



# PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, September 10, 2020  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

## AGENDA

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

### AGENDA

1. Adoption of Agenda

### PRESENTATIONS AND DELEGATIONS

2. Andrea Watson, Sunshine Coast Skating Club, Stuart Frizzell, Sunshine Coast Youth Hockey Association and Kate Turner, Registrar                      Verbal  
Regarding the operation of Regional Service Level Facilities based on needs, accessibility, and inclusion of the community as a whole.

### REPORTS

3. NOI 2011701 Storage Area Network (SAN) Expansion and Services Contract Award Report                      ANNEX A  
Manager, Information Technology and Geographical Information Systems                      pp 1 - 3  
**(Voting - All)**
4. RFP 2021201 – Roof Replacement at Roberts Creek Fire Hall Award Report                      ANNEX B  
Manager, Protective Services                      pp 4 - 6  
**(Voting – A, B, D, E, F)**
5. Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020 and Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 (BC Ferries Earls Cove) – Consideration of First and Second Readings                      ANNEX C  
Senior Planner                      pp 7 - 30  
**Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)**
6. Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019 (Thomson) Consideration of Second Reading                      ANNEX D  
Senior Planner                      pp 31 - 58  
**Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)**
7. Zoning Amendment Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations - Third Reading and Adoption                      ANNEX E  
Senior Planner                      pp 59 - 174  
**Electoral Areas A, B, D, E, F (Rural Planning) (Voting – A, B, D, E, F)**
8. Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) - Public Hearing Report                      ANNEX F  
Senior Planner                      pp 175 - 221  
**Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)**

9. West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 (1457 North Rd.) –  
Consideration of Third Reading and Adoption  
Senior Planner  
**Electoral Area F (Rural Planning) (Voting – A, B, D, E, F)**  
ANNEX G  
pp 222 - 239
10. Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption  
Senior Planner  
**Electoral Area F (Rural Planning) (Voting – A, B, D, E, F)**  
ANNEX H  
pp 240 - 270
11. Development Variance Permit Application DVP00064 (PODS)  
Senior Planner  
**Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)**  
ANNEX I  
pp 271 - 288
12. Development Variance Permit Application DVP00066 (12658 Canoe Road)  
Planning Technician  
**Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)**  
ANNEX J  
pp 289 - 298
13. Community Project - Pender Harbour Living Heritage Society (PHLHS) Trail, Beach and Dock Proposal, Hotel Lake Community Park  
Parks Superintendent  
**Community Parks (Voting – A, B, D, E, F)**  
ANNEX K  
pp 299 - 309
14. Roberts Creek Pier Licence of Occupation Renewal  
Parks Superintendent  
**Community Parks (Voting – A, B, D, E, F)**  
ANNEX L  
pp 310 - 312
15. RFP 2061306 - Refrigeration Plant Upgrade MCC Panel Design and Replacement (Sunshine Coast Arena) Contract Award Report  
Acting Manager / Facility Services Coordinator  
**Community Recreation Facilities (Voting – B, D, E, F, DoS, ToG, SIGD)**  
ANNEX M  
pp 313 - 315
16. Speakers for Resolutions to the 2020 Union of BC Municipalities (UBCM) Convention  
Deputy Corporate Officer  
**(Voting – A, B, D, E, F)**  
ANNEX N  
pp 316 - 322
17. SCRD Policing and Public Safety Committee Minutes of July 16, 2020  
**(Voting - All)**  
ANNEX O  
pp 323 - 324
18. Agricultural Advisory Committee Minutes of July 28, 2020  
**Rural Planning (Voting – A, B, D, E, F)**  
ANNEX P  
pp 325 - 326
19. Electoral Area A (Egmont/Pender Harbour) APC Minutes of July 29, 2020  
**Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)**  
ANNEX Q  
pp 327 - 329
20. Electoral Area B (Halfmoon Bay) APC Minutes of July 28, 2020  
**Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)**  
ANNEX R  
pp 330 - 332

## COMMUNICATIONS

21. Sue Ellen Fast, Chair, Gambier Island Local Trust Committee dated August 12, 2020  
ANNEX S

Regarding New Brighton Dock, Gambier Island

pp 333

**22. Sheila Malcolmson, MLA Nanaimo, Parliamentary Secretary for Environment dated August 31, 2020**

ANNEX T  
pp 334 - 335

Regarding Small Ship Tour Operators Association (SSTOA) funding to remove marine debris

**23. Beryl Carmichael, 12791 Mainsail Road, Madeira Park dated August 16, 2020**

ANNEX U  
pp 336 - 337

Regarding Petition: "Stop the proposed renaming of Madeira Park to *Salalus*"

## **NEW BUSINESS**

### **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the Community Charter – "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality."

## **ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) – Public Hearing Report

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### RECOMMENDATIONS

1. **THAT the report titled Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) – Public Hearing Report be received;**
  2. **AND THAT Halfmoon Bay Official Community Plan Amendment Bylaw 675.3 and Zoning Amendment Bylaw 310.174 be abandoned.**
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### BACKGROUND

On June 25, 2020, the SCRD Board adopted the following resolution:

**Recommendation No. 4** *Halfmoon Bay OCP Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development)*

THAT the report titled *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) – Further Consideration* be received;

AND THAT *Halfmoon Bay Official Community Plan Amendment Bylaw 675.3 and Sunshine Coast Regional District Zoning Amendment Bylaw 310.174* be forwarded to the Board for consideration of Second Reading;

AND FURTHER THAT a Public Hearing be scheduled to consider the bylaws.

This report provides a summary of the public hearing and final analysis of the proposed bylaws, and recommends abandonment of the bylaws.

### DISCUSSION

#### *Public Hearing Summary*

In accordance with provincial ministerial order M192, a public hearing was held electronically on July 21, 2020, with about 46 people attending and/or viewing the meeting. The Report on a Public Hearing can be found in Attachment A. Prior to closing of the public hearing, 36 written submissions had been received (Attachment B) from members of the public including those who also spoke at the public hearing.



35 persons including the applicant and four co-owners of Secret Cove Heights Development Incorporated expressed support for the proposal and regarded the subject area suitable for subdivision that is technically feasible, and would provide opportunity for home-based business and agriculture with minimum impact on the surrounding environment and little demand for SCRD services.

16 persons expressed opposition to the proposed bylaws and concerns with one or more of the following points: setting a precedent for rural sprawl in the Resource area, potential pollution of ground water by greenhouse operations and impact on water supply in the area, presence of arsenic in well water, forest fire hazard, storm water runoff to downstream areas, and practicality of agriculture in the area.

### *Analysis*

In previous reports staff have provided planning analysis on this proposal from the regional land use, strategic planning, official community plan, sustainability, climate change and technical perspectives. These reports indicate that the proposed development is inappropriate in the Resource designated area and is contradictory to OCP land use policies. If it proceeds, this development would lead to further intensification of residential settlement in an isolated rural area and would have implications on ecosystems, the integrity of the land use pattern of the OCP and SCRD's ability to manage future fire protection, flooding, solid waste disposal, land use efficiency and climate resilience.

While the proposed development could create more marketable parcels and economic opportunities for home-based business and greenhouse-based agriculture, this would be a product of market forces. There has not been a comprehensive plan presented for ensuring with a reasonable degree of confidence that the potential benefits of affordable housing and agricultural production would occur in the proposed location.

Opportunities for these uses are more suitable for areas outside of the Resource designated areas, such as Rural Residential designated areas that are zoned to permit agriculture, smaller lot sizes, home occupation and a mix of other compatible uses.

Feedback from the community through the public hearing indicates that the proposal could benefit some yet causes concerns for others in the community. In staff's view, the proposal does not present a broad community benefit, and the proponent's rationale and public support received do not sufficiently justify a change to the OCP's fundamental land use planning policies and principles for the subject area proposed for development.

Based on the above, staff do not support this zoning and OCP amendment proposal and recommend abandoning the proposed bylaws.

Should the Committee direct that third reading be considered, staff would prepare a further report recommending conditions to be fulfilled prior to adoption following standard practice.

### **STRATEGIC PLAN AND RELATED POLICIES**

N/A

## **CONCLUSION**

The public hearing process gathered feedback from the community that both supports and opposes the bylaws. Staff is of the opinion that the OCP's land use planning policies and principles should be upheld and the proposed bylaws should be abandoned.

## **ATTACHMENTS**

Attachment A – Report of a Public Hearing

Attachment B – Written submissions for the public hearing

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

## **SUNSHINE COAST REGIONAL DISTRICT**

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### **REPORT OF A PUBLIC HEARING HELD ONLINE VIA ZOOM July 21, 2020**

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*Sunshine Coast Regional District Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3,  
and  
Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*

PRESENT:	Chair, District of Sechelt Director	A. Toth
	Alternate Chair, Electoral Area B Director	L. Pratt
ALSO PRESENT:	Electoral Area A Director	L. Lee
	Electoral Area E Director	D. McMahon
	Electoral Area F Director	M. Hiltz
	Chief Administrative Officer	D. McKinley
	Senior Planner	Y. Siao
	Recording Secretary	A. O'Brien
	Members of the Public	46+/- (part)

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### **CALL TO ORDER**

The public hearing for *Sunshine Coast Regional District Halfmoon Bay Community Plan Amendment Bylaw No. 675.3*, and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174* was called to order at 7:00 p.m.

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

### **PRESENTATION OF PROPOSED BYLAWS**

The Senior Planner provided a PowerPoint presentation on the application and explained the purpose of the proposed bylaws: *Sunshine Coast Regional District Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*.

The Chair called a first time for submissions.

## **SUBMISSIONS AT PUBLIC HEARING**

### **Karen Waters, 9340 Stephens Way, Halfmoon Bay**

- Lives two properties down from the subject property
- Disagrees with the proposal
- Purchased property with understanding of potential for subdivision into 5 acre lots
- Creating a retreat on her property
- Does organic farming on her property, has set up a greenhouse
- Believes this proposal is opposite of what they are trying to create (quiet retreat)
- Concerns about contamination of water, air quality and dust from development, increase risk of forest fires, noise from trucks, blasting and excavation.
- Does not believe the subject property is a good place for farming (on long skinny lots)

### **Kito Tosetti, 9340 Stephens Way, Halfmoon Bay**

- Lives two properties down from the subject property
- Concerns regarding the farming proposal and potential pollution from underground water by usage of fertilizers or contaminants
- Does not see the potential for farming from the proposal
- Opposed to the development
- Concern regarding replenishment of water supply in the shallow well on his property. Has been monitoring the water levels for two years between May – September and it goes down drastically.

### **Keith Biddlecombe, 9305 Stephens Way, Halfmoon Bay**

- Co-owner of Secret Cove Heights Development
- Summarized the subdivision and development timeline of Stephens Way neighbourhood
- Stephens Way is a tight knit rural community of 12 lots
- Outlined the concept and goals of the “Dynamic Rural Zone”
- Added the wetland park on their property to the proposed development to accommodate OCP goals.
- Property is serviced by both deep (potable) and shallow well, has clean consistent water
- Vegetable gardens on property and those of other neighbours
- Chooses to live near Crown land with active logging
- Values self-sufficiency, distance from the highway and does not expect additional services from the SCRD other than what is already provided
- Believes this development will benefit local families, grow food and operate home business
- Believes this development will benefit the SCRD tax base

### **Janice Biddlecombe, 9305 Stephens Way, Halfmoon Bay**

- Co-owner of Secret Cove Heights Development
- Supports the values of the “Dynamic Rural Zone” and the proposal
- Majority of feedback on the proposal has been positive
- Would like to maintain rural character of the Stephens Way community and attract more families

**Elise Rudland, 9167 Ionian Road, Halfmoon Bay**

- Member of Halfmoon Bay Official Community Plan Advisory Group when OCP was developed
- Against the application
- The subject property is designated Resource Area and is surrounded by BCTS, A&A Trading, and private forest lands.
- Believes that the original subdivision was a mistake, inherited from the past
- Concern regarding arsenic in wells and water supply, as it is an issue in many other areas in Halfmoon Bay

**Nicole Huska (Project Manager), 7424 Tapp Road, Halfmoon Bay**

- Proposal has been in progress since May 2017
- Meets and exceeds policies and goals of Halfmoon Bay Official Community Plan
- Criteria of the proposal are: 2.5 acre minimum parcel size as per Vancouver Coastal Health requirements for wells, own waste water per parcel, be within service boundaries and a net tax revenue gain for the SCRD, include a fire smart covenant
- Goal is to create a sustainable neighbourhood that allows families to purchase small acreages to start home based businesses and small scale agriculture
- Water quality in the neighbourhood is good. All existing 12 lots have safe, clean water
- Subdivision would need to meet VCH regulations for water quality in order to be approved.
- Arsenic is not a problem in the area and existing lots have water treatment systems on wells.
- Proposal is not spot zoning nor sprawl, it is an improvement to the existing land use zoning in the area
- Proposal is designed to meet the broader needs of the community by furthering local economic development and food security
- Proposal has support of the majority of property owners in the neighbourhood
- Proposal can be a test subject for other similar land development

**Guy Magnusson, 9412 Stephens Way, Halfmoon Bay**

- Also owns and currently developing 9379 Stephens Way
- Supports the proposal, as it will benefit families to be able to live and work off the land

**Kelsey Oxley, 8136 Cedarwood Road, Halfmoon Bay**

- Expressed support for the subdivision for the subject property as it is a good location and the 1-hectare parcel size maintains the rural character of the neighbourhood
- Provides an opportunity for small businesses, economic development, artisans and those who want to grow food
- Believes the model fits with the Sunshine Coast and Halfmoon Bay

**Jesse Waldorf, 5713 Sandy Hook Road, Sechelt**

- Expressed support for the bylaws as presented
- Believes concerns can be addressed by Vancouver Coastal Health for wells and provincial government for agriculture waste

- Proposal is an asset to the Sunshine Coast
- Former director of the Sechelt Chamber of Commerce
- Believes the business community would also support this proposal.

**Andrea Smith, 5418 Backhouse Road, Halfmoon Bay**

- Asked for clarification regarding a fire smart covenant
- Opposed to the proposal
- Supports the APC, OCP policies and staff recommendation to deny it
- Concerns regarding water supply and fire risk

The Senior Planner clarified that a fire smart covenant is a fire protection method that is meant to protect the house from fire.

The Chair called a second time for submissions.

**Nicole Huska (Project Manager), 7424 Tapp Road, Halfmoon Bay**

- Clarified dwelling size and parcel coverage:
  - Principal dwelling size limitation: 297m or 3200 sqft
  - Auxiliary dwelling size limitation: 125m or 1345 sqft
  - Maximum 4.2% of parcel coverage
  - Deter creation of estate acreage. Auxiliary dwelling to support rental market and/or multiple generations.
  - 35% parcel coverage for business uses
  - 15% parcel coverage for greenhouses
  - With all buildings including greenhouse, it would be a maximum coverage of 50%
- Principles are a blending of the RU2 and Agriculture zone
- Small-scale agriculture and additional use of greenhouses can provide food.

**Karen Biddlecomb, 9327 Stephens Way, Halfmoon Bay**

- Co-owner of proposal
- Although the proposal does not meet 100% of OCP, it does meet most and is in keeping of the spirit of the OCP with some modifications
- Has responded to concerns of the APC
- Supports the proposal
- Believes that 2.5 acres is rural, manageable, affordable for families
- Not on bus route, but can drive/bike to access public transit/school bus
- Forest lands surrounding property is managed
- Covenants for fire safety
- Ponds available for water, deep well is in compliance for VCH requirements

**Neil Biddlecomb, 9327 Stephens Way, Halfmoon Bay**

- Supports smaller acreages in the area
- Communicated with neighbours and property owners regarding the proposal and has received positive comments (submitted to Planning Division by email)

- Believes this will provide opportunities for home-based businesses
- Supporters have shown interest in green housing, produce supply for local farmers markets
- Will work with local authorities to develop a green belt
- Two shallow wells on Stephens Way adjacent to subject property
- Two deep wells that are registered with VCH.
- There is an abundance of water in the area, but it needs to be managed well.

Discussion regarding the application process for registering a well with VCH.

**Kelsey Oxley, 8136 Cedarwood Road, Halfmoon Bay**

- Great location for this proposal
- Slopes are south facing; good for gardening and green housing
- OCP for the area needs to be updated and reviewed
- Stephens Way neighbourhood is currently being developed; the subdivision wouldn't be something new and is in accordance with what is already happening there
- Advantage to have 1 hectare properties with potential for food growing

The Chair called a third time for submissions.

**Nicole Huska (Project Manager), 7424 Tapp Road, Halfmoon Bay**

- Surrounding land is worked forest, property owners understand that this is the use and support this as part of the economy
- Regarding concerns for arsenic in wells – VCH regulations and specification for deep and shallow wells. Well needs to be approved in order for subdivision to be approved.
- Fire Smart Covenant - adequate maintenance on property to mitigate fire risk
- Fire service boundary expansion is not required.

**Karen Water, 9430 Stephens Way, Halfmoon Bay**

- Stephens Way area is a great community
- Concerns regarding water and air quality, noise and construction
- Clarification is needed around the farming use

**Nicole Huska (Project Manager), 7424 Tapp Road, Halfmoon Bay**

- In 2017, developed a new land use zone called: Rural Dynamic Land Use Zone
- Light and Noise Pollution and Odour bylaw was added to the land use zone in 2019. Examples from the Campbell River Regional District

**Neil Biddlecomb, 9327 Stephens Way**

- More information can be found on the Secret Cove Height Development project website

**Dustin Whiteside, 724 Oribi Drive, Campbell River**

- Relative of owners of the property
- Advantage in having land available for small farms in the area
- Expressed support of the project

**Andrea Smith, 5418 Backhouse Road, Halfmoon Bay**

- Concerns regarding density and change to rural character

**Nicole Huska (Project Manager), 7424 Tapp Road, Halfmoon Bay**

- Clarified RV sites allowed in existing zoning
- TELUS would run fibre optic to the property
- Project sign at entrance to property and FAQ document available on the project website

**CLOSURE**

The Chair called a final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed *Sunshine Coast Regional District Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3, and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*. closed at 8:20 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

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A. Toth, Chair

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A. O'Brien, Recording Secretary



Written Submission for the Public Record of the Public Hearing on July 21, 2020, regarding  
the  
Secret Cove Heights Development in Halfmoon Bay

I am aware that this proposal is a site specific development. However, I do know that site specific changes to OCPs and Zoning regulations are often viewed by developers, the public and even the local politicians as precedent setting. As a resident of Roberts Creek, I am opposed to this Dynamic Rural Zone not only for its potential as a precedent but also for the following reasons.

Although some subdivisions do exist in remote Resource areas, more developments and densification should not be allowed in these areas. The remote residential areas and subdivisions that do exist require more to be spent on maintaining roads and providing SCRD services. While claims are made that more housing anywhere on the Coast is a good thing, there is no guarantee that remote homes will be "affordable" or that auxiliary buildings will ever be built. Similarly, there is no guarantee that greenhouses will be built or that artisans will want to live far from their clients, movie theaters, craft markets, etc.

Locating families in remote areas will result in more cars driving to schools, arenas, pools—after hour activities that school buses do not service. Remote areas do not receive sufficient public bus service such that if both members of a couple work, they will most likely require 2 cars. Sprawl is not a good model for development especially in this day and age, nor does it create a healthy social environment for isolated kids.

In remote areas fires from human causes are more likely to get out of control when volunteer fire departments must travel considerable distances to the fire and, due to lack of hydrants, must return to the fire hall to refill the trucks with water. Without tree cutting by laws which are not possible in unincorporated areas, clear cuts by landowners will contribute to runoff during storm season. Landowners downhill could be inundated, the highway could be washed out and sensitive habitats destroyed.

The Dynamic Rural Zone looks good on paper but comes with no motivation for purchasers of 2.5 acre lots to build an auxiliary building which is to house workers in affordable comfort, create a suitable site for artisans to produce a product, establish green houses or work from home in hi-tech industries. The benefit to the developer is that 2.5 acre lots will possibly be easier to market than 10 acre lots which may cost more than 2.5 acres. Selling small lots in greater numbers will be financially advantageous to the developer. Bare land lots do not create affordable housing as the cost of building is too high.

In the final analysis it must be seen that the creation of a sprawl development is not recognized as being advantageous or green from any perspective.

Thank you for consideration of my opinions,  
Elaine Futterman  
1738 Lockyer Road, Roberts Creek



July 21, 2020  
To Yuli Siao  
Senior Planner SCRD

This proposal is to rezone un-serviced lands currently designated as Resource to Rural Residential in the OCP, and zoned RU2 to permit the subdivision of the parcel into 1-ha lots. According the Regional District Senior Planner, under the current Zoning, each 4 Ha lot is allowed to have 3 single-family dwellings and one auxiliary dwelling for a total of 16 dwellings under the *Strata Property Act*. An important question is why is rezoning required when the property can be developed into 16 lots under the current zoning? The dwellings can be subdivided by strata plan, which would require compliance with the District subdivision requirements, and which is required regardless of how the property is subdivided. Why invite the developer to engage in the process of OCP and zoning amendments when the uses are currently supported in the OCP and permitted in the current zoning? If it is servicing requirements that the applicant is seeking to relax, an application can be made for a Variance Permit under current zoning. Staff, Commission and Board time should not be taken up by unnecessary proposals which are permitted by current policy and zoning. Staff has recommended that the application to rezone the subject lands be denied. The HMB Advisory Planning Commission has recommended denial of this proposal to rezone and subdivide the property in the past.

If supported, the District Planner notes that this proposal would require an overhaul of the OCP and zoning policies and requirements, which would create a precedent for similar proposals in other rural areas. In addition, the planner notes that there is adequate land zoned for residential uses to accommodate future growth. Therefore, there is no justification to support this application.

In terms of housing requirements, the District needs a comprehensive housing needs assessment in the context of a regional planning strategy. This will provide housing needs assessment by amount, type, location, user needs, demographics and timing for delivery, and will provide the necessary context to consider applications such as this one in the future.

This application should be denied.

Respectfully Submitted  
HMB OCP Advisory Group

Mike Vance, planner (retired), Don Cunliffe, P. Eng. (retired) ,  
Marina Stjepovic, Wendy White, Community School coordinator,  
Eleanor Lenz, Elise Rudland

for July 21, 2020 Halfmoon Bay Public Hearing

RE;

*Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development*

To Whom it May Concern

I am in support of the opinion of the well researched and comprehensive SCRD staff report that

“ Halfmoon Bay Official Community Plan Amendment Bylaw 675.3 and Zoning Amendment Bylaw 310.174 be abandoned.”

The proposed creation of a brand-new zoning bylaw to this Rural Resource zone reduces lot size from 4 hectares to 1 hectare. The existing property already has a reduced lot size in comparison to other Rural Resource lots. Any zoning change in Rural Resource has the potential to become legal precedence and affect all Rural Resource zones within the SCRD. A brand-new zone created outside of the Official Community Plan could result in other applications; density and other concerns would need to be addressed on a larger scale.

The zoning change would result in an increase from 15% lot coverage to 35% lot coverage (with up to 50% lot coverage to include other structures such as greenhouses and outbuildings). The size of lot coverage is relevant when speaking about proportion in a 1-hectare lot size (e.g. Buildings could cover 53,819 sq feet).

Currently, the lots in question have the ability under current zoning to create strata lots and accomplish many of the goals needed to create opportunities. The benefit for the proponents in creating a new zone is that: a) road maintenance and snow removal becomes a publicly funded responsibility rather than the strata group b) Garbage pick-up is communal for strata but this would change to individual road-side house pick-up c) elimination of strata maintenance and fees.

Part of the new zoning proposal is an increase of employees from 1 person to 4 people. The maximum amount of both people (non-related) and employees allowed in homes falls under Provincial jurisdiction. Currently there is proposed legislation addressing these issues, especially farms: farm workers, employees and short-term rentals. Farm status and agricultural zoning are different designations. All zones have the potential to be granted “farm status” under Provincial legislation. Farm status is granted based upon farm income and not zoning. The SCRD has regulations about what can be farmed, dependent on lot size. Agricultural zoning can be applied for through the Provincial Government.

Septic and water also fall under Provincial mandates but are considerations for the SCRD. Water testing (e.g. arsenic), septic and engineering reports may have been done for the proposed zoning change but were not shared with the public.

Road access to “Land’s Beyond” are an important part of the process in subdivisions in order to plan for the future. This is also under Provincial authority but the SCRD should consider the possibilities of the legislation. Stephen’s Way was developed as an auxiliary road access for a potential relocation of Highway 101 from Langdale to Earls Cove. There is a current proposed plan for a bypass highway from Langdale to Sechelt. Private land-owners in proposed routes have objected to highway relocation and

the process can be cost prohibitive. Easements on such properties, such as the one in question, should be considered carefully for future developments.

The proposed new zoning shows the potential of what could happen after subdivision, however the issues such as roads, water, and employees would not necessarily be adhered under the proposed plan.

A lot of the issues which are trying to be addressed through the creation of a brand-new zoning bylaw fall under Provincial guidelines.

The Official Community Plan was adopted in 2014. The development of the OCP took over 3 years with extensive community input, dedicated volunteers, public hearings, SCRD Planning Department expertise and administration, and approval by Board of Directors. Official Community Plans are periodically updated. Rather than grant an exclusive exception and a brand-new privately developed zoning bylaw, this type of an entirely new zone could be considered as an area-wide change for the next round of Official Community Plans throughout the SCRD, in order that all implications are considered under standard processes.

A Grames 5541 Brooks Road Halfmoon Bay, B.C. V0N 1Y2

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Agricultural Land Reserve (ALR)	Agricultural land designated as an agricultural land reserve under the <i>Agricultural Land Commission Act</i> . Although the <i>Classification of Land as a Farm</i> includes special provisions for ALR land, ALR designation and farm classification are two separate determinations. Land classified as farm does not have to be in the ALR, and the land in the ALR does not automatically qualify for farm class.
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**From:** [Karen Waters](#)  
**To:** [Planning Department](#)  
**Cc:** [Kito Tosetti](#)  
**Subject:** ByLaw Ammendment No 675.3 and 310.174  
**Date:** Tuesday, July 21, 2020 7:54:53 PM

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## External Message

This email is intended to summarize my feedback presented at the public meeting on July 21, 2020.

I am completely against these ByLaw amendments. When we purchased our land in Dec 2017, we were told that there 'might' be a subdivision attempt to sub-divide into 5 acre lots. We purchased the land on this basis and we made a life decision to move here on the basis that this would be a peaceful place to develop an organic farm and a retreat for people wishing to escape the business of the city to commune in nature.

This proposed development and ByLaw changes are in direct contradiction to the reasons that we moved here. It also contradicts what we were told by Neil Biddlecombe when we did our research and subsequently purchased the property.

I am gravely concerned about the noise, air, water pollution which will be a direct result of the development.

In addition, we already experience a severe shortage of water during the summer season with our shallow well and are very concerned about having to drill a deep well with the arsenic found in all deep wells that I'm aware of on our street.

I read and digested all of the information provided and made an evaluation based on the information provided.

In particular, I read the letters in disagreement of the proposed ByLaw amendments and found all of the points raised to be valid, especially when it comes to the layout of the lots with regards to farming, potential for fires (which is our greatest threat), the disruption to resources (water, air, birds, trees etc).

Thank you for your consideration.

Cheers,

Karen Waters  
9340 Stephens Way,  
Halfmoon Bay, BC  
VON 1Y2,  
Sent from my iPhone

---

**From:** jmcfeagan

**Sent:** Tuesday, July 21, 2020 12:11 PM

**To:** Planning Department

**Subject:** Secret Cove Development

**External Message**

Hello,

I am concerned about the changes of the zoning and of the official community plan. A lot of thought and work went into the OCP from our community and from many volunteers who took several years to get it right.

I am concerned that this exclusive exception will become the norm. This overcrowding on the property( from 15% to 35%) as well as a business with 4 times the workers and any amount of family currently allowed is not good for our community. Their housing included. If this is allowed it could be the start of changing all of Halfmoon Bay. The risk of fire is also concerning. Where will they get their water? What about garbage? Is this a dreaded short term rental idea? There seems to be no benefit for our community and a lot of concerns.

I remember years ago there was arsenic in the wells all over that area. This is concerning because I read there are plans for several green houses there. Will not the arsenic get into whatever they are growing?

I read our APC has denied this change. Since these people know more about this zoning I back them. There is no personal stake here.

Thank you,

Gord Rutherford

Janice McFegan

5310 Natalie Lane

Halfmoon Bay,

BC, V0N1Y2

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

---

**From:** Ellie Lenz

**Sent:** Tuesday, July 21, 2020 12:55 PM

**To:** Lori Pratt ; Planning Department

**Subject:** Secret Cove Heights Proposal

**External Message**

We stand in support of the Senior planner and staff recommendations not to proceed with this proposal.

Sincerely,

George and Eleanor Lenz

Secret Cove B.C.

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

**From:** [Andrea Smith](#)  
**To:** [Planning Department](#)  
**Subject:** Re: Secret Cove Heights Development Proposal  
**Date:** Tuesday, July 21, 2020 7:18:22 PM

---

External Message

To Whom It May Concern,

We are against the new proposal for changing the existing by-law, and strongly support the Senior Planner and Dept.'s recommendations against it.

Thank you,

Andrea Smith & Richard McGowan  
5418 Backhouse Rd.  
Halfmoon Bay



July 20, 2020

Hello.

My name is: Anthony Biddlecombe

I live at: 4705 Argyle st, Vancouver, B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCRD will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.



Signature

July 20, 2020

Hello.

My name is: NBIL ADDO-CAMPBELL

I live at: 9327 STOPHROS WAY, Halmoon Bay B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.



Signature

July 20, 2020

Hello.

My name is: Chris Buxton

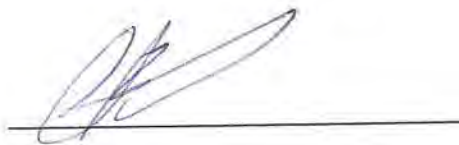
I live at: 8078 Redrooffs Rd., Halfmoon Bay B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCR D will not have to supply water or sewer as this area is self sufficient



Signature

July 20, 2020

Hello.

My name is: KEUL BUXTON

I live at: 8078 REDROOFS RD. HALEMOON B.C.  
BAY

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCR D will not have to supply water or sewer as this area is self sufficient

KBuxton

Signature

July 20, 2020

Hello.

My name is: Brent Cornwall

I live at: #7-9425 Stephens Way, Halfmoon Bay, B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.

A handwritten signature in black ink, appearing to read "Brent Cornwall", written over a horizontal line.

Signature

July 20, 2020

Hello.

My name is: Nikolai Cowan

I live at: 9425 Stephens way, Halfmoon Bay, B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCR D will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.

Nikolai Cowan

Signature

July 20, 2020

Hello,

My name is: RICK GREENWOOD  
~~XXXXXXXXXXXX~~

I live at: 8078 Redmoss Road, \_\_\_\_\_, B.C.  
Halfmoon Bay, BC

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCR D will not have to supply water or sewer as this area is self sufficient

Kiel Green

Signature

July 20, 2020

Hello.

My name is: Jeff Grills

I live at: 9347 Stephens Way, Halfmoon Bay B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

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- The SCR D will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.

  
Signature



July 20, 2020

Hello.

My name is: Danene Hunter

I live at: 6384 Norvan Rd, Sechelt, B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCRD will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.

Danene Hunter

Signature

July 20, 2020

Hello.

My name is: ELISABETH KOLE

I live at: 5425 Sans Souci Rd, Halfmoon Bay B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.

E. Kole

Signature

July 20, 2020

Hello.

My name is: Jennifer Lebel

I live at: 9423 Stephens Way, Halfmoon Bay, B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.

  
Signature

July 20, 2020

Hello.

My name is: Tyler Lebel

I live at: 9423 Stephens way, Halfmoon Bay B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.



Signature

July 20, 2020

Hello.

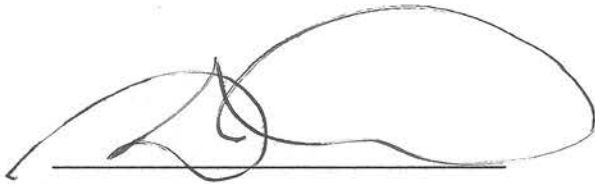
My name is: Brad Lowell

I live at: 5444 ISKA Rd. Halfmoon Bay, \_\_\_\_\_, B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.

A handwritten signature in black ink, appearing to read 'Brad Lowell', written over a horizontal line.

Signature

July 20, 2020

Hello.

My name is: Susan Lowell

I live at: 5444 ISKA RD HALFMOONBAY, B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCRDP will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.



Signature

July 20, 2020

Hello.

My name is: William, Idan, Lyon

I live at: 9305 Stephens Way. Half Moon, B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

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I support the proposal and feel the project should move forward because:

- It is in a good location,
- The project makes available home base business which I support
- It will allow for more families to purchase land for their own use than the existing parcel size
- The SCRD will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.
- I've worked here for many years and would be able to afford 2 ½ acres but not 10 acres.



Signature

July 20, 2020

Hello.

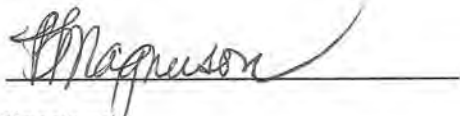
My name is: BARBARA MAGNUSON

I live at: 9379 STEPTENSWAY, HALFMOON BAY, B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.

A handwritten signature in cursive script, appearing to read 'Barbara Magnuson', is written over a horizontal line.

Signature



July 20, 2020

Hello.

My name is: Guy MAENUSON  
I live at: 9412 STEPHENS WAY HALFMOON BAY, B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

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- I do feel that 2 ½ acre lots are considered Rural.



Signature

July 20, 2020

Hello.

My name is: Janet Anne Magnuson

I live at: 9412 Stephens Way, Halfmoon Bay, B.C.

