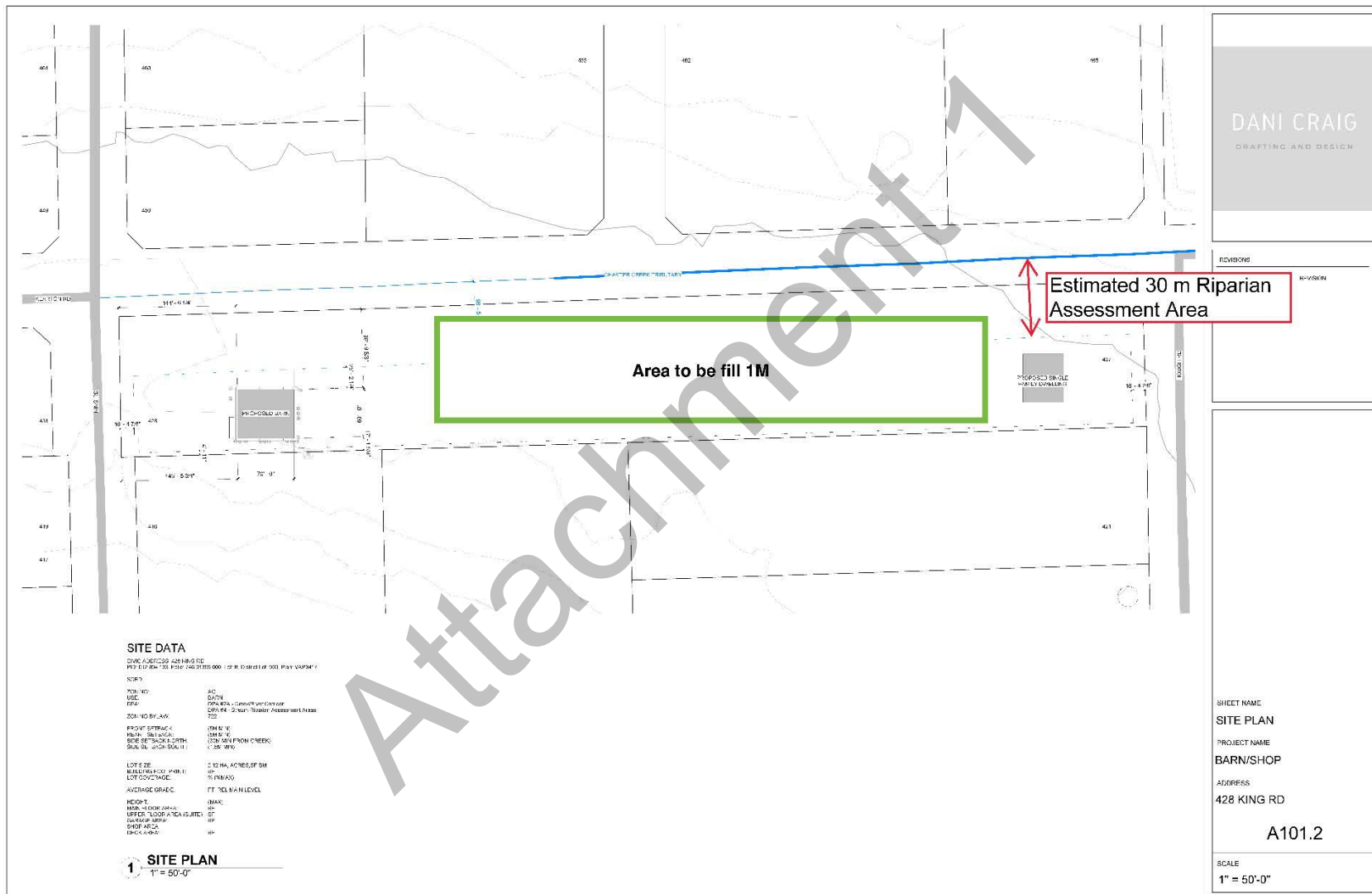
SCRD received a referral from the ALC for approval of Placement of Fill at 437 Hough Road in Area E (Elphinstone). It is recommended to forward the application to the ALC for decision along with a copy of this report.

