



PLANNING AND DEVELOPMENT COMMITTEE

November 20, 2014

SCRD Board Room, 1975 Field Road, Sechelt, BC

AMENDED AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of the Agenda

DELEGATIONS

2. Matt Thomson, Coordinator, Sunshine Coast Housing Committee **(INVITED)** ANNEX A
Regarding Sunshine Coast Housing Committee Update and Report on the
Development of Sunshine Coast Community Land Trust pp 1 - 9
(Regional Planning Services) (Voting – All Directors)
3. Roderick Negrave, Research Section Head, Coast Area, Ministry of Forests, Lands and
Natural Resource Operations **(INVITED - 10:30 a.m.)**
Regarding Research at the Roberts Creek Study Forest
(Rural Planning Services) (Voting – A, B, D, E, F)

REPORTS

4. Fraser Surrey Docks Coal Project – Judicial Review ANNEX B
(Regional Planning Services) (Voting – All Directors) pp 10 - 42
5. Preliminary Referral from Squamish Lillooet Regional District Regarding a Regional
Growth Strategy Amendment Bylaw for Waldorf School ANNEX C
(Regional Planning Services) (Voting – All Directors) pp 43 - 44
6. Agenda Items for Next Meeting with Squamish Nation ANNEX D
(Regional Planning Services) (Voting – All Directors) pp 45 – 46
7. Stormwater Management ANNEX E
(Rural Planning Services) (Voting – A, B, D, E, F) pp 47 – 64
8. Howe Sound Community Forum - Notes, Presentations & Consideration of Resolutions ANNEX F
(Rural Planning Services) (Voting – A, B, D, E, F) pp 65 – 104
9. BC Hydro Lands on Nelson Island ANNEX G
Electoral Area A (Rural Planning Services) (Voting A, B, D, E, F) pp 105 – 111
10. BC Parks Update on Artificial Reef Project at Halkett Bay Provincial Marine Park (Area F) ANNEX H
Electoral Area F (Rural Planning Services) (Voting A, B, D, E, F) pp 112 – 114
11. Zoning Amendment Bylaw 310.163 and 337.112 (Transition Houses) ANNEX I
Electoral Areas A, B, D, E, F (Rural Planning Services) (Voting – A, B, D, E, F) pp 115 – 138
12. Zoning Amendment Bylaw 337.110 (Zacharias, 5956 Dubois Road) ANNEX J
Electoral Area A (Rural Planning Services) (Voting A, B, D, E, F) pp 139 – 145
13. Development Permit with a Variance A-36 (Berwick for Prasloski) (Area A) ANNEX K
Electoral Area A (Rural Planning Services) (Voting - A, B, D, E, F) pp 146 – 172

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|-----|--|-------------------------|
| 14. | Road Closure Application #2014-02231 (Bone) 1952 Ocean Beach Esplanade, Lot 5 Block 1 DL 906 Plan VAP1342 (Area E)
Electoral Area E (Rural Planning Services) (Voting - A, B, D, E, F) | ANNEX L
pp 173 – 197 |
| 15. | Hillside Activity Report – October 2014
(Hillside) (Voting – All Directors) | Verbal |
| 16. | Request for Cost Sharing of Land Survey - Hillside
(Hillside) (Voting – All Directors) | ANNEX M
pp 198 – 199 |
| 17. | Pender Harbour and Egmont Chamber of Commerce Supplemental Funding Request
(Economic Development) (Voting – All Directors) | ANNEX N
pp 200 – 204 |
| 18. | Building Department Revenues – October 2014
(Building Department) (Voting – A, B, D, E, F, SIGD) | ANNEX O
pp 205 - 208 |
| 19. | Planning and Development Division Monthly Report - October 2014
(Regional/Rural Planning Services) (Voting – All Directors) | ANNEX P
pp 209 - 217 |
| 20. | Granthams Hall – Chief Administrative Officer
(Community Services) (Voting – A, B, D, E, F) | ANNEX Q
pp 218 – 221 |
| 21. | Granthams Hall Community Meeting Notes of October 6, 2014
(Community Services) (Voting – A, B, D, E, F) | ANNEX R
pp 222 – 228 |