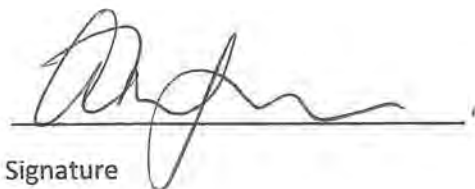
RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

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Signature

July 20, 2020

Hello.

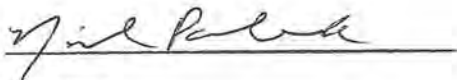
My name is: Nicole Polacek

I live at: ~~Mader~~ 4454 McIntock Rd, Madeira Park, B.C.

RE: HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW #675.3 AND  
ZONING AMENDMENT BYLAW #310.174 (SECRET COVE HEIGHTS DEVELOPMENT)

I am providing this memo as I will not be able to be in attendance at the public hearing.

I support the proposal and feel the project should move forward.



Signature

July 20, 2020

Hello,

My name is: Stephane Salois

I live at: 9362 Stephens Way Halfmoon Bay, B.C.

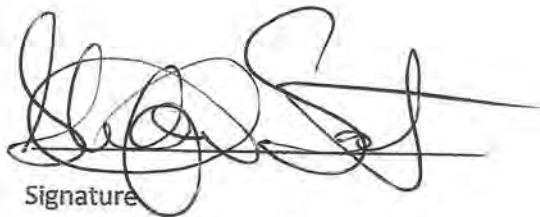
RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

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- The SCR D will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.



Signature

July 20, 2020

Hello.

My name is: Jessica Weir

I live at: 9412 STEPHENS WAY HALFPOON BAY B.C.

RE: Proposal for Stephens Way by Secret Cove Heights Development Inc.

I am very familiar with the neighbourhood, top of Stephens Way and the request for have 2 ½ acre lots.

I am providing this memo as I will not be able to be in attendance at the public hearing.

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- The SCRD will not have to supply water or sewer as this area is self sufficient
- I do feel that 2 ½ acre lots are considered Rural.

  
Signature

**From:** [Amy Rebner](#)  
**To:** [Planning Department](#)  
**Subject:** Support Secret Cove Development Heights  
**Date:** Tuesday, July 21, 2020 7:52:30 PM

---

### External Message

Please consider this email my support for the development project discussed in tonight's zoom meeting webinar. My name is Amy Lang and I live at 8085 Southwood Road Halfmoon Bay. I truly believe this would bring economic growth and much needed change to our community.

Amy

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

**From:** [Graham Moore](#)  
**To:** [Planning Department](#)  
**Subject:** Secret Cove Heights proposal  
**Date:** Tuesday, July 21, 2020 7:37:20 PM

---

### External Message

I support this development.

We are in a housing crisis and need sustainable development to attract new businesses and young families.

This is the type of development we need.

Graham Moore  
5866b Turnstone Crescent  
Sechelt

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

**From:** [Kelsey Oxley](#)  
**To:** [Planning Department](#)  
**Subject:** Support for Secret Cove heights- public hearing submission  
**Date:** Tuesday, July 21, 2020 7:51:01 PM

---

External Message

Hello,

I would like to express my support for the zoning amendment in Halfmoon bay on Stephens Way.

I strongly believe that a one hectare size lot maintains rural character. I support the subdivision as it will provide opportunities for local small business, and economic growth in the post-pandemic world.

I think the piecemeal stratas starting up on Stephens way on existing lots demonstrates the need for more housing. I feel this proposal better addresses the concerns of neighbours and the SCRD than the RVs being placed now.

I also feel that a new hub needs to be designated with more affordable lots for housing, and the road to Stephens way would be an ideal place for targeted development. The OCP is outdated and needs a review

Regards,

Kelsey Oxley

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



**From:** [Diane Williams](#)  
**To:** [Planning Department](#)  
**Subject:** Fwd: Support of proposed amendment to OCD bylaws and move forward develop the project  
**Date:** Tuesday, July 21, 2020 8:01:49 PM

---

## External Message

Sent from my iPhone

**From:** Diane Williams  
**Subject:** Support of proposed amendment to OCD bylaws and move forward develop the project

I am in full support of the project and feel that it is a well planed option to a move away from resource extraction and toward ethical land stewardship by responsible community members.

It would be a grave error to let this opportunity pass by without greater public input and consideration to go forward with this plan.

The current community appears to be in support of this, as am I, though I have no vested interest in its success, other than I can see the long term advantage of it.

Thank you,  
Sincerely,  
Diane Williams  
5623 Halfmoon Bay,  
BC

Sent from my iPhone

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

**From:** [marina jensen](#)  
**To:** [Planning Department](#)  
**Subject:** Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development)  
**Date:** Monday, July 20, 2020 12:48:59 PM

---

### External Message

SCRD Planning Dept.:

I am unable to attend the following virtual meeting: Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) meeting on July 21st.

I hereby register my support for the project proposed by Secret Cove Heights Development Inc.

Regards,  
Marina Jensen

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

Adam Hammond  
7424 Tapp Road  
Halfmoon Bay, BC  
V0N 1Y2

Tuesday, 21 July 2020

Planning and Community Development Committee - Sunshine Coast Regional District  
1975 Field Road  
Sechelt, British Columbia

**Re: Public Hearing Submission for Secret Cove Heights**

There is no logical reason for denying a project of this type during this time. The Covid19 pandemic has shed light on the major vulnerabilities in our supplies lines and economy. The Secret Cove Heights proposal has been developed based on Nicole Huska and my decades-long experience of living on the Sunshine Coast as self-employed people who have worked in the Resource industry, specifically forestry and mining, and who have had to diversify to access off coast markets for e-commerce and creative works when Resource activity is slow due to out of region factors.

My family has a long history of doing these types of developments on the Sunshine Coast. My late father, John Hammond, bought, sold and developed thousands of acres of property here and other rural areas in British Columbia and Alberta. He raised his four children in Garden Bay and Halfmoon Bay and his late wife, my mother, worked as an educational assistant at Halfmoon Bay Elementary. I've watched, since I was ten years old, how people love the lots we have developed and have loved to live on them due to the privacy and the fact that these rural subdivisions don't draw excessively from deteriorating public infrastructure. We have experienced the vitriol of the vocal oppositional few and then witnessed as they were often the first to line up to buy in the new developments.

I am an excavating contractor by trade. I have worked the land on the Sunshine Coast from McNab Creek to Hotham Sound and everywhere in between. I have prepared sites to be ready for sale and then watched as families have built and grown on these subdivisions. My father's first project in 1979 was at Mixel Lake and then in the 1980s at Hammond and Casano Road. Later, I was involved in site works for subdivisions at Connor, Cooper, Lohn and Fawn Roads. My father bought lots and I placed barge homes on Redroofs and in Welcome Woods. We turned Leaning Tree Road and Belair Road from 160 acre and 30-acre pieces respectively into the 5 acres parcels that are

now there with homes and families on them. Lastly, I have done the majority of the earthworks on Phase 1 and 2 of Stephens Way and as well as all the preparation and upgrade of the former Forest Service Road to what it is now. Rural entrepreneurship and self-sufficiency are foundational components of the history of the Sunshine Coast. It is why people move here but the short-sighted, slow-moving zoning restrictions which have been implemented in the vacuum of the planning process rarely grasp the nuance and practical experience of local working people and what actually happens on the ground here.

These policies have caused scarcity that leaves prices too high for local working families to afford and have resulted in makeshift RV parks - at a density of 10 spots per acre. Every day there is a new request on Facebook from a family looking for somewhere to place an RV as a semi-permanent residence. As of yesterday, the comments section seems to show, that there are no more available, anywhere. The status quo planning models, the elitist Official Community Plans, and the privileged mentality of the Area Planning Committee in Halfmoon Bay have allowed these RV parks to fill the gap for informal low and median income housing. To turn a blind eye to this is catastrophic negligence. Furthermore, the idea that infill housing is going to fix these problems is ludicrous. From a barebones business perspective, people can not afford to build an infill dwelling and then hope to ever recover their investment in rents. It is time for the Sunshine Coast Regional District Board to make pro-active choices to correct the problems that have emerged from providing the NIMBY privileged few with undue influence.

We need to support locally developed innovation that attempts, in so far as it is possible, to remedy our local challenges. The Secret Cove Heights proposal aims to do this and as such should be supported. Thank you for your time and consideration of my submission to this Public Hearing process.

Sincerely,

Adam Hammond

**From:** [Dawne Shillington](#)  
**To:** [Planning Department](#)  
**Subject:** Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development)  
**Date:** Monday, July 20, 2020 2:23:34 PM

---

### External Message

SCRD Planning Dept.:

I am unable to attend the following virtual meeting: Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) meeting on July 21st.

I hereby register my support for the project proposed by Secret Cove Heights Development Inc.

Regards,  
Dawne Shillington

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

----- Forwarded message -----

From: **Dana Brynelsen** <>

Date: Tue, 21 Jul 2020 at 20:03

Subject: Sunshine Coast Height proposal

To: [planning.department@scrd.com](mailto:planning.department@scrd.com) <[planning.department@scrd.com](mailto:planning.department@scrd.com)>

This proposal has great merit. My family have lived and worked in the Secret Cove area for generations. I have walked over the property and know the neighbouring communities well. We need opportunities for young families that foster live and work on site and are affordable for families. I am well aware of water issues. We ran a hotel and supplied many families with our well water located about 2km from the site. There is water. Water issues have been addressed by this proposal. The other arguments but forward by Halfmoon Bay OCP Members against this proposal have been consistently addressed and met by the SC Heights proposal. I understand the need to maintain the status quo, prevent change and preserve the nature of our community but this development can enhance our community.

Dana Brynelsen

5383 Sans Souci Rd, Halfmoon Bay, BC V0N 1Y2

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

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This email was scanned by Bitdefender

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 (1457 North Rd.) – Consideration of Third Reading and Adoption

---

### RECOMMENDATIONS

1. **THAT** the report titled West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 (1457 North Rd.) – Consideration of Third Reading and Adoption be received;
2. **AND THAT** West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 be forwarded to the Board for Third Reading;
3. **AND FURTHER THAT** prior to adoption of West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020, the following condition be met:

A letter of undertaking signed by the applicant's solicitor be provided to the SCRD stating that one of the strata lots to be created by a strata subdivision of the subject land will be registered under the ownership of the Sunshine Coast Habitat for Humanity.

---

### BACKGROUND

On May 28, 2020, the SCRD Board adopted the following recommendation:

**Recommendation No. 4** *West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020*

THAT the report titled West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 (O'Toole) – Consideration of First and Second Readings be received;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020* be forwarded to the Board for First and Second Readings;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020* is considered consistent with the SCRD's 2020-2024 Financial Plan and 2011 Solid Waste Management Plan;

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

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

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

## **DISCUSSION**

### *Public Hearing Summary*

In accordance with provincial ministerial order M192, a public hearing was held electronically on July 14, 2020, with 20 people attending and viewing the meeting. The public hearing notes can be found in Attachment C. Prior to closing of the public hearing, three written submissions had been received (Attachment D) from two residents at 1484 North Road, across from the subject property of the application, and one resident at 618 Bay Road in the Town of Gibsons. One of the written comment submitters also spoke at the public hearing. Four members of the public spoke in favour of the proposed bylaws and development, one person spoke against them, and two other persons spoke to seek clarification of the proposal.

Questions were raised regarding widening of Parker Road. If the strata subdivision goes ahead in the future, the Ministry of Transportation and Infrastructure (MOTI) will require the conveyance of a strip of land from the north portion of the subject parcel to the existing road right of way of Parker Road. However, the widened portion of the road may remain unopen and not constructed until such a time MOTI deems it necessary to construct the road to accommodate traffic. The proposed 5 m wide landscape buffer will be measured from the north parcel line after the widened road portion has been conveyed to MOTI.

Concerns were raised regarding potential lighting, noise and visual impacts on properties across from North Road. The existing parcel is overall heavily wooded. Dense existing vegetation can provide significant buffering of light, noise and view from adjacent properties. A 5 m wide landscape buffer strip, as proposed along parcel lines contiguous to a public road, will help to mitigate noise, view and light interference with adjacent properties. The elevation of the north portion of the subject property where most of the housing units are proposed is 10 m lower than the portion adjacent to North Road. This will further mitigate possible light, noise and visual impacts on North Road and properties to the south.

To address neighbouring residents' concern with respect to the higher density of the development and the need to scale down the dwelling size in order to create more compatible built form, the total floor area of each dwelling is limited to 30% of the lot size as recommended in the proposed bylaw. With lot size and building floor area controlled, reducing building height below the standard building height limit of 11 m in the zoning bylaw is not recommended. Such a building height limit is appropriate considering the site and surrounding uses, will allow architectural design flexibility, and is unlikely to cause visual impacts on the surroundings given the site condition as described above.

## **STRATEGIC PLAN AND RELATED POLICIES**

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



## **CONCLUSION**

The public hearing provides further public feedback on the proposed development and bylaw amendments. Despite objection from residents directly across North Road, overall there appears to be support from the community for the proposal, which seeks to blend in with the rural surroundings, minimize impact on the site and adjacent lands and create affordable housing options for the proponents of the development as well as the community. The West Howe Sound OCP's objectives for promoting affordable housing opportunities in suitable areas can be achieved through the proposed development.

Staff recommend that the bylaws be presented to the Board for consideration of third reading and adoption subject to confirmation of undertaking of the owners' proposed donation of one strata lot to Sunshine Coast Habitat for Humanity.

### *Attachments*

Attachment A – OCP Amendment Bylaw 640.3 for consideration of Third Reading

Attachment B – Zoning Amendment Bylaw 310.188 for consideration of Third Reading

Attachment C – Report of a Public Hearing – July 14, 2020

Attachment D – Written submissions for the public hearing

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

**Attachment A**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 640.3**

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

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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. 640.3, 2020*.

**PART B – AMENDMENT**

2. *West Howe Sound Official Community Plan Bylaw No. 640, 2011* is hereby amended as follows:

*Map 1: Land Use* is amended by re-designating Block 30 District Lot 695 Plan 2746 (PID: 013-285-149) from “Rural Residential A” to “Residential” as depicted on Appendix ‘A’ attached to and forming part of this bylaw.

**PART C – ADOPTION**

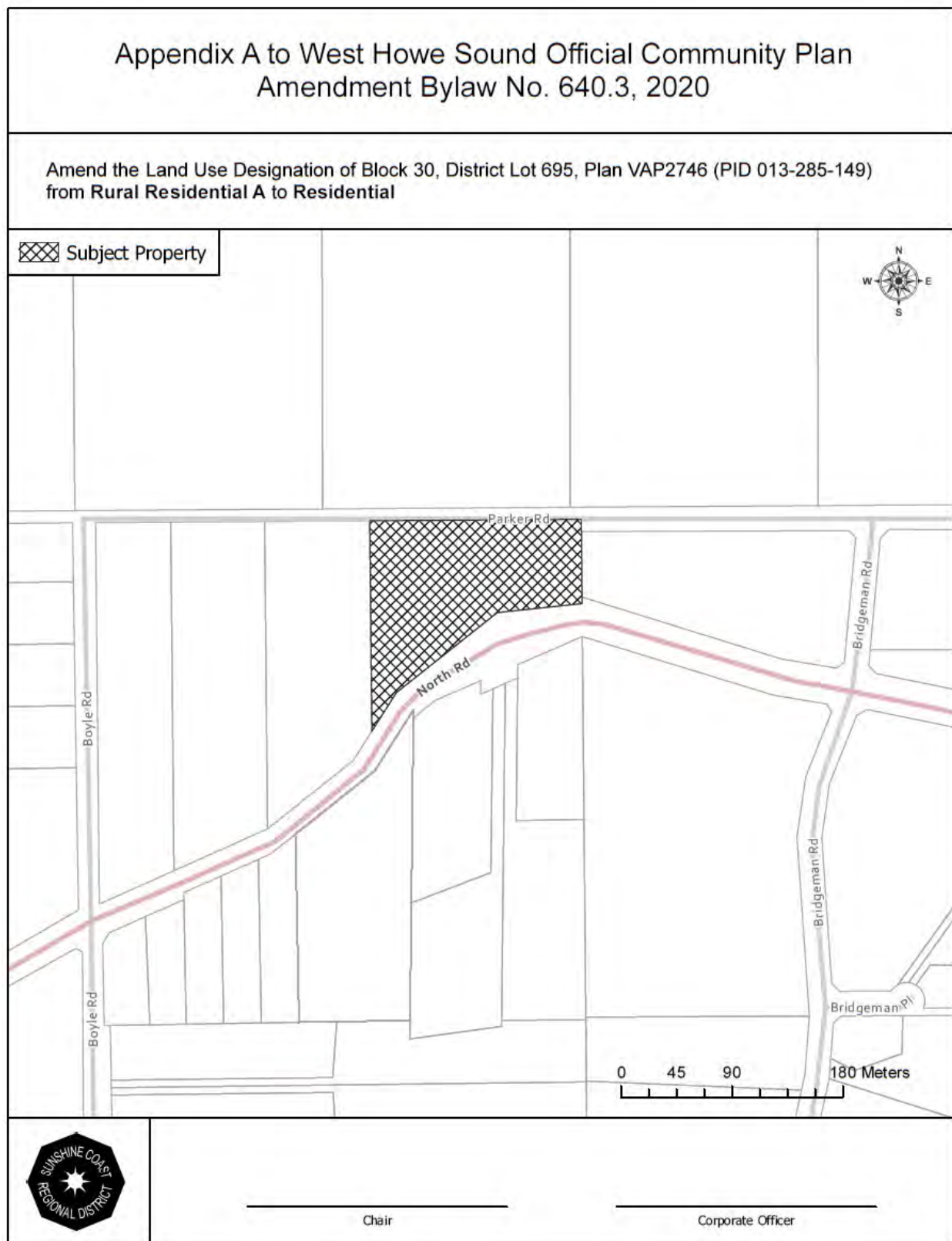
READ A FIRST TIME this	28 <sup>TH</sup> DAY OF MAY ,	2020
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this	28 <sup>TH</sup> DAY OF MAY ,	2020
READ A SECOND TIME this	28 <sup>TH</sup> DAY OF MAY ,	2020
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL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

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Corporate Officer

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Chair



**Attachment B**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 310.188**

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

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

**PART A – CITATION**

1. This bylaw may be cited as the Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020.

**PART B – AMENDMENT**

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

- a. In Section 301 (1) add “CD4 Comprehensive Development Four” following “CD3 Comprehensive Development Three”.
- b. *Schedule B* is amended by rezoning Block 30 District Lot 695 Plan 2746 from RU1 to CD4 as depicted on Appendix ‘A’, attached to and forming part of this bylaw.
- c. Insert the following section immediately following Section 732:

**733 CD4 Zone (Comprehensive Development Four Zone)**

**Permitted Uses**

733.1 Except as otherwise permitted in Part V of this Bylaw, the following and no other uses are permitted:

- 1) Not more than a total of 10 “strata lots” designated pursuant to the *Strata Property Act*.
- 2) In areas designated as “strata lot” pursuant to the *Strata Property Act*.
  - a. Not more than one single family dwelling per strata lot
  - b. Auxiliary buildings in accordance with Section 502 of this Bylaw
  - c. Home occupation in accordance with Section 502 of this Bylaw
- 3) In area designated as “common property” of a strata pursuant to the *Strata Property Act*.

- a. Buildings for the common use of the strata which may contain:
  - i. kitchen, dining room, laundry
  - ii. day care and auxiliary children’s play area, office, meeting room, lounge, library and workshop
  - iii. one guest bedroom for non-commercial transient accommodation of the same occupant(s) for a period not exceeding 15 consecutive days
- b. Greenhouse
- c. Outdoor recreation facilities in the form of a playground, courtyard and garden
- d. Auxiliary buildings used for storage, workshop, studio, recycling and composting
- e. Keeping of livestock in accordance with Section 502 of this bylaw
- f. 5 ground level parking spaces including one accessible space

### **Siting of Structures**

733.2 No structures shall be located within 1.5 m from a parcel line not contiguous to a highway or a parcel within the Agricultural Land Reserve.

733.3 No structures shall be located within 5 m from a parcel line contiguous to a highway.

733.4 No structures shall be located within 10 m from a parcel line contiguous to a parcel within the Agricultural Land Reserve.

### **Buffering**

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

### **Parcel Coverage**

733.6 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.

733.7 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”.

### **Lot Size**

733.8 The minimum average size of all strata lots shall be 500 m<sup>2</sup>.

733.9 The absolute minimum strata lot size shall be 485 m<sup>2</sup>.

733.10 The absolute maximum strata lot size shall be 810 m<sup>2</sup>.

733.11 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.

**Floor Area**

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

d. Replace the entirety of Section 406(5A) with the following:

(5A) With the exception of Block 30 District Lot 695 Plan 2746, the minimum size of a parcel created within the E2 Subdivision District shall be 8000 square metres.

**PART C – ADOPTION**

READ A FIRST TIME this 28<sup>TH</sup> DAY OF MAY , 2020

READ A SECOND TIME this 28<sup>TH</sup> DAY OF MAY , 2020

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this 14<sup>TH</sup> DAY OF JULY, 2020

READ A THIRD TIME this DAY OF MONTH YEAR

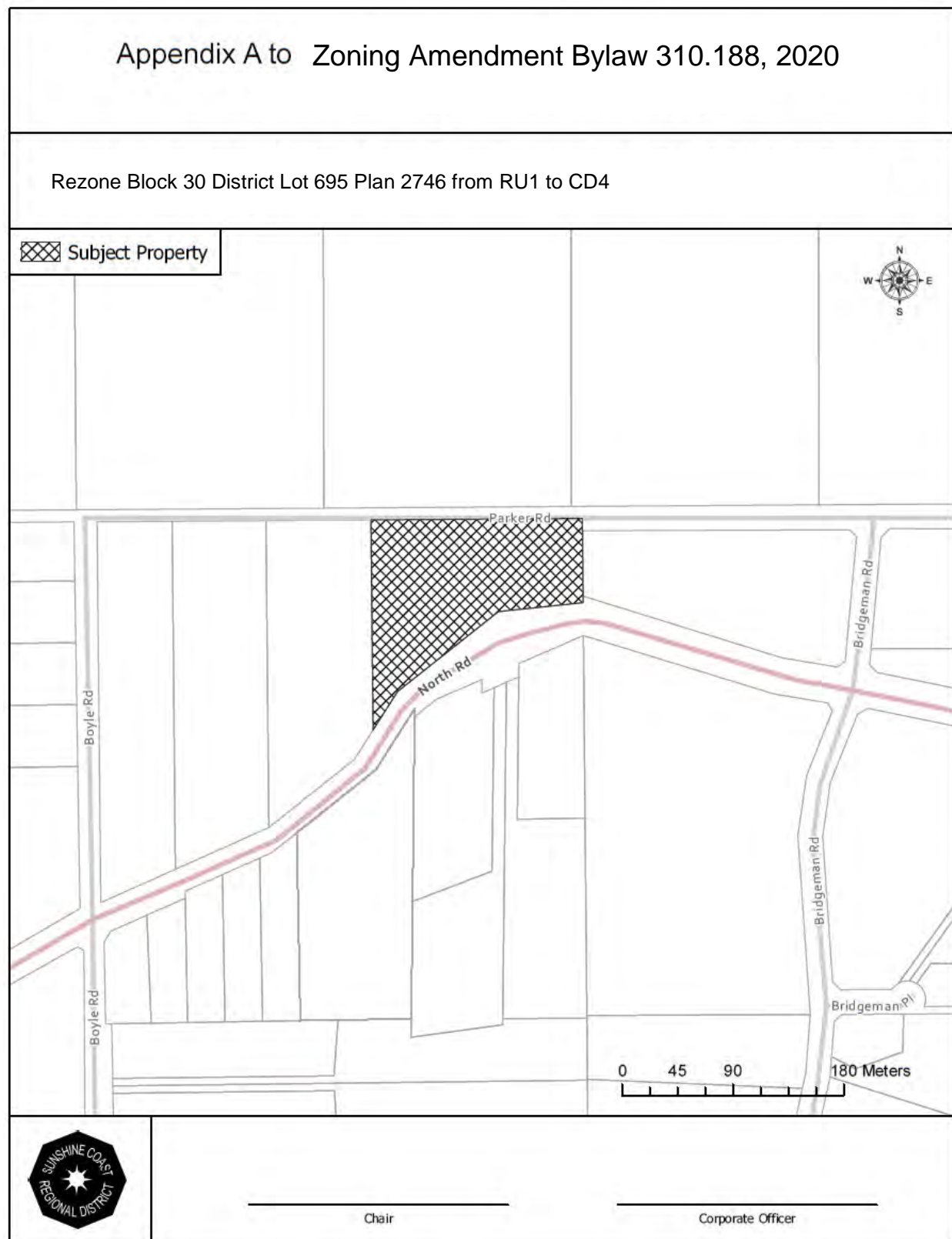
ADOPTED this DAY OF MONTH YEAR

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Corporate Officer

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Chair



## **SUNSHINE COAST REGIONAL DISTRICT**

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### **REPORT OF A PUBLIC HEARING HELD ONLINE VIA ZOOM July 14, 2020**

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*Sunshine Coast Regional District West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020*

and

*Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020*

PRESENT:	Chair, Electoral Area E Director	D. McMahon
	Alternate Chair, Electoral Area F Director	M. Hiltz
	SCRD Chair/ Electoral Area B Director	L. Pratt
	Electoral Area A Director	L. Lee

ALSO PRESENT:	Senior Planner	Y. Siao
	Recording Secretary	G. Dixon
	Members of the Public attending and viewing	20

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### **CALL TO ORDER**

The public hearing for *Sunshine Coast Regional District West Howe Sound Community Plan Amendment Bylaw No. 640.03, 2020* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020* was called to order at 7:01 p.m.

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

The Chair then indicated that following the conclusion of the public hearing the SCR D Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density. The Chair asked Yuli Siao, Senior Planner, Planning & Development, to introduce *Sunshine Coast Regional District West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020*.

### **PURPOSE OF BYLAW**

The Senior Planner began with a presentation and explained that the applicant is seeking to develop the site into a cluster of 10 housing units based on bare land strata ownership, and with one of the units to be donated to Sunshine Coast Habitat for Humanity to build affordable housing.



## **Public Consultation Process**

The application was reviewed in a public information meeting (March 2020) and by various agencies including the Advisory Planning Commission. The bylaws have received 1<sup>st</sup> and 2<sup>nd</sup> readings (May 2020) by the SCRD Board. After the public hearing, the next step is for the Board to consider 3<sup>rd</sup> reading and possible adoption.

The proposed amendments are to change the OCP land use designation from Rural Residential A to Residential, and to change the zoning from RU1 and Subdivision District E2 to a new Comprehensive Development zone CD4, with site specific regulations for lot size, layout and design of the development.

Highlights of the CD4 zone include the following. Only one dwelling is permitted on each of the 10 strata lots, and the size of the dwelling is limited to 30% of the lot area. The average strata lot size is limited to 500 m<sup>2</sup>. The majority of the strata lots will be clustered on the north and lower portion of the parcel, and at least 50% of the land will be reserved as common amenity and green space. Landscape buffers will be in place adjacent to ALR lands and road frontage.

The Senior Planner concluded his presentation.

*The Chair called a first time for submissions.*

## **PUBLIC SUBMISSIONS AT PUBLIC HEARING**

### **Jackson Wright, 1484 North Road, West Howe Sound**

Opposed to the proposed bylaw amendment for zoning at the subject property. Bought current property in 2016, family has resided on this stretch of land since 1960. Spoke to SCRD staff before purchasing current property and were assured at that time that the Bylaw and OCP was an indicator of the desired density for the area. Further densification in this area will certainly degrade the enjoyment of our property. The pandemic has turned life upside down, hard to thoroughly research the proponent's proposals. The proposal doesn't seem well planned. Current zoning can provide housing for the 10 individuals with a simple subdivision into two parcels and two homes on each.

### **Philip Chamberlain, 418 Parker Road, West Howe Sound**

Lives north of the subject parcel. Issues with the map presented, and ideas put forward here. Main issue is about the future development of Parker Road, and the visual buffer noted in the map provided is not a visual buffer and will be bulldozed in the future. That is part of the Parker Road expansion and is a right-of-way for the waterline/road improvements. Map needs improvement and is incorrect. I can't say I am in favour of this at this time.

### **Colleen O'Toole, 1457 North Road, Gibsons**

The applicant thanked Directors and staff for participating in the call and sharing ideas on the application tonight, wants to make the Sunshine Coast home and be good neighbours. Excited to develop the property responsibly with protection and conservation of the environment.

**Gail Hunt, 1148 Twin Isle Drive, West Howe Sound**

Neighbours to the development, familiar with the proponent's plans and attended the March 12 information meeting which was perceived well. The Sunshine Coast is a community of aging people, if we want to bring in more young people with jobs and economic activity, with neighbourhood and community spirit, this kind of project would be welcome in my neighbourhood; feels strongly that the proponent only has the neighbourhood in their best interest, and try to make housing affordable. No profit motive from this development, they want to live here and contribute to the community, are also environmentally friendly. No negatives in this proposal at all.

**Doug Baker, 1148 Twin Isle Drive, West Howe Sound**

An increase of densification on the Sunshine Coast is inevitable. Beyond the aging demographic, we live next to an elephant and that's Vancouver. Attended the March 12 information meeting, the CB4 zoning is where it's at, I think it's a golden opportunity to prepare for the future. The property before the proponent owned it, it was an eye sore to the community an embarrassment and it has been such an improvement to the property, is a mark of good faith since they purchased.

**Cathy Jennings, 1257 Point Road, West Howe Sound**

In support of this project and attended the information meeting in March, is familiar with the project. There's been an incredible amount of research by the proponents, and are very environmental aware. Vital to be all inclusive to all ages and this group of young people would be an asset to the community. Affordable housing is critical to enhancement to the area. This is a great opportunity to grow and an improvement for future needs. The development is a fresh idea and for us to grow in a positive direction.

*The Chair called a second time for submissions.*

**Jackson Wright, 1484 North Road, West Howe Sound**

Lives south of the subject property, has a personal opposition on this. Increased densification in the area, if the neighbourhood wants to see further densification then maybe baby steps could be taken, allowing full size second dwellings on smaller pieces of property. Doesn't need to be a subdivision sewn into a rural setting. People in favour of this aren't living directly in the area. Issues with the proposed development would be light pollution, increased traffic from the proposed 10 units, beginnings of concerns; I am opposed to this.

**Philip Chamberlain, 418 Parker Road, West Howe Sound**

Whether we want densification right here, it's going on in Gibsons and other places. Except right here we are amongst large parcels, can't say I am in favour of this. Proposal to allow a 2800 sq. ft house to be built on each lot, that is what I wanted to hear. I don't see this as being a gateway area.

**Robin O'Toole, 105-1135 Keyside Drive, New Westminster**

Observer of this process, having been to the property prior to purchase and put in hard labour helping the young group of individuals clean up and make marked improvements on the prior status of that property. The junk that was removed must be a blessing for those living nearby. The group of the individuals are not there to profit but to make it their home and a tight family knit group would come

together and be part of the community and have so much to add to the local community, would welcome them with open arms. They are environmentally minded with a great deal to offer and I would strongly encourage this as an opportunity for young professionals to enter the housing market which has been closed due to the high purchase costs. Speaks in favour, would encourage others to take a long positive look at this opportunity.

*The Chair called a third time for submissions.*

**Jackson Wright, 1484 North Road, West Howe Sound**

I live directly across the street from the subject property, unaware of the mess that was on the property as it could not be seen due to being an acreage prior to the new purchase. I struggle with the concept of building a subdivision. I am curious when the committee is weighing the pros and cons, is thought given to the pros and cons based on the 10 title holders or their direct family? Are there height restrictions? Are there restrictions for single storey? Will there be further restrictions on height, or privacy barriers? There will be visual impacts on my house.

**John Russell, 518 Parker Road, West Howe Sound**

Wants to know who is developing this property? Is Parker Road going to be improved as part of this subdivision? Sewage treatment is always front of mind, is there sewer in this new development, will they have to build their own sewage treatment plant? Still digesting the information, can't fault anyone who want to move here.

Staff answered there will be a community sewage treatment facility on the property.

**Colleen O'Toole, 1457 North Road, West Howe Sound**

Just want to answer the pervious question asked, we are a group of friends we met through a volunteer organization called Engineers Without Borders; we are a group of engineers, small business owners, carpenters, educators, cyclists, artists and adventurers. We are really excited for the potential for a place to live and are really focused on the inner connectiveness and relationships in this magical place of the Sunshine Coast. There's a strong connection, we aren't big developers, only first timers, just want to create a home for our families and keep our community together.

**Philip Chamberlain, 418 Parker Road, West Howe Sound**

Wanted to clarify there will be no road improvements at this time, communal sewage treatment in place, the applicants are good people. The matter is if we want densification.

**Jackson Wright, 4784 North Road, West Howe Sound**

Life has been turned upside down due to the pandemic, a lot of added stresses families are dealing with right now, we are struggling to keep a small business in Gibsons afloat. This isn't the time for making these decisions, people haven't had the opportunity to make this decision at all, people are distracted and it should be postponed until things get better and the community should defer this decision until people can focus on it.

## CLOSURE

The Chair called a final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed *Sunshine Coast Regional District West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020*. closed at 8:08 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:



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D. McMahon, Chair

---

G. Dixon, Recording Secretary

**From:**  
**To:** [Board Chair](#)  
**Cc:** [Dave Pady](#); [Yuli Siao](#)  
**Subject:** 1457 north road public hearing.  
**Date:** Tuesday, July 14, 2020 11:22:17 AM

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### External Message

My apologies if this matter does not concern you, though I have not been able to have clear communication regarding whom is ultimately responsible for making the decision on proposed zoning changes at 1457 north road.

