



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, May 11, 2017
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Chief Administrative Officer & Special Projects Fire Chief - Mutual Aid and Automatic Aid Agreements for Sunshine Coast Fire Departments
(Fire Protection Services) (Voting – All) Annex A
pp. 1 – 20
3. Chief Administrative Officer – Sunshine Coast Regional Economic Development Organization
(Regional Economic Development) (Voting – All) Annex B
pp. 21 - 59
4. Chief Building Official – Review of the SCRD Building Bylaw No. 687
(Building Inspection Services) (Voting – A, B, D, E, F, SIGD) Annex C
pp. 60 - 65
5. Senior Planner – Short-Term Rental Public Engagement
(Rural Planning Services) (Voting – A, B, D, E, F) Annex D
pp. 66 - 69
6. Senior Planner – Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017 Public Hearing Report and Consideration of Third Reading
Electoral Area D (Rural Planning Services) (Voting – A, B, D, E, F) Annex E
pp. 70 - 87
7. Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.7 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.172 for an Artisan Craft Distillery
Electoral Area D (Rural Planning Services) (Voting – A, B, D, E, F) Annex F
pp. 88 - 102
8. Senior Planner – Elphinstone Official Community Plan Amendment Bylaw No. 600.7 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170 (969 Keith Road – Shazach Holdings Inc.)
Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F) Annex G
pp. 103 - 114
9. Senior Planner – Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25 – Amendment to Citation
Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F) Annex H
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10. Planner – Crown Referrals 2411830, 2411831 & 2411832 (Pope for Brynelsen) for Private Moorage in Secret Cove
Electoral Area B (Rural Planning Services) (Voting – A, B, D, E, F) Annex I
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11. Planning Technician – Development Variance Permit DVP00012 (Couling)
Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F) Annex J
pp. 141 - 169
12. Planner – Development Variance Permit DVP00013 (Backeddy)
Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F) Annex K
pp. 170 - 176
13. General Manager, Planning and Community Development – Private Donation to
Improve Accessibility at Katherine Lake Park
(Community Parks Services) (Voting – A, B, D, E, F) Annex L
pp. 177 - 180
14. Sunshine Coast Regional District Policing Committee Minutes of April 20, 2017
(Voting – A, B, D, E, F) Annex M
pp. 181 - 183
15. Electoral Area A (Egmont/Pender Harbour) APC Minutes of April 25, 2017
Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F) Annex N
pp. 184 - 186
16. Electoral Area B (Halfmoon Bay) APC Minutes of April 25, 2017
Electoral Area B (Rural Planning Services) (Voting – A, B, D, E, F) Annex O
pp. 187 - 189
17. Electoral Area D (Roberts Creek) APC Minutes of April 24, 2017
Electoral Area D (Rural Planning Services) (Voting – A, B, D, E, F) Annex P
pp. 190 - 191
18. Electoral Area E (Elphinstone) APC Minutes of April 26, 2017
Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F) Annex Q
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19. Electoral Area F (West Howe Sound) APC Minutes of April 25, 2017
Electoral Area F (Rural Planning Services) (Voting – A, B, D, E, F) Annex R
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COMMUNICATIONS

20. Michael Jackson, Executive Director, Ruby Lake Lagoon Nature Reserve Society, dated April 24, 2017. Annex S
Regarding Request for Letters of Support for the Pender Harbour Ocean
Discovery Station (PODS) project. pp. 197

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer
Bill Higgs, Special Projects Fire Chief

SUBJECT: **MUTUAL AID AND AUTOMATIC AID AGREEMENTS FOR SUNSHINE COAST FIRE DEPARTMENTS**

RECOMMENDATION(S)

THAT the report titled Mutual Aid and Automatic Aid Agreements for Sunshine Coast Fire Departments be received;

AND THAT the Mutual Aid Agreement be approved as presented;

AND THAT the Automatic Aid Agreement be approved as presented;

AND FURTHER THAT the Chair and Corporate Officer be authorized to execute the agreements.