ATTACHMENTS

Attachment A – Site Plan

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
A/CAO	X – T. Perreault	Assistant Manager	X – K. Jones

Attachment A



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 18, 2024

AUTHOR: Raphael Shay, Manager, Sustainable Development

SUBJECT: REPORTING ON CAPITAL REGIONAL DISTRICT’S DECISION ON SUE BIG OIL CAMPAIGN

RECOMMENDATION(S)

(1) THAT the report titled Reporting on Capital Regional District’s Decision on Sue Big Oil Campaign be received for information.

BACKGROUND

The Sunshine Coast Regional District (SCRD) Board adopted the following resolution on November 23, 2023:

347/23 **Recommendation No. 1** *Sunshine Coast Sue Big Oil Campaign Delegation*

THAT the presentation materials provided by Dawn Allen and Anthony Paré, Sunshine Coast Sue Big Oil Campaign be received for information.

Recommendation No. 2 *Sue Big Oil Campaign*

THAT staff reach out to the Capital Regional District to request information regarding their findings on the feasibility, merit and role of Regional Districts regarding the Sue Big Oil lawsuit;

AND THAT a staff report on the findings be brought back to a future Committee for information.

DISCUSSION

On April 10, 2024, the Capital Regional District Board moved:

THAT CRD not join the Sue Big Oil campaign initiated by West Coast Environmental Law at this time but reconsider participation in future if the class action is certified.

The discussion leading to this decision occurred in camera and were informed by legal counsel. As such, this information is confidential and no additional information is available.

STRATEGIC PLAN AND RELATED POLICIES

This report applies both the Service Delivery Excellence and the Climate and Environment Lens of the 2023-2027 Strategic Plan.

CONCLUSION

This report summarises available information on the Capital Regional District’s decision to not join the Sue Big Oil campaign but reconsider participation in future if the class action is certified.

Reviewed by:			
Manager		Finance	
GM	X - I. Hall	Legislative	
A/CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT

EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION

June 26, 2024

RECOMMENDATIONS FROM THE EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION MEETING HELD AT PENDER HARBOUR SATELLITE OFFICE, 12828 LAGOON ROAD, MADEIRA PARK, B.C.

PRESENT:	Chair	Sean McAllister
	Members	Yovhan Burega
		Gordon Littlejohn
		Bob Fielding
		Catherine McEachern
		Jane McOuat
ALSO PRESENT:	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)
	Electoral Area A Alternate Director	Christine Alexander (Non-Voting Board Liaison)
	Administrative Assistant/Recorder	A. O'Brien
REGRETS:	Members	Alan Skelley
		Dennis Burnham
		Tom Silvey

CALL TO ORDER 7:10 p.m.

AGENDA The agenda was adopted as presented.

Sean McAllister was designated as Chair for this meeting.

ELECTION OF CHAIR AND VICE CHAIR

The Election of Chair and Vice-Chair was deferred to the next meeting.

MINUTES

Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of March 27, 2024 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of March 26, 2024.
- Roberts Creek (Area D) APC Minutes of March 18, 2024.
- Elphinstone (Area E) APC Minutes of March 26, 2024.
- West Howe Sound (Area F) APC Minutes of May 28, 2024.