I have registered to speak of my opposition to said zoning changes at tonight's public hearing, though I am unfamiliar with ZOOM, and unsure if my internet connection and/or devices are up to the task. Beyond the long list of reasons that this proposed zoning change is inappropriate (which I hope to speak on this evening) it is my view that this is not the time to be making a decision that has permanent impact on our community. The current situation with COVID-19 has left many of us with additional stresses and concerns for our families and businesses. All of our "free time" is dedicated to keeping a small business afloat through times of uncertainty and lack of available staff, all while caring for our young children as there is no available child care. This has made it virtually impossible to dedicate the time required to research the developers proposal, let alone the SCRD's process. Through conversations with my neighbours, I can say we are all in similar situations.

This decision should be postponed until property owners and tax payers right to be heard can be fully met.

Thank you for your time  
Jackson Wright  
1484 north road  
(Directly across the road from 1457 north rd)  
Sent from my iPhone

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

**From:**  
**To:** [Board Chair](#); [Dave Pady](#); [Yuli Siao](#);  
**Subject:** SCRD West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 Zoning Amendment to 1457 North Road, Gibsons, BC  
**Date:** Tuesday, July 14, 2020 11:07:26 AM

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## External Message

### To Whom it may concern,

I am writing this letter to express my opposition to the above zoning amendment proposed for 1457 North Road. Please forgive my ignorance to this process as I have never taken part in any zoning amendments or municipal meetings until this matter arose. I am unable at this point to reread through all the documentation that would be required to thoroughly present all the aspects of this project that I am whole heartily opposed to, as all my time and efforts are being put into making sure my business survives this pandemic. I have however already covered them in my previous written submissions to the Senior Planner, Yuli Siao. I have been assured that my letter and my neighbours letters will be included in the readings that I assume all Board Members should be reading before making a decision of this magnitude that permanently changes mine and my neighbours community. Quite a few of our neighbours are opposed to this but feel that it's not worth their time to submit their opinions as they won't ultimately be listened to. In my opinion this matter and any non essential matters should be being postponed until either the pandemic has subsided or at least the SCRD and our economy is running at a more reasonable capacity. If you are receiving this email and it doesn't concern you please disregard. It has been unclear as to where exactly our written submissions are to be sent, so I am sending it everyone on the SCRD's Board of Directors and everyone in the planning department. At the meeting that was held in the beginning of March the Developer admitted that they don't intend to start the building any of the houses for years to come and then when they do they will pick away at them one at a time. They are in no rush.....and neither am I to spend the foreseeable future listening to construction....one house at time.

This whole proposal is based on zoning that is available in Area E, but there's lots of differences in zoning that is available in Area E that is not available in Area F because Area F is meant to be more rural. At the meeting it was brought up that this zoning also allows for the residences to be used as offices, retail space and daycares (again forgive me as I haven't had a chance to reread the proposal as there were more uses too) This in no way shape or form should be allowed. The zoning in this area is supposed to ensure that the property across the street only inhabits up to 4 residences as that's what fits in with the area. The potential to have up to 50 people living and possibly running their businesses out of 4 acres is not and should not be allowed. This zoning does fit in other areas of the SCRD but should not be a blanket zoning that is now being used as a

precedent in areas it does not fit in or apply to.

I would like to express my frustration that with all my communications on this matter with the Senior Planner, Yuli Siao, I don't feel as though he cares how this affects my family and my neighbours. It has been very apparent from the beginning that he is in full support of this zoning amendment regardless of community response. All responses to our inquiries have been on the defensive even when we are just inquiring to the process. I have been very polite and careful how I word things despite how frustrated I have been up until now....at this point I just need to feel as though the SCRD is taking in account how our community will be affected. It is very disheartening as this matter effects the enjoyment of our property very much. I wholeheartedly hope that the Board does not just get swept up in all the key phases that litter this proposal on how innovative and sustainable it will be (it is very well worded as the majority of the Yeah Life Joint Venture are Engineers of some sort and have lots of experience writing proposals), instead for my family and my neighbours sake, please consider how this permanently changes this small pocket of rural so close to Gibsons.

Thank you for your time,  
Kasey Cochrane

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This email was scanned by Bitdefender

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

**From:**  
**To:** [Yuli Siao](#)  
**Cc:** [Mark Hiltz](#)  
**Subject:** 1457 North Rd10 lot strata meeting July 14/20  
**Date:** Tuesday, July 14, 2020 11:22:59 AM

---

External Message

Dear Sir

I write to you again, strongly against the current application for strata at 1457. I am concerned that my previous letter may not be forwarded to the voting council.

I am a lifetime Gibsons resident and have had family property involvement in the area in question for my entire adult life.

To allow special zoning changes on an inappropriately sized block of land , to assist ten non- resident investors in their own housing needs, is a slap in the face to those property owners already in the area that have worked to develop their rural life style and supported our tax base to date. I would suggest that any zoning changes considered should be ones that support subtle density changes in allowances for auxiliary dwellings on developed rural properties .

I am concerned that this application is being viewed as an idyllic communal living paradise, but in creating individual transferable lots, the future of this neighbourhood could change rapidly for the worse.  
I would presume that ten homes potentially could have ten separate home businesses. Taken to the extreme , and honouring the requirements of fire protection , work safe premises, parking and handicap access etc. the outcome would not be anything like the rural zoned area we cherish. Significant riders and amendments would need to be in place.

This application appears to be looking to be considered " neither fish nor fowl " . If this project evolves into a ten lot subdivision it must come complete with sidewalks , street lighting and adequate access and parking.....a concept, totally at odds with the zoning, property size, and desires of the neighbours.  
If the ten investors "do" want to live communally then an application for a structure big enough to house "all "should be the request. Not requiring separate legal lots and titles.  
The requested changes to zoning in this application only benefit the investors in this property and have a real potential to be detrimental.

I am also concerned that the property in question has ten owners voices ,and ,the perceived support of the planning department. The current health crisis and many peoples inability to use the technology required to participate in tonights meeting might cause a lop-sided public in-put. At the moment I do not feel that I can fully participate and am therefore not fairly represented.

I would prefer that the support of the Planning Department( in regards to non traditional , high density , or communal development ) be offered to home grown charities or organizations such as Habitat for Humanity etc.

Wayne Wright

618 Bay Rd.

Gibsons B.C.

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This email was scanned by Bitdefender

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



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** **Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption**

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### RECOMMENDATIONS

1. **THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption be received;**
  2. **AND THAT Zoning Amendment Bylaw No. 310.178, 2018 be forwarded to the Board for Third Reading and Adoption.**
- 

### BACKGROUND

On June 28, 2018, the SCRD Board adopted the following resolution:

201/18 **Recommendation No. 4** *Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge)*

The Planning and Community Development Committee recommended that the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of Second Reading be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be scheduled for 7:00 pm, July 17, 2018, at Eric Cardinal Hall, located at 930 Chamberlin Road, West Howe Sound;

AND FURTHER THAT Director Lebbell be delegated as the Chair and Director Winn be delegated as the Alternate Chair for the Public Hearing

The Bylaw received second reading on June 28, 2018. A public hearing was held on July 17, 2018. This report summarizes comments received from the public hearing, and recommends consideration of Third Reading and adoption of the Bylaw.

Substantial time has elapsed since the public hearing while the applicant worked through a road access issue (see Discussion below). Recognizing the amount of time that has past, for background information on the proposed development and the planning process preceding the public hearing, previous staff reports are provided in Attachments C and D.

## **DISCUSSION**

### *Public Hearing Summary*

Two members of the public attended the public hearing. The Report of a Public Hearing can be found in Attachment A. No written submission was received prior to the closing of the public hearing. While there was no objection to the proposed bylaw, the main issue of discussion at the hearing focused on the road access to the development. The following is a summary of the issue and discussion on how it is resolved.

### Road Access

Road access to the subject site is via a road easement that passes through a number of the Howe Sound Pulp and Paper Corporation (HSPPC)'s properties adjacent to the west and south. An easement agreement was entered into between HSPPC and the applicant (AJB Investments Ltd). HSPPC expressed concerns with the potential impact on the road and the safety and security of their properties by increased traffic which would be generated by the proposed tourist commercial development, and disputed the applicant's right to use the road for purposes other than forestry and construction. The applicant asked the SCRD to postpone consideration of third reading of the bylaw until the dispute is settled by arbitration.

The applicant recently provided the decision on the arbitration made on March 9, 2020. The arbitrator rules that AJB has in perpetuity non-exclusive, full, free and uninterrupted right to enter upon HSPPC lands at all times for the purpose of gaining access to and egress from the AJB lands with or without construction equipment over the easement. HSPPC has no further concerns.

With the road access dispute settled and site conditions and the original development proposal unchanged, staff recommend that the bylaw proceed to third reading and adoption.

## **STRATEGIC PLAN AND RELATED POLICIES**

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

## **CONCLUSION**

The public hearing indicated that overall there was no objection from the public to the proposed development. The recently completed arbitration resolves the remaining issue of road access to the development site.

Staff recommend that the Bylaw be presented to the Board for Third Reading and adoption.

**Staff Report to Planning and Community Development Committee – September 10, 2020**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption**

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*Attachments*

Attachment A – Report of a Public Hearing, July 17, 2018

Attachment B – Zoning Amendment Bylaw 310.178 for Third Reading and Adoption

Attachment C – February 8, 2018 staff report (consideration of first reading)

Attachment D – June 14, 2018 staff report (consideration of second reading)

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

**Attachment A**

**Public Hearing Report**

**SUNSHINE COAST REGIONAL DISTRICT**

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**REPORT OF A PUBLIC HEARING HELD AT**

Eric Cardinal Hall

930 Chamberlin Road, West Howe Sound, BC

July 17, 2018

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*Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018*

PRESENT:	Chair, Area D Director	Mark Lebbell
	Alternate Chair, Area F Director	Ian Winn
ALSO PRESENT:	Senior Planner	Yuli Siao
	Recording Secretary	G. Dixon
	Members of the Public	2
	Applicant	Hugh O'Dwyer

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**CALL TO ORDER**

The public hearing for *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* was called to order at 7:01p.m.

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCRD Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density. The Chair asked Yuli Siao, Senior Planner, Planning & Development, to introduce *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018*.

**PURPOSE OF BYLAW**

The Senior Planner began by stating that the subject property is located at: District Lot 2657 Group 1 New Westminster. North of Plowden Bay and northeast of Port Mellon.

The Bylaw Amendment process timeline was summarized as follows:

- Application received on December, 2017
- Proposed bylaw received First Reading on February, 2018
- Public Information Meeting held on April 16, 2018
- Agency Referrals took place in February and March, 2018. Referred agencies include West Howe Sound Advisory Planning Commission, Vancouver Coastal Health, FLNRORD, Managed Forest Council, Skwxwú7mesh Nation, Ministry of Transportation and Infrastructure.

**Staff Report to Planning and Community Development Committee – September 10, 2020**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption**

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- Proposed bylaw received Second Reading on June 28, 2018
- Public Hearing held on June 17, 2018
- Public Hearing Report and Recommendation for Third Reading will be considered at a future Planning and Community Development Committee.
- Consideration of Adoption at a future SCRD Board meeting.

**Proposed Rezoning Amendment**

The main purpose of the *Sunshine Coast Regional District Zoning Amendment Bylaw 310.178, 2018* is to rezone the southern portion of the subject parcel from RU2 (Rural Two) to C3 (Commercial Three) with site specific provisions to facilitate the development of a tourist resort to be known as the Plowden Eco Lodge.

**Previously Addressed Issues**

**Managed Forest:**

- The property is within a managed forest, the managed forest council has confirmed they have confirmed to remove the applicant's portion out of the managed forest.

**Road Access:**

- The property has boat and road access. The road access is through a forest service road, which passes through adjacent properties to the West.

**Other Channel Users:**

- All users are known to get along when using the channel waterways.

**Revised Bylaw for Second Reading Highlights**

- Portable structure: re-defined
- Eliminate confusion with "sleeping cabin"
- "Portable Cabin" means a building with a maximum floor area of 60 m<sup>2</sup> 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.
- Define duration of use
- No person shall occupy any portable cabins or camp sites for transient accommodation purposes for more than a total of 15 days in any calendar month.
- Auxiliary facilities: retail and office use, relate to the number of cabins and camp sites. Regulate the number of auxiliary facilities in correspondence to the number of cabins and camp sites.
- Restaurant, retail, service and office uses with a total gross floor area of 3 m<sup>2</sup> per campsite and 6 m<sup>2</sup> per portable cabin

**Conclusion**

The Senior Planner concluded his remarks, indicating that a report of this public hearing would be forwarded to a future Planning & Community Development Committee meeting.

## **PUBLIC SUBMISSIONS PRIOR TO PUBLIC HEARING**

The Senior Planner noted that no public submissions received before the public hearing.

## **PUBLIC SUBMISSIONS AT PUBLIC HEARING**

The Senior Planner concluded his presentation and the Chair called a first time for submissions.

**Mark Hiltz**

### **925 Stewart Road**

1. In the newspaper it said, a recycling facility would be located on site? Also, where would the generated waste go, to a local landfill or an off coast facility?
2. The public access at the end of Dunham Road, whether the crew boats would be using it as a pick up/staging area as well as parking, as parking is an issue.

The Senior Planner stated that some of the garbage will be composted onsite, recycling will be handled by hauling to private or SCRD facilities.

The Senior Planner stated that access to the applicant's property is through a forest service road.

**Hugh O'Dwyer (Applicant)**

### **21455 126 Avenue, Maple Ridge**

The applicant clarified that he doesn't know where Dunham Road is located, and that there is a road right of way access in place to access his property. There will also be boat access, eventually the lodge will offer 10-15% off to users who arrive and leave by kayak. Wouldn't want to exclude people who arrive by jet-ski, mountain bikes.

With regard to recycling measures, waste would be separated and then taken to the proper facilities, whether that be SCRD facilities or elsewhere. One thing we are trying to figure out is septic fields, and we are in conversation with a BC company.

**Alan Scalet**

### **3838 Port Mellon Highway**

Only concern is access to the site, determining whether or not they have a right of way as it will increase traffic passing through the pulp mill. The public has access to go up into the valley. This application will introduce more traffic through the site, our concerns are on safety and security.

The Chair called a second time for submissions

**Director Winn**

Any construction parameters or restrictions on what is classified as a portable cabin? Can it be a container, construction trailer, a yurt?

The Senior Planner stated that there is a zoning definition for portable cabin but it doesn't define how it should be constructed. The bylaw defines the maximum floor area to be 60m<sup>2</sup>, and the cabin can contain one of more habitable rooms, one set of cooking facilities and may be portable. Building regulations would apply.

**Hugh O'Dwyer, (Applicant)**

### **21455 126 Avenue, Maple Ridge**

The applicant clarified the structures will be built to the current BC Building code and will have CSA approval, units will be structurally sound.

**Staff Report to Planning and Community Development Committee – September 10, 2020**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption**

---

Director Winn noted to the applicant to supply the conceptual drawings to the Senior Planner for review.

The applicant will share the draft conceptual drawings of the portable cabin once a supplier is selected.

**Director Winn**

Is there a maximum number of people to occupy the portable cabin?

The Senior Planner stated that it is not defined in the bylaw.

**Hugh O'Dwyer (Applicant)**

**21455 126 Avenue, Maple Ridge**

The applicant gave a verbal concept of the 12' x 24' building.

**Hugh O'Dwyer (Applicant)**

**21455 126 Avenue, Maple Ridge**

The applicant addressed that there is a right of way on the land title, a copy of the right of way covenant will be passed on to the Senior Planner to insure what points of access are approved. The right of way approves access at any time. The gated access is free for public access.

**Senior Planner**

Can the applicant and Howe Sound Pulp and Paper supply confirmation that they have reviewed the right of way document and are satisfied with the terms of use? Staff are to receive a written statement regarding the agreement of the right of way from both parties.

**CLOSURE**

The Chair called a third and final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* closed at 7:26 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:



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Mark Lebbell, Chair



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G. Dixon, Recording Secretary

**Attachment B**            **Zoning Amendment Bylaw for Third Reading**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 310.178**

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018*.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
  - i. Renumber Sections 821.4, 821.5, 821.6 and 821.7 as Sections 821.5, 821.6 821.7 and 821.8 respectively.
  - ii. Insert the following Section immediately following Section 821.3:

821.4 Notwithstanding Section 821.1, the following provisions shall be applied to the south portion of District Lot 2657 Group 1 New Westminster District as depicted in Schedule A of Zoning Bylaw No. 310, 1987:

    - (1) Only the following uses are permitted:
      - (a) Campground with a maximum of 10 campsites per hectare
      - (b) A maximum of 5 portable cabins per hectare
      - (c) Restaurant, retail, service and office uses with a total gross floor area of 3 m<sup>2</sup> per campsite and 6 m<sup>2</sup> per portable cabin
      - (d) Home occupation
      - (e) Bed and breakfast
      - (f) Boat ramp
      - (g) Outdoor recreation
    - (2) “Portable Cabin” means a building with a maximum floor area of 60 m<sup>2</sup> 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.
    - (3) No person shall occupy any portable cabins or camp sites for transient accommodation purposes for more than a total of 15 days in any calendar month.
    - (4) A portable cabin shall not be considered an auxiliary building or structure.



**Staff Report to Planning and Community Development Committee – September 10, 2020**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge) – Public Hearing Report and Consideration for Third Reading and Adoption**

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(5) Notwithstanding Section 821.7, the parcel coverage of all buildings and structures shall not exceed 15%.

3. Schedule A of Zoning Bylaw No. 310, 1987 is hereby amended by rezoning the south portion of District Lot 2657 Group 1 New Westminster District from RU2 to C3, as depicted on Appendix A, attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this 22<sup>TH</sup> DAY OF FEBRUARY, 2018

READ A SECOND TIME this 28<sup>TH</sup> DAY OF JUNE, 2018

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this 17<sup>TH</sup> DAY OF JULY, 2018

READ A THIRD TIME this DAY OF MONTH YEAR

ADOPTED this DAY OF MONTH YEAR

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Corporate Officer

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Chair

Appendix A to Zoning Amendment Bylaw 310.178, 2018		
<p>Rezone the south portion (subject area) of District Lot 2657 Group 1 New Westminster District from RU2 to C3</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  Subject area                 </div>	<div style="text-align: right;"> </div>	
	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0; border-top: 1px solid black;"/> <p>Chair</p> </div> <div style="text-align: center;"> <hr style="width: 150px; border: 0; border-top: 1px solid black;"/> <p>Corporate Officer</p> </div> </div>	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – February 8, 2018

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of First Reading

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### RECOMMENDATIONS

**THAT** the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of First Reading be received;

**AND THAT** Zoning Amendment Bylaw No. 310.178, 2018 be forwarded to the Board for First Reading;

**AND THAT** Zoning Amendment Bylaw No. 310.178, 2018 be referred to the West Howe Sound Advisory Planning Commission, Skwxwú7mesh Nation, the Ministry of Forests, Lands, Natural Resource Operations & Rural Development, the Managed Forest Council, the Ministry of Transportation and Infrastructure and the Vancouver Coastal Health Authority for comment;

**AND FURTHER THAT** a Public Information Meeting be held with respect to Zoning Amendment Bylaw No. 310.178, 2018.

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### BACKGROUND

The SCRDR received a Zoning Bylaw amendment application for rezoning a portion of the subject property from RU2 to C3 to facilitate a tourist resort development known as the Plowden Eco Lodge located northeast of Port Mellon in Electoral Area F - West Howe Sound (Attachment A – Proposed Site Plan). Table 1 below provides a summary of the application.

*Table 1: Application Summary*

<b>Owner/Applicant:</b>	AJB Investments Ltd.
<b>Legal Description:</b>	District Lot 2657 Group 1 New Westminster District
<b>PID:</b>	008-075-743
<b>Electoral Area:</b>	Area F – West Howe Sound
<b>Civic Address:</b>	Not Applicable
<b>Parcel Area:</b>	165 Acres (66.8 hectares)
<b>Existing Land Use Zone:</b>	RU2 (Rural Two)
<b>Existing OCP Land Use:</b>	Not Applicable (outside of OCP boundaries)
<b>Proposed Use:</b>	Tourist accommodation and commercial on southern portion
<b>Proposed Land Use Zone:</b>	C3 (Commercial Three) for southern portion
<b>Proposed OCP Land Use Designation:</b>	None

### *Site and Surrounding Uses*

The subject property (Figures 1 & 2) is located at Plowden Bay and northeast of Port Mellon. Plowden Bay was the site of an old log launching area. The property is accessible by vehicle through a forest service road which winds through the Howe Sound Pulp and Paper Corporation properties. It can also be accessed from the ocean via the launching area. The terrain generally slopes down from the hillside on the north towards the coastline on the south. The property is surrounded mostly by rural parcels and borders the Thornbrough Channel to the south.

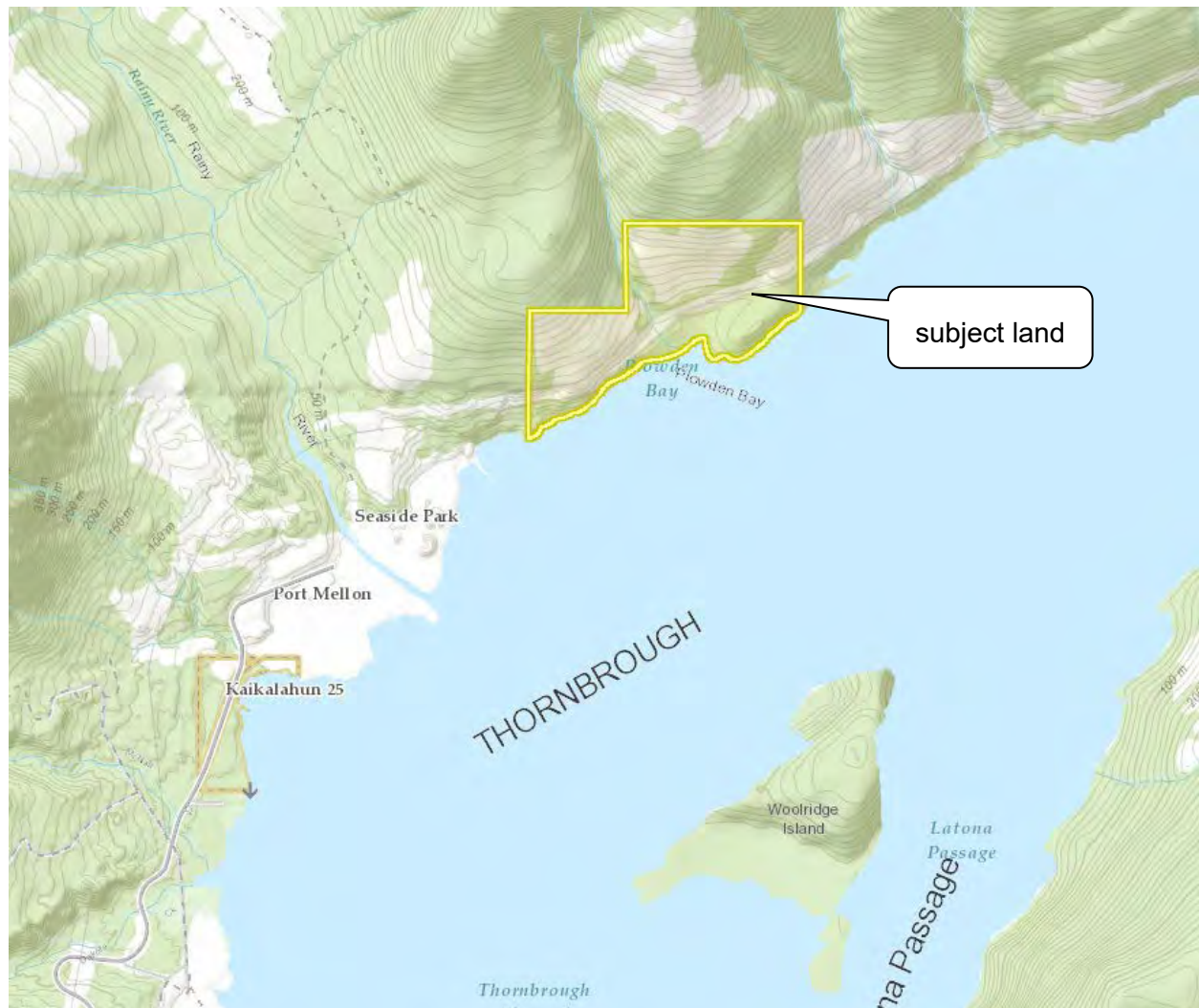


Figure 1 Location of subject land



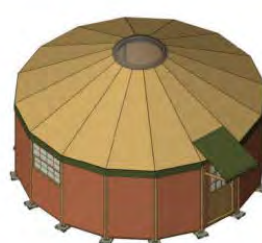


Figure 2 Aerial photo of subject land

### *Proposed Uses*

The applicant proposes to develop an ecologically sustainable resort on a 6.6-hectare strip of the parcel along the coastline. The resort will offer temporary dwellings (sleeping cabins), campgrounds, a boat launching dock, an operator's residence, organized tours, and limited auxiliary retail and services. Wind and solar energy will be used to power the resort. The sleeping cabins (Figure 3) will be portable structures in the form of a container, yurt or tent that are designed to blend in with the coastline. On-site wells, a communal septic system and a recycling depot will also be provided.

Figure 3 Examples of sleeping cabins





## DISCUSSION

### *Official Community Plan Policies*

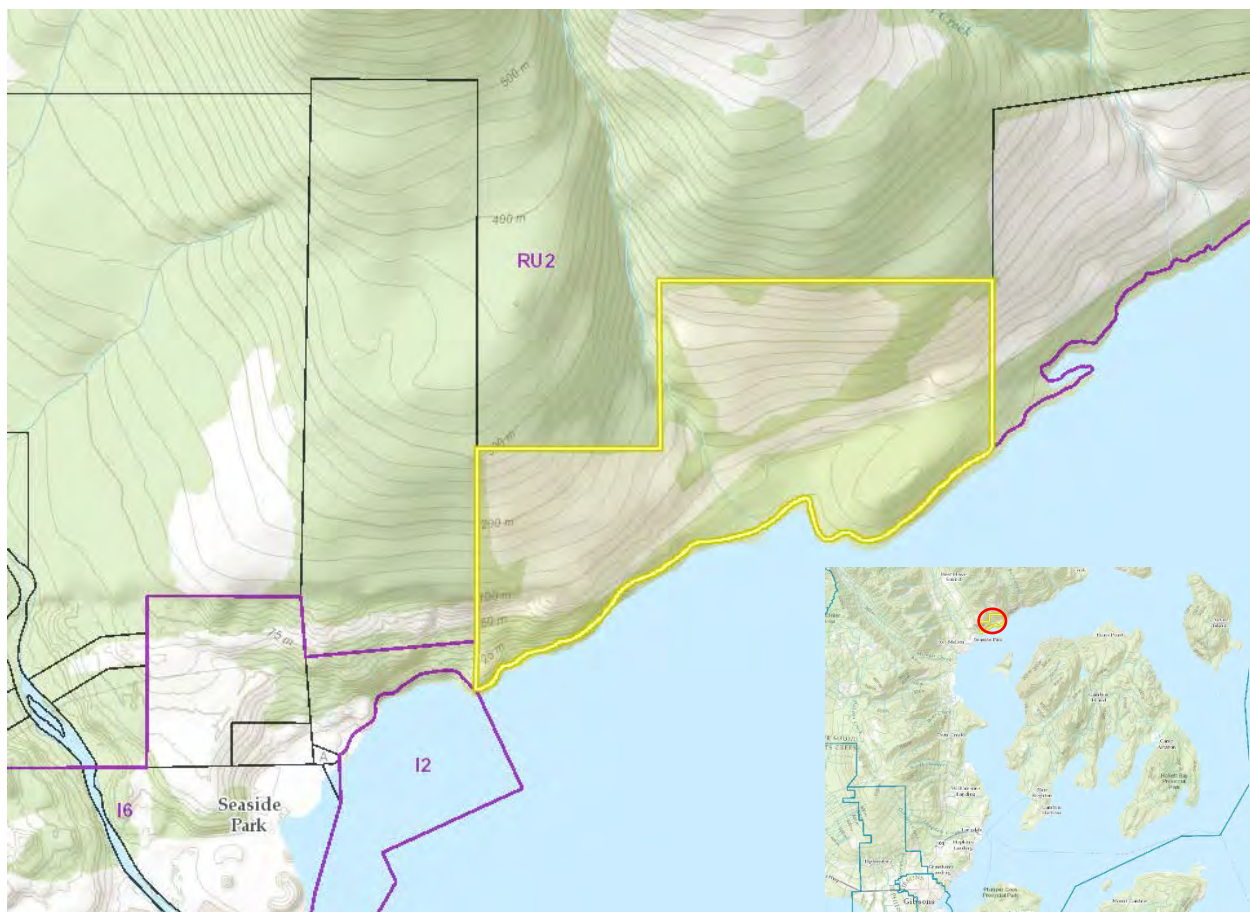
The parcel is outside of any Official Community Plan (OCP) boundaries and therefore is not governed by any policies of these plans. The lands are zoned RU2 (Rural Two) under Zoning Bylaw No. 310, which regulates land uses on lands outside of OCP boundaries.

Additionally, geotechnical reconnaissance has identified areas in the subject parcel and surrounding parcels that have potential coastal flooding, slope stability and creek side erosion hazards. While the parcel is not within any OCP boundaries, geotechnical studies to address those hazards could be required for the development of the proposed project.

### *Zoning Bylaw No. 310 Land Use Designations*

Under Zoning Bylaw No. 310, the subject property is zoned Rural Two (RU2) (Figure 4). The RU2 zone permits a wide range of rural land uses such as agriculture, horticulture, forest management, dwelling, home occupation, bed and breakfast accommodation, campground, livestock keeping, animal shelter, manufacturing, vehicle repair and maintenance, etc.

Figure 4 Map showing zoning



Most of these permitted uses are unsuitable for the proposed tourist resort since this proposal is more than a simple camping facility. Therefore a zoning amendment is required to accommodate the proposed development. The applicant proposes to rezone the southern portion of the parcel proposed for the development to C3 (Commercial Three). The C3 zone permits a range of tourist oriented commercial and accommodation uses, such as motel, lodge, campground, marina, restaurants, tourist information centre, auxiliary retail, service and dwelling, etc. This zone can accommodate the proposed uses for the resort, but the full range of permitted uses in the C3 zone are too broad and intense for the scope of this development, and are not appropriate for this particular site.

The subject site is located near the Port Mellon industrial area, particularly, adjacent to the Howe Sound Pulp and Paper Corporation properties and a number of industrially zoned parcels to the southwest. The property itself is a registered Private Managed Forest accessed through a forest service road. A full range of C3 commercial uses are not compatible with the surrounding uses. Without significant improvement of roads and other infrastructure, the more intense commercial activities such as motel, marina and tourist information centre permitted by the C3 zoning will likely have conflict with adjacent forestry and industrial operations.

Therefore, staff recommend narrowing the scale and uses of the C3 zoning by setting special provisions that are tailored to the proposed development for the site. This will make the development more compatible with the surrounding uses. Similar to other recent proposals for sleeping units staff also recommend specific regulations to discourage long-term accommodation as primary use on the property. These provisions can be summarized as follows:

**Definition:**

“Sleeping Cabin” means a building with a maximum floor area of 60 m<sup>2</sup> that may contain one or more habitable rooms and one set of cooking and sanitary facilities, used to accommodate one or more persons for a period of one month or less in any calendar year.

**Permitted uses:**

1. Campground with a maximum of 10 campsites per hectare
2. A maximum of 5 sleeping cabins per hectare
3. Restaurant, retail, service and office uses with a total floor area of 150 m<sup>2</sup>
4. One single family dwelling
5. Home occupation
6. Bed and breakfast
7. Boat ramp

**Parcel Coverage:**

Maximum 15% for all buildings and structures

***Forest Management***

According to the applicant, the property was purchased by AJB Investments Ltd. from Canfor. It contains a registered Private Managed Forest. Canfor harvested timber from areas of the parcel suitable for harvesting before the purchase, and the land has since been replanted. All aspects of the Private Managed Forestry are now managed by AJB.

The area intended for rezoning does not contain timber suitable for harvesting because of the steep costal terrain. Using this area for tourist accommodation and commercial activities is



perceived to have no significant impact on the overall forest management of the property. The applicant intends to withdraw this area from the Private Managed Forest program if the B.C. Managed Forest Council determines that the withdrawal is necessary in order to allow the tourism development to proceed. The rezoning application will be referred to the Ministry of Forests, Lands, Natural Resource Operations & Rural Development and the Managed Forest Council. Their comments will inform SCRD's decision on the rezoning application with respect to the suitability of the proposed uses and their impacts on forest management on the property and surrounding areas.

#### *Servicing and Development Considerations*

The property is outside of areas serviced by SCRD water system, refuse collection and fire protection. Sewage treatment and water supply will be handled by an on-site communal septic system and wells. The water and sewerage systems will be reviewed by the Vancouver Coastal Health Authority. Refuse and other solid waste can be handled by on-site recycling and self-hauling to private or SCRD facilities. Construction of the tourist resort facilities will require building permits pursuant to the BC Building Code. The SCRD does not provide fire protection for the property. Fire protection for the property is the responsibility of the property owner.

#### *Organization and Intergovernmental Implications*

This application will be referred to the West Howe Sound Advisory Planning Commission, Skwxwú7mesh Nation, the Ministry of Forests, Lands, Natural Resource Operations & Rural Development, the Managed Forest Council, the Ministry of Transportation and Infrastructure, and Vancouver Coastal Health Authority for comment. Feedback from these agencies will help the SCRD to evaluate of this proposal from different perspectives such as forestry, transportation, environment, culture, access, safety and health, and further refine the zoning amendment bylaw.

#### *Timeline for next steps*

A public information meeting will be organized and consultation with agencies and First Nations will ensue.

Comments received from the consultation process and public information meeting will be incorporated into a future staff report to the Planning and Community Development Committee with recommendations for Second Reading of the bylaws and a public hearing to be arranged. After the public hearing conditions of final approval can be presented to the SCRD Board. At that time the Board can decide if it wishes to proceed with adoption of the zoning amendment.