BACKGROUND

There is a long history of collaboration and cooperation among the SCRD Volunteer Fire Departments, Pender Harbour Fire Department and Sechelt Fire Department.

The volunteers and staff continue to work and assist each other in performing their duties and ensuring emergency services and fire protection are provided effectively and efficiently.

These agreements, in some form, have been in place for some time and as such required a thorough review and update.

DISCUSSION

Attached to this cover report are two agreements which require updating and approval.

In past joint meetings and as previously reported by the CAO, these agreements have been extensively reviewed and approved by all of the Sunshine Coast Fire Chiefs and the CAO. They are now ready for Board adoption.

The Mutual Aid Agreement is between all the SCRD Volunteer Fire Departments and Pender Harbour Fire Department and Sechelt Fire Department. (Attachment 1)

The Automatic Aid Agreement is between the SCRD, Halfmoon Bay and Roberts Creek Volunteer Departments and Sechelt Fire Department. (Attachment 2)

There is a current agreement between Egmont and Pender Fire Departments which is still valid and active. This agreement does not need updating.

All of the parties have been fortunate to have the assistance of the retired Sechelt Fire Chief in this process.

STRATEGIC PLAN AND RELATED POLICIES

This report directly links to the set of values identified in the Strategic Plan.

The updated agreements support the SCRD Strategic Plan priority of Recruit, Retain and Acknowledge staff and Volunteers.

CONCLUSION

The SCRD Volunteer Fire Departments, along with Pender Harbour and Sechelt Fire Departments have worked cooperatively over the past many months reviewing and updating the attached Mutual Aid Agreement and Automatic Aid Agreements.

Staff recommend approval and execution of the agreements as presented.

Reviewed by:			
Manager		Finance	
GM		Legislative	A. Legault
CAO		Other	

ATTACHMENTS

Attachment 1. Mutual Aid Agreement

Attachment 2. Automatic Aid Agreement

MUTUAL AID AGREEMENT

SUNSHINE COAST FIRE DEPARTMENTS

Egmont and District Volunteer Fire Department (SCRD)
Gibsons and District Volunteer Fire Department (SCRD)
Halfmoon Bay Volunteer Fire Department (SCRD)
Roberts Creek Volunteer Fire Department (SCRD)
Pender Harbour Volunteer Fire Department (PHFPD)
Sechelt Fire Department (SFPD)

THIS AGREEMENT dated the _____ day of _____, 2017

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT (SCRD)
1975 Field Road, Sechelt BC, V0N 3A1

AND

PENDER HARBOUR FIRE PROTECTION DISTRICT
PO Box 304, Madeira Park, BC, V0N 2H0

AND

SECHELT FIRE PROTECTION DISTRICT
PO Box 944, Sechelt, BC, V0N 3A0

WHEREAS:

- A. The SCRD represents the Egmont and District Volunteer Fire Department, the Gibsons and District Volunteer Fire Department, the Halfmoon Bay Volunteer Fire Department, and the Roberts Creek Volunteer Fire Department which are operated under SCRD Bylaws.
- B. The Sechelt Fire Protection District represents the Sechelt Fire Department.
- C. The Pender Harbour Fire Protection District represents the Pender Harbour Volunteer Fire Department.
- D. All of the Fire Departments under this agreement maintain their own fire fighting equipment and personnel.
- E. All the Fire Departments noted above consider it to be to their mutual benefit to cooperate in the fighting of fires and answering calls to other incidents.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and provisions herein contained, the parties covenant as follows:

1. For the purpose of this agreement:

“INCIDENT” means (a) Fighting fires;
(b) Auto extrication;
(c) Stabilizing hazardous material scenes; and
(d) Other emergencies as determined by the Senior Officer requesting assistance.

“AUTHORIZED OFFICER” means a firefighter elected or hired and then duly appointed by the board of a Fire Protection District or by the board of the SCRD.