REPORTS

Advisory Planning Commission Questionnaire Results Summary

Points from discussion included:

- The feedback comments lack specificity (ie.how many responding members were in agreement).
- Members feel that their efforts are useless and are not sure why they are here.
- Would like to know Board decisions were made based on following APC recommendations
- Would like clarity about the types of applications and items that are referred to the APC.
- Frustration with the lack of meetings and therefore the type of questions in the survey don't seem to apply to us.
- Would like to request that staff attend meetings to introduce items and answer questions about the application and Planning processes, if requested.
- Would like the following questions to be asked of APC members: What do you feel is the purpose/role of the APC? Where do members feel our knowledge and advice can help our Director with policy and decision-making? Could the Directors provide feedback on that question?
- Feels that the APC could be commenting on more than the very few referrals received.
- Potential topic is the Advisory Board for the Dock Management Plan.
- Would like to see the APC provided with more information on sewer and water updates and what will happen in the future, especially in relation to upcoming increased charges to property owners.
- Can the SCRd request improvements to the roads through MOTI?
- This survey does not help inform changes related to improving how our knowledge and perspective can have maximum effect.

Recommendation No. 1 *Advisory Planning Commission Questionnaire Results Summary*

The Egmont/Pender Harbour (Area A) APC recommended that the APCs be asked what changes could help improve how our local knowledge and perspective can affect the next steps.

Recommendation No. 2 *Advisory Planning Commission Questionnaire Results Summary*

The Egmont/Pender Harbour (Area A) APC recommended that the Electoral Area Directors provide feedback on how they would like to use their APCs for advice.

Recommendation No. 3 *Advisory Planning Commission Questionnaire Results Summary*

The Egmont/Pender Harbour (Area A) APC recommended the Electoral Area Directors review the past Board Recommendations that reduced the items which would be referred to the APCs and assess the pros and cons of implementing those changes.

The Electoral Area A APC would like to extend thanks to the previous Recording Secretary Kelly Kammerle for her assistance and help over many years of service.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING July 31, 2024

ADJOURNMENT 8:58 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION**

June 25, 2024

RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING
COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair	Nicole Huska
	Members	Len Coombes Bob Baziuk Ellie Lenz Kelsey Oxley Kim Dougherty Suzette Stevenson Alda Grames Barbara Bolding (Recorder)
ALSO PRESENT:	Director, Electoral Area B	Justine Gabias (Non-Voting Board Liaison)
DELEGATION:	Cove Beach Rd. Proponent	Martin & Michelle Gerber (Owners) Eric Pettit (Architect) Jim Green (Consultant)
MEMBERS OF THE PUBLIC:		Darlene Tymo

CALL TO ORDER 7:07 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Halfmoon Bay (Area B) Minutes

The Halfmoon Bay (Area B) APC minutes of March 24, 2024 were approved as presented.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of March 27, 2024
- Roberts Creek (Area D) APC Minutes of March 18, 2024

- Elphinstone (Area E) APC Minutes of March 26, 2024
- West Howe Sound (Area F) APC Minutes of May 28, 2024

REPORTS

Advisory Planning Commission Questionnaire Results Summary

Information was received with thanks to Staff for providing the information and feedback to us.

Development Variance Permit DVP00099 (7531 Cove Beach Road) –Electoral Area B

- Owners and Architect provided background information including:
 - Intent of this project
 - History and chronology of the permitting process for this build, Staff advice received over time, challenges of building through the transition of Bylaws (310 to 722).
 - Provisions made for fire suppression involving a private well and the pool in question.
- APC members' discussed numerous issues related to both variances being considered. Discussion brought us to the point where we agreed that we needed more information before making a recommendation to approve or deny the variances in question. Our main concerns form Recommendation No. 1 (below).

Recommendation No.1 *Development Variance Permit DVP00099 (7531 Cove Beach Road) –Electoral Area B*

The Area B APC recommended that before making a recommendation regarding the DVP further information be provided on at least the following points:

- SCRD's view of the chronology/history of events surrounding the various permit applications—what, who, when (especially as they relate to the transition from Bylaws 310 to 722).
- Explanation of how this subdivision meets the 5 DVP criteria that are listed on page 4 of the Staff Report to the EAS committee that was included in the APC's agenda package.
- How to prevent this DVP from becoming a precedent, both in the local area and throughout the SCRD
- Current reports relevant to this DVP, especially impact from proposed new structures (pool and adu) from qep(s), geotech, fire service. and if qep and geotech reports do not address it, foreshore/ocean impact, storm and flood damage prevention