#### *Communication Strategy*

Information on this application will be posted on the SCRD website. The public information meeting will be advertised in the local newspaper and notices will be sent to property owners within 100 metres of the site and the Howe Sound Pulp and Paper Corporation whose properties contain parts of the access road to the subject site.

## STRATEGIC PLAN AND RELATED POLICIES

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

- Incorporate land use planning and policies to support local economic development.
- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.

The subject of this report is also aligned with the following land use principles of the Regional Sustainability Plan: ‘We Envision’ for the Sunshine Coast:

- We envision a continued vitality in the urban-wild dynamic, unique to our region, through the conservation and enhancement of biodiversity, natural spaces, parks and recreation opportunities for all residents.

## CONCLUSION

The proposed tourist resort is in line with the SCRD’s strategy of promoting economic and sustainable development and tourism. The development will take advantage of its scenic location between the ocean and the forested uplands which is appropriate for a wilderness accommodation and recreation establishment.

The proposed zoning amendment will facilitate yet limit the scope of the development in order to minimize conflict with adjacent industrial, forestry and rural uses. Staff recommend that the bylaw be presented to the Board for first reading.

### *Attachments*

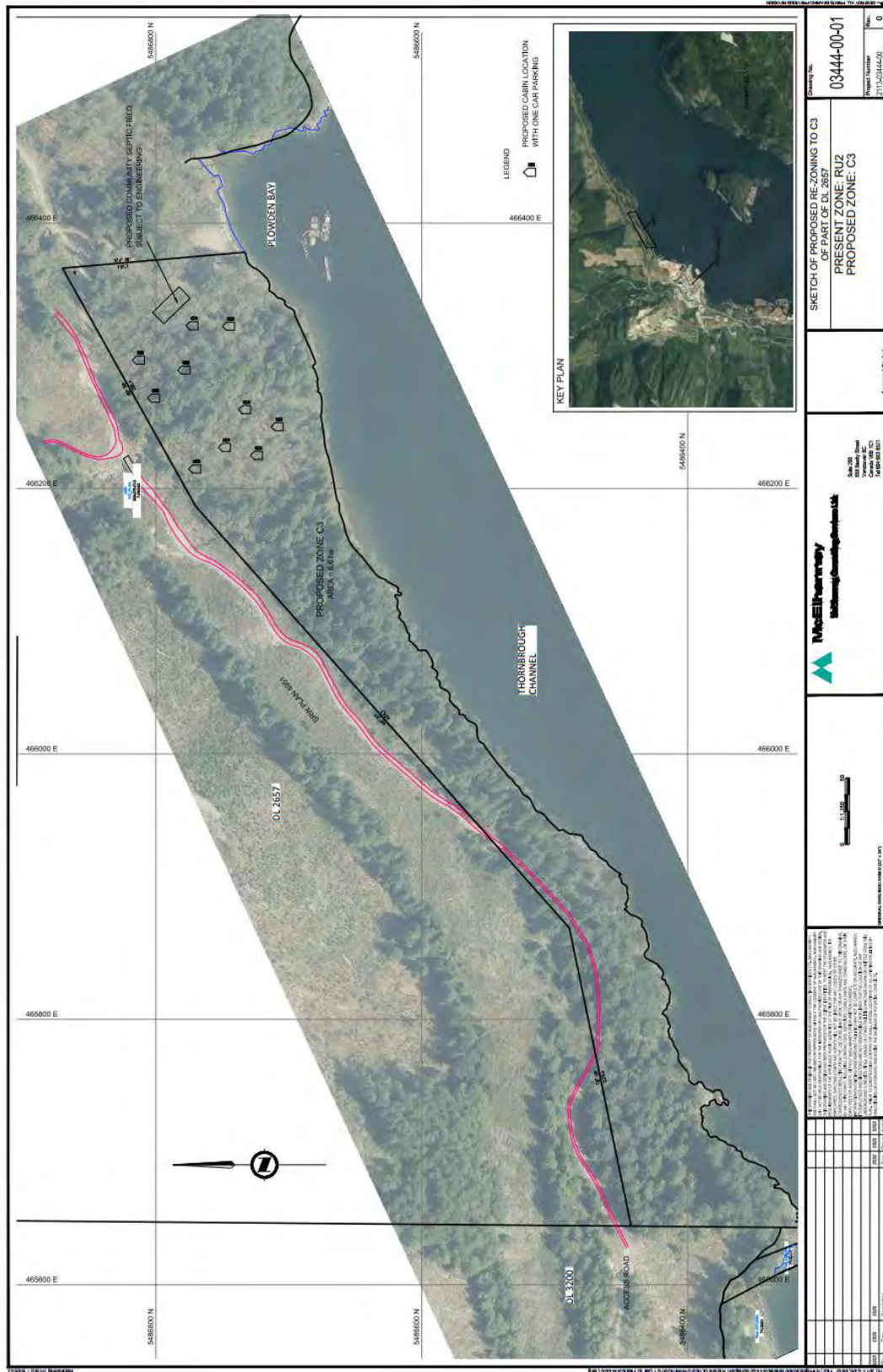
Attachment A – Proposed Site Plan

Attachment B – Proposed Zoning Amendment Bylaw for First Reading

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Other	

Attachment A

Proposed Site Plan



**Attachment B                      Proposed Zoning Amendment Bylaw for First Reading**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 310.178**

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as the Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
  - i. Renumber Sections 821.4, 821.5, 821.6 and 821.7 as Sections 821.5, 821.6 821.7 and 821.8 respectively.
  - ii. Insert the following Section immediately following Section 821.3:

821.4 Notwithstanding Section 821.1, the following provisions shall be applied to the south portion of District Lot 2657 Group 1 New Westminster District as depicted in Schedule A of Zoning Bylaw No. 310, 1987:

    - (1) “Sleeping Cabin” means a building with a maximum floor area of 60 m<sup>2</sup> that may contain one or more habitable rooms and one set of cooking and sanitary facilities, used to accommodate one or more persons for a period of one month or less in any calendar year.
    - (2) Only the following uses are permitted:
      - (a) Campground with a maximum of 10 campsites per hectare
      - (b) A maximum of 5 sleeping cabins per hectare
      - (c) Restaurant, retail, service and office uses with a total floor area of 150 m<sup>2</sup>
      - (d) One single family dwelling
      - (e) Home occupation
      - (f) Bed and breakfast
      - (g) Boat ramp
    - (3) Notwithstanding Section 821.7, the parcel coverage of all buildings and structures shall not exceed 15%.

3. Schedule A of Zoning Bylaw No. 310, 1987 is hereby amended by rezoning the south portion of District Lot 2657 Group 1 New Westminster District from RU2 to C3, as depicted on Appendix A, attached to and forming part of this bylaw.

### PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

READ A SECOND TIME this DAY OF MONTH YEAR

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this DAY OF MONTH YEAR

READ A THIRD TIME this DAY OF MONTH YEAR

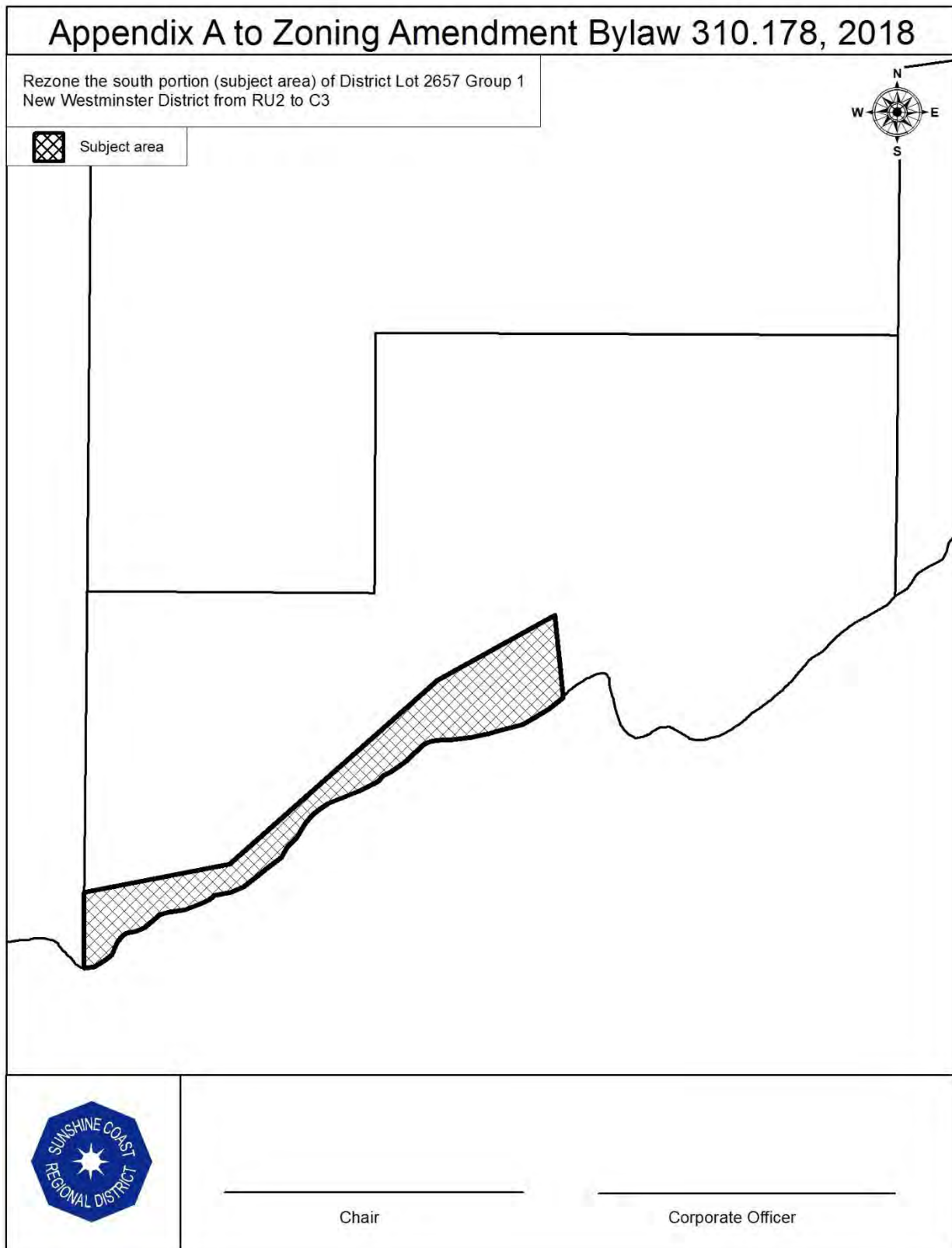
ADOPTED this DAY OF MONTH YEAR

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Corporate Officer

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Chair



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – June 14, 2018

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** **Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of Second Reading**

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### RECOMMENDATIONS

**THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of Second Reading be received;**

**AND THAT Zoning Amendment Bylaw No. 310.178, 2018 be forwarded to the Board for Second Reading;**

**AND THAT a public hearing to consider Bylaw 310.178 be scheduled for 7:00 pm, July 17, 2018, at Eric Cardinal Hall, located at 930 Chamberlin Road, West Howe Sound;**

**AND FURTHER THAT Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair for the public hearing.**

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### BACKGROUND

On February 22, 2018, the SCRD Board adopted the following resolution:

075/18    **Recommendation No. 12**    *SCRD Zoning Amendment Bylaw No. 310.178, 2018*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of First Reading be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be referred to the following agencies for comment:

- i. West Howe Sound Advisory Planning Commission;
- ii. Skwxwú7mesh Nation;
- iii. Ministry of Forests, Lands, Natural Resource Operations & Rural Development;
- iv. Managed Forest Council;
- v. Ministry of Transportation and Infrastructure;
- vi. Vancouver Coastal Health Authority.

AND FURTHER THAT a Public Information Meeting be held with respect to *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018*.

Pursuant to the Board's resolution, the bylaw was referred to agencies for comments, and a public information meeting was held. This report summarizes comments received from the referrals and public information meeting, and recommends second reading of the bylaw and the holding of a public hearing.

The subject development site is located northeast of Port Mellon. The closest community hub - the Langdale Village core is approximately 11 km (direct distance) to the south.

## **DISCUSSION**

### *Referral Comments*

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

<b>Referred Agency</b>	<b>Comments</b>
West Howe Sound Advisory Planning Commission	<p>The West Howe Sound APC recommended that SCRD Zoning Bylaw Amendment No. 310.178, 2018 – Plowden Eco Lodge be supported for the following reasons:</p> <ul style="list-style-type: none"><li>• Support the direction towards ecotourism.</li><li>• It should not be difficult to remove the land from Private Managed Forest Lands as the property has high visibility and likely would not be logged.</li><li>• Support for the SCRD staff suggestion to narrow the scale and uses of the C3 zoning “by setting special provisions tailored to the proposed development for the site”, as described in the staff report.</li></ul>
Skwxwú7mesh Nation	No comments received.
Ministry of Forests, Lands, Natural Resource Operations & Rural Development	No comments received.
Ministry of Transportation and Infrastructure	<p>The proposed bylaw amendment affects a parcel that is greater than 800 metres from a Controlled Access Highway; therefore, the Ministry's interests are unaffected. However, the Ministry has the following comment to provide: The Ministry encourages the District to consider the volume of traffic that is expected from the Eco Lodge in order to ensure the access and forest service road are safe for the travelling public, and sufficient for the intended use.</p>
Vancouver Coastal Health Authority	No comments received.



Managed Forest Council	The Managed Forest Council has accepted the applicant's management commitment amendment dated March 13, 2018 to remove a portion of a parcel from MF 360. The amendment complies with the Private Managed Forest Land Act and regulations. The Council advises BC Assessment that the identified portion of the parcel is no longer subject to a management commitment. The Council advises the SCRD that the identified portion of the parcel is no longer subject to the Private Managed Forest Land Act and regulations.
------------------------	---

### *Public Information Meeting*

A public information meeting was held on April 16, 2018. The applicant, SCRD staff, the Area Director, three area residents and three representatives of the Howe Sound Pulp and Paper Corporation attended the meeting. A number of topics were discussed regarding the background, purpose, design, layout and operation of the development. There was no objection to the application by any of the attendants. The meeting notes can be found in Attachment A.

### *Discussion of Key Topics*

The following is a summary of key topics that are relevant to the proposed zoning amendment.

#### Structure for Tourist Accommodation

As discussed in the previous report introducing this application, the proposed tourist resort will use portable pre-fabricated tourist accommodation buildings that contain sleeping quarters, cooking and sanitary facilities. Such buildings were defined as "Sleeping Cabin" in the bylaw for first reading. The term "Sleeping Cabin" is not defined in the current zoning bylaws, but a similar term "Sleeping Unit" is. To prevent confusion in terminology and capture the unique nature of small and movable shelters, it is recommended that they be defined as "Portable Cabin" specifically for this zoning amendment. Detail of the definition is as follows.

"Portable Cabin" means a building with a maximum floor area of 60 m<sup>2</sup> 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.

To further define the temporary nature of tourist accommodation on this specific site and how the term "Portable Cabin" is interpreted in the context of the zoning bylaw, the following regulations are recommended to be incorporated into the revised bylaw (Attachment B) for second reading:

- No person shall occupy any portable cabins or camp sites for transient accommodation purposes for more than a total of 15 days in any calendar month.
- A portable cabin shall not be considered an auxiliary building or structure.

### Managed Forest

The BC Managed Forest Council has accepted the applicant's request to remove the southern strip of the property from a managed forest (MF 360). The land may now be used for purposes other than forestry.

### Potential Conflict with Other Users

Questions were raised regarding potential conflict on the water between recreational users and nearby forestry activities such as log float. A similar issue was discussed during the new Twin Creeks OCP review process, and the feedback was that all users appeared to get along well. There are other existing docks, beaches and parks along the Thornbrough Channel, and the waterway is a public space shared by many users including commercial and industrial users and recreational boaters and kayakers, etc. The channel has sufficient space to accommodate many users, and as long as caution is taken, potential conflict can be avoided.

### Road Access

Road access to the subject site is via a forest service road traversing a number of the Howe Sound Pulp and Paper Corporation's properties to the west and south. The applicant has provided right-of-way documents defining the applicant's right to use the road for access. With both water and road access available to the site, this tourist development of a limited scope is not expected to generate a significant amount of road traffic or cause conflict with adjacent areas.

### Auxiliary Facilities and Outdoor Recreation

As indicated by the applicant, the development will occur incrementally. The auxiliary facilities such as reception, service, office and retail will be developed gradually as the number of cabins and camp sites increase. Therefore instead of setting the total maximum gross floor area for those uses on the entire site, it is more appropriate to define the allowable gross floor area that relates to the number of existing cabins and camp sites. It is recommended that the maximum total gross floor area for restaurant, retail, service and office uses be set to 3 m<sup>2</sup> per campsite and 6 m<sup>2</sup> per portable cabin. When the site is built out, with a maximum of 66 campsites and 33 cabins, a total of 396 m<sup>2</sup> of those uses would be permitted.

Additionally, outdoor recreational activities proposed by the applicant should be clearly defined as permitted uses in the bylaw, such as zip lining and tree climbing.

### *Timeline for next steps*

If the Board gives the bylaw Second Reading, a public hearing will be organized. Comments received from the public hearing as well as recommendations for any conditions will be incorporated into a staff report to the Planning and Community Development Committee for consideration of Third Reading of the Bylaw. At that time the Board can make a decision on the final approval of the Bylaw.

### *Communication Strategy*

Information on this application will be posted on the SCRD website. The public hearing will be advertised in the local newspaper and notices will be sent to property owners within 100 metres of the site.

## **STRATEGIC PLAN AND RELATED POLICIES**

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

- Incorporate land use planning and policies to support local economic development.
- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.

The subject of this report is also aligned with the following land use principles of the Regional Sustainability Plan: ‘We Envision’ for the Sunshine Coast:

- We envision a continued vitality in the urban-wild dynamic, unique to our region, through the conservation and enhancement of biodiversity, natural spaces, parks and recreation opportunities for all residents.

## **CONCLUSION**

Following the first reading of Zoning Amendment Bylaw No. 310.178, the referral process and the public information meeting had gathered feedback from agencies, members of the public as well as the applicant. The proposed development is generally supported by the public and agencies.

A number of issues including definition of portable cabin, road access, conflict with other users, auxiliary facilities and outdoor recreation are addressed in this report.

Revisions to enhance the bylaw are recommended for consideration of second reading to be followed by a public hearing.

### *Attachments*

Attachment A – Public Information Meeting Notes

Attachment B – Revised Zoning Amendment Bylaw for Second Reading

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Other	

## **Attachment A**

## **Public Information Meeting Notes**

### Overview

- Hugh O' Dwyer(Applicant) provided a macro overview of the intended use of the property
- Hugh explained the location on the property that is intended to be utilized
- Hugh explained the approach from a community based sustainability perspective and the types of synergies that the resort anticipated would be a big part of the future success (e.g. integrating other tourist business into the Plowden bay resort like whale watching, trail walking kayaking)
- A discussion was held in general terms with regard to solar and wind opportunities
- The range of construction options that could be used was discussed and the challenges / opportunities for them
- It was a given, that were possible local labor and vendors will be used for the construction activities. The challenges and opportunities for this was also discussed in general terms
- A very approximate cost analysis was discussed in regard to the lodge (the hoteling component), just so the group could understand how it integrated with the previous construction discussions
- Possible locations of septic fields and other septic options were discussed
- Access from the water and existing ROW was discussed
- Potable water options (drilling also discussed)

### Actions:

- Applicant will provide the property neighboring representatives the parcel ID numbers or other documents that verifies the in situ ROW.
- Yuli Siao (SCRD Planner) will provide Applicant some clarification on permissible building locations within the intended zoning

### Summary:

Once the project description was over, most of the evening was spent discussing things in general terms. One attendee was very knowledgeable of the land or region having explored the region for many years and provided some great historic insights to the area.

**Attachment B**      **Revised Zoning Amendment Bylaw for Second Reading**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 310.178**

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018*.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
  - i. Renumber Sections 821.4, 821.5, 821.6 and 821.7 as Sections 821.5, 821.6 821.7 and 821.8 respectively.
  - ii. Insert the following Section immediately following Section 821.3:

821.4 Notwithstanding Section 821.1, the following provisions shall be applied to the south portion of District Lot 2657 Group 1 New Westminster District as depicted in Schedule A of Zoning Bylaw No. 310, 1987:

    - (1) Only the following uses are permitted:
      - (a) Campground with a maximum of 10 campsites per hectare
      - (b) A maximum of 5 portable cabins per hectare
      - (c) Restaurant, retail, service and office uses with a total gross floor area of 3 m<sup>2</sup> per campsite and 6 m<sup>2</sup> per portable cabin
      - (d) Home occupation
      - (e) Bed and breakfast
      - (f) Boat ramp
      - (g) Outdoor recreation
    - (2) “Portable Cabin” means a building with a maximum floor area of 60 m<sup>2</sup> 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.
    - (3) No person shall occupy any portable cabins or camp sites for transient accommodation purposes for more than a total of 15 days in any calendar month.
    - (4) A portable cabin shall not be considered an auxiliary building or structure.

(5) Notwithstanding Section 821.7, the parcel coverage of all buildings and structures shall not exceed 15%.

3. Schedule A of Zoning Bylaw No. 310, 1987 is hereby amended by rezoning the south portion of District Lot 2657 Group 1 New Westminster District from RU2 to C3, as depicted on Appendix A, attached to and forming part of this bylaw.

### PART C – ADOPTION

READ A FIRST TIME this 22<sup>TH</sup> DAY OF FEBRUARY, 2018

READ A SECOND TIME this DAY OF MONTH YEAR

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this DAY OF MONTH YEAR

READ A THIRD TIME this DAY OF MONTH YEAR

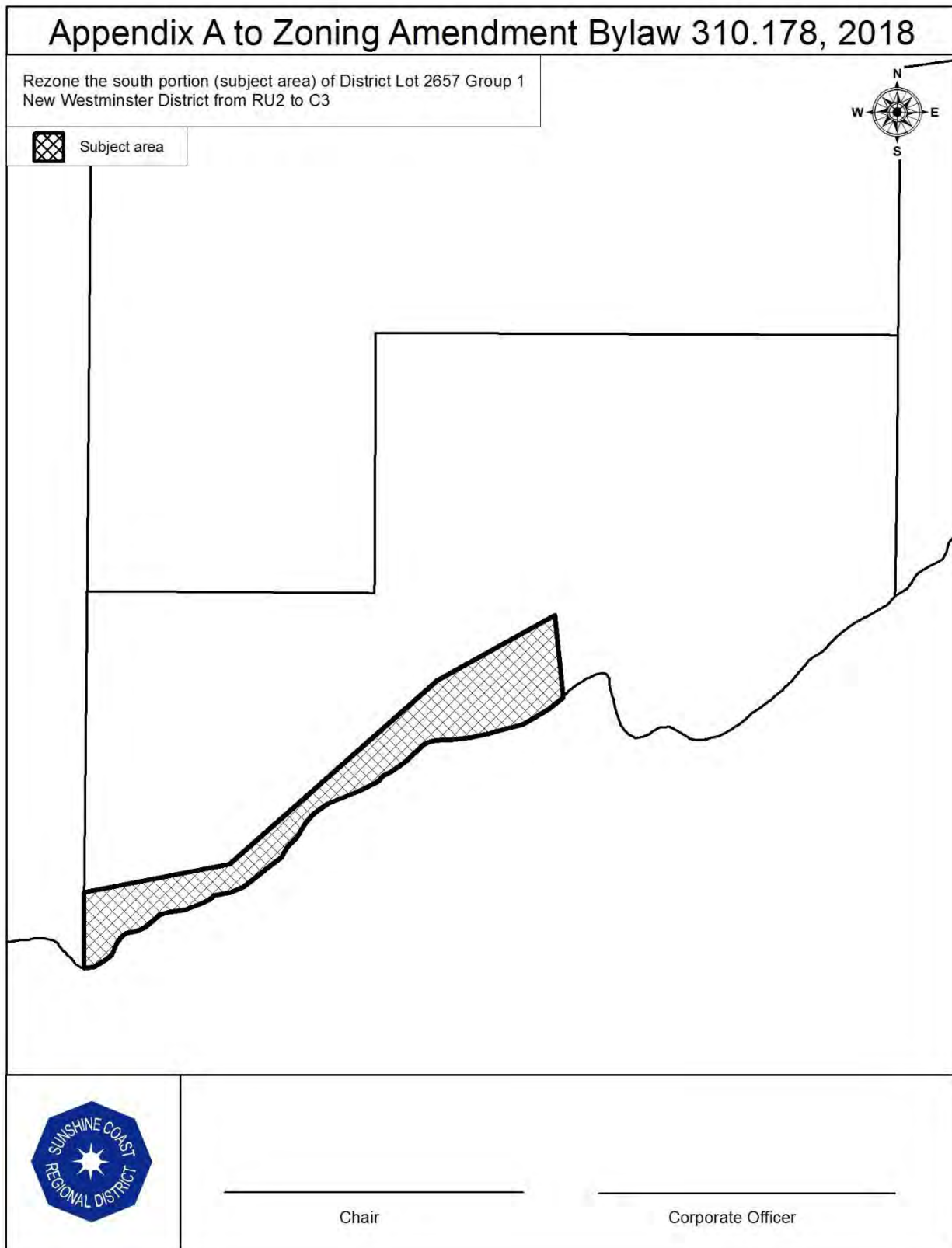
ADOPTED this DAY OF MONTH YEAR

---

Corporate Officer

---

Chair



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Development Variance Permit Application DVP00064 (PODS)

---

### RECOMMENDATIONS

**THAT** the report titled Development Variance Permit Application DVP00064 (PODS) be received;

**AND THAT** Development Variance Permit DVP00064 to vary Zoning Bylaw No. 337 Section 1146.2(d) to reduce the required setback from the natural boundary of the ocean, from 15 m to 13 m for the roof overhangs of proposed buildings and to reduce the required setback from 15 m to 7.5 m for the underground water storage tank be issued subject to:

- i. Comments from shíshálh Nation be received and addressed within the 60-day referral period.
- 

### BACKGROUND

The SCRD received a Development Variance Permit application to reduce the setback from the natural boundary of the ocean from 15 m to 13 m for the roof overhangs of buildings, and to 7.5 m for the underground water storage tank on the property of the Pender Harbour Ocean Discovery Station (PODS). The proposed building plans are included in Attachment A. Table 1 below provides a summary of the application.

*Table 1: Application Summary*

<b>Owner/Applicant:</b>	Ruby Lake Lagoon Society
<b>Legal Description:</b>	PARCEL 1 DISTRICT LOT 1543 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP960
<b>PID:</b>	027-738-515
<b>Electoral Area:</b>	Area A
<b>Civic Address:</b>	4150 Irvines Landing Road
<b>Parcel Area:</b>	0.64 hectares (1.58 Acres)
<b>Existing Land Use Zone:</b>	PA4D (Research and Assembly
<b>Existing OCP Land Use:</b>	Public use and utilities
<b>Proposed Use:</b>	PODS development



Figure 1 - Location Map



The subject parcel is located in the Irvines Landing neighbourhood in Pender Harbour. The property is surrounded by rural and residential parcels on the east, north and west sides.

The purpose of this report is to provide information on the application and obtain direction from the Planning and Community Development Committee on moving forward.

## DISCUSSION

### *Analysis*

#### Zoning Bylaw No. 337

Section 1146.2(d) of the zoning bylaw requires a minimum setback of 15 m from the natural boundary of the ocean for any building or structure.

The purpose of the variances is to accommodate the design of the overhang of the shell-like roofs projecting 2 m into the required setback area, and to allow additional water supply for the aquariums in an underground storage tank located south of the buildings and encroaching 7.5 m into the setback area. The following diagram illustrates the proposed setback variances.

The roof overhang, suspended in the air at a height of 13 m, and the water storage tank, being buried underground, do not appear to have any negative impact on the surrounding environment.



Development Permit Area for Coastal Flooding

The PODS buildings and underground water storage tank are partially located within a development permit area for coastal flooding. The applicant has applied to the SCRD for a development permit which satisfactorily addresses coastal flooding hazards, safety measures and flood construction levels and indicates no impact on the buildings and underground water storage tank. No other development permit areas are identified in the OCP for the subject lands.

Applicant's Rationale

The reason for the building's location resulting in the need for the roof overhang projection is to avoid interfering with the existing sewage pipe easement serving the adjacent Pender Harbour Landing subdivision that crosses the mid-section of the parcel. The reason for the underground water storage tank is to supply sufficient water to the aquariums which have a high water demand. Rain water storage will also reduce demand on SCRD water supply.

*Consultation*

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

<b>Referral Agency</b>	<b>Comments</b>
SCRD Building Division	No concerns
shíshálh Nation	Referred on August 11, 2020. No response received to date.
Advisory Planning Commission	The APC did not make a recommendation.
Neighbouring Property Owners/Occupiers	Notifications were distributed on August 28, 2020 to owners and occupiers of properties within a 100m radius of the subject property. No comments received to date.

The applicant attended the APC meeting and addressed questions regarding rationale for the variance, natural boundary of the ocean, existing sewer easement, geo-technical study of the site, and the presence of hardship. A number of facts are reiterated herein to address these questions.

The natural boundary of the parcel is identified as the parcel's legal boundary in both the recent survey plan and existing legal plan. The fill area in Joe Bay is also identified in both plans, but the fill boundary is not recognized as a new natural boundary, because the stability and permanency of the fill area have not been certified by geotechnical and hydraulic studies. Therefore the required setback to a building is based on the legal and natural boundary in the current plans.

The existing sewer pipe easement is located in the mid-section of the parcel and the proposed location of the building is to avoid interference with the easement. A geo-technical study for the entire site was completed and provided to support the zoning and OCP amendment for the PODS development which has been approved by the Board. Aside from a development permit area for coastal flooding for the foreshore portion of the parcel, there is no geo-technical development permit area on the parcel identified or required by the OCP. A development permit to address

coastal flooding issues has been reviewed by the SCRD with no concerns with respect to the requested variances. Different than a Board of Variance application, consideration of a development variance permit is not confined to the presence of hardship, but rather a broader range of matters, such as design, function and technical issues as discussed above.

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

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*. The province has approved heritage permits for the site and the applicant's archaeological consultants will continue work on the site to ensure terms and conditions of the permits are met.

#### *Options / Staff Recommendation*

Possible options to consider:

**Option 1: Issue the permit.**

This would authorize the applicant to proceed with constructing the proposed buildings and water storage tank. Planning staff consider this option would support the proposed design of PODS with no negative impact on the surroundings.

Planning staff recommend this option.

**Option 2: Deny the permit.**

The zoning bylaw setback regulation would continue to apply.

#### **STRATEGIC PLAN AND RELATED POLICIES**

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

#### **CONCLUSION**

The proposed development variance permit to decrease setback for the roof overhang and underground water storage tank would facilitate the design and development of PODS without negative impact on the surroundings.

Staff recommend support of this application subject to receiving comments from the shíshálh Nation within the 60-day referral period.