“SENIOR OFFICER” means the most senior in rank of the Authorized Officers or any firefighter in charge of an incident.

2. Mutual aid may be requested only by the Senior Officer of the Fire Department requesting assistance.

3. No Fire Department is required to provide mutual aid if, in the judgment of the Senior Officer of the Fire Department receiving the call, the protection of persons and property within the district would be unduly jeopardized.

4. If mutual aid is required, the first call of assistance should be directed to the adjacent Fire Department closest to the fire. If specialized equipment is required, the first call for assistance may be directed to any Fire Department having that equipment.

5. Each Fire Department shall provide protective clothing for the use of its firefighters answering a call for mutual aid and shall require its firefighters to wear such protective clothing.

6. The Fire Departments agree to use the Incident Command System and a recognized and common fire ground accountability system.

6.1 Under this agreement, responding fire fighters shall only be utilized to within the limits of their training and qualifications as outlined in their departments respective Provincial "Playbook " service levels.

7. No compensation shall be paid to any Fire Department that suffers loss of or damage to equipment used in response to a mutual aid request.

7.1 Notwithstanding the terms of 7. Costs for consumables, such as foam, fuel and other, shall be borne by the requesting party at its replacement cost.

8. Each Fire Department shall maintain the following insurance which shall apply to the Fire Department, its equipment and personnel when engaged in the provision of mutual aid:

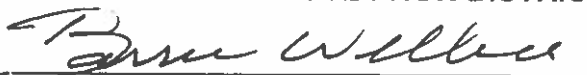

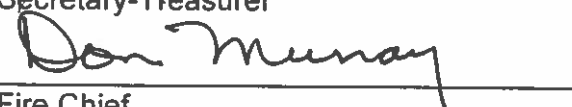
1. Third Party Liability Insurance in a minimum amount of five (5) million dollars;
2. Insurance on all of its equipment and vehicles; and
3. Workers' Compensation Insurance coverage on all firefighters.

9. Any Fire Department may terminate its participation in the Mutual Aid Agreement by giving the other parties to the Agreement 60 days notice in writing by registered mail.

10. Any notice required or desired to be given hereunder shall be sufficiently given if sent by registered mail to the Fire Department at the address written on the first page above or such other address as may be provided by a Fire Department to the other Fire Departments from time to time and shall be deemed to be conclusively given and received on the date received or the third day after acceptance for mailing by Canada Post whichever is the earlier.

The Corporate Seal of THE SUNSHINE)
COAST REGIONAL DISTRICT)
)
)
_____)
SCRD Chair)
)
)
_____)
Corporate Officer)
)
)

C/S

The Corporate Seal of THE PENDER
HARBOUR FIRE PROTECTION DISTRICT

Chairman of the Board of Trustees

Secretary-Treasurer

Fire Chief

C/S

The Corporate Seal of THE SECHLT
FIRE PROTECTION DISTRICT

S. Lehmann
Chairman of the Board of Trustees

Dorey Cameron
Secretary-Treasurer

Secretary-Treasurer _____
Fire Chief _____

C/S

THIS AGREEMENT Dated for Reference this day of , 2017

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT
1975 FIELD RD
SECHELT BC
V0N 3A1
(“SCRD”)

AND

SECHELT FIRE PROTECTION DISTRICT
5525 TRAIL AVN
BOX 944 Sechelt BC
V0N 3A0
(“SFPD”)

AND

(Collectively, the **“Parties”**)

WHEREAS

A. The Parties are incorporated as an Improvement District and a Regional District under the Local Government Act (“LGA”) of British Columbia and, under section 745(2)(b) of the LGA, an Improvement District may make agreements with one or more other Improvement Districts or local authorities to provide each other with emergency resources;

B. The Parties wish to make their respective fire fighting resources and facilities available to each other and to cooperate in the event of any reported structure fire emergency within their respective jurisdictions; and to supplement each other’s firefighting resources in order to provide more effective, efficient and timely responses to those incidents.