- Calculation of Maximum Parcel Coverage especially as it relates to the original subdivision of this property. Was there an error or omission made at the time of subdivision by not changing the subdivided lots in the Cove from RU1 to a more suitable zone? Apparently different, yet still appropriate zoning would have allowed a Maximum Coverage of >15%.
- ADU floor area and height. Does it conform to 722 or is a variance part of this DVP application?
- What can and cannot occur on the ocean side of a 7.5 M setback from the natural ocean boundary e.g.
 - Types of structures
 - Types of landscaping
 - Construction access

AND THAT a member of the SCRDP planning staff be present when the Area B APC meets to discuss the information that we receive, to clarify points and answer questions that will surely arise.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING July 23, 2024

ADJOURNMENT 9.20 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA E – ELPHINSTONE ADVISORY PLANNING COMMISSION

June 25, 2024

RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, ELPHINSTONE, BC

PRESENT:	Chair	Michael Sanderson
	Members	Laura Macdonald Arne Hermann Devin Arndt Clinton McDougall Nara Brenchley (Recorder)
ALSO PRESENT:	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	SCRD Senior Planner FORTIS BC Delegation	Sven Koberwitz Jason Cochrane
REGRETS:		Anthony Paré Mary Degan

CALL TO ORDER 7:01 pm

AGENDA

The agenda was adopted as presented with the rearrangement of items 8 and 9 to allow Jason Cochrane as the FORTIS BC delegation to be heard sooner and therefore able to leave before the meeting was finished.

MINUTES

The Elphinstone (Area E) APC Minutes of March 26, 2024 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of March 27, 2024
- Halfmoon Bay (Area B) APC Minutes of March 26, 2024
- Roberts Creek (Area D) APC Minutes of March 18, 2024
- West Howe Sound (Area F) APC Minutes of March 26 & May 28, 2024

REPORTS

Advisory Planning Commission Questionnaire Results Summary

Points of discussion included:

- It was noted that each Electoral Area of the Sunshine Coast and APC is quite different in opinions and priorities.
- A 50% response (22 of 44 APC members) for the questionnaire is quite poor.
- While it would be ideal for a staff member of the SCRD to attend APC meetings, the timings of evening meetings and staff capacity and budgeting constraints make that difficult.
 - We appreciated SCRD Senior Planner, Sven Kobertwitz' attendance this evening.
- Would having a staff member dedicated to APC attendance, rather than relying on contractors to take minutes, help streamline meetings and make the APC more effective?
- What if we took our own meeting minutes as we are doing this evening?
- We greatly appreciate when the reports lay out what information / comments / recommendations are being sought in order to facilitate discussion and save time.
 - Distillation of the information provided and what feedback is sought is invaluable.

The Area E APC appreciates the opportunity to be heard and looks forward to seeing what recommendations will be made to the board and therefore what changes may occur. We await our September meeting.

Development Permit DP000310 for 1020 Keith Road (FORTIS BC)

Jason Cochrane, of FORTIS BC, addressed the APC and spoke to the application:

- Low pressure issues have been identified within the distribution system on the coast with areas of Redrooffs Road and Langdale being at the extreme ends.
- The solution involves high pressure storage tanks filled in the summer when usage is low.
 - Want to get up and running quickly as now is the time to fill the tanks.
- Acknowledgement that work started prior to DP being in place not knowing it was required.
 - Property was logged in end of 2022. Timber was given to Squamish nation.

Key Points of Discussion included:

- If the project was more visible, some variety of colours on the individual buildings would be nice. Something like the wrap at Roberts Creek Road and Highway.
 - This is not actually something we can require, given the current guidelines. There is potential to address this in OCP updates.