**ATTACHMENTS**

Attachment A – Proposed building plans

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





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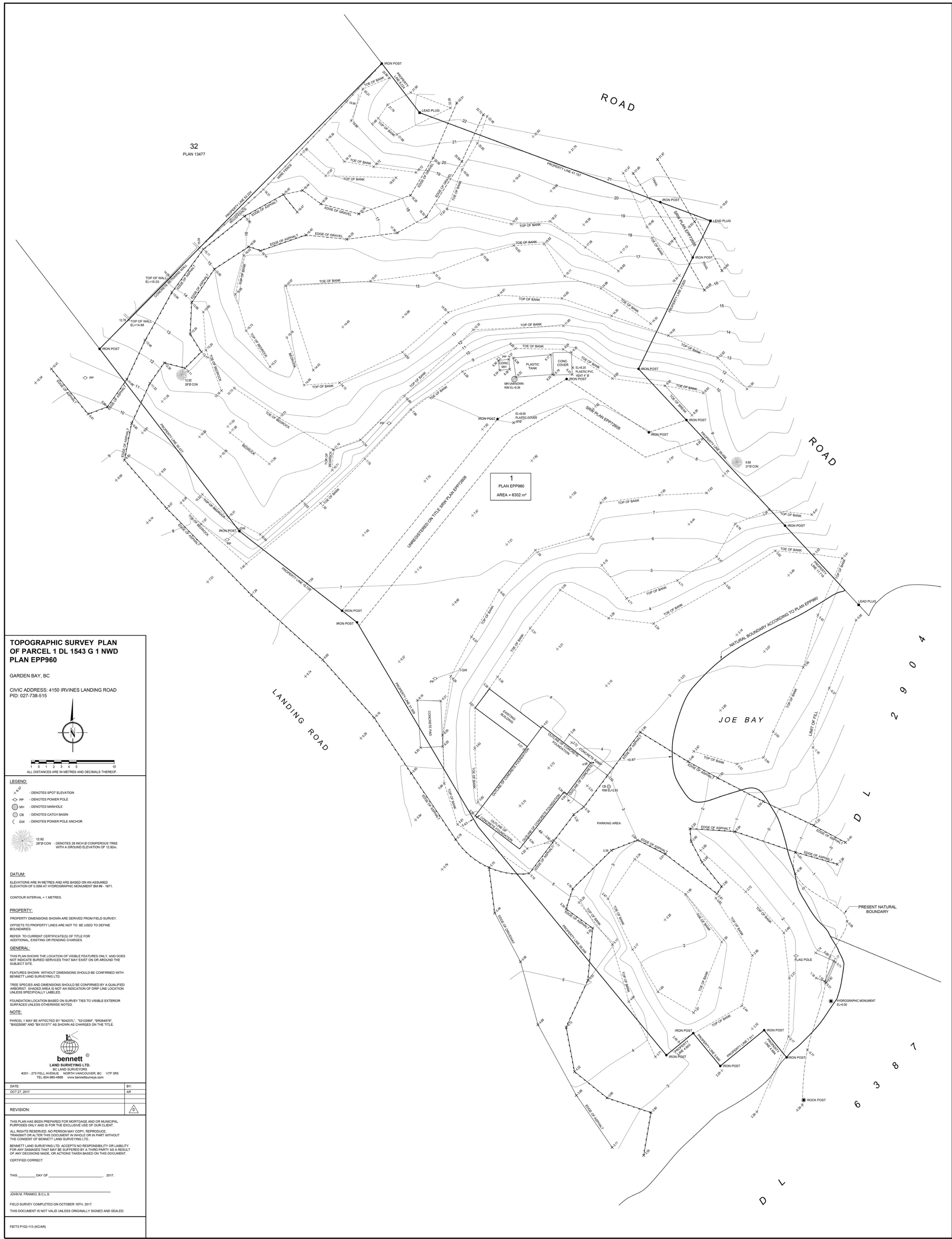
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SITE SURVEY

NOT TO SCALE

D03







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SITEPLANS

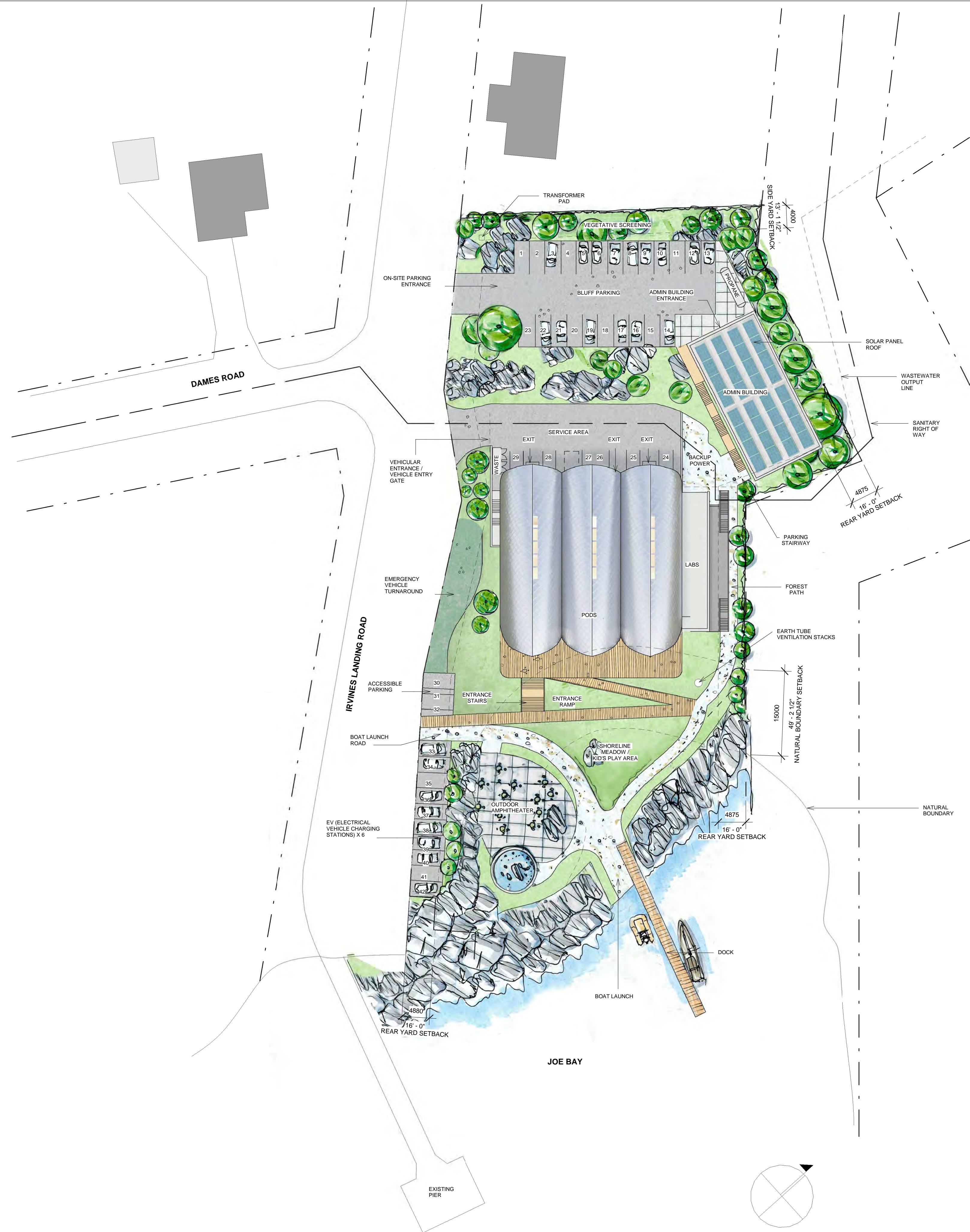
As indicated

D101

2 SITE PLAN - MACRO  
1 : 1000

1 SITE PLAN - PODS  
1 : 400





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LANDSCAPE PLAN

1 : 400

D102

1 SITE PLAN - LANDSCAPE  
1 : 400





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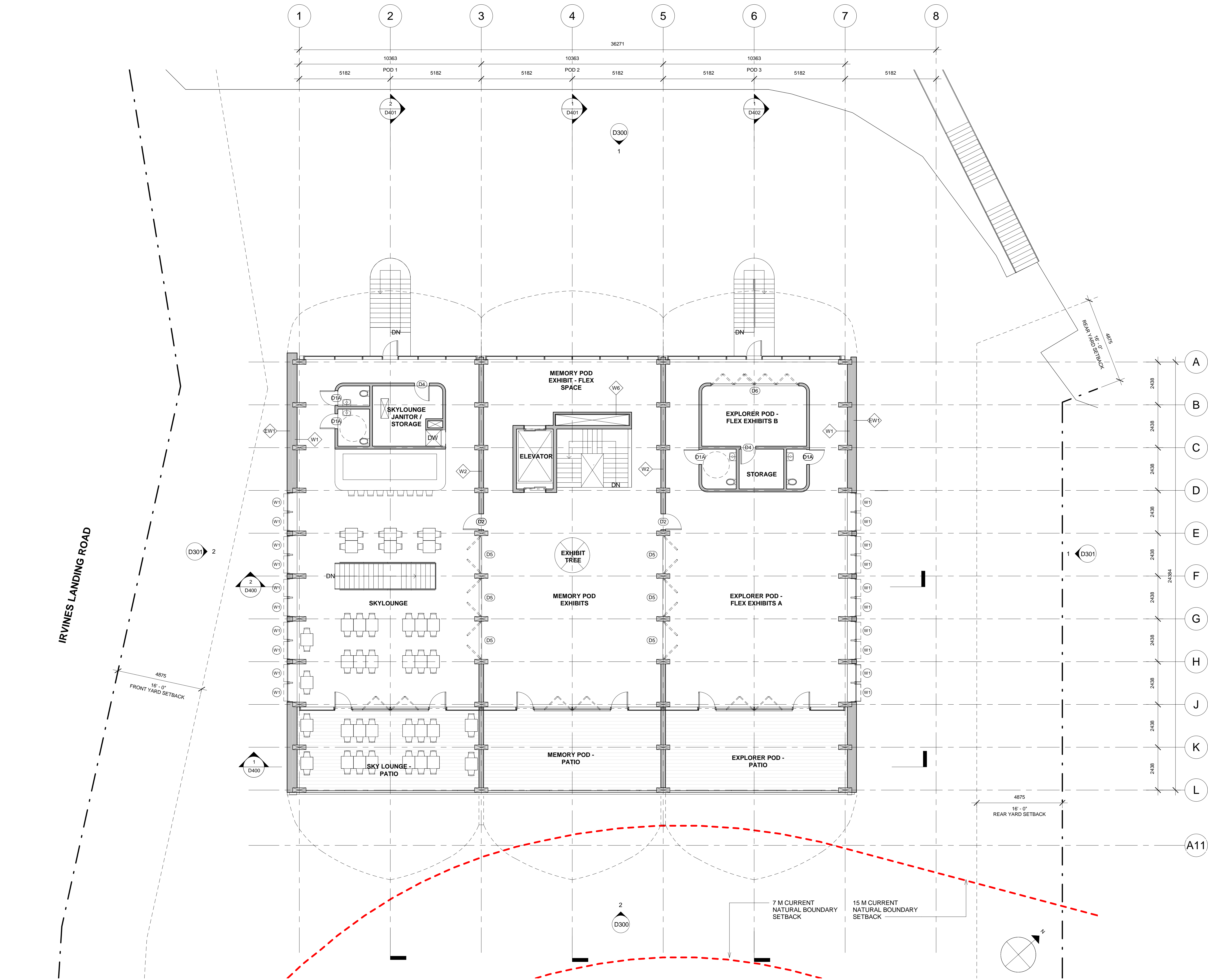
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PLAN - 2ND LEVEL

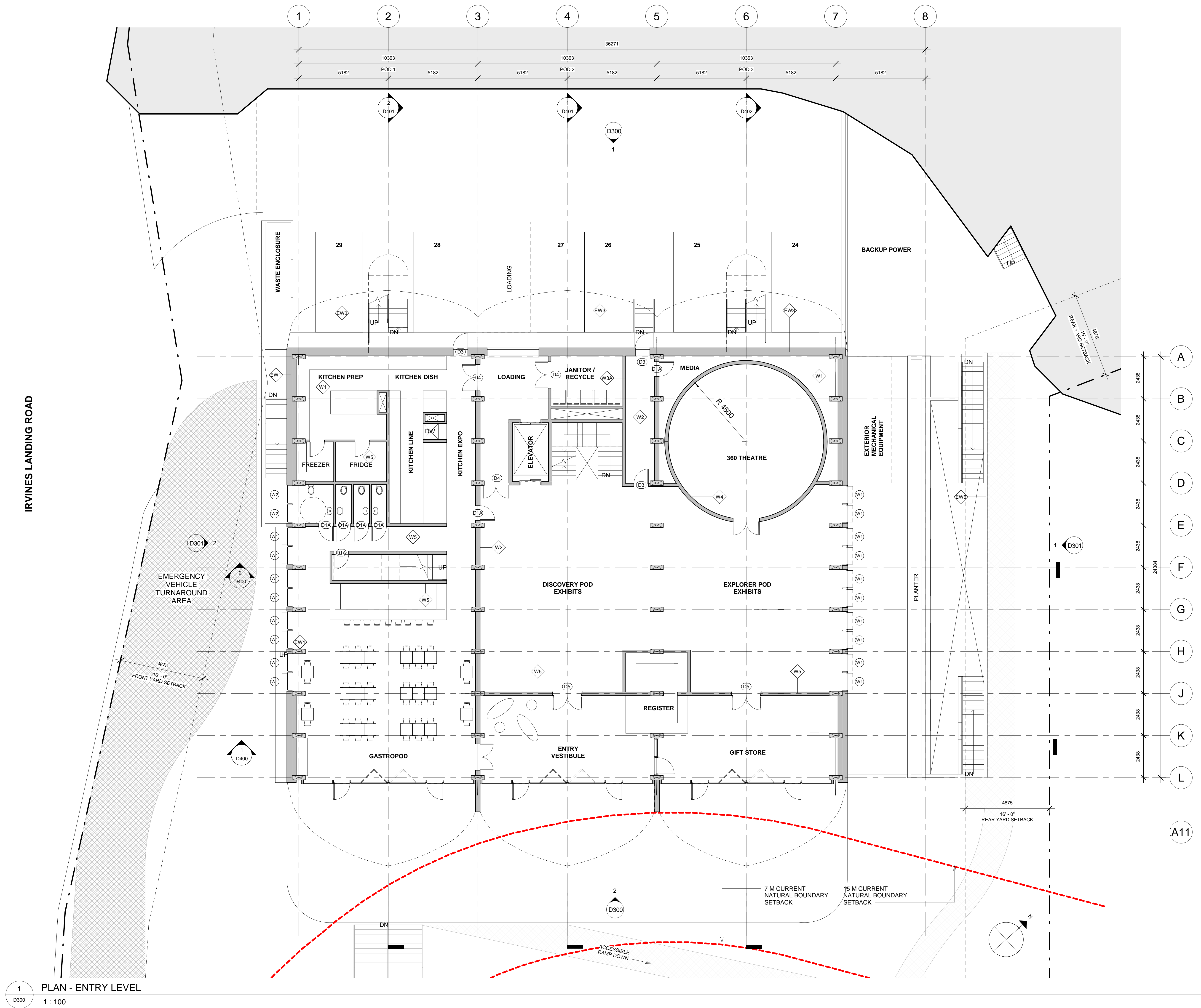
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D106



1 PLAN - 2ND LEVEL  
1 : 100





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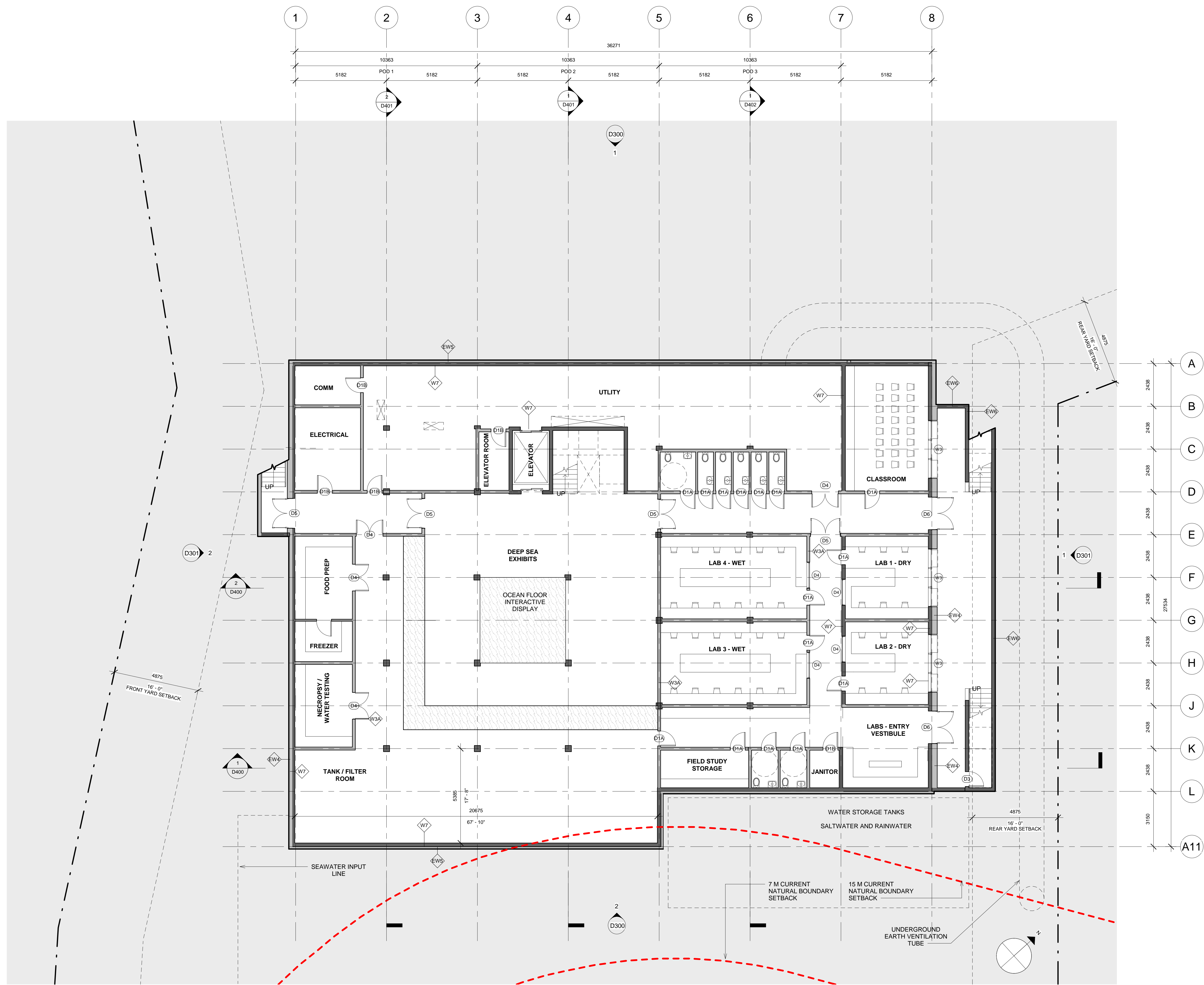
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ISSUED FOR COORDINATION	2020-05-28

PLAN - ENTRY  
LEVEL

1 : 100

D107





1 PLAN - SUBTERRANEAN LEVEL  
D300 1 : 100



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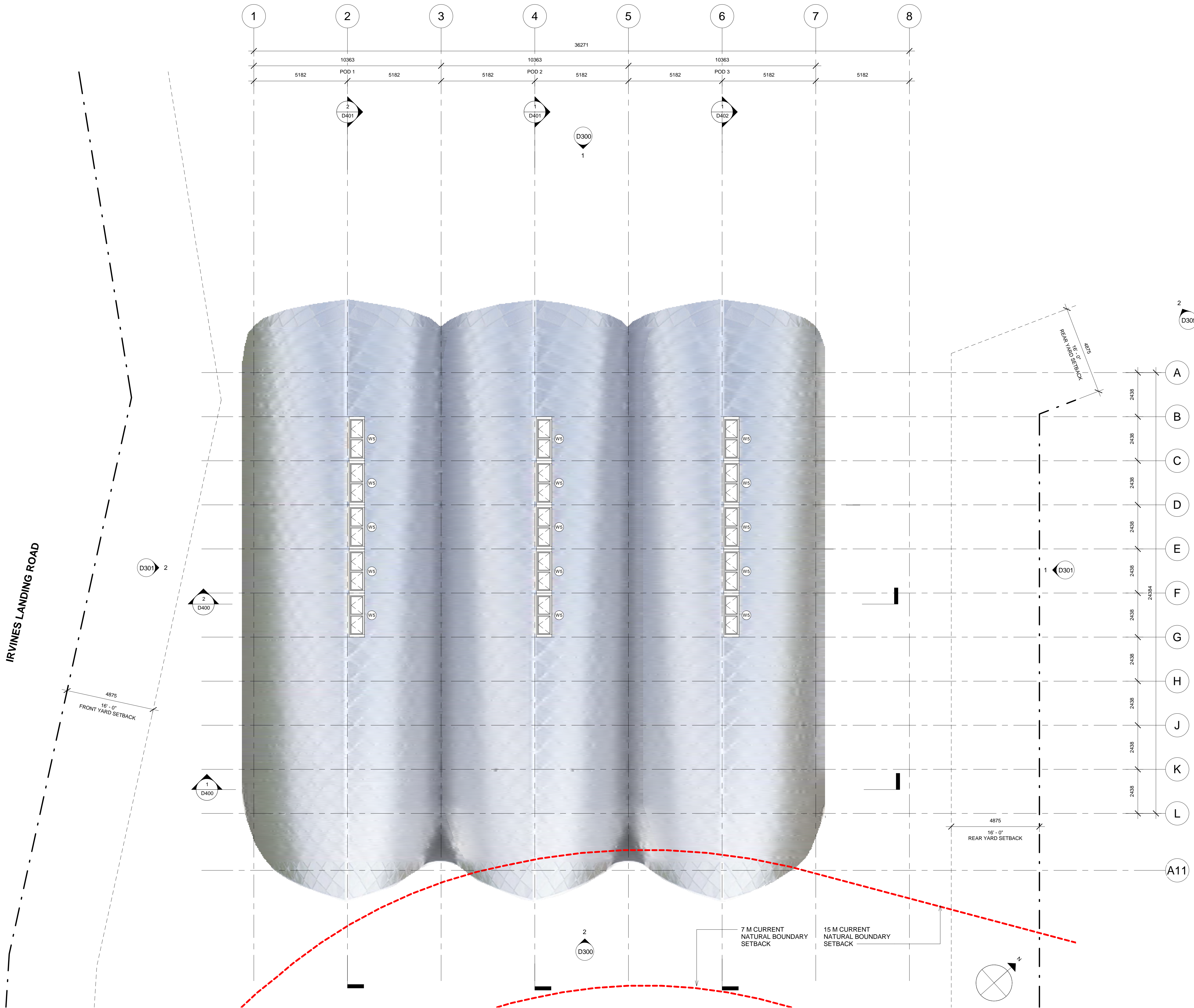
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PLAN -  
SUBTERRANEAN  
LEVEL

1 : 100

D108



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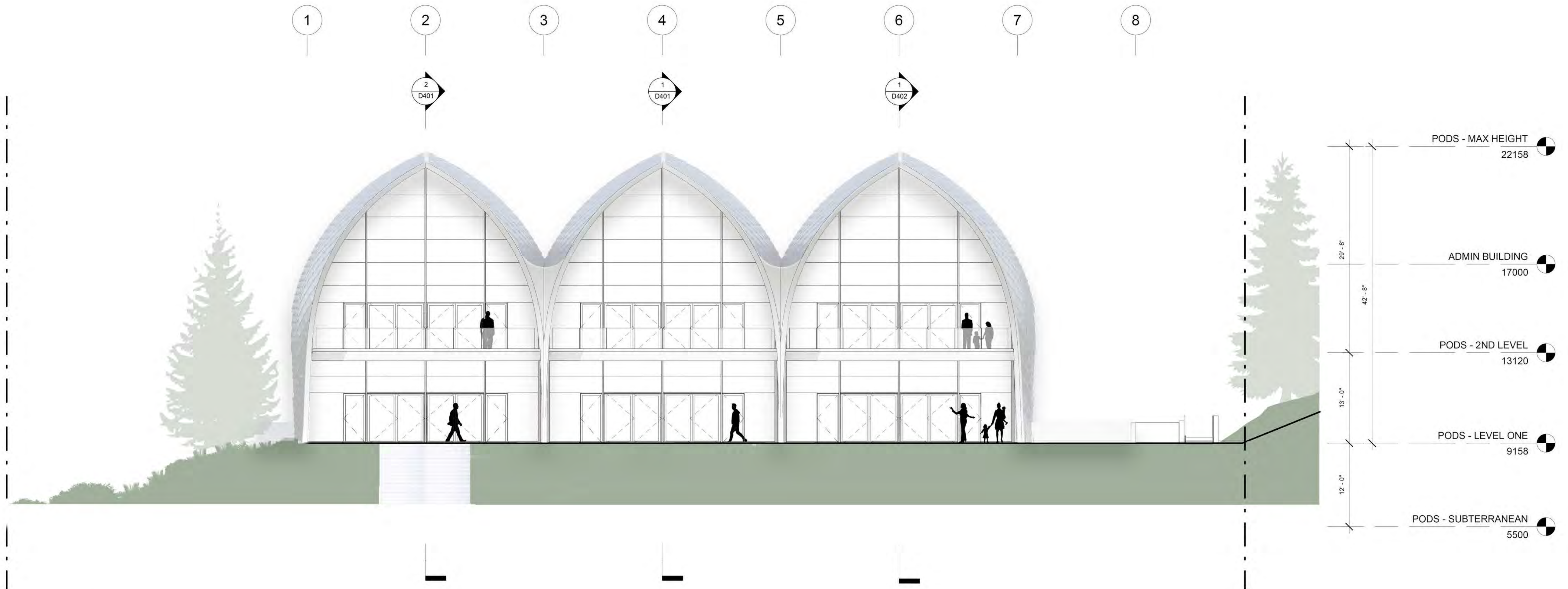
PLAN - ROOF

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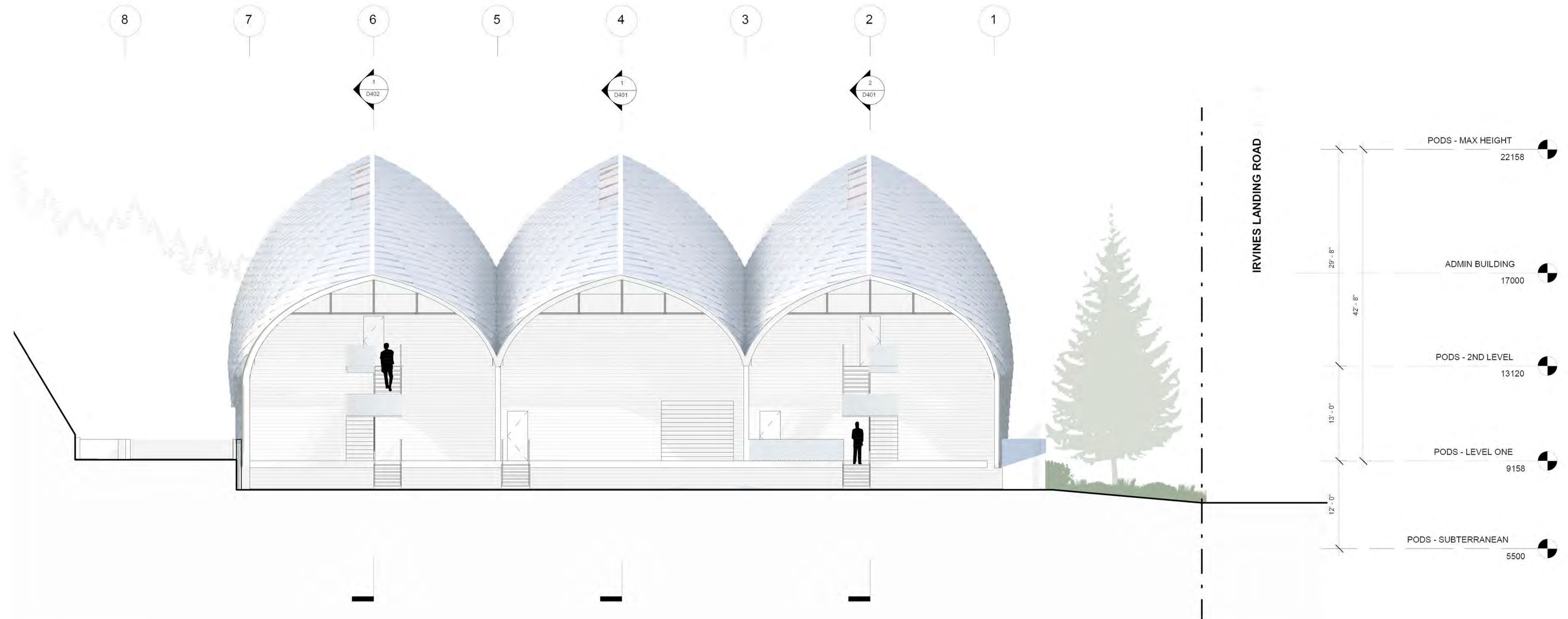
D109



IRVINES LANDING ROAD



2  
D106  
ELEVATION - PODS - EAST  
1 : 100



1  
D106  
ELEVATION - PODS - WEST  
1 : 100



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ISSUED FOR  
COORDINATION

MATERIAL LEGEND	
1	LOCAL VEGETATION
2	GRANITE BLOCKS + CLADDING
3	REFLECTIVE METAL SHINGLES
4	6" VERTICAL CEDAR
5A	WOOD MULLIONS + GLAZING
5B	ALUMINUM MULLIONS + GLAZING
6	ALUMINUM FLASHING
7	ALUMINUM SCREEN
8	ALUMINUM LOUVERS

NOT FOR CONSTRUCTION

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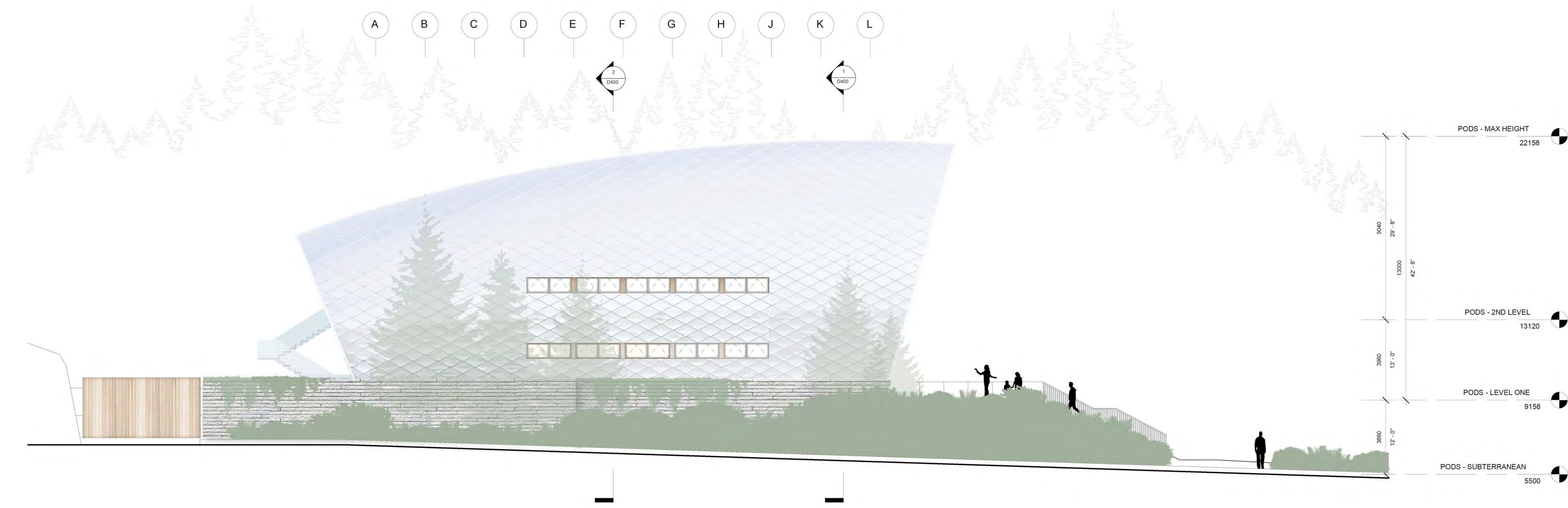
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ELEVATIONS -  
PODS - EAST /  
WEST

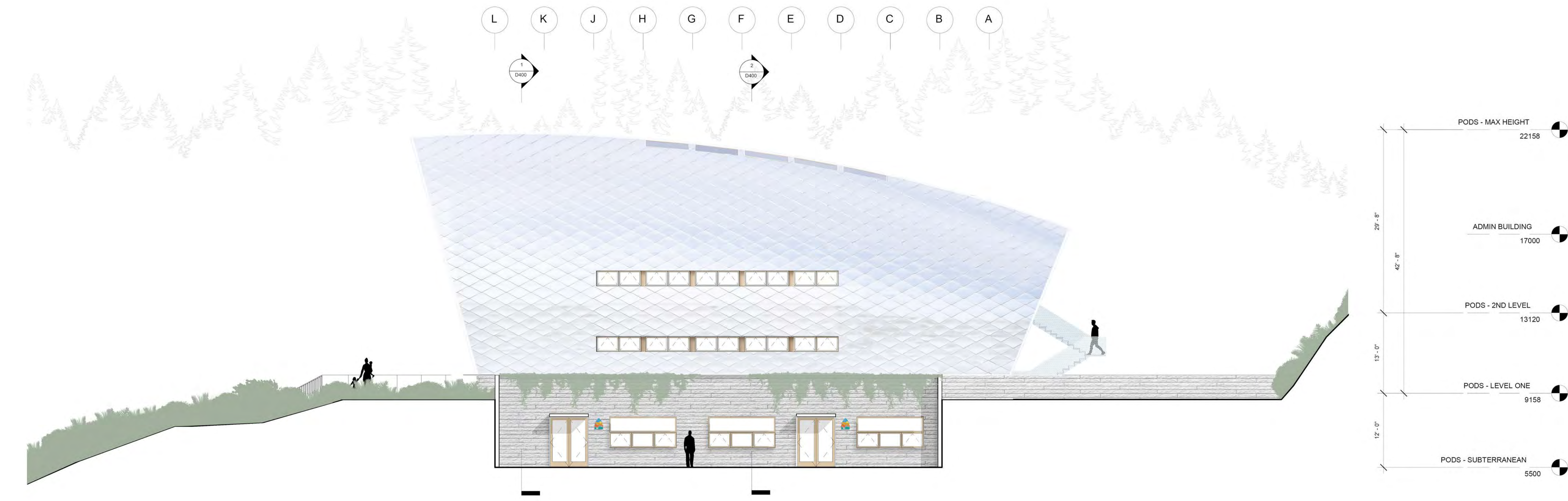
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D300





2 ELEVATION - PODS - SOUTH  
D106 1 : 100



1 ELEVATION - PODS - NORTH  
D106 1 : 100



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ISSUED FOR  
COORDINATION

MATERIAL LEGEND	
1A	ZINC METAL CLADDING
1B	ZINC FLASHING
2	ANODIZED ALUMINUM MULLIONS
3A	LINEAR GRANITE CLADDING
3B	GRANITE FOUNDATION WALL
3C	GRANITE PLANTER WALL
4A	6" CEDAR CLADDING - CLEAR STAIN
4B	6" CEDAR SOFFIT - CLEAR STAIN
5A	GLAZING CURTAIN WALL
5B	GLASS GUARD RAIL
6A	PUNCHED WINDOW
6B	PUNCHED WINDOW W/ SUN SHADE
7	VEGETATED ROOF
8	MECHANICAL LOUVERS

**NOT FOR CONSTRUCTION**

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REVISIONS	DATE
ISSUED FOR COORDINATION	2020-05-01

**ELEVATIONS -  
PODS - NORTH /  
SOUTH**

1 : 100

D301





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otherwise on the drawing.