MINUTES

- | | | |
|-----|--|---|
| 22. | Agricultural Advisory Committee Minutes of October 28, 2014
(Regional Planning Services) (Voting – All Directors) | ANNEX S
pp 229 - 231 |
| 23. | Sunshine Coast Housing Committee Minutes of October 8, 2014

23a ADD Attachment B Memorandum of Understanding
(Regional Planning Services) (Voting – All Directors) | ANNEX T
pp 232 - 235
pp 235(a) – (i) |
| 24. | Egmont/Pender Harbour (Area A) APC Minutes of October 29, 2014
Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX U
pp 236 - 237 |
| 25. | Halfmoon Bay (Area B) APC Minutes of October 28, 2014
Electoral Area B (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX V
pp 238 – 241 |
| 26. | Roberts Creek (Area D) APC Minutes of October 27, 2014
Electoral Area D (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX W
pp 242 - 243 |
| 27. | Elphinstone (Area E) APC Minutes of October 22, 2014
Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX X
pp 244 – 249 |
| 28. | West Howe Sound (Area F) APC Minutes of October 28, 2014
Electoral Area F (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX Y
pp 250 - 253 |

COMMUNICATIONS

- | | | |
|-----|---|------------------|
| 29. | <u>Craig Sutherland, Assistant Deputy Minister, Coast Area, Ministry of Forests, Lands and Natural Resource Operations, dated October 30, 2014</u>
Regarding Pender Harbour docks and private moorage. | ANNEX Z
p 254 |
|-----|---|------------------|

30. Lesley A. Wood, Stakeholder Engagement, BC Hydro, dated November 5, 2014 ANNEX AA
Regarding BC Hydro studying ways to provide electricity to proposed Woodfibre
LNG Facility. pp 255 – 257
31. Alanya Smith, A/Project Assessment Manager, Environmental Assessment Office, dated
November 10, 2014 Verbal
Regarding Eagle Mountain-Woodfibre Gas Pipeline Project Order Under Section 13
Amending Section 11 Order. ANNEX BB
pp 258 - 260
32. **ADD - Letter of Support for Arrowhead Clubhouse Society - G. Nohr** Verbal

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f) of the Community Charter - "law enforcement..."

ADJOURNMENT

MEMORANDUM OF UNDERSTANDING
SUNSHINE COAST HOUSING COMMITTEE

Preamble:

In July 2006, the final report of the Sunshine Coast Affordable Housing Study by Margaret Eberle of Eberle Planning and Research was delivered to the S.C. Social Planning Council by the Sunshine Coast Affordable Housing Task Force. In 2009, this report was updated by Margaret Eberle.

The original report identified priority groups identified as “living in accommodation that does not meet the standards of adequacy, suitability or affordability and that have no other options”. In 2006 the following five groups were identified as in the greatest need:

- low income renters
- people with special needs
- young families
- seniors with support needs
- homeless persons

In 2009, groups meriting further attention include:

- single person households, age 45 and older in both rented and owned homes
- older families, predominately in owned homes
- renters age 30 and up

Both these studies emphasize the need for a coordinated approach to address the housing issues on the Sunshine Coast. Both emphasize that demographic and economic shifts will affect which group is most in need at any particular time. There is acknowledgement that some groups, e.g. homeless persons and people with special needs may have targeted programs to address their housing needs. The low income renters, and young families are in need of “workforce housing” in 2011. Seniors with support needs are also not targeted by region-wide programs at this time.

It is in the spirit of addressing the housing of these groups that this Memorandum of Understanding is undertaken at this time.

This Memorandum of Understanding (“MOU”) is dated for reference
the _____ day of _____, 2011.

BETWEEN:

The District of Sechelt

Box 129, Sechelt, B.C. V0N 3A0

AND: The Town of Gibsons

Box 340, Gibsons, B.C. V0N 1V0

AND: The Sunshine Coast Regional District

1975 Field Road, Sechelt, B.C. V0N 3A1

(Referred to collectively as the “Parties”)

WHEREAS:

1. The Parties agree that they have the following common goals:
 - a. To provide leadership and coordination for the region in the area of attainable and affordable housing.
 - b. To collaboratively research, facilitate, and coordinate the provision of affordable housing on the Sunshine Coast.
2. To achieve these goals the Parties agree:
 - a. To establish a Sunshine Coast Housing Committee, initially comprised of the Parties.
 - b. To jointly approve Terms of Reference for a Sunshine Coast Housing Committee.
 - c. To jointly fund on a proportional basis the costs of the Sunshine Coast Housing Committee, including a contracted Coordinator, set out in section 5.
 - d. To select and contract with a non-profit society, through a Request for Proposal, to administer the funds and manage the contracted Coordinator position.
 - e. The Request for Proposal will consider and the respondent will need to show:
 - (i) Experience in successfully partnering with local governments
 - (ii) Staff and organization resources
 - (iii) Recent informed knowledge of affordable housing
 - (iv) Outline of the recruitment process for the contracted Coordinator position
 - (v) Operational Plan for 3 years, including costs allocated for administration of the project.

- f. To establish a contract Coordinator position to support and undertake the work of the Sunshine Coast Housing Committee.
- g. The contracted Coordinator will be selected by the non-profit society in partnership with the Parties.

THERE FORE, in consideration of these goals and agreements:

- 3. The term of the MOU is _____, 2011 to _____, 2013, with a review in 2012. The Parties will advise the other Parties in writing not less than four (4) months prior to end of this term their proposed commitment for a following term.
- 4. The Sunshine Coast Housing Committee Terms of Reference are attached as Appendix A.
- 5. The Funding Schedule for 2011, 2012, and 2013 is:

	% of Total Cost	2011 Part Year	2012	2013
Town of Gibsons	13.23%	\$882	\$5,294	\$5,294
District of Sechelt	28.76%	\$1,917	\$11,503	\$11,503
SCRD	58.01%	\$3,867	\$23,203	\$23,203
TOTAL	100%	\$6,667	\$40,000	\$40,000

NOTES:

- 1) 2011 figure is based upon estimate for remaining 2 months of 2011
- 2) The % of total cost between the Parties is derived from a blended formula of assessed value, population from 2006 Census, number of dwellings from 2006 Census.

- 6. The annual budget for 2011 is attached as Appendix B.

The Sunshine Coast Housing Committee will provide budgets for 2012 and 2013 at least two months prior to the beginning of the fiscal year.

- 7. The Sunshine Coast Housing Committee Contract Coordinator Scope of Work is attached as Appendix C.
- 8. This Agreement may be executed in any number of original counterparts, with the same effect as if all the parties had signed the same document, and will become effective when one or more counterparts have been signed by all the parties and delivered to each of the parties. All counterparts shall be construed together and evidence only one agreement, which, notwithstanding the dates of execution of any counterparts, shall be deemed to be dated the reference date set out above, and only one of which need to be produced to any purpose.

IN WITNESS WHEREOF the Corporate Seal)
of the SUNSHINE COAST REGIONAL)
DISTRICT was hereunto affixed in the)
presence of:)

C/S

Chair)

Corporate Officer)

IN WITNESS WHEREOF the Corporate Seal)
of TOWN OF GIBSONS was hereunto)
affixed in the presence of:)

C/S

Mayor)

Corporate Officer)

IN WITNESS WHEREOF the Corporate Seal)
of DISTRICT OF SECHELT was hereunto)
affixed in the presence of:)

C/S

Mayor)

Corporate Officer)

Appendix A

Terms of Reference for Sunshine Coast Housing Committee

Purpose

To provide leadership and coordination for the region in the area of attainable and affordable housing.

Authority

- This Committee and its membership will be established by the Memorandum of Understanding (MOU) between the Sunshine Coast Regional District, the Town of Gibsons, the District of Sechelt. This set of Terms of Reference will guide the Committee's work.

Responsibilities

- The signatories of the MoU will advertise for, select and contract with a non-profit society to administer the funds and manage the contract Coordinator position.
- To provide a forum for monitoring, advocacy and information exchange regarding affordable housing needs on the Sunshine Coast.
- To identify the diversity of attainable type of housing possible with the aim of supporting demographically balanced communities.
- To facilitate partnerships and education regarding attainable housing on the Sunshine Coast.
- To educate Sunshine Coast communities on types of housing possible and needed on the Sunshine Coast.
- Make recommendations to the Parties of the MOU on housing matters.
- Advise local governments regarding decisions to be made on affordable housing.
- Promote collaboration between local governments, non-profit sector and for profit sector in pursuing funding for affordable housing.
- Provide a continued forum for the analysis of housing need and responses.
- Support the region's non-profit sector through advocacy and information-sharing.
- Continue to monitor the need for a housing authority.
- To develop a set of achievables to be accomplished by the Committee.
- To annually report out to the funders on progress made on the achievables.

Membership

- 2 representatives from non-profit housing providers
- 1 representative of Social Planning Council
- 1 representative of financial services sector
- 2 representatives of development and building sector
- 1 representative of real estate sector
- 1 elected official from each of the MOU signatories
- 1 staff representatives for each of the MOU signatories in a supporting, non-voting role

Members identified in the first five bullets are to be appointed by consensus from all Parties of the MOU.

Chair, voting and quorum

- Decisions of the committee shall be by consensus
- The chair is one of the members, and will be elected as chair by the committee members.
- The Committee will establish a process for meetings, recommendations and decisions and the Terms of Reference be amended as required to incorporate these processes.
- Until such time as amendments are incorporated decisions and recommendations will be approved by a majority of those attending the meeting.
- Quorum will be half of the number of members on the Committee.

Reporting responsibilities

- A yearly report combined with a plan for the upcoming year will be provided to each of the MOU Parties for approval.

Support

- The committee will be supported by a paid contracted Coordinator. Funding details are included in the MOU.

Meeting Schedule

- The Committee will meet at least quarterly
- The Committee will organize at least one affordable housing forum event for elected officials, stakeholders and interested community members to highlight relevant information regarding affordable housing needs.
- Meetings of the Committee shall be recorded and made available to MOU Parties and the public.

Regional Affordable Housing Committee 2011 Annual Budget:

Coordinator (contract position)	30,000
Consultants	2,000
Meeting expenses (six per year) and Forum expense	1,400
Operating expenses – office supplies, photo copying, printing, accounting, administration , conference fees	5,000
Travel expenses	1,600
Total:	\$40,000

**Scope of Work
Coordinator
Sunshine Coast Housing Committee**

Purpose: Support and undertake the work of the Sunshine Coast Affordable Housing Committee.

Accountability: The work of the contracted Coordinator will be directed by the Sunshine Coast Housing Committee through its Chair. Personnel and administrative requirements will be handled by a non-profit society (name of society to be added when known).

Responsibilities:

1. Assist in the implementation and monitoring of the priorities of the Committee.
2. Monitor affordable housing research, policy, and funding developments and opportunities nationally, provincially, regionally and locally and update Committee members and stakeholders as appropriate.
3. Attend Committee meeting and provide administrative support by agenda setting with the chair, ensuring agendas and other meeting material is circulated, and ensuring minutes are recorded and distributed. Coordinate all meeting logistics. Provide regular reports to the Committee.
4. Encourage innovative approaches and partnerships that further the affordable housing vision.
5. Develop and maintain positive working relationships with representatives from each of the Committee member's organizations and sectors. Communicate with other groups, businesses, and associations to promote awareness and collaboration in the field of affordable housing.
6. Develop and maintain positive working relationships with local media, politicians, key policy makers, and community leaders, raising awareness about affordable housing and the priorities of the Committee.
7. To assist the Committee develop a set of achievables to be accomplished.
8. To assist the Committee to annually report out to the funders on progress made on the achievables.

Goals for first term

- (i) Set the foundation for ongoing committee work and housing projects by:
 - determining priority projects that are feasible in the short term
 - monitoring housing needs via updates to the housing study as needed

- (ii) Set out and meet the criteria for one specific housing project to support within the next 5 years

- (iii) Develop one specific partnership to pursue the above housing project

Contract Position Qualifications:

- 1. Experience and success in the housing sector and the non-profit sector
- 2. Experience and success in organizational management and support of volunteer leadership
- 3. Extensive current knowledge of local, provincial and federal affordable housing issues
- 4. Excellent written and verbal communication skills
- 5. Skill in designing and implementing presentations
- 6. Skill in public consultation processes
- 7. Excellent computer skills including Word, Excel, and presentation software
- 8. Home office and own transportation required

Hours: Approximately 60 hours per month on a flexible basis; occasional evening and weekend work

Pay: Negotiable up to \$40 per hour on a contract basis