- Landscaping is part of the DP. We would like to see Native grasses and pollinator meadow rather than lawn grasses. The application states “Native Hydroseed”, but the Premier Pacific Blend is not comprised of native species.
- Cedar hedging is a fire hazard and requires a lot of irrigation. Time to move on to more drought tolerant plantings.
 - While a “softening” treatment in front of the frost (chain link) fence surrounding the facility is necessary, a deciduous hedgerow is suggested or perhaps a solid fence with a mural to be lower maintenance.
- Application notes “BC Landscape Society Specifications” when there is no such entity, it is the Canadian Landscaping Standards that should be applied.
- Light pollution concerns: a nuisance to neighbours and detrimental to wildlife. Dark skies friendly would be preferred.
 - This site has security concerns requiring permanent lighting, motion sensors are not sufficient. What about low or red lights, only turning brighter when motion is detected?

Recommendation No. 1 *Development Permit DP000310 for 1020 Keith Road (FORTIS BC)*

The Area E APC recommended that while the proposal meets the form and character guidelines at a minimum the Area E APC would like to see an increase in the diversity of plants used in the landscaping as follows:

- Native plants and grasses would require less maintenance than lawn grass and support pollinators.
- Drought tolerant alternatives to cedar hedging should be considered.

Agricultural Land Commission Application ALR00026 (437 Hough Road)

Key Points of Discussion included:

- Don't all properties need a house to be in place before an auxiliary building?
- What protocols are in place to ensure this land is actually looked after?
- Right to Farm Act can be treated as a loophole. We have very little procedural ability to make someone prove they are indeed farming the land.
- Land clearing is considered part of farming. One can clear right up to and through a stream.
- A Farm plan is a business plan.
- Professional reliance: An agrologist should be retained to assess/confirm that the soil is “poor quality” as stated by the applicant.
- The SCR D should do due diligence and the Agricultural Land Commission (ALC) should review Regional District comments (regarding both relevant local planning policies and technical considerations) in arriving at a decision by the South Coast Panel.
- Why was the previous owner required to provide more documentation at this stage when that application was ultimately denied?

- A member of the committee, attending a recent conference, heard from ALC representatives that they would love to see regional districts NOT forwarding as many applications that they then have to go and deny.
- Fees for applications received by the SCRD are set and they don't stretch to cover reviewing agrologist reports etc which the SCRD has no expertise to evaluate. That's the ALC's job.
- We, the Area E APC, cannot evaluate this on a speculative or technical merits.
- We recognize the SCRD staff does not have the required expertise to review these types of reports.
- This parcel is adjacent to a riparian area. Huge concern for the salmon bearing stream. This is a key area (i.e. impact on stream Riparian Areas Protection Regulation setbacks and habitat) where the Regional District has certain jurisdiction. As such, potential impacts of proposed fill in the vicinity of watercourses must be addressed and specific concerns forwarded to the Land Commission of consideration in the application.
- This is an incredibly large volume of fill! Without a proposed fill plan it is impossible for the SCRD to adequately address potential impacts on the adjacent watercourse. The referenced Site Plan (Figure.1) included in the Staff Report was inadequate for this purpose.
- A QEP should be involved. An environmental assessment must be undertaken as the basis for a water management plan. What if the fill is freshly dumped and we get another atmospheric river and it all washes into the stream?
- Where is this "quality soil" coming from? Is each load to be analyzed? What makes it "quality"?
- Augmenting soil is a farm use (i.e. manure amendments) fill is not a farm use.
- Contamination of streams should be monitored. Fertilizer is going to run off.
- Does the Right to Farm Act really supersede all riparian protections? The Agricultural Land Reserve (ALR) land does have some protections for watercourses.
- We are especially worried about fertilizer run off.
- Plans for the barn and house should be in place before anything else to hold the owners in place and keep them from flipping the property.
- The SCRD should request the farm plan and further information like the previous application was required to provide.
- Because this is not a farm use, the ALC can and should require stream protection, storm water management plan, a detailed fill plan and riparian assessments before proceeding.
- While it is recognized that much of the noted additional technical information is within the Land Commission's mandate to require and review, at a minimum it is the obligation of the Regional District to support the Commission's application requirements as part of it's review.