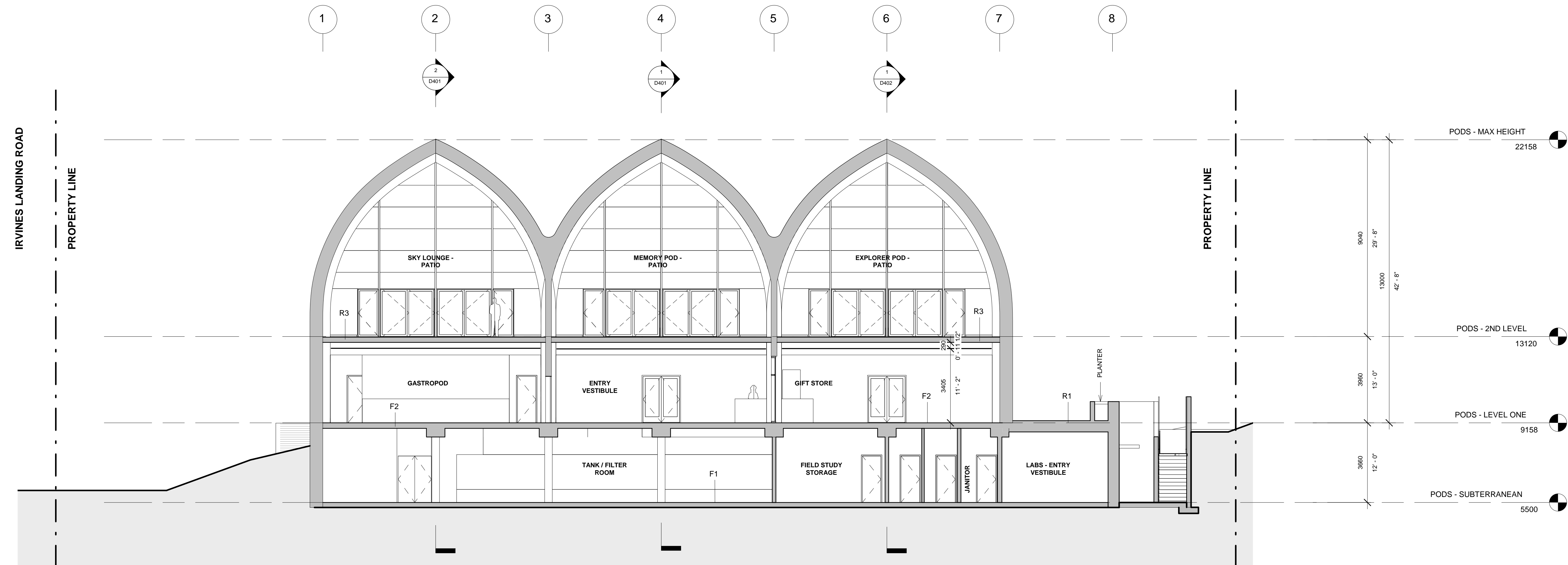
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REVISIONS	DATE
ISSUED FOR COORDINATION	2020-05-28

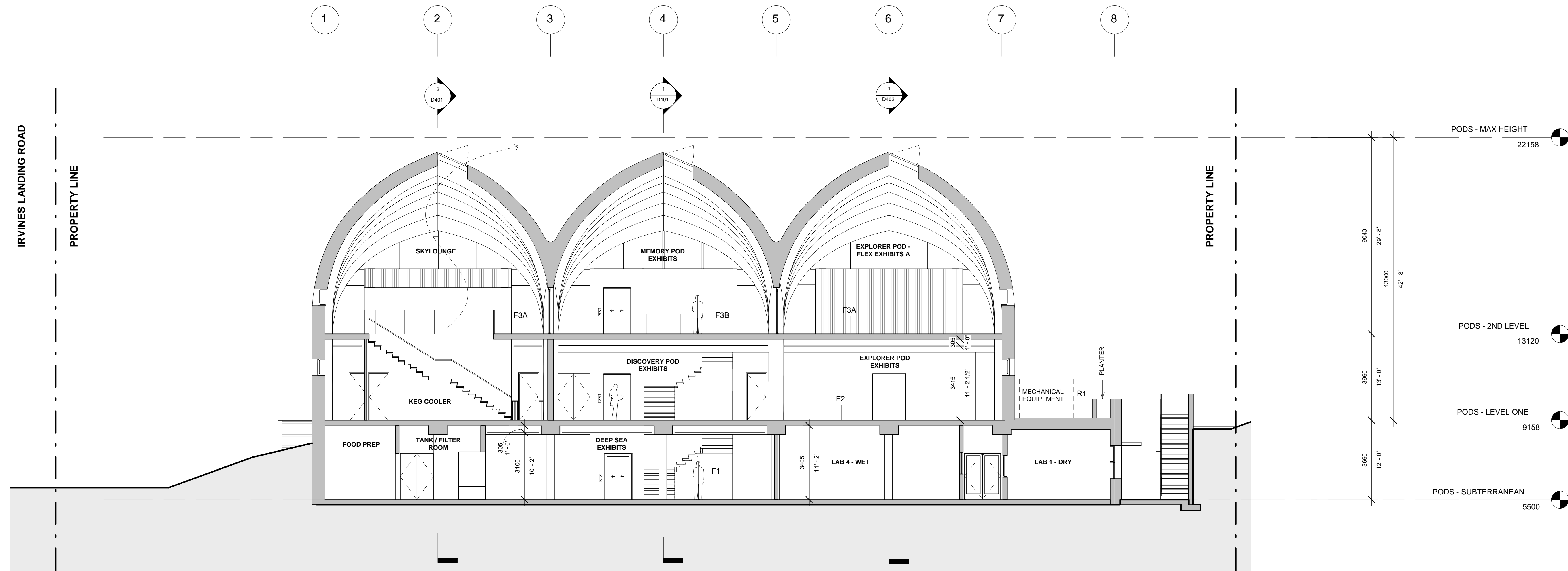
SECTION - PODS

1 : 100

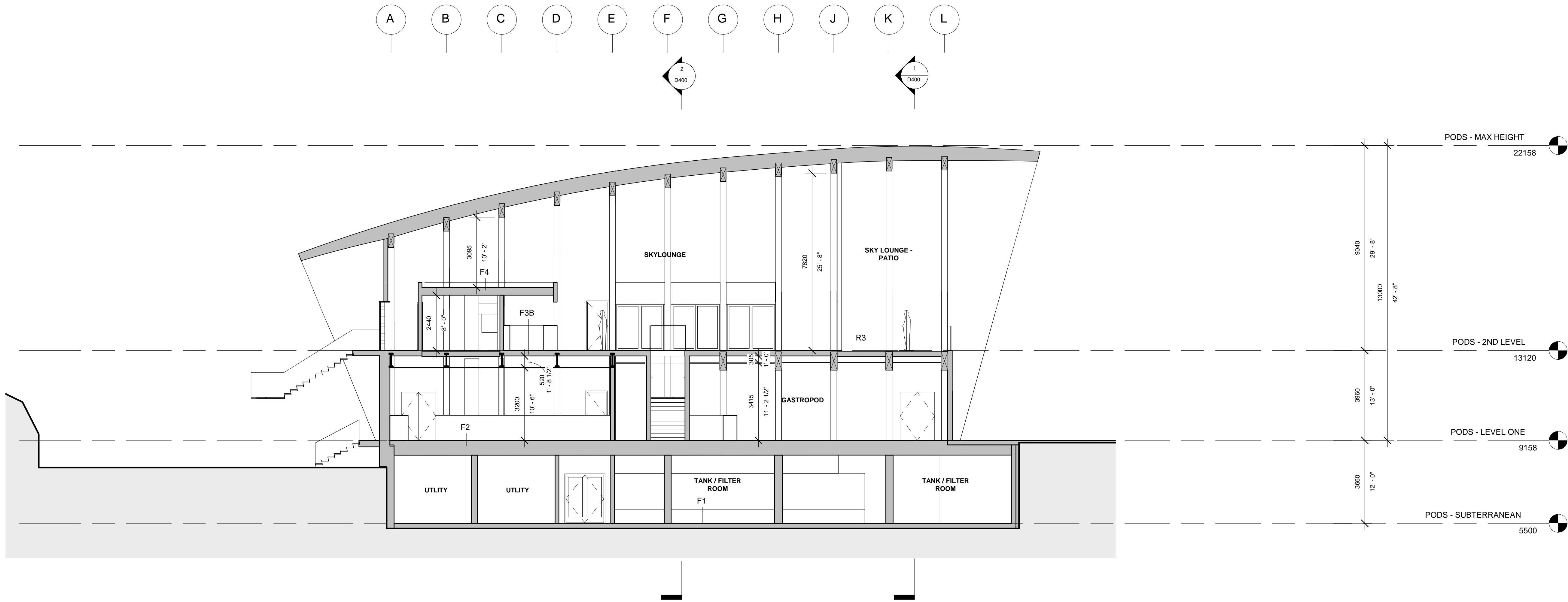
D400



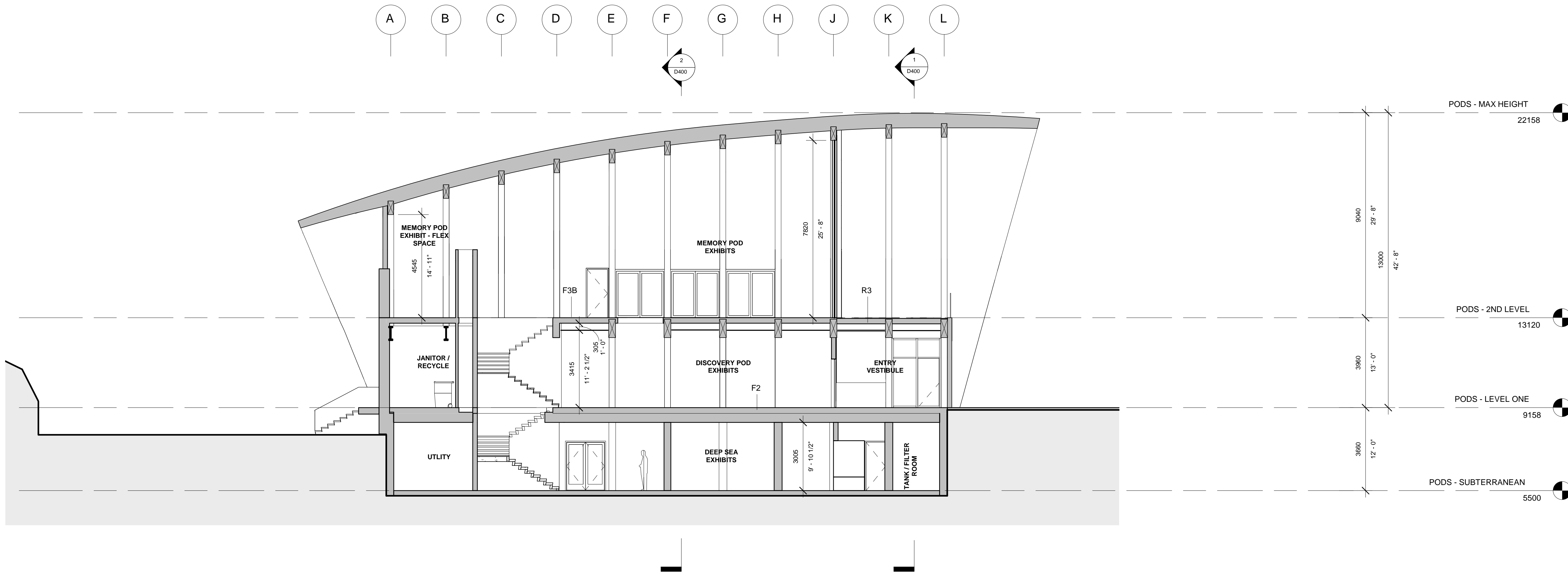
1 SECTION - PODS - SOUTH TO NORTH PATIOS  
D106 1 : 100



2 SECTION - PODS - SOUTH TO NORTH  
D106 1 : 100



2 LONGITUDINAL SECTION - GASTROPOD  
1 : 100



1 LONGITUDINAL SECTION - EXPLORER POD  
1 : 100



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#### REVISIONS

#### DATE

ISSUED FOR COORDINATION

2020-05-28

LONGITUDINAL  
SECTIONS - PODS

1 : 100

D401





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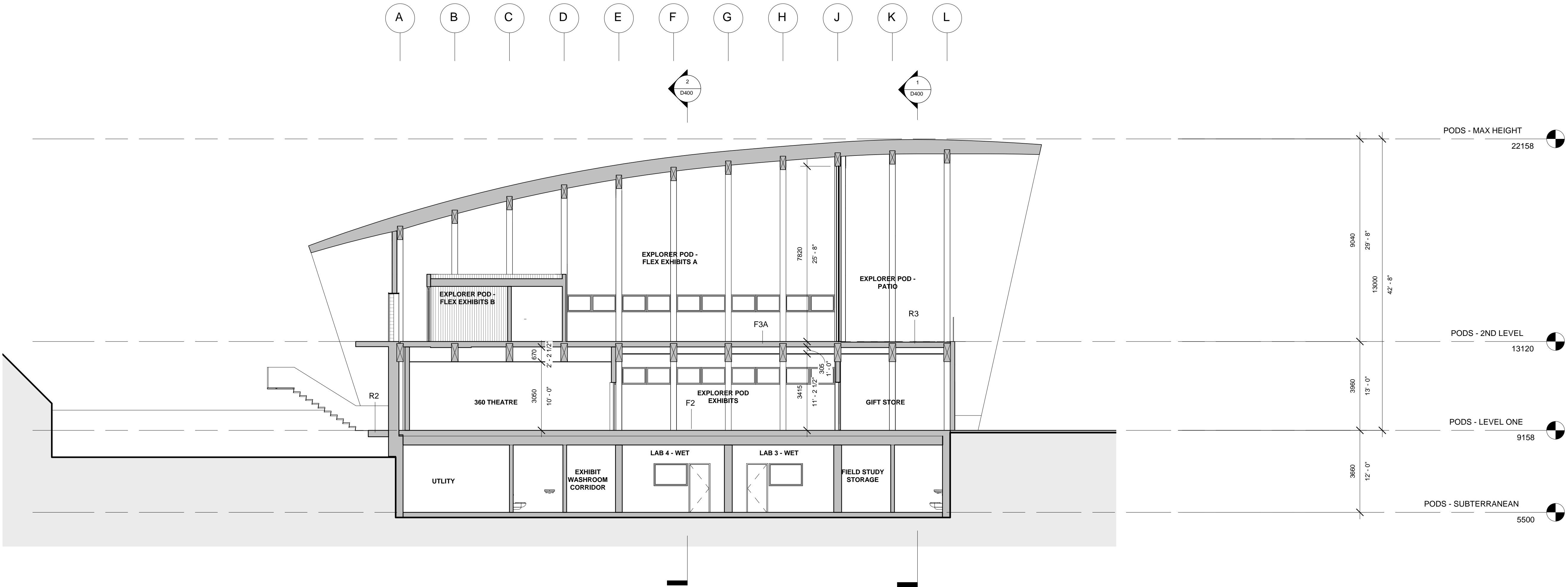
**NOT FOR CONSTRUCTION**  
This drawing supersedes previous issues. Do not scale these drawings. Verify all dimensions, elevations and datums, and report any discrepancies to the Architect prior to construction. Dimensions are taken to face of exterior sheathing, face of concrete block, face of stud for interior partitions, and centerline of demising walls, unless noted otherwise on the drawing. All drawings remain the property of the Architect. These drawings are Copyright 2018, Deutscher Architecture Inc. These drawings may not be reproduced without the permission of the Architect.

REVISIONS	DATE
ISSUED FOR COORDINATION	2020-05-28

LONGITUDINAL  
SECTIONS - PODS

1 : 100

D402



1 LONGITUDINAL SECTION - DISCOVERY POD  
D106 1 : 100

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Lynda Fyfe, Planning Technician II

**SUBJECT:** Development Variance Permit Application DVP00066 (12658 Canoe Road)

---

### RECOMMENDATION(S)

**THAT** the report titled Development Variance Permit Application DVP00066 (12658 Canoe Road) be received;

**AND THAT** Development Variance Permit Application DVP00066 to reduce the required setback from the exterior side parcel line from 4.5 metres to 2.72 metres, inclusive of roof eaves, to permit the construction of a single family dwelling, be issued subject to the following conditions;

1. Comments from the shíshálh Nation be received within the 60 day referral period and any requests from the shíshálh Nation be addressed by the property owners.

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

---

### BACKGROUND

The SCRD has received a Development Variance Permit application for a property located at 12658 Canoe Road, Pender Harbour (as shown in Figure 1).

The applicant is requesting a variance to reduce the required exterior side parcel setback from 4.5 metres to 2.72 metres to permit the construction of a new single family dwelling, inclusive of roof eaves. This represents a setback variance of 1.78 metres.

The Planning division completed a review of the building permit for the proposed single family dwelling on this parcel and the building permit was issued, however; an error in the determination of the exterior side parcel setback was discovered at foundation inspection stage. In light of this SCRD error and impacts to the applicant's construction costs and timing, this variance application is being expedited.

*Table 1 – Application Summary*

Owner / Applicant:	Kym Harris
Civic Address:	12658 Canoe Road
Legal Description:	Lot 1 Block 17 District Lot 1392 Plan 16845
P.I.D.	007-368-470
Electoral Area:	A – Egmont/Pender Harbour
Parcel Area:	1263.57 square metres

OCP Land Use:	Residential A
Land Use Zone:	R-2 (Single and Two Family Residential)
Proposed Variance:	To vary Section 611.4 (d) of Zoning Bylaw No. 337, 1990, from 4.5 metres to 2.72 metres, for the construction of a single family dwelling, inclusive of roof eaves.

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

*Figure 1 – 12658 Canoe Road Location Map*



## **DISCUSSION**

### *Zoning Bylaw No. 337*

Section 6114(d) of the Zoning Bylaw states “No structure may be located within 4.5 metres of an exterior side parcel line.”

The applicant is requesting a variance to the required exterior side parcel line setback from 4.5 metres to 2.72 metres to permit the construction of a single family dwelling, including the extent of the roof eaves (see Attachment A).

The variance would permit the edge of the foundation of the proposed dwelling to be constructed 3.62 metres from the west parcel line, which is adjacent to an unconstructed but dedicated road, approximately 6.2 metres wide, providing access to the ocean.

Please note the following definitions from the Zoning Bylaw:

*“Parcel Line, exterior side” means a parcel not being the front or rear parcel line, common to the parcel and a highway excluding a lane”*

*“Highway” includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a Forest Service Road, a private right of way on private property or pathway not intended for vehicular traffic”*

*“Lane” means a highway less than 8 metres wide which provides a second access to a parcel.”*

Despite the forgoing definitions, which could be considered to exempt properties located on lanes less than 8 metres wide from the 4.5 metre exterior side yard setback, staff have consistently applied the 4.5 metre setback requirement in all cases, including to the property to the north of the subject property. It should be further noted that roads dedicated in accordance with Section 75 of the *Land Title Act* are provided for access to water and required to be 20 metres in width. Staff will further review and potentially update definitions/interpretations going forward. In this case, our historically-consistent interpretation should be applied.

#### *Ministry of Transportation and Infrastructure (MoTI)*

The 4.5 metre minimum setback typically applied by the SCRD to exterior side parcel lines abutting a highway is the standard minimum setback required by the MoTI in accordance with the *Provincial Public Undertakings Regulation No 513/2004*. It should be noted, however; that Section 12(a) of the regulation states the required setback as follows:

*“(a) if a public lane or alley provides secondary access to the property, 3 m”.*

Although the 1977 subdivision plan which created this parcel identifies the dedicated road to the west as “lane”, SCRD staff have learned through communication with Jeffrey Moore, MoTI Provincial Approving Officer, that lanes providing secondary access are uncommon in the SCRD; lots are required to provide frontage access from a public highway.

The purpose of this particular dedicated road is for access to water and not for secondary access, however; the dedication is labeled as “lane” on the subdivision plan. In light of this, MoTI has agreed to consider it as lane and permits a 3 metre setback consistent with the regulation. Since the proposed variance is to reduce the setback to 2.72m, the applicant will be required to submit an encroachment permit application to MoTI for consideration. MoTI has stated that they generally don't have concerns with overhangs but require the application to review particulars of design and implications.

#### *Official Community Plan*

n/a

### *Consultation*

The application has been referred to the following groups and agencies for comment.

*Table 2 – Consultation Summary*

<b>Group / Agency</b>	<b>Comments</b>
shíshálh Nation	A referral was sent on September 3 2020.
Building Division	No comments
Infrastructure Services Department	No comments
Protective Services	No comments
Neighbouring Property Owners / Occupiers	Notifications were sent on August 28, 2020.

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

On the basis of being instigated by a staff error, processed on an expedited track, and being technical in nature without community impact or impact on neighbouring properties, staff exercised discretion not to refer this item to the Area Advisory Planning Commission.

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

### *Options / Staff Recommendation*

The proposed variance will result in a new single family dwelling located 2.72 metres from lane originally intended to provide access to water.

Possible options to consider:

#### **Option 1: Issue the permit.**

This would allow relaxation of the required setback from the exterior side parcel line from 4.5 metres to 2.72 metres for the construction of a single family dwelling inclusive of roof eaves.

Staff recommend this option.

#### **Option 2: Deny the permit.**

The Zoning Bylaw No. 337 required setback for a building of 4.5 metres from an exterior parcel line, would apply. The applicant would be required to redesign the dwelling to conform to provisions in the bylaw.

### *Organizational and Intergovernmental Implications*

This application was referred to the SCRD Building Division, SCRD Infrastructure Services Department, SCRD Protective Services, Egmont and District Fire Department, and shíshálh Nation.

*Timeline for next steps or estimated complete date*

Should this application be approved, the applicant may proceed with construction of the proposed dwelling on the subject parcel.

**STRATEGIC PLAN AND RELATED POLICIES**

n/a

**CONCLUSION**

The applicant is requesting a variance to reduce the required setback from the exterior side parcel line from 4.5 metres to 2.72 metres to permit the construction of a single family dwelling inclusive of roof eaves.

This represents a setback variance of 1.78 metres.

Planning staff support this application subject to the conditions listed in the recommendation. The variance will allow for construction of a new single family dwelling within 2.72 metres of the exterior side parcel line abutting a dedicated road that is labelled as a lane. Despite the intent of the road dedication being for provision of access to water and not provision of secondary access to the parcel, the Ministry has reviewed this case and has agreed to grant the landowner a setback reduction to 3 metres without any additional approval due to the labelling of the road dedication as “lane” on the subdivision plan. The variance is in conformance with the Ministry’s determination.

The proposed dwelling is a low profile building in keeping with the form and character of residential development within the surrounding neighbourhood. Impacts to surrounding properties are not anticipated as a result of the proposed variance.

**ATTACHMENTS**

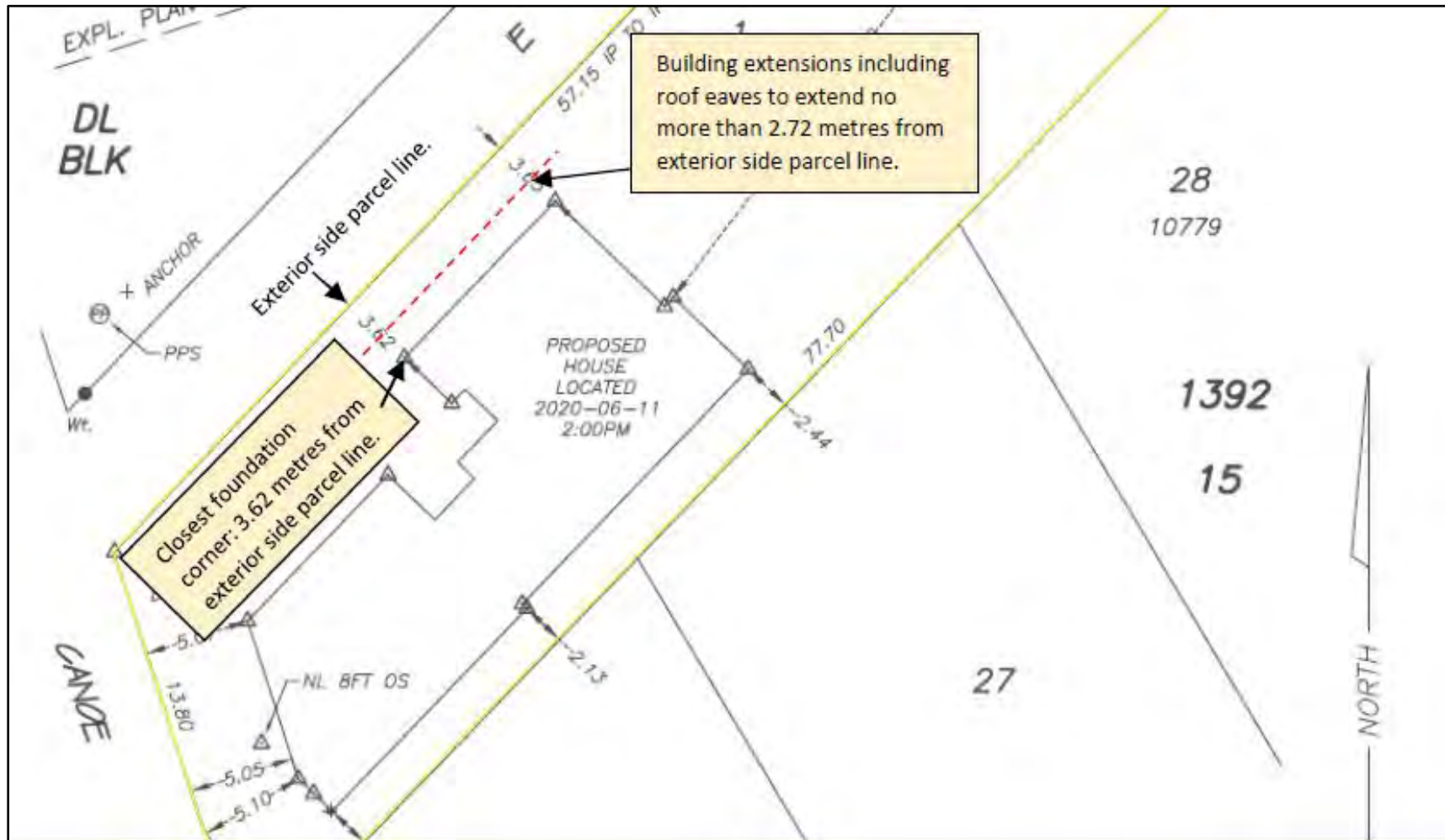
Attachment A – Site Plan

Attachment B – Photos

Attachment C – Proposed Construction Drawings

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

## DVP00066 (12658 Canoe Road) Site Plan





**Attachment B – Site Photos**



Subject parcel to photo right. Road allowance from Canoe Road; photo to northeast.



Subject parcel to photo right. Standing on road allowance; photo to northeast.



Subject parcel to photo right. Standing on road allowance; photo to northeast..

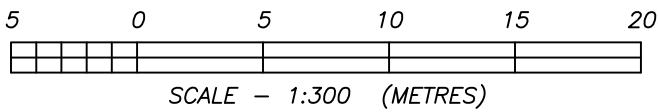


Subject parcel to photo right. Standing on road allowance; photo to northeast.



Attachment C - Proposed Construction Drawings

SITE PLAN OF PART OF LOT 1 BLOCK 17 DISTRICT LOT 1392  
PLAN 16845



NOTE:

- DENOTES A STANDARD IRON POST FOUND.
- △ DENOTES A SPIKE OR NAIL SET.
- ⊕ DENOTES PAINT MARK SET.
- PPS ⊕ DENOTES A SERVICE POWER POLE.
- Wt. DENOTES WITNESS.
- OLP DENOTES ORIGINAL LEAD PLUG.

ALL DISTANCES ARE IN METRES.

DIMENSIONS OF THE LOT ARE FROM FIELD TIES TO SURVEY MONUMENTS AND FROM PLAN 16845.

LOCATION: CANOE ROAD, MADEIRA PARK, BC  
PID: 007-368-470

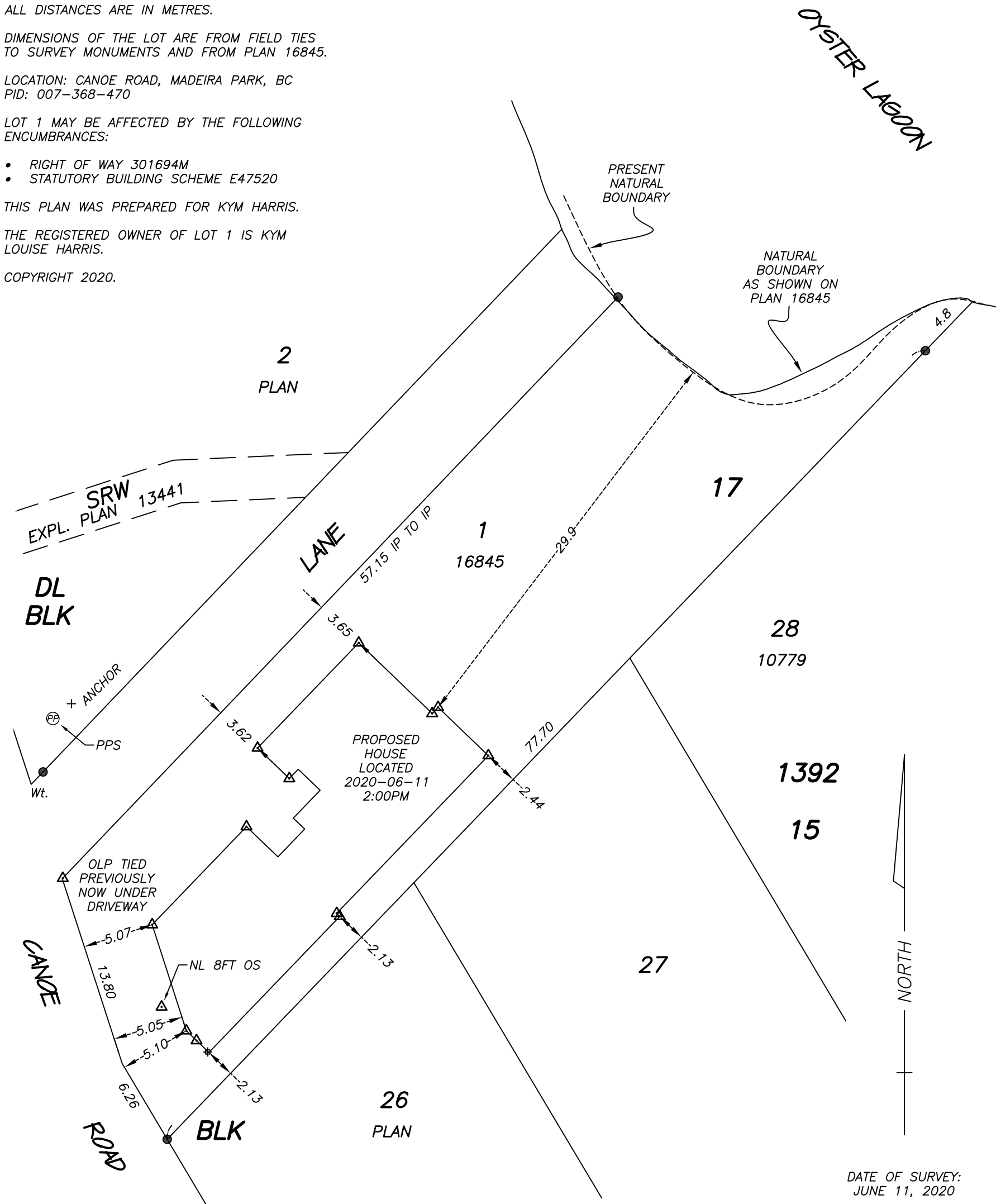
LOT 1 MAY BE AFFECTED BY THE FOLLOWING ENCUMBRANCES:

- RIGHT OF WAY 301694M
- STATUTORY BUILDING SCHEME E47520

THIS PLAN WAS PREPARED FOR KYM HARRIS.

THE REGISTERED OWNER OF LOT 1 IS KYM LOUISE HARRIS.

COPYRIGHT 2020.