NOW, THEREFORE, THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and provisions herein contained, the Parties covenant and agree as follows:

DEFINITIONS

1. for the purposes of this Agreement:

“Ancillary Equipment” means firefighting, emergency and life saving equipment, and portable water supply.

“Area of Jurisdiction” means the area over which the Fire Department of a Party has legal authority to operate.

“Assistance” means the equipment and personnel provided by one Party to another Party as described in section 7 of this Agreement.

“Automatic Aid” means the automatic dispatch of and the provision of Assistance by the Fire Departments of both Parties to a structure fire emergency in either Party’s Area of Jurisdiction.

“Designate” mans a person who is designated by the Fire Chief of one of the Parties to have the powers and authority of the Fire Chief in the Fire Chief’s absence.

“Ecomm” means the fire dispatch service provided to the Parties within this Agreement.

“Fire Chief” means the Fire Chief of a Fire Department.

“Fire Department” means the fire department of a Party to this Agreement.

“Incident Commander” means the individual responsible for the management of all operations at a structure fire emergency or other emergency incident site.

“Mutual Aid” means the receiving and providing of additional resources to emergency incidents on a case by case basis by way of contractual agreement between parties.

“Officer in Charge” means the Senior Officer in attendance at an emergency, representing a fire department rendering assistance at an emergency, pursuant to this Agreement.

“Party” means a party to this Agreement.

“Providing Party” means a Party providing Assistance under this Agreement.

“Receiving Party” means the Party in whose Area of Jurisdiction the Assistance is provided under this Agreement.

“Senior Officer” means the senior officer in attendance at a fire emergency, i.e. Fire Chief, Deputy or Designate.

OBJECTIVES

2. The objectives of all Parties are:

- (1) To provide sufficient firefighting personnel, water and equipment that would not otherwise be available, so that fire extinguishment and rescue evolution may be activated in a timely manner at a structure fire emergency.
- (2) To provide for an enhanced, effective and economical level of rescue, fire extinguishment and mitigation services for residents who could benefit from response time savings of automatic aid as compared to Mutual aid.
- (3) To ensure that the Fire Departments of the Areas of Jurisdiction entering into this Automatic Aid Agreement implement Standard Operating Guidelines (SOG) that address resource requirements and the actions necessary to respond to emergency events that may occur within their own jurisdictions or neighboring Areas of Jurisdiction.
- (4) Annual meetings shall be held between the parties to review Operational Guidelines and or pre-plans for properties with significant risk including commercial or industrial occupancies.

STRUCTURE FIRES ONLY

3. Automatic Aid will be provided under this Agreement to structure fire emergencies only; response is provided to other emergencies and types of fire in the Areas of Jurisdiction as directed by the Mutual Aid Agreement between the Parties to this Agreement dated , 2017.

DISPATCH

- 4.1 The Parties will direct Ecomm to initiate a response from the Fire Departments of both Parties when a structure fire emergency is reported within either of their Areas of Jurisdiction, with the first call for response going to the Fire Department in whose Area of Jurisdiction the emergency occurs and the second call going immediately after to the other Providing Party.
- 4.2 The Parties will provide Ecomm with a copy of this Agreement upon its execution and approval by the Boards of all Parties.

ADDITIONAL SUPPORT

5. If, in addition to Assistance, more support or coverage is needed for a structure fire emergency, it shall be initiated through existing Mutual Aid Agreements with other fire departments.

RESPONSE AREAS

6. Responses under this Agreement are limited to within the Areas of Jurisdiction of the Parties.

TYPE OF ASSISTANCE

- 7.1 In regards to Halfmoon Bay fire department, the SFPD through Sechelt Fire department will provide the following Assistance:

Personnel: Sufficient members to man equipment.
Equipment: Rapid Response mini pumper and Engine.

- 7.3 In regards to Roberts Creek fire department, the SCRd through Gibsons and District volunteer fire department will provide the following assistance.

Personnel: Sufficient members to man equipment.
Equipment: Engine and Water Tender if required.

LIMITATIONS

8. If, at the time of Automatic Aid notification, Assistance from a Providing Party is unavailable, temporarily depleted or required elsewhere within its Area of Jurisdiction or to another jurisdiction by a Mutual Aid Agreement, the Providing Party will notify the Receiving Party immediately of the circumstances by the fastest means of communication.

JURISDICTIONAL PRIORITY

9. This Agreement does not commit any Fire Department to take action if in the opinion of the Senior Officer of the Providing Party, a response would unduly jeopardize the response capability or safety of that Department within its own Area of Jurisdiction, in which case, the Providing Party will notify the Receiving Party immediately of the circumstances by the fastest means of communication.

JOINT TRAINING

10. Joint training exercises are to be conducted by the Parties at least semiannually under the coordination and supervision of the Parties' respective Fire Chiefs or Training Officers, to ensure their procedures for firefighting, equipment preparation, fire ground command and communications are consistent.

COMMUNICATIONS

- 11.1 The Parties shall provide Ecomm with a copy of this Agreement at least one month prior to the commencement date and the Parties shall jointly coordinate with Ecomm on the implementation of the Automatic Aid procedures.
- 11.2 Prior to the commencement of this Agreement, the Parties will develop communications procedures, equipment and documents for verifying response and communicating at incidents and will maintain and update them throughout the Term.

INCIDENT COMMAND

12. Where a response under this Agreement is made, the first Fire Department to arrive on scene with a full crew will utilize the Incident Command and “Passport” accountability System and will assume the role of Incident Command. The Incident Commander shall have command and control of the incident and all manpower and equipment until relieved by the Senior Officer of the Fire Department having jurisdiction where the incident is occurring. The Incident Commander will be in command over all responding fire crews and will communicate with them in a manner designed to ensure fire ground operations are coordinated and all members are properly tracked and accounted for.

FIRE INCIDENT REPORTING

13. Each Party will be responsible for completing any reports required by law or by request for structure fires within their respective Areas of Jurisdiction and the other Party will cooperate in providing necessary information in its possession.

GUIDELINES AND PROTOCOLS

14. Each Party will respect the guidelines and protocols set out in Schedule A to this Agreement in their performance of this Agreement.

INDEMNIFICATION

- 15.1 The Receiving Party shall release, indemnify and save harmless the Providing Party, its elected and appointed officials, employees, contractors, volunteers, servants or agents, from any and all claims, causes of action, suits and demands whatsoever and by whomsoever, including those of the Receiving Party and those arising out of any Assistance rendered by the Providing Party or the Providing Party’s failure to respond to a call for Assistance pursuant to this Agreement or to render adequate Assistance or arising out of any other reason.

15.2 The indemnity provided in section 15.1 will not apply:

- (a) Where there has been gross negligence or willful misconduct by the Providing Party in connection with operations at a scene of an emergency; or
- (b) In connection with any damage caused or injury suffered to Firefighters of the Providing Party's fire hall in connection with an Automatic Aid activation, or caused by the Providing Department travelling to the scene of an emergency; or
- (c) Any costs associated with WorkSafe BC claims.

15.3 Under this Agreement, responding personnel of the Providing Department will not be considered employees of the Receiving Department. Any WorkSafe BC claims for members of the Providing Department arising out of, or related to Automatic Aid activation or response, will be the responsibility of the Providing Party or the Governing Body of the Providing Party.

INSURANCE

16.1 Each Party shall procure and maintain in force at their own cost during the entire term of this Agreement, and provide certificates of to the other Party, a commercial general liability insurance policy, policies and/or program with a limit of not less than FIVE MILLION (\$5,000,000.00) DOLLARS inclusive per occurrence for bodily injury (including death), personal injury and property damage. Insurance policy coverage amounts should be reviewed periodically by the party's to ensure acceptable coverage amounts are maintained. The policy, policies and/or program shall include but not be limited to the following coverage/provisions:

- (a) all premises and operations necessary or incidental to the performance of this Agreement;
- (b) products and completed operations;
- (c) blanket contractual liability;
- (d) cross liability.

16.2 Each Party shall procure and maintain at its own cost during the entire term of this Agreement, automobile insurance for owned and/or leased vehicles as required by the laws of British Columbia and as required under any motor vehicle lease agreement. The minimum limit of third party liability shall be TEN MILLION (\$10,000,000.00) DOLLARS inclusive per occurrence for bodily injury, or death of another, or loss or damage to property of another.

- 16.3 If either Party proposes to withdraw from insurance coverage provided under the certificates of insurance provided by the other Party, the withdrawing Party shall provide the other Party with a minimum One Hundred and Twenty (120) days written notice of the proposed effective date of withdrawal so that the other Party may either satisfy itself, in its sole discretion, that appropriate insurance coverage will be in place for the remainder of the Term or serve notice of termination of this Agreement on the withdrawing Party pursuant to section 17 of this Agreement.

TERM

17. This Agreement shall remain in force until either Party provides written notice of termination to the Fire Chief of the other Party at least One Hundred and Twenty (120 days) prior to the desired date of termination.

FEE FOR SERVICE

18. The Receiving Party under this Agreement shall not be responsible for costs associated with the response provided by the Providing Party with the exception of:
- (a) consumable materials such as foam extinguishing agents.
 - (b) apparatus used by the Receiving Party that becomes damaged or inoperable due to misuse to a maximum of \$5000.00.
 - (c) ancillary equipment supplied to, and used by the Receiving Party that becomes damaged or lost to a maximum of \$5000.00.
 - (d) a Party making a claim under 18B or 18C, must make such claim within 60 days of the emergency incident where the damage occurred.

MUTUAL AID AGREEMENTS

19. This Automatic Aid Agreement shall not replace any existing Mutual Aid Agreements made between the Parties, or with other Parties.

EFFECTIVE DATES AND ADMENDMENTS

20. This Automatic Aid agreement shall take effect upon its signing by all Parties and shall be reviewed by them on an annual basis.

WAIVER

21. The waiver by a Party or Parties of any failure on the part of another Party or Parties to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

AMENDMENT

22. This Agreement may only be amended by written agreement of the Parties in the form of a formal Amending Agreement.

NOTICE

23. Unless otherwise specified herein, any notice required to be given under this Agreement by any Party will be deemed to have been given if addressed to the Secretary or Corporate Officer of the other Party and mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other Party set forth on the first page of this Agreement or at such other address as the other Party may from time to time direct in writing.

Any such notice will be deemed to have been received if mailed or faxed, Five (5 days) after the time of mailing or faxing and, if delivered, upon the date of delivery.

If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the Party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

DISPUTE RESOLUTION

- 24.1 Should a dispute arise regarding any matter involving this Agreement it will be adjudicated by a panel of one appropriately qualified staff person designated by each of the Local Government Parties to this Agreement. The decision of the panel will be by simple majority.

- 24.2 Notwithstanding section 24.1, all disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of any Party, be referred to a court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the Parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the Commercial Arbitration Act (British Columbia). The place of arbitration will be Sechelt, British Columbia, Canada and the costs will be borne equally by the Parties.

HEADINGS

25. Section and paragraph headings are inserted for identification purposes only and do not form a part of this Agreement.

LANGUAGE

26. Wherever the singular, masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

LAW APPLICABLE

27. This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

ASSIGNMENT

28. This Agreement shall not be assigned by a Party without the written consent of the other Party.

BINDING AGREEMENT

29. This Agreement shall endure to the benefit of and be binding upon the Parties, their respective heirs, executors, administrators and assignees.

IN WITNESS WHEREOF the Parties hereto have set their hands and seals as of the Date of Reference on the first page of this Agreement.

The Corporate Seal of the **SECHELT FIRE PROTECTION DISTRICT**

(seal)

was hereto affixed in the presence of:)
)
 _____)
 Chairperson)
)
 _____)
 Secretary / treasurer)
)
 _____)
 Fire chief, Sechelt Fire Dept.

The Corporate Seal of the **SUNSHINE COAST REGIONAL DISTRICT**

(seal)

was hereto affixed in the presence of:)
)
 _____)
 Chairperson)
)
 _____)
 Corporate Officer)
)
 _____)
 Fire chief, Roberts Creek FD)
)
 _____)
 Fire chief, Halfmoon Bay FD)

SCHEDULE A

AUTOMATIC AID AGREEMENT between the SECHELT FIRE PROTECTION DISTRICT and the SUNSHINE COAST REGIONAL DISTRICT

GUIDELINES FOR AUTOMATIC AID ACTIVATION

1. The Fire Department of the jurisdiction in which a structure fire emergency occurs is required to respond to the incident with all the resources available at the time of the incident.
2. The dispatching of additional resources in a jurisdiction experiencing a structure fire emergency may be necessary. Therefore additional resources must be ordered into action immediately, hence this agreement is felt as necessary.
3. Jurisdictional operations continue to be the priority for providing parties. Therefore, a local jurisdiction may not be in a position to provide Automatic Aid should its resources be committed.
4. Jurisdictions participating in the Automatic Aid Agreement are qualified to participate only if they are capable of providing service in accordance with the requirements of the Agreement and are supported by Operational Guidelines and policy that allows them to enter into this type of agreement.

PROTOCOLS FOR AUTOMATIC AID ACTIVATION AND PARTICIPATION

1. Automatic Aid response services are restricted to reported structure fire emergencies. "Reported" includes notification made by an individual through the 911 system, or direct reporting.
2. Automatic Aid will be available and activated from 6 AM until 6PM, (1800 hrs) seven (7) days a week.
3. The Fire Department providing Automatic Aid will be dispatched immediately after the Department whose jurisdiction where the incident is occurring to ensure a timely response to the structure fire event.
4. Apparatus response by the Fire Department providing Automatic Aid may include a rapid response or full size engine and / or a water tender and crews, depending on circumstances and availability. This will be decided by the Providing Party upon receiving an automatic aid request.

5. The initial crew of firefighters responding in Automatic Aid will assemble at the fire station prior to responding in the designated apparatus.
6. Additional firefighters not on scene at the structure fire emergency will remain at the fire station on standby until released from duty by their commanding officer.
7. The Fire Department responding as Automatic Aid shall not allow all of its firefighters to be committed to the event that is occurring outside of its jurisdiction unless arrangements have been made for fire protection from another Mutual Aid provider.
8. It is understood that a Fire Department's primary responsibility is life safety, property protection and the environment within the jurisdiction it serves. Should another emergency event occur while providing Automatic Aid, the Providing Fire Department may be redirected during response to Automatic Aid or be cleared from Automatic Aid to respond to the emergency within its own jurisdiction.
9. The local jurisdiction receiving Automatic Aid will provide a complete response to the structure fire emergency and will make every effort to release the Automatic Aid provider in a timely manner.
10. Under this agreement, responding fire fighters shall only be utilized to within the limits of their training and qualifications as outlined in their respective Provincial "Playbook "service levels.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Services Committee – May 11, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: SUNSHINE COAST REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Regional Economic Development Organization be received;

AND THAT the Sunshine Coast Regional District approve the 2017 - 2018 Annual Plan as presented;

AND THAT the Chair and Corporate Officer be authorized to execute the MOU and Service Agreement;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of May 11, 2017 for adoption.

BACKGROUND

Over the past many months, the SCRD and member municipalities have been working collaboratively with respect to regional economic development on the Sunshine Coast.

Sunshine Coast Regional Economic Development Organization (SCREDO) has been appointed by the local governments to lead the initiative.

There has been significant discussion throughout the development of the Memorandum of Understanding which is an agreement between the 4 funders and the Service Agreement which is an agreement between the funders and SCREDO.

DISCUSSION

Attached to this cover report are the following documents:

- Memorandum of Understanding between Local Governments (funding partners)
- Service Agreement (between funders and SCREDO)
- 2017 -2018 Annual Plan from SCREDO.

The MOU and Service Agreements have been approved by all parties and are ready for execution.

Over the past week, elected officials had the opportunity to listen to a presentation with the Chair and members of SCREDO with respect to the Annual Plan.

Furthermore, staff understand the Town of Gibsons has recently approved the 2017-2018 Annual Plan and the other local governments are currently in the process.

Staff are bringing forward the attachments for the Committee consideration.

STRATEGIC PLAN AND RELATED POLICIES

This report directly links to the set of values identified in the Strategic Plan.

This initiative is one of the key Priorities: Support Sustainable Economic Development.

CONCLUSION

Over the past many months, the SCRD and member municipalities have been working collaboratively with respect to regional economic development on the Sunshine Coast.

There has been significant discussion throughout the development of the attached agreements between all of the parties.

Staff are recommending the required documents be approved and executed.

ATTACHMENTS:

1. Memorandum of Understanding between Local Governments
2. Service Agreement
3. SCREDO 2017 -2018 Annual Plan

Reviewed by:			
Manager		Finance	
GM		Legislative	A. Legault
CAO		Other	

MEMORANDUM OF UNDERSTANDING

SUNSHINE COAST REGIONAL ECONOMIC DEVELOPMENT

This Memorandum of Understanding dated for reference the _____ day of _____, 2017.

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT

1975 Field Road
Sechelt, BC
V0N 3A1

(the "Regional District")

AND: **TOWN OF GIBSONS**

Box 340
Gibsons, BC
V0N 1V0

(the "Town")

AND: **DISTRICT OF SECHELT**

Box 129
Sechelt, BC
V0N 3A0

(the "District")

AND: **SECHELT INDIAN GOVERNMENT DISTRICT**

PO Box 740
Sechelt, BC
V0N 3A0

(the "SIGD")

(referred to collectively as the "Parties")

WHEREAS:

A. The Regional District, the Town, the District and the SIGD have the authority under legislation to provide assistance for the purpose of benefitting the community or any aspect of the community;

B. The Parties have a four year agreement with each other to fund Regional Economic Development as noted in Schedule 'A';

C. The Parties wish to provide certainty up to and including the year 2020 regarding the funding under this agreement.

D. The Regional Economic Development agency is established as an Arms-Length Non-Profit Society.

ECONOMIC VISION

The Sunshine Coast has a sustainable, thriving and diverse regional economy that is aligned with community values, expands opportunities for all residents and improves overall community wellbeing.

ROLES AND RESPONSIBILITIES

The intent of the regional partnership is to fill service gaps and enhance the work of those agencies currently receiving local funding to undertake economic development initiatives.

Priority roles and responsibilities that can be effectively undertaken through regional cooperation include:

- Programs to support workforce development and education.
- A business retention and expansion (BRE) program.
- Lobbying on topics of shared regional interest.
- Attracting business investment, including entrepreneurial businesses, through regional marketing, information provision and other techniques.
- New resident attraction.
- Regional information collection and dissemination.
- Working collaboratively on key regional facilities and infrastructure. Examples may include alternative energy development or tourism-related developments.

Additional roles and responsibilities, or deletions from the list above, can be considered through the strategic planning process (occurring at inception and subsequently at