Recommendation No. 2 *Agricultural Land Commission Application ALR00026 (437 Hough Road)*

The Area E APC recommended that the ALC be made aware of the concern about the large volume of fill and the potential for the soil and fertilizers to contaminate the salmon bearing tributary of Chaster Creek

AND THAT a QEP be required to provide an environmental assessment and Storm Water Management Plan to determine and address any potential impacts on the creek.

Recommendation No. 3 *Agricultural Land Commission Application ALR00026 (437 Hough Road)*

The Area E APC recommended that an agrologist be retained to test the existing soil to confirm it is indeed “poor quality” to justify such a large volume of fill being placed and to recommend the quality of soil to be imported to improve the site soils.

Recommendation No. 4 *Agricultural Land Commission Application ALR00026 (437 Hough Road)*

The Area E APC recommended that, because fill is not a recognized farm use, the applicant provide more information which needs to be submitted to both the SCRDC and Land Commission at an earlier stage in the review process including a detailed topographical survey, a detailed fill plan, and in this case a QEP assessment of where the fill is to go, addressing potential impacts and proposed mitigation measures.

NEW BUSINESS

An item of New Business arose as a result of discussing jurisdictional limitations with our agenda items.

Recommendation No. 5 *OCP and Bylaw updates*

The Area E APC recommended that the following bylaws be introduced as part of the OCP update:

- Dark Sky policy
- Soil and Fill Removal and Deposit
- Noxious weed / invasive species control.

DIRECTORS REPORT

The Director’s report was received.

NEXT MEETING July 23, 2024

ADJOURNMENT 8:58 pm

SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION

June 25, 2024

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

PRESENT:	Chair	Susan Fitchell
	Members	Katie Thomas Miyuki Shinkai Jon McMorran Tom Fitzgerald
ALSO PRESENT:	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	Recording Secretary	Diane Corbett
REGRETS:	Member	Marlin Hanson
ABSENT:	Members	Ryan Matthews Vivian McRoberts-Sosnowsk

CALL TO ORDER 7:02 p.m.

AGENDA The agenda was adopted as presented.

MINUTESWest Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of May 28, 2024 were approved as presented.

REPORTSAdvisory Planning Commission Questionnaire Results Summary

The staff report on the Advisory Planning Commission questionnaire results summary was received for information. Chair Fitchell thanked the SCRD for the opportunity to comment and give feedback.

Discussion ensued on the summary chart “Question Area” topics. Comments included:

- Meeting location: travel to Area D & E APC meetings seems doable, Areas B and A would be a long drive. Best to meet in the community you live in. Getting to SCRD office

via public transit is not easy in the evening.

- Meeting agendas: want a report back regarding board decisions; want clarification on points in the application; difficult to find minutes on Regional District website.
- Convening monthly: if there are no referred topics to be discussed, as we are a group of volunteers taking time out of our lives to meet, if there is nothing to discuss, don't think APC should meet. Think the community association would be more the spot for general community topics. APC's job is to report on the applications.
- Requests: Staff attending meetings is valuable. Is helpful to know how to follow Roberts Rules of Order, and to keep meetings in scope. Interest in how APCs can provide more actionable and in scope recommendations/comments to the Board. A reference document would be helpful.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING Tuesday, July 23, 2024

ADJOURNMENT 7:40 p.m.