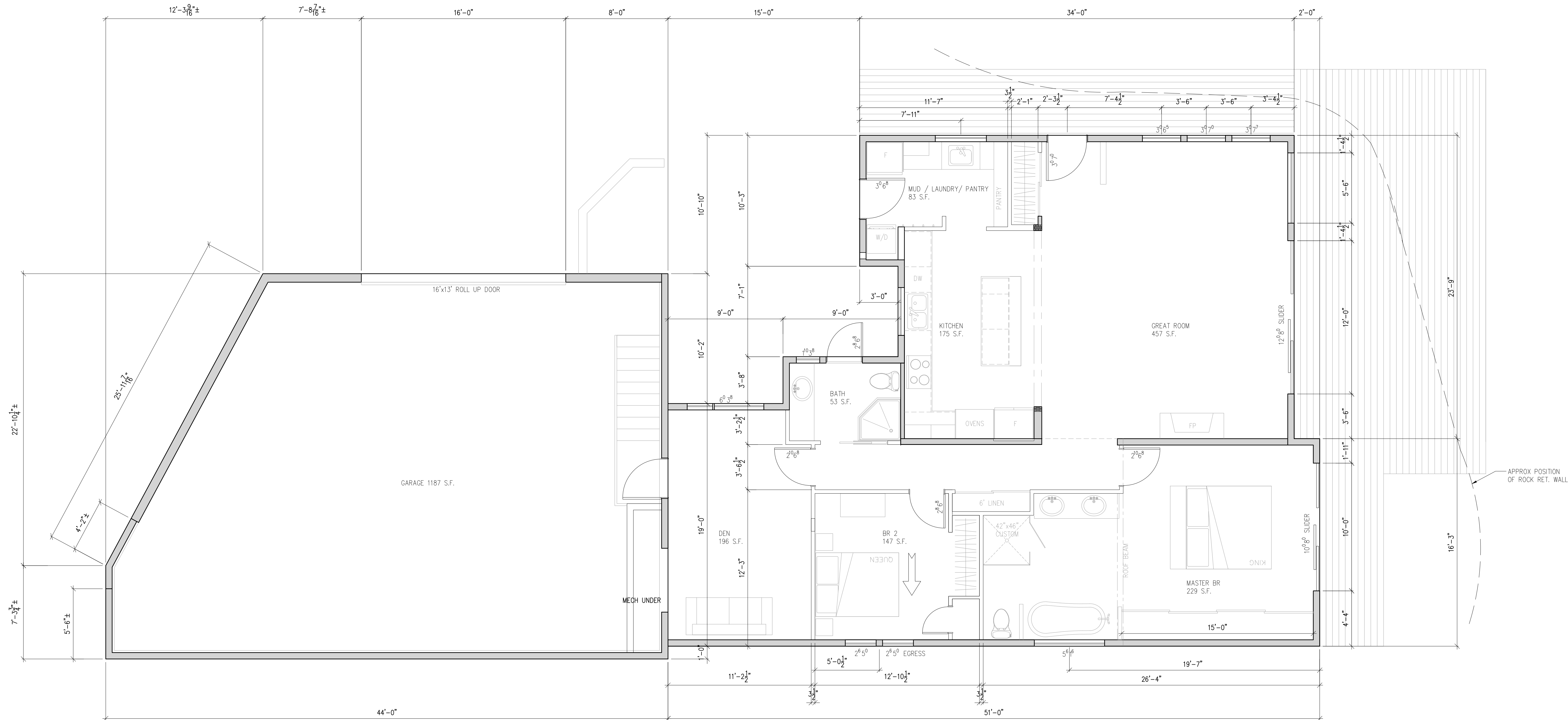
DATE OF SURVEY:  
JUNE 11, 2020

STRAIT LAND SURVEYING INC.  
RAFAEL REBOLONE, BCLS  
BOX 61 (5689 DOLPHIN STREET)  
SECHLT, BC VON 3A0  
T. 604.885.3237

16359-512



JUNE 10, 2020		ISSUED FOR BUILDING PERMIT	
DATE	REV.	DESCRIPTION	
			
<p style="text-align: center;"> <b>FunHouse</b>          ASK AROUND       </p>			
PROJECT: <b><i>HARRIS RESIDENCE LOT 1 (12658) CANOE ROAD MADEIRA PARK</i></b>			
TITLE: <b>ELEVATIONS &amp; SECTION</b>			
DRAWN BY: DD		DATE:	FILE: 2036
SCALE:	AS SHOWN	DRAWING No. <b>A-1</b>	



MAIN FLOOR PLAN  
1/4"=1'-0"  
HOUSE: 1678 S.F.  
GARAGE: 1187 S.F.

JUNE 10, 2020		ISSUED FOR BUILDING PERMIT			
DATE	REV.	DESCRIPTION			
<div>FunHouse</div> <div>ASK AROUND</div>					
PROJECT: <b>HARRIS RESIDENCE</b> <b>LOT 1 (12658) CANOE ROAD</b> <b>MADEIRA PARK</b>					
TITLE: <b>FLOOR PLAN</b>					
DRAWN BY: DD		DATE:	FILE: 2036		
SCALE: AS SHOWN		DRAWING No. <b>A-2</b>			

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Kevin Clarkson, Parks Superintendent

**SUBJECT:** COMMUNITY PROJECT - PENDER HARBOUR LIVING HERITAGE SOCIETY (PHLHS)  
TRAIL, BEACH AND DOCK PROPOSAL, HOTEL LAKE COMMUNITY PARK

---

### RECOMMENDATION(S)

**THAT the report titled Community Project - Pender Harbour Living Heritage Society (PHLHS) Trail, Beach and Dock Proposal, Hotel Lake Community Park be received;**

**AND THAT the delegated authorities be authorized to enter into an agreement between SCRD and PHLHS regarding the long-term care and maintenance of the new access trail;**

**AND THAT the Board provide a letter of support for any foreshore permits and works applications submitted by PHLHS to the Province.**

---

### BACKGROUND

This report relates to a community-initiated project involving an SCRD park (Hotel Lake Park) and lands for which SCRD holds a lease (Sarah Wray Hall). Board direction on support for this project is sought in order to move forward. The proposed project is an initiative of the Pender Harbour Living Heritage Society (PHLHS) and involves developing a trail in the park, a boat shed on SD46 land and a beach and dock on Hotel Lake.

#### *Overview of Sarah Wray Hall*

School District No. 46 (SD46) owns the lands and the building known as Sarah Wray Community Hall in the Irvine's Landing area of Pender Harbour. Sarah Wray Hall and SD No. 46 property is adjacent to and contiguous with the larger SCRD Hotel Lake Park (see map below).

SD46 has granted SCRD a lease for Sarah Wray Hall lands and building on terms that allow subletting by the SCRD. For many years, and recently renewed in 2019, the Board resolved to enter into a two-year term for sublease of Sarah Wray Community Hall with the Pender Harbour Living Heritage Society (PHLHS); an agreement that mutually benefits the parties, improves the building and offers community use. The relatively short term of the sublease was to allow time for review/possible changes flowing from new accounting standards that impact SCRD, such as the new Public Sector Accounting Standard for Asset Retirement Obligations.

In 2019, SCRD renewed a memorandum of understanding with PHLHS for the stewardship of Hotel Lake Park (see attachment A).

*Map 1: Hotel Lake Park and Area*



#### *About PHLHS*

PHLHS is a registered non-profit charitable society. They were first chartered in 2001 and received charitable status in 2006. PHLHS's goal is to preserve, promote and share Pender Harbour's unique heritage through community projects and events. As a partner member of the Sunshine Coast Museum and Archives Society, they work with other heritage groups to preserve and share Sunshine Coast history.

#### *About Hotel Lake Park*

Located within the shishalh Nation's swiya, Hotel Lake Park borders Hotel Lake, and is bisected by Hotel Lake Road. Hotel Lake is a known fish bearing lake that supports Coastal Cutthroat trout. The lake also provides habitat for Western Painted Turtle, a species recognized as at risk by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). Hotel Lake is a popular recreation area with most of its shoreline occupied by recreation properties.

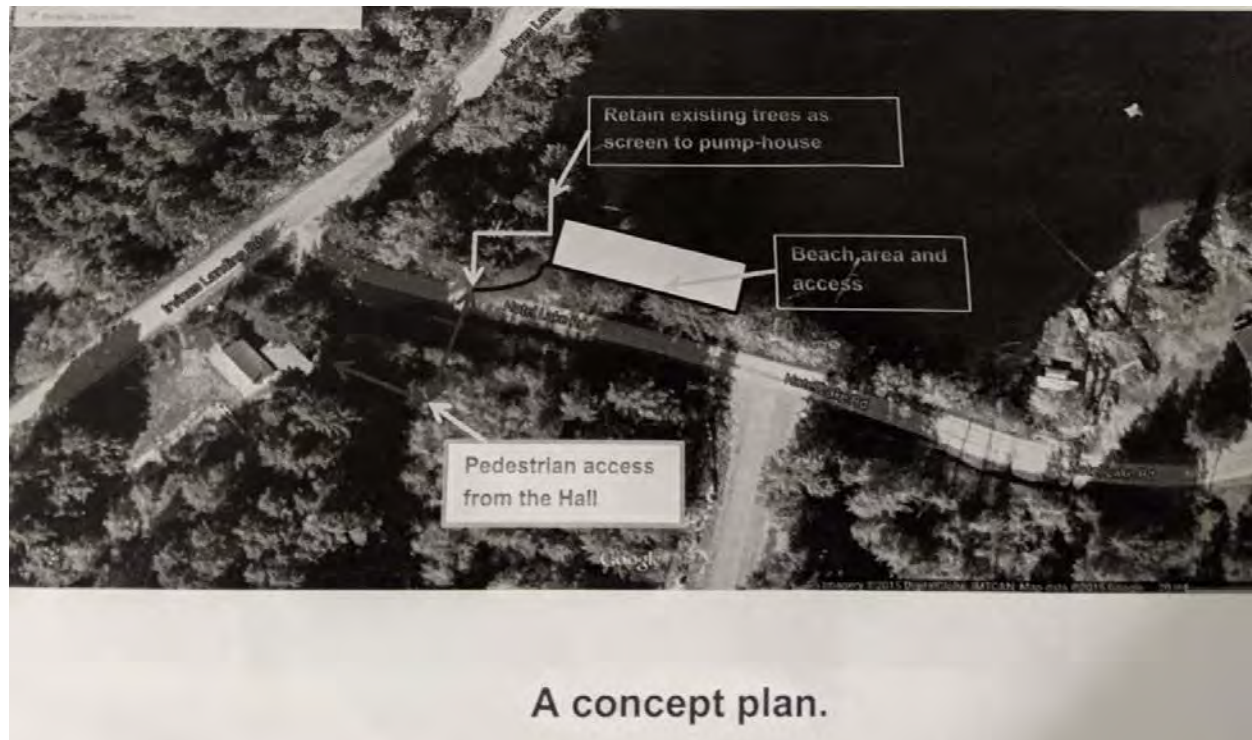
#### *About PHLHS Proposal for Trail, Beach and Dock*

The PHLHS Trail, Beach and Dock proposal envisions the construction of:

1. A gravel access pathway from Hotel Lake Road, through SCRD parkland and to the Hotel Lake foreshore and a dock. The access path will allow PHLHS to move small handcrafted row boats by hand from Sarah Wray Hall through SCRD parkland to the lakeshore.
2. A boat shed on SD46 land.

3. A floating T-dock dock on Hotel Lake.
4. A developed beach area fronting the shore of Hotel Lake, approximately 30m in length.

Figure 1: Project Concept Plan supplied by PHLHS



## DISCUSSION

### *Overall Proposal*

PHLHS seeks to showcase Pender Harbour boat building heritage through boats, stored in a shed near the hall, which could be moved by hand along a trail to a beach/dock area for use in the lake. Use of the boats would be managed by qualified volunteers and would be offered to the public at select times/events at no cost or on a donation basis.

If/when constructed, the new access trail and dock will also allow for the addition of a formalized water access through SCRD park, and provide opportunity for safe hand launching of small, non-motorized recreational watercraft on Hotel Lake.

PHLHS also proposes developing an approximately 30m long beach, complete with installed silt barriers, imported material fill and sand, and plans to add a few amenities like signage and picnic tables.

Environmental analysis has been completed by PHLHS (discussed below) and contact has been made with the shishalh Nation.



### *Boat Shed Construction*

As the Community Hall itself belongs to SD No. 46 and is leased by SCRD, the terms of the sub-lease between SCRD and PHLHS were renewed through agreement in 2019 (see attachment B). Sublease terms allow for development on-site, with prior approvals, and state that:

*“The Society may build additional structures on the sublease property such as a storage shed 225 square feet or less, outdoor amphitheatre and/or community garden provided they have written approval from SD46 and obtain all necessary building permits and follow necessary setbacks”.*

A boat shed smaller than 10 square meters would not require a building permit. However, the proposed project location is within Development Permit Area 4: Riparian Assessment Area. A QEP report is required to determine setbacks and any measures required to protect natural features. A development permit is required prior to any development.

Anyone undertaking development is obliged to comply with legislation, such as the *Heritage Conservation Act* and the *Environmental Protection Act*. SD46 may impose additional requirements. PHLHS is required to comply with all laws per the terms of their sublease.

### *Trail Construction*

The proposed project involves the construction of approximately 9 linear metres of new 3-metre-wide gravel crush crowned access trail. The access trail to Hotel Lake is planned to be constructed on a narrow, undeveloped section of Hotel Lake Park, located across Hotel Lake Road and within the riparian boundary of the lake foreshore itself (see proposal map above). Preliminary layout and access trail design has intentionally avoided the identified possible critical waterfowl nesting and fish habitat area, located further west from any proposed developments. Final plans include the development of a small public dock to be used as input and egress for hand-built boats being constructed and showcased by members of the society at the community hall.

The trail would be constructed, inspected and maintained by PHLHS to SCRD's standards, with records provided to SCRD. As this trail proposal is generally within the scope of the existing MOU for Hotel Lake Park stewardship, staff recommend that an amendment to specify applicable construction and maintenance standards be added.

SCRD Parks will provide project oversight during implementation. Staff will also need to perform ongoing regular inspections.

See environmental analysis below.

### *Dock Construction*

PHLHS proposes a 'T-dock' to be installed, measuring approximately 18 feet long from the shoreline. Design and construction is intended to meet shishalh and Provincial best practice for moorage facilities. Any construction on Provincial land covered by water would require a works permit from BC FLNRORD and tenure from Federal Department of Fisheries and Oceans. In order for these approvals to be granted, and as SCRD is the adjacent land owner, the PHLHS

applications for permits/tenure should include an indication of SCRD support for the project. Staff recommend a letter of support be issued on behalf of PHLHS and this project proposal to support this process.

See environmental analysis below.

#### *Beach Construction*

The project includes a proposal for the development of a beach at the foreshore adjacent to Hotel Lake. The beach is intended to be about 30m long and construction involves the installation of silt barriers and the importation of fill materials and sand. Through BC FLNRORD Water Stewardship Works authorizations, PHLHS will be required to adhere to all environmental regulations during the construction period.

See environmental analysis below.

#### *Environmental Considerations*

During planning stages, several access points and trail routes have been explored from a technical perspective, with the preferred trail alignment being chosen in order to conform to specification for trail design, and to minimize the potential for any environmental impacts.

PHLHS has commissioned and obtained a Riparian Areas Regulation Assessment Report from a qualified environmental professional (QEP) (see attachment D).

Specific QEP considerations include:

*“The proposed development will not result in any removal of mature trees from the SPEA. There were no observed and/or obvious “Danger” trees in/or adjacent to the SPEA on the subject property. If any tree becomes a possible hazard during construction, and it is located adjacent to or in the SPEA, the proponent must consult with the QEP prior to dealing with the tree and have a Danger Tree Assessment completed by a QP. Any removal of trees within the SPEA is considered an impact on fish and fish habitat”.*

And;

*“Access trail construction must conform to the DFO “Best Management Practices for Urban and Rural Land Development” ensuring preventative measures are in place to deal with heavy seasonal rains and potential erosion that may occur during excavation. Preventative measures should include ditch sumps for settling of fines and berms or silt fences/curtains. All ditching and runoff must be directed away from the SPEA and lake. The developer must consult a QEP if unclear on erosion control measures and/or a risk to the SPEA and lake is possible.”*

Finally, the QEP concluded:

*“If the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed”.*



Staff have confirmed understanding and acceptance of all of these items with PHLHS.

#### *Organizational and Intergovernmental Implications*

Multiple jurisdictions, including the shishalh Nation, Federal Department of Fisheries and Oceans, BC FLNRORD and SD No.46 will require consultation, review and approval prior to proceeding. Pending Board support for the project, PHLHS is prepared to undertake the necessary development proposal applications and work with authorities on review and referral. A letter of support for this project from SCRDC will demonstrate landowner/lease holder concurrence.

The SCRDC-PHLHS MOU agreement for Hotel Lake Park, requires PHLHS to maintain liability coverage with SCRDC named as an additional insured.

Should the sublease terminate, any improvements made within SD No. 46 lands would become property of the school district. Any developments on SCRDC parkland would become property of SCRDC. The SCRDC-PHLHS sublease states that “*The Society will be responsible for all costs related to any additional structures on the Subleased Premises and the additional structures will become the property of the School Board.*”

Based on these points, risks and future costs to SCRDC related to this project appear to be limited.

#### *Financial Implications*

All costs related to project development and construction will be assumed by PHLHS in partnership with the Pender Harbour Rotary Club.

#### *Timeline for next steps or estimated completion date*

Pending Board direction, staff are prepared to provide a letter of support to PHLHS and to further engage with the Society as needed.

#### *Communications Strategy*

Following Board resolution and direction, SCRDC Parks will communicate with PHLHS.

### **STRATEGIC PLAN AND RELATED POLICIES**

Support for PHLHS Trail, Dock and Beach Proposal reflects the SCRDC 2019-2023 Strategic Plan priorities of Community **Engagement and Communications** and **Regional Collaboration and Partnership**.

### **CONCLUSION**

PHLHS proposes to develop and use a new boat shed, access trail and dock for the benefit of the community and for both visitors and residents of the Sunshine Coast. The project proposal intends on promoting experiential tourism and showcasing a unique piece of heritage on the Sunshine Coast.

PHLHS has done environmental diligence and made contact with the shishalh Nation. The Society is prepared to pursue the necessary permits and tenure required for delivery of the project. The proposed trail and dock development will not have any adverse impact to SCRD Parks operations, maintenance or budget.

Staff recommend the Board provide a letter of support for the PHLHS project proposal and that the MOU for stewardship of Hotel Lake Park be amended to include specifications for the construction and maintenance the proposed new trail, dock, amenities and associated infrastructure.

Attachments:

Attachment A: Memorandum of Understanding: Stewardship Hotel Lake Park, Pender Harbour Living Heritage Society.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Risk	X – V. Cropp

**MEMORANDUM OF UNDERSTANDING**  
**Stewardship Hotel Lake Park**  
**Pender Harbour Living Heritage Society**

This Memorandum of Understanding dated for reference the 31<sup>st</sup> day of July, 2019.

BETWEEN:

**SUNSHINE COAST REGIONAL DISTRICT**  
1975 Field Rd.  
Sechelt, British Columbia  
V0N 3A1

(the "**Regional District**")

AND:

**THE PENDER HARBOUR LIVING HERITAGE SOCIETY**  
Box 130 4334 IRVING LANDING RD J.M. [Signature]  
Garden Bay, British Columbia  
V0N 1S0

(the "**Society**")

(collectively called the "**Parties**")

**WHEREAS:**

- A) The Regional District and the Society are incorporated bodies with a mutual interest in cooperating in the construction and operation of park facilities on lands legally described as Park dedication on Plan BCP33394, District Lot 1543, shown on Schedule "A" attached (the "**Lands**") known as Hotel Lake Park;
- B) The Regional District owns and operates community parks and may enter into related stewardship agreements or MOUs with third parties for mutual benefit;
- C) The Society has secured resources and wishes to commence Works at Hotel Lake Park upon confirmation that all relevant regulations have been satisfied, and design plans have been agreed upon by The Parties.

The Parties now wish to record in a Memorandum of Understanding their understandings regarding their desire to work cooperatively to make identified improvements to Hotel Lake Park.

**NOW THEREFORE**, in consideration of the mutual promises set out herein, the Parties hereto agree as follows:

**Purposes**

1. The Regional District and the Society shall cooperate with each other and execute all such further documents and provide such further assurances as may be necessary to comply with the spirit and intent of this Memorandum of Understanding.

2. The purpose of this Memorandum of Understanding is to record the intent of the parties to work towards improvement of Hotel Lake Park to add parkland amenities that will be valued by the community.

### **Obligations of the Parties**

3. The Regional District agrees to provide use of the Lands for the Hotel Lake parkland improvements subject to the approval of the SCRD General Manager of Planning and Community Development and subject to the required development permits and conforming to Provincial regulations.

4. The Society, at its sole cost, will install and maintain for five years, with term to be extended if mutually agreed:

- Safe access to Hotel Lake for mobility challenged and other users of the park.
- Informational and other signage.
- Picnic shelter.
- Infrastructure and access for non-power boating.

5. The Society will provide detailed designs for trail, dock, signage and picnic shelter to the Regional District for approval prior to commencing on-site work.

6. The Society shall ensure that its members or contractors carry out the Works in an appropriate manner in order to cause no damage, nuisance or disturbance to the park.

7. The Society will abide by and comply, at its own expense, with all laws, rules and regulations of all levels of government or other authority which in any way relate to or affect the use of the Lands and shall take necessary steps to ensure the safety of the public by preventing entry to construction sites.

8. Upon conclusion, or in the event of termination of agreement, the Society will remove any improvements and return the site to original condition, at their cost.

### **Indemnity**

9. The Society covenants and agrees to indemnify and save harmless the Regional District, its elected officials, officers, employees, agents, successors and assigns, from and against all actions or causes of actions, liabilities, claims, damages or expenses arising or resulting from the Society carrying out the Works on the Lands, including but not limited to any act or neglect of the Society or its contractors, officers, employees, agents, invitees or licensees in and about the Lands or arising out of any breach, violation, non-performance by them of any provision of this Memorandum of Understanding, including liability for injuries or damage to persons or property of the Regional District's contractors, officers, employees, agents, invitees or licensees.

### **Insurance**

10. The Society shall, prior to commencing the Works, provide and maintain comprehensive general liability insurance respecting the Society's use and occupation of the Lands and carrying out of the Works, in a form acceptable to the Regional District, subject to limits of liability of not less than Two Million Dollars (\$2,000,000.00) inclusive, per occurrence, for bodily injury, death or damage to property, including loss of use thereof, and such insurance shall contain a severability of interests or cross liability clause, list the District as an additional insured and provide that such policy may not be terminated or discontinued without first providing the Regional District with 10 days written notice of such termination or discontinuance.

**Term**

11. The term of this agreement is until December 31, 2024 to install and maintain improvements.

**Renewal**

12. Upon conclusion of the term of this agreement, the parties may negotiate a longer term stewardship agreement provided the Society takes responsibility for maintenance of the improvements they provide.

**Termination**

13. This agreement may be terminated by either party upon 30 days' written notice.

**Dispute Resolution**

14. In the event of a dispute between the parties arising out of or in connection with this Memorandum of Understanding, the following dispute resolution process will apply unless the parties otherwise agree in writing:

- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
- (b) if the dispute is not resolved through collaborative negotiation within 30 business days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society;
- (c) if the dispute is not resolved through mediation within 60 business days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the Commercial Arbitration Act.

15. Unless the parties otherwise agree in writing, an arbitration or mediation under section 12 will be held in Vancouver, British Columbia.

IN WITNESS WHEREOF the Corporate Seal of )  
the **Sunshine Coast Regional District** was )  
hereunto affixed in the presence of: )

CHAIR )

CORPORATE OFFICER )

C/S

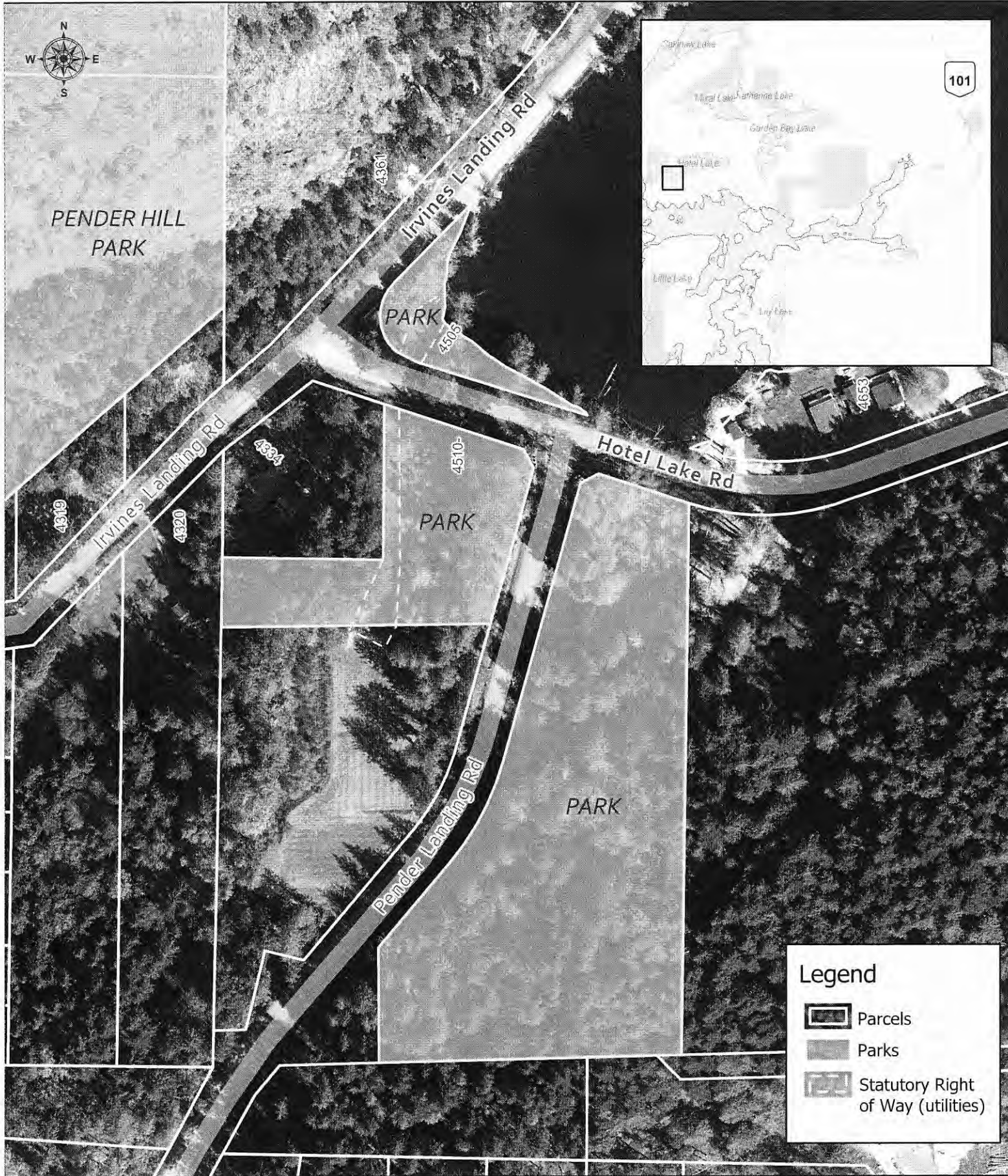
IN WITNESS WHEREOF the Corporate Seal of )  
the **Living Heritage Society** was hereunto affixed )  
in the presence of: )

Authorized Signatory )

Authorized Signatory )

C/S





## Schedule A - Hotel Lake Park

0 10 20 40 60 80 Meters

This information has been compiled by the Sunshine Coast Regional District (SCRD) using data derived from a number of sources with varying levels of accuracy. The SCRD disclaims all responsibility for the accuracy or completeness of this information.

Date: 5/22/2019

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Kevin Clarkson, Parks Superintendent

**SUBJECT:** ROBERTS CREEK PIER LICENCE OF OCCUPATION RENEWAL

---

### RECOMMENDATION(S)

**THAT the report titled Roberts Creek Pier Licence of Occupation Renewal be received;**

**AND THAT Licence No. 714854 with the Ministry of Transportation and Infrastructure for occupation of public highway at the end of Roberts Creek Road be renewed for a period of 5 years;**

**AND FURTHER THAT the delegated authorities be authorized to sign the Licence of Occupation Agreement No. 714854 for the portion of highway at the end of Roberts Creek Road, and adjacent to Roberts Creek Pier Park.**

---

### BACKGROUND

Since 2010, SCRD has held Licence No. 714854 from the BC Ministry of Transportation and Infrastructure (MoTI) for the use of public highway at the end of Roberts Creek Road. The licence area is commonly known as the Roberts Creek Mandala which is located directly adjacent to Roberts Creek Pier Park (see Figure 1 below).

This Licence area enables:

- public access to Roberts Creek Pier park;
- provision of amenities like washrooms; picnic tables and benches, information and regulatory signage, and garbage/recycling receptacles;
- provide and manage public parking, and;
- manage community events and celebrations ancillary to the community park.

SCRD Parks actively maintains and operates the park and licence area.

The licence is now due for renewal; a third 5-year term is being offered by the Province.



Figure 1: Approximate Licence Area (red outline)



## DISCUSSION

As per Delegation Bylaw section 10.1(b), binding agreements with other governments require Chair and Corporate Officer signature and need to be supported by board resolution.

### *Options and Analysis*

Option1- Renew Licence of Occupation Agreement No. 714854 with BC MoTI and continue to provide similar service levels to Roberts Creek Pier Park. SCRD tenure at the end of Roberts Creek Road is essential for both park use and the provision of amenities like toilets and parking.

### **Staff recommend this option.**

Option 2- Do not renew Licence of Occupation Agreement No. 714854 with BC MoTI and adjust levels of service provided and available recreational amenities on site. This option has social consequences, as the property forms an important part of public access to the SCRD Park. Roberts Creek Pier Park is one of the busiest and most heavily used of all SCRD Parks and changes that minimize the park's accessibility or provisions will have significant effects. If the Board directs this option be explored, a public participation process could be considered to confirm a transition plan.



*Organizational and Intergovernmental Implications*

The licence area includes paving that SCRD bears some responsibility for under the terms of the licence. The current condition of the pavement is deemed “good” and no major repairs are anticipated to be needed in the coming 5 years. Work on a comprehensive Parks asset management plan is currently underway and can provide more detail and a capital plan.

Operationally, the Roberts Creek Pier area is one of SCRD's busiest park complexes and requires resources relating to park maintenance (inspection, mowing, trimming, cleaning, etc.) on an approximately weekly cycle. Solid waste removal (largely comprised of picnic waste/take-out food containers) requires up to twice weekly service. Portable toilets see high use and contracted cleaning takes place up to twice weekly. Future planning for this area could look to strategies such as pack-it-out waste management, solar trash compactors, or permanent/environmentally-safe toilet building that would reduce ongoing operational demands – any of these approaches would need to emerge through a management plan and budget proposal process. SCRD assets in this area include park furniture, bear-proof waste receptacles, screening structure around portable toilets, signage kiosk, interpretive and regulatory signage and a decorative gate.

Coordination with SCRD Bylaw Enforcement and RCMP assists with discouraging nuisance behavior in the Park.

*Financial Implications*

A licence fee of \$250 plus GST is charged by the Province. Base budget funding is available to address this cost.

*Timeline for next steps or estimated completion date*

MoTI will process the licence once SCRD delegated authorities sign off. The term of the licence is 5 years.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Staff recommend renewal and extension of BC MoTI Licence of Occupation No. 714854. Continued occupation under this agreement allows SCRD to operate and maintain Roberts Creek Pier Park and provide park users with both access and amenities.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Allen van Velzen, Acting Manager / Facility Services Coordinator

**SUBJECT:** RFP 2061306 – REFRIGERATION PLANT UPGRADE MCC PANEL DESIGN AND REPLACEMENT (SUNSHINE COAST ARENA) CONTRACT AWARD REPORT

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### RECOMMENDATIONS

**THAT the report titled RFP 2061306 – Refrigeration Plant Upgrade MCC Panel Design and Replacement (Sunshine Coast Arena) Contract Award Report be received;**

**AND THAT the SCRD enter into a contract with Fraser Valley Refrigeration Ltd for MCC Panel Replacement at Sunshine Coast Arena as described in RFP 2061306 for up to \$122,090 (excluding G.S.T.);**

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

**AND FURTHER THAT the following recommendation be forwarded to the September 10, 2020 Regular Board meeting.**

---

### BACKGROUND

On January 31, 2019, the SCRD Board adopted the following recommendations:

**017/19 Recommendation No. 6 *Sunshine Coast Chiller Replacement***

THAT the report titled Sunshine Coast Arena – Chiller Replacement be received;

AND THAT the Sunshine Coast Regional District (SCRD) proceed with replacement of the Sunshine Coast Arena chiller and compressor with a plate and frame chiller at an estimated total project cost (including compressors, associated plant reconfiguration, engineering and contingency) of \$741,000, as described in Option 1 of the report.

The project as budgeted included a \$100,000 contingency. If contingency remained at completion of the 2019 work, required electrical upgrades associated with the chiller/ice plant were identified as an optional component of this project. These upgrades will improve plant efficiency and safety and align with the Board-approved direction to upgrade the SCA refrigeration plant to ensure regulatory compliance.

A contingency of \$97,076 remained at completion of the 2019 work and was carried forward to 2020 in order to proceed with the electrical upgrades.

Utilizing the optional electrical upgrade specifications developed by a qualified refrigeration engineer for the 2019 Sunshine Coast Arena Chiller Replacement & Refrigeration Plant Upgrade

project, request for proposal (RFP) 2061306 Refrigeration Plant Upgrade MCC [Motor Control Centre] Panel Design and Replacement (Sunshine Coast Arena) was published on July 17, 2020.

## DISCUSSION

### *RFP Process and Results*

RFP 2061306 was published on July 17, 2020 and closed on August 14, 2020. One addendum was issued. One proposal was received. The evaluation committee reviewed and scored the proposal against the criteria set out in Section 7 of the RFP document and determined that Fraser Valley Refrigeration Ltd meets all the requirements of the RFP.

Staff have recommended that a contract be awarded to Fraser Valley Refrigeration Ltd as they met the specifications as outlined and are the best value overall for the above-mentioned project.

Fraser Valley Refrigeration Ltd.'s successful bid exceeds the remaining Capital Renewal Funds allocated to the 2019 Sunshine Coast Arena Chiller Replacement and Refrigeration Plant Upgrade project.

Company Name	Value of Contract (before GST)
Fraser Valley Refrigeration	Up to \$101,741.56

### *Options and Analysis*

With the recreation facilities closed due to the Covid-19 pandemic and the future operational status of the facilities unknown at the time of publishing RFP 2061306 Refrigeration Plant Upgrade MCC Panel Design and Replacement (Sunshine Coast Arena) the RFP was framed with two options.

#### Option 1:

Proceed with MCC panel design and replacement in 2020 based on an extended closure or extended period of no ice plant operation at the Sunshine Coast Arena. The project will not impact our ability to provide dry floor usage at the Sunshine Coast Arena. This aligns with the current Board direction of operating the Sunshine Coast Arena with dry floor until Dec 31, 2020.

#### Option 2:

Proceed with MCC panel design and replacement in 2021 during the summer dry floor season. This will result in a project cost increase of 3.5% or \$3,561.

With an anticipated project duration of 10 – 12 weeks from the time of award, if option 1 is selected ice cannot be installed at the Sunshine Coast Arena prior to January 2021.

### *Financial Implications*

The budget for this project is the carried-forward remaining funds from the 2019 chiller replacement and plant upgrade project of \$97,076. The bid proposal is \$101,741.56 plus GST which exceeds the available budget by \$4,700. Staff recommend an additional contingency fund of 20% or \$20,348 be allocated to this project due to final design parameters which cannot be confirmed until the project is in process. This contingency is included in the total “up-to” contract award amount.

There are a few other capital projects completed this year that have come in under budget; three GACC projects totaling \$14,000 under budget and the SAC UV light treatment project was significantly under budget (estimated conservatively at \$60,000 under budget). With the additional funding allocation of up to \$25,048 needed to proceed with the MCC panel design and replacement project and the other completed projects under budget at \$74,000, this would leave an estimated \$48,952 contribution to the Capital Renewal Reserve Fund in 2020. Therefore, there are sufficient funds within the 2020 Budget to accommodate the additional \$25,048 for this project.

### *Timeline for next steps or estimated completion date*

Following Board decision, the contract award will be made. If approved, work would proceed immediately for completion before year end.

### **STRATEGIC PLAN AND RELATED POLICIES**

N/A – operational matter.

### **CONCLUSION**

In accordance with the SCRD's Procurement Policy, RFP 2061306 was issued for Refrigeration Plant Upgrade MCC Panel Design and Replacement (SCA). The term of the contract is 12 weeks starting from the date of award.

Staff recommend award of the contract to Fraser Valley Refrigeration Ltd. for a contract value of up to \$101,742 excluding G.S.T., plus a 20% contingency of \$25,048 be added to the project budget, and that the delegated authorities be authorized to execute the contract.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – September 10, 2020

**AUTHOR:** Jennifer Hill, Deputy Corporate Officer

**SUBJECT:** **SPEAKERS FOR RESOLUTIONS TO THE 2020 UNION OF BC MUNICIPALITIES (UBCM) CONVENTION**

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### RECOMMENDATIONS

**THAT the report titled Speakers for Resolutions to the 2020 Union of BC Municipalities (UBCM) Convention be received;**

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

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

---

### BACKGROUND

The 2020 UBCM Convention will be held in a virtual format. Nine (9) SCRD Resolutions have been brought forward for consideration at the Convention's virtual resolutions session.

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

### DISCUSSION

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

#### 1. **Police Based Victim Services (UBCM Resolution No. EB2)**

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

#### 2. **Abandoned Vehicles (UBCM Resolution No. EB10)**

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

**3. Medical Cannabis Safety Concerns (UBCM Resolution No. EB16)**

- Submitted via Association of Vancouver Island Coastal Communities (AVICC).
- Section EB, “Community Safety” classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy.
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion.
- UBCM Resolutions Committee recommendation: **Endorse**, following Resolutions Committee scrutiny the resolution has been reassigned.

**4. Secondary Rural Road Maintenance (UBCM Resolution No. EB18)**

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

**5. ICI Packaging & Paper Products Recycling Regulation (UBCM Resolution No. EB54)**

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

**6. Cumulative Effects of Land Use Decisions (UBCM Resolution No. EB61)**

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

**7. Stormwater Management (UBCM Resolution No. EB62)**

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

**8. Business Licensing Authority for Regional Districts (UBCM Resolution No. EB73)**

- Submitted via Association of Vancouver Island Coastal Communities (AVICC).
- Section EB, “Regional Districts” classification in the UBCM Resolutions Book – resolution that supports existing UBCM policy.
- Resolution considered as part of a block and is not individually debated on the Convention floor unless there is a motion to remove it from the block for discussion.
- UBCM Resolutions Committee recommendation: **Endorse**, following Resolutions Committee scrutiny the resolution has been reassigned.

**9. Marine Debris (UBCM Resolution No. NR46)**

- Submitted via Association of Vancouver Island Coastal Communities (AVICC).
- Section NR, “Environment” classification in the UBCM Resolutions Book –resolution that proposes new policy which may address topics not previously considered, or proposed policy positions that do not align with current UBCM policy position.
- Time permitting, resolution is individually considered on the Convention floor – the resolution will require a mover and a seconder. The sponsor will then be permitted three minutes to introduce the resolution.
- UBCM Resolutions Committee recommendation: **No recommendation**.

**STRATEGIC PLAN AND RELATED POLICIES**

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

**CONCLUSION**

The Board may wish to identify a speaker for Resolution No. NR46 which will be considered individually on the Convention floor, as well as speakers for Resolution Nos. EB2, EB10, EB16, EB18, EB54, EB61, EB62 and EB73 should they be pulled from the block for discussion on the UBCM Convention floor.

Attachment A: Resolutions to the 2020 UBCM Convention

Reviewed by:			
Manager		Finance	
GM		Legislative	S. Reid
CAO	D. McKinley	Other	

## ATTACHMENT A

### **Resolutions to the 2020 UBCM Convention**

#### Police Based Victim Services (EB2)

---

WHEREAS the Ministry of Public Safety and Solicitor General has primary responsibility for funding Police Based Victim Services programs and local governments are being requested to cost-share funding programs in communities that contribute to policing costs;

AND WHEREAS the existing funding structure may create instability and capacity challenges for Police Based Victim Services programs reliant on a level of funding certainty in order to adequately plan, deliver and sustain programs that support the safety needs of victims and communities:

THEREFORE BE IT RESOLVED THAT UBCM request the Ministry of Public Safety and Solicitor General fully fund Police Based Victim Services programs to ensure they are adequately funded on an ongoing basis to support and sustain the need for victim services in communities throughout BC.

#### Abandoned Vehicles (EB10)

---

WHEREAS the RCMP and the Ministry of Transportation and Infrastructure have authority for enforcing parking regulations outside of municipal boundaries, including the removal of abandoned or unlicensed vehicles that may be illegally parked on rural roads, which is time consuming, costly, and takes away resources from other important community priorities;

AND WHEREAS regional districts have no authority for parking enforcement or removal of abandoned vehicles from rural roads but, as the representative local government with a direct connection to the community, must address resident concerns about abandoned vehicles that may be illegally parked or impacting the safe movement of pedestrians, traffic, or emergency vehicles in areas such as accesses to docks, boat launches, roads near waterfront parks, or areas where parking is limited:

THEREFORE BE IT RESOLVED that AVICC urge the provincial government to provide additional funding resources to support rural RCMP detachments or the Ministry of Transportation and Infrastructure in responding to time consuming and costly removal and disposal of abandoned vehicles from rural roads, and to ensure that community safety concerns are prioritized and adequately attended to.

#### Medical Cannabis Safety Concerns (EB16)

---

WHEREAS the federal *Cannabis Act* controls the production, distribution, sale and possession of cannabis in Canada, including the application and licensing of personal and commercial medical cannabis production which should be compliant with local bylaws according to criteria set out for applicants in the process administered by Health Canada as the agency responsible for approval of cannabis production facilities;

AND WHEREAS local governments have responsibility for the enforcement of local bylaws and ensuring life-safety compliance with fire and building code regulations but Health Canada has no process in place to share licensing information with local authorities about the location of medical cannabis production facilities in BC communities:



THEREFORE BE IT RESOLVED that AVICC advocate for an expanded legislative framework that provides options for local authorities to oversee building and fire safety requirements for cannabis production facilities from the outset of the license application process and prior to the commencement of construction of cannabis production facilities in local communities;

AND BE IT FURTHER RESOLVED that AVICC advocate for federal and provincial collaboration with local governments to develop information sharing agreements so local governments are informed of the locations and licensing particulars of personal and commercial medical cannabis production in their communities and can thereby ensure enforcement of local bylaws to mitigate safety risks within BC communities.

#### Secondary Rural Road Maintenance (EB18)

---

WHEREAS there is growing concern about the state of secondary roads in rural communities that are in need of safety improvements such as more frequent refreshment of pavement lane markings which are essential to ensuring the safe flow of vehicle, bicycle, and pedestrian traffic, especially in more remote areas where street lighting may be minimal or non-existent;

AND WHEREAS the Ministry of Transportation and Infrastructure, as the responsible authority for the public road network in rural areas, oversees rural road maintenance through highway maintenance service contracts according to terms set out by the Province that define levels for maintenance standards and a budget for each specific service area:

THEREFORE BE IT RESOLVED that AVICC urge the provincial government to review service level standards and increase funding for the upkeep of secondary roads in the provincial road network to ensure safe and accessible transportation options for rural communities who depend on them for day-to-day personal and business transportation needs.

#### ICI Packaging & Paper Products Recycling Regulation (EB54)

---

WHEREAS resolution 2018-B68 'Packaging and Printed Paper Recycling Regulation Amendment' was previously endorsed by the UBCM membership;

AND WHEREAS the Province responded it would consider expanding BC's Extended Producer Responsibility (EPR) programs for future inclusion of Industrial, Commercial and Institutional (ICI) packaging and paper products as part of their commitment to the Canadian Council of Ministers of Environment Canada-Wide Action Plan for Extended Producer Responsibility';

AND WHEREAS BC's EPR programs have yet to be expanded to include ICI packaging and paper products which is having a disproportionate impact on remote and rural communities where access to private or commercial recycling services is limited and often unavailable:

THEREFORE BE IT RESOLVED THAT UBCM urge the Province to take action on amending the Recycling Regulation to expand BC's Extended Producer Responsibility (EPR) programs to include product categories for Industrial, Commercial and Institutional packaging and paper products.

#### Cumulative Effects of Land Use Decisions (EB61)

---

WHEREAS communities of British Columbia are dependent on healthy, ecologically diverse, functioning ecosystems upstream from Official Community Plan areas for services such as drinking water, stormwater management, erosion control, pollinator protection for food systems, infrastructure / asset management and climate resilience;

AND WHEREAS provincial ministries often consider applications to make private or industrial use of provincial public land independently of each other and do not have or apply sufficient regulatory frameworks for ensuring long term ecological resilience such as integrated multidisciplinary land use planning or cumulative effects analysis before authorizing applications for use:

THEREFORE BE IT RESOLVED that the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be urged to develop and implement integrated, multidisciplinary / multi-ministry land use planning and cumulative effects analysis tools to be applied to long term planning at the watershed scale and to individual applications to make private use of provincial public lands, with the goal of restoring and mitigating further damage to ecological resilience and protecting public infrastructure assets for the long term.

#### Stormwater Management (EB62)

---

WHEREAS stormwater run-off and drainage related problems such as flooding, erosion, and slope instability are becoming increasingly prevalent in rural areas due to development pressures and are being exacerbated by the effects of climate change which results in more variable, intense, and frequent storm events;

AND WHEREAS the Ministry of Transportation and Infrastructure, as the subdivision approving authority, is primarily responsible for the design and maintenance of drainage works related to public roads in rural areas, and does not enforce or regulate stormwater and drainage related problems from one property to the next once development has been approved;

THEREFORE BE IT RESOLVED that AVICC advocate for increased collaboration between the Ministry of Transportation and Infrastructure, regional districts, and municipalities to develop and implement management strategies that:

- recognize the need for an integrated stormwater management approach that plans at the watershed level as well as at the individual development level;
- are responsive to ongoing development pressures and challenges associated with climate change;
- increase provincial oversight of the implementation of stormwater related components of subdivision approvals on an ongoing basis;
- increase the Province's ability to address concerns from residents on an ongoing basis about property damage and safety issues that arise from stormwater and drainage related problems; and,
- incorporate the impacts of planned upstream forestry activities in their drainage assessments.

#### Business Licensing Authority for Regional Districts (EB73)

---

WHEREAS the *Community Charter* provides municipalities the authority to regulate businesses through a business licensing structure, while regional districts have not been granted business licensing authority and must undertake a lengthy legislative application process in order to be granted that authority through provincial regulation;

AND WHEREAS municipalities may utilize business licensing as a tool to assist with the enforcement and compliance of local bylaws such as the regulation of cannabis and short-term rentals, while regional districts with similar bylaw enforcement challenges do not have that option readily available to them:

THEREFORE BE IT RESOLVED that AVICC urge the Ministry of Municipal Affairs and Housing to explore options to amend the *Local Government Act* to provide Regional Districts legislative authority for business licensing similar to the authority provided to municipalities in order to ensure fair and equal access for all local governments wishing to utilize business licensing as a tool to support compliance with local bylaws.

#### Marine Debris (NR46)

---

WHEREAS a large volume of marine debris including plastics, styrofoam, components of boats, docks, and fishing gear is increasingly washing up on local shores which is environmentally damaging to marine environments, poses risks to fish and wildlife, creates a safety hazard for marine traffic, and places added pressure on communities to collect and haul shoreline marine debris to disposal facilities which is costly and logistically complex;

AND WHEREAS local governments have no jurisdiction on shorelines, as that is under the authority of the Province, and provincial efforts to increase producer responsibility for product stewardship have not been sufficient at reducing pollution caused by marine debris due to the diversity of materials and their often unknown source of origin:

THEREFORE BE IT RESOLVED that AVICC urge the provincial government to adequately resource and develop a provincial program to assist with marine debris shoreline clean-up efforts that focusses on increasing regulation and enforcement for sectors responsible for the majority of marine debris, expanding recycling options for commonly found materials such as styrofoam, and funding communities that are struggling to address significant marine debris pollution on their shorelines so that regular community-led shoreline clean-up events are supported and collected marine debris can be safely transported to disposal facilities.

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

**July 16, 2020**

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

**PRESENT:**

(Voting Members)

Director, Electoral Area F, Chair  
Director, Electoral Area A  
Director, Electoral Area B  
Director, Electoral Area D  
Director, Electoral Area E  
Mayor, District of Sechelt  
Councillor, District of Sechelt  
Councillor, Town of Gibsons  
Councillor, SIGD  
SD46

Mark Hiltz  
Leonard Lee  
Lori Pratt  
Andreas Tize  
Donna McMahon  
Darnelda Siegers  
Matt McLean (Alt)  
David Croal  
Warren Paull  
Sue Girard

**ALSO PRESENT:**

(Non-Voting)

RCMP Sergeant  
Chief Administrative Officer  
Administrative Assistant Corporate / Recorder  
Media  
Public

Don Newman  
Dean McKinley  
Tara Crosby  
1  
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*\*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER****1:31 p.m.****AGENDA**

The agenda was adopted as presented.

**PRESENTATIONS AND DELEGATIONS****MINUTES****Recommendation No. 1***Minutes*

The Sunshine Coast Policing and Public Safety Committee recommended that the minutes of January 16, 2020 be received.

## REPORTS

### **Recommendation No. 2**      *Monthly Crime Statistics – January – June 2020*

The Sunshine Coast Policing and Public Safety Committee recommended that the RCMP Monthly Crime Statistics for January – June 2020 be received.

### ***RCMP Update***

*Sergeant Newman gave an update on local policing.*

*The Committee had a roundtable conversation concerning reallocation / defunding police, discussing the orientation, decision-making process and resourcing. The Committee queried as to amount of money spent on policing on the Sunshine Coast and how decisions are made regarding the use of these funds. There is still a requirement for increased resources that would support rural policing and public safety – social networks, mental health networks, social services and victims services, etc. SCRD role with policing is advocacy at the senior government level. A volunteer Community Coordinator position, to review all the public safety groups and requirements, was suggested as a consideration of inclusion into the 2021 budget process. Changing the make-up of the Policing and Public Safety Committee was suggested as a topic for the next Policing and Public Safety Committee.*

### **Recommendation No. 3**      *Social Service Considerations*

The Sunshine Coast Policing and Public Safety Committee recommended that staff bring forward the Sunshine Coast Regional District Board resolutions, regarding the creation of a Social Services function, to the Strategic Plan Review for consideration.

*The Committee discussed the status of overdose prevention and the need for ongoing support for prevention sites in the communities.*

## COMMUNICATIONS

### **Recommendation No. 4**      *RCMP Auxiliary Program*

The Sunshine Coast Policing and Public Safety Committee recommended that the correspondence from Brenda Butterworth-Carr; Assistant Deputy Minister and Director of Police Services Policing and Security Branch, Ministry of Public Safety and Solicitor General, dated June 18, 2020, regarding RCMP Auxiliary Program be received.

## NEW BUSINESS

## ROUNDTABLE

**ADJOURNMENT**      2:46 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
AGRICULTURAL ADVISORY COMMITTEE**

**July 28, 2020**

MINUTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD ONLINE VIA ZOOM MEETING DUE TO COVID-19 RESTRICTION

<b>PRESENT:</b>	Members	Raquel Kolof Barbara Seed David Morgan Erin Dutton Gerald Rainville
<b>ALSO PRESENT:</b>	Electoral Area F Director	Mark Hiltz (Non-Voting Board Liaison)
	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	Planner 1/Senior Planner	Julie Clark
	Recording Secretary	Genevieve Dixon
	Public	0
<b>REGRETS</b>		Paul Nash (Chair) Gretchen Bozak
<b>ABSENT</b>		Faye Kiewitz Jon Bell

**CALL TO ORDER**     3:36 p.m.

*David Morgan assumed the role of Chair for the meeting.*

**AGENDA**             The agenda was adopted as follows:

**MINUTES**

**Recommendation No. 1**     *AAC Meeting Minutes of February 25 & June 23, 2020*

The Agricultural Advisory Committee recommended that the meeting minutes of February 25 & June 23, 2020 be received and adopted as presented.

**REPORTS**

Community Amenity Contribution for Agriculture on the Sunshine Coast

Key points of discussion (committee's ideas and questions):

- A key priority is to improve food resilience on the Coast.
- In 2011 there was noted 89 active farms, annual income of approx. \$40,000.

- The Coast could still be under 100 farms.
- Food hub would be a great use.
- Farmers need financial help and water infrastructure.
- How many farms have farm status: divide the funds between each farm?.
- Proposal to be submitted with parameters from each farm with farm status as to how the funds would be used.
- Farms working towards farm status could apply for a business plan to provide farm operation status.
- Farmers have food and land to leverage.
- Water infrastructure, wells, dug out ponds, low flow irrigation and poly tunnels for all season growing.
- Expand capacity for year round production and market, such as learning and equipment for winter crops
- Could these dollars fund a project that is missing from the AG Plan?
- Labour is an issue. WOOFers could be looked at for farm help, requires housing grants and housing on ALR land.
- Consider how these funds could create a legacy project and leveraging food short gages for the future.
- A lot of water waste in Sechelt. Could help utilize Sechelt's waste.
- Co-ops, sharing of equipment.
- Funds should not favour only one geographical location
- Storage water tanks for farms to share who are on low lands for summer consumption.
- Woofers is an existing program.
- \$83,500 AG fund can help with amount of food grown on the Sunshine Coast.
- Fund Agriculture Consultants to bring write grant applications and bring more funds for Agriculture to the Coast, such as in Comox Valley Regional District (contractors hired by CVRD).
- Can the money be given to a farm with farm status, as they are considered a business? Please have staff research how other Regional Districts on Vancouver Island accomplish this.
- Agri-Tourism could be looked at.
- Education on local farms?
- Soil testing.
- Greenhouse and poly tunnels for year-round farming.
- Poly tunnels last 10+ years.
- Seed Collective.
- Farmers Institute to discuss principles at July 28, 2020 meeting.
- Comments from the Farmers Institute to be provided at next meeting.
- Could SCREDO manage funding for loans?
- Committee is wavering farmers farming other then food security effort.
- Farmers classified by BC Assessment to only be eligible for the funds.

**Recommendation No. 2**      *Community Amenity Contribution for Agriculture on the Sunshine Coast*

The Agricultural Advisory Committee recommends the Farmers Institute comment on the Community Amenity Contribution on the Sunshine Coast and give feedback to the AAC and SCRCD staff.

**NEXT MEETING**      Tuesday, September 22, 2020

**ADJOURNMENT**      4:51 p.m.

**SUNSHINE COAST REGIONAL DISTRICT****AREA A - EGMONT/PENDER HARBOUR  
ADVISORY PLANNING COMMISSION****July 29, 2020**


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RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING  
HELD ONLINE VIA ZOOM DUE TO COVID-19 RESTRICTIONS

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<b>PRESENT:</b>	Chair	Peter Robson
	Members	Dennis Burnham Jane McOuat Yovhan Burega Gordon Littlejohn Alan Skelly Alex Thomsom Catherine McEachern Gordon Politeski Tom Silvey Janet Dicken
<b>ALSO PRESENT:</b>	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)
	Recording Secretary	Kelly Kammerle
	Public	2
<b>REGRETS:</b>		Sean McAllistar

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**CALL TO ORDER**    7:15 p.m.

**AGENDA**            The agenda was adopted as presented.

**MINUTES**Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of June 24, 2020 were approved as circulated

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of June 23, 2020
- Roberts Creek (Area D) APC Minutes of June 15, 2020
- Elphinstone (Area E) APC Minutes of June 24, 2020
- West Howe Sound (Area F) APC Minutes of June 23, 2020
- Planning and Community Development Committee Minutes of June 11 & July 9, 2020



## REPORTS

### Development Variance Permit Application DVP00064 (PODS)

Key points of discussion:

The Area A APC deferred making a recommendation on Development Variance Permit Application DVP00064 (PODS). Further information from the Planning Department that the Area A APC would like to see is:

- Why the proposed structures were not designed to fit their allowable space in the first place. The Area A APC would like an explanation as to the reasons why the buildings need to intrude on the 15-metre setback from the current natural boundary.
- More information on where the sewage easement is located and whether the PODS buildings and the water tank could be moved back out of the 15-metre setback.
- The Area A APC finds it hard to justify any variance without compelling facts justifying non-compliance with existing law (OCP and zoning bylaws). The Area A APC is trying to be consistent with its treatment of hardship applications, so every staff report must provide the applicant's rationale supporting why the variance is required.
- The current natural boundary is significantly different from the actual shoreline (limit of fill) as the survey was likely done a century ago and subsequently the shoreline has been filled in, extending the actual shoreline out of Joe Bay by a minimum of 15 metres in places. If the actual shoreline was to be used as the baseline, there would be no intrusion into the 15-metre setback. The Area A APC would like to know why the actual shoreline could not be used as the baseline for the 15-metre setback and thus eliminate the issue of building within the setback.
- Has a geotechnical study been made for the fill area?
- The Area A APC would like further information concerning the ownership of the land between the old natural boundary and the actual current shoreline. To this end, will the applicant be required to acquire the formal right to build on this property either through acquiring a leasehold interest, or alternatively through proceeding with the purchase of the land in question?
- The Area A APC feels they are not able to give an informed recommendation. The Area A APC would like to see an additional staff report, with recommendations, provided to it prior to the next Area A APC meeting.

TELUS Telecommunication Tower – Madeira Park – Request for Local Government Concurrence

**Recommendation No. 2**     *TELUS Telecommunication Tower – Madeira Park – Request for Local Government Concurrence*

The Area A APC recommends approval of TELUS Telecommunication Tower – Madeira Park – Request for Local Government Concurrence with the following comments and recommendations:

- As this structure will likely be the first thing people will see when arriving at Madeira Park, the APC would like to see the tower camouflaged / disguised better.
- Can it be moved further back from the road to make it less conspicuous?
- Why was this specific location chosen for the tower?
- What is the coverage area the tower will serve? The APC would like to see a coverage map.

**NEW BUSINESS**

The APC would like to arrange a meeting with the SCRD Planners to discuss:

- The parameters of variances and how relevant is hardship.
- Why are the questions raised in our minutes not answered by SCRD staff?
- The Area A APC would like some overall guidance from Planning as to why we receive some referrals and not others—what is the criteria?
- The Area A APC would like more specific information on setbacks.
- Why is the format of Staff Reports so varied in their content?

**DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**     September 30, 2020

**ADJOURNMENT**     8:55 p.m.

## SUNSHINE COAST REGIONAL DISTRICT

## HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

JULY 28, 2020

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 RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION MEETING HELD VIA ZOOM MEETING DUE TO COVID-19 RESTRICTIONS
 

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<b>PRESENT:</b>	Chair	Frank Belfry
	Members	Barbara Bolding Nicole Huska Elise Rudland Eleanor Lenz Dieter Greiner Jim Noon Alda Grames Marina Stjepovic
<b>ALSO PRESENT:</b>	Electoral Area D Director	Lori Pratt (Non-Voting Board Liaison)
	Recording Secretary	Sandy Goldsmith
	Public	4
<b>REGRETS:</b>	Members	Bruce Thorpe Catherine Ondzik

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**CALL TO ORDER** 7:00 p.m.

**AGENDA** The agenda was adopted as presented.

**MINUTES**Area B Minutes

The Area B APC minutes of June 23, 2020 were adopted as presented.

Minutes

The following minutes were received for information:

- Elphinstone (Area E) APC Minutes of June 24, 2020
- Egmont / Pender Harbour (Area A) APC Minutes of June 24, 2020
- Roberts Creek (Area D) APC Minutes of June 15, 2020
- West How Sound (Area F) APC Minutes of June 23, 2020
- Planning and Community Development Committee Minutes of June 11, 2020

**REPORTS**Developmental Variance Permit DVP00063 (Halfmoon Bay General Store)

The following comments were made regarding the parking and set back variance:

- The parking available be expanded to avoid limiting it to in front of the buildings providing improved street appeal as visitors enter the area and preservation of the present appeal.
- The preservation of the heritage appearance and the use of any present architectural structures as well as historical items be incorporated into the plans as much as is feasible.
- The need to maintain the non-conforming setbacks in order to maintain the historical character was discussed and understood.
- The committee commended the architect as well as the owners of the property on their desire to invest in the community and their plans to preserve the character and heritage of the buildings and area.

**Recommendation No. 1**      *Developmental Variance Permit DVP00063 (Halfmoon Bay General Store)*

The Area B APC agreed with and accepted the plans as presented. The Area B APC also recommends the following:

- The SCRD investigate other parking possibilities and opportunities for additional parking perhaps near the SCRD dock.
- That perhaps some of the blackberry bushes presently there be cleared to allow for more parking.
- The possibility of parking up closer to the highway around the SCRD park be explored.
- The SCRD meet with the Ministry of Transportation and Infrastructure to investigate safety measures and parking along Minty Road.

Telus Telecommunication Tower – Mercer Road – Request for Local Government Concurrence

The following concerns regarding the proposed plans were raised:

- The proximity to the gas pipe line.
- The obstruction of views for residents in the area.
- The appearance of the tower as viewed from the highway in its present proposed location.
- There are other areas that are in greater need of improved service where there is no service at present most especially in more dangerous areas i.e. Trout Lake.

**Recommendation No. 2**     *Telus Telecommunication Tower – Mercer Road – Request for Government Concurrence*

After extensive discussion regarding the above concerns, the Area B APC recommends:

That **no** decision be made until the SCRD has additional information regarding the decision process and requests that Telus explore other non-residential sites and report back to the SCRD.

The following suggestions for alternate site locations were put forward:

- Trout Lake
- Middle Point
- Upper San Souci Water Tower Site
- Quarry between the two Mercer Road intersections with the Sunshine Coast Highway

**DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**     September 22, 2020

**ADJOURNMENT**     8:55 p.m.



700 North Road, Gabriola Island, BC V0R 1X3

Telephone **250-247-2063** Fax 250-247-7514

Toll Free via Enquiry BC in Vancouver 604.660.2421 Elsewhere in BC **1.800.663.7867**

Email [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

August 12, 2020

Via email: [Board@scrd.ca](mailto:Board@scrd.ca)

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

To the Sunshine Coast Regional District Board,

I am writing to you on behalf of the Gambier Island Local Trust Committee in regards to the New Brighton Dock on Gambier Island.

The Squamish Nation, who are the current owners of the New Brighton Dock on Gambier, have completed the terms of their management contract with the Federal Government and are now selling the facility. The Squamish Nation staff representatives have indicated that there are several buyers interested in the dock and that they are also looking for alternative options that involve public ownership to present to Council. The primary interest of the community is that the dock remains open for public use for passenger ferry access, local moorage, and as the critical remote access point for basic services including emergencies.

The New Brighton Dock has been the main access point to this part of Gambier for more than a century and the settlement pattern around the peninsula reflects that. This is a sheltered, all-weather port with reliable passenger ferry access to Langdale Terminal multiple times through the day. Because of this, basic services such as stores, schools and emergency infrastructure have never developed to any degree on the island. Without access to the New Brighton dock, the only all-season facility on the peninsula, the community will cease to function in its current form.

The Gambier Island Local Trust Committee is requesting that the Sunshine Coast Regional District, as the service delivery local government for the island, take active steps to support the community in resolving this serious situation. Support such as advice in dock management expertise, development of a service function that includes the New Brighton dock, and engagement with the Squamish Nation in support of maintaining a public dock would be helpful. Although there is a meeting scheduled between the Islands Trust and the SCRD on September 14<sup>th</sup>, the Committee requests that active support be provided to the community as soon as possible.

The Committee recognizes that this is a very complex scenario that will involve all levels of government to work together. The Islands Trust continues to support Trustee Stamford, as a local representative, as she advocates with the community for continued public access to the New Brighton Dock.

Respectfully,

Sue Ellen Fast  
Chair, Gambier Island Local Trust Committee



**Tracey Hincks**

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**From:** Lori Pratt  
**Sent:** Monday, August 31, 2020 4:00 PM  
**To:** Tracey Hincks; DL - Directors  
**Subject:** Fw: Funding for Small Ship Tour Operator Association Proposal

FYI.

Tracey - can you have this added to Board on Sept. 10?

Thanks,  
 Lori



**Lori Pratt**  
 Director Area B - Halfmoon Bay & Chair  
 Sunshine Coast Regional District  
 Direct: 604-740-2370  
 1975 Field Road, Sechelt, BC V0N 3A1 604-885-6800  
[www.scrd.ca](http://www.scrd.ca)

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**From:** Marine Special Advisor ENV:EX <MarineSpecialAdvisor@gov.bc.ca>  
**Sent:** Monday, August 31, 2020 11:50 AM  
**To:** Lori Pratt  
**Subject:** Funding for Small Ship Tour Operator Association Proposal

**External Message**

Reference: 360924

*August 31, 2020*

Lori Pratt  
 Chair  
 Sunshine Coast Regional District  
 Email: [Lori.Pratt@scrd.ca](mailto:Lori.Pratt@scrd.ca)

Dear Lori Pratt:

I am writing to share some exciting news that will have a lasting impact on our coastal shorelines.

Today, the B.C. Government announced \$3.5 million in funding to the Small Ship Tour Operators Association (SSTOA) to remove marine debris from B.C.'s Central and North Coasts. The association responded to government's broad call to British Columbians for proposals to stimulate our economy in response to the COVID-19 pandemic. The project will be a collaboration involving Indigenous communities, local governments, and volunteer organizations.

The SSTOA anticipates collecting and recycling where possible between 50 and 100 tons of debris—such as plastics and other items harmful to both marine life and coastal communities

Support for this initiative aligns with the priorities and solutions identified during my consultations on marine debris and abandoned vessels with communities, organizations and stakeholders like you.

This is the first in an anticipated series of marine debris clean-up projects that will include partnerships with organizations that have expertise in this field. Further action to reduce and address marine debris will be announced in the days ahead. I invite you to visit [our website](#) to stay informed of these initiatives.

Sincerely,

Sheila Malcolmson  
MLA, Nanaimo  
Parliamentary Secretary for Environment

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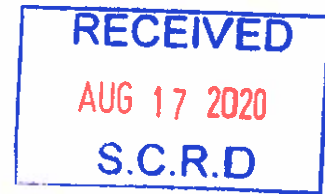
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August 16, 2020



**Sunshine Coast Regional District**  
**Ms. S. Reid**  
**Corporate Officer**  
1975 Field Road  
Wilson Creek, BC V0N 3A1

Dear Ms. Reid,,

In order to follow the correct protocol I called the SCRD and Jennifer advised me to submit the enclosed signed petition (Stop the proposed renaming of Madeira Park to Salalus) to you. This would ensure that the Board of Directors have it well in advance of their next meeting and prior to the August 28, 2020 extension date.

The original goal was to receive three hundred signatures in the three week, three day period (July 22 - August 15th). We achieved that goal early and reset our goal to 600. On the closing date of August 15th we surpassed our goal and reached 746 signatures. The response has been overwhelmingly positive in favor of keeping the name of Madeira Park.

Sincerely,

A handwritten signature in blue ink that reads "Beryl Carmichael".

**Beryl Carmichael**  
12791 Mainsail Rd, Box 21  
Madeira Park, B.C.  
604-883-9120  
[rbcarmichael1@gmail.com](mailto:rbcarmichael1@gmail.com)

August 15, 2020

SCRD Chair - L. Pratt

SCRD Directors - L. Lee, A. Tize, D. McMahon, M. Hiltz, D. Siegers, A. Toth, D. Croal,  
Chief W. Paul

**Re: Enclosed Petition to Stop the proposed renaming of Madeira Park to Salalus**

The residents of Madeira Park have always enjoyed a harmonious relationship with First Nations. Our village of Madeira Park is made up of both indigenous and non-indigenous people; we pride ourselves on being a close knit community.

Our history in Madeira Park began with a benevolent benefactor Joe Gonsalves born in the Madeira Islands, Portugal. He immigrated to British Columbia as a young lad, married a Squamish Nation woman, the aunt of Chief Dan George, worked hard and realized the Canadian dream. He purchased 260 acres where central Madeira Park is situated, his daughter named it in honor of her father's birthplace. When he died he left provisions for part of his Madeira Park Property to go to the community. It is the site of Madeira Park Elementary School, Pender Harbour Community School and the Pender Harbour Community Hall. He also donated other properties in the Pender Harbour area.

In the gov.bc.ca document, Investigation of Geographical Names Proposals, it states in Section (b) Proposals will be checked for the existence of other local or unofficial names. If a well established local name is determined to exist, a new name will not be approved.

In the spirit of coexisting peacefully and with continued good relations with the shishalh Nation, we ask that our Government Ministries and First Nations people will see how important our history and the name of Madeira Park is to us as evidenced through 746 signatures of this petition.

Respectfully yours,



B. Carmichael - Petition Coordinator

Cc: Signature Facilitators - (July 22 - August 15, 2020)

B. Hanna - Great Granddaughter of Joseph Gonsalves

B. Scoular- Madeira Park resident