SUNSHINE COAST REGIONAL DISTRICT

PORTS MONITORS (POMO) COMMITTEE

May 27, 2024

MEETING NOTES OF THE PORTS MONITORS (POMO) COMMITTEE HELD IN THE CEDAR ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	POMO Committee Member (Eastbourne)	Trish Cowley
	POMO Committee Member (Gambier Harbour)	Bruce Pollock
	POMO Committee Member (Halfmoon Bay)	Rod Smith
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Port Graves)	Andrew Kennedy
	POMO Committee Member (West Bay)	Eric Berger
ALSO PRESENT:	SCRD Director, Electoral Area F	K. Stamford (Liaison)
	SCRD Director, Electoral Area B	J. Gabias (Alt. Liaison)
	SCRD Director, Electoral Area D	K. Backs
	SCRD GM, Community Services	S. Gagnon
	SCRD Capital Project Coordinator (Ports)	K. Koper
	SCRD Administrative Assistant/Recorder	A. Adam
	Public	0
REGRETS:	POMO Committee Member (Keats Landing)	John Richardson

CALL TO ORDER 1:03 p.m.

ACKNOWLEDGMENT

It was acknowledged that the Ports Monitors (POMO) Committee meeting was held within the traditional territory of the shíshálh and Sk̓wx̓wú7mesh Nations.

WELCOME AND INTRODUCTIONS

Roundtable introductions of Ports Monitors (POMO) Committee members, Elected Official Liaisons, and SCR D staff members in attendance.

ELECTION OF CHAIR

Bruce Pollock, POMO representative for Gambier Harbour, was elected the Chair of the Ports Monitors Committee for 2024.

AGENDA

The agenda was adopted as presented.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of December 11, 2023 were received and accepted as presented.

PORTS DIVISION UPDATE

The Capital Projects Coordinator reviewed the staff report that was attached to the agenda package as Annex B.

PORTS MONITORS COMMITTEE MEMBERSHIP UPDATE

The General Manager, Community Services provided a verbal update regarding the status of the Ports Monitors Committee representatives and appointments.

It was noted that there is one vacant position on the POMO Committee: Vaucroft dock. Recruitment is ongoing.

ROUNDTABLE

Justine Gabias, SCR D Director, Electoral Area B

- Welcome to Eric, new POMO Representative for Halfmoon Bay dock.

Kate-Lousie Stamford, SCR D Director, Electoral Area F

- Will advise the BC Ferry Advisory Committee that Langdale Ferry dock was used for water taxi services recently for crew traveling to Howe Sound Pulp and Paper Mill when the road was closed this past week and when at low-tide, bigger water taxis couldn't access the dock. Will also share the request that the tires be replaced with proper white fenders.

Rod Smith, POMO Committee Member (Halfmoon Bay)

- No update but has noticed the routine maintenance and repairs to the dock.

John Richardson, POMO Committee Member (Keats Landing) shared these thoughts via email.

- Appreciative of the new float and ramp. The footing is excellent in all weather conditions.
- Concern for the length of time required to get to the Keats Landing dock repairs completed. Vehicle closure is impacting seniors and those with mobility issues and request access for golf carts on the dock. Also recognizes the inconvenience to Keats Camp and the arrival and departure of large numbers of campers and staff.

The SCRD Ports Division reported that the engineer's recommendation continues to be that the dock be limited to only foot traffic until the necessary remediations/repairs are completed. Staff recognize the challenges of this situation. As noted in today's staff report, the project is in progress.

Trish Cowley, POMO Committee Member (Eastbourne)

- Requested that with only 2 main docks on Keats, that only one is closed at a time when doing repairs or maintenance.
- Appreciative for the repairs done to the dock after the storms in February.

Andrew Kennedy, POMO Committee Member (Port Graves)

- No update to report.

Eric Berger, POMO Committee Member (West Bay)

- Float is missing some of the rub rails but understands that there is a new float coming later this year.

John Rogers, POMO Committee Member (Hopkins Landing)

- Waiting for the dock to be reopened.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- Thank you to SCRD staff (Kelly and Shelley) for the time and energy spent on the Ports.

NEXT MEETING December 2024

ADJOURNMENT 1:47 p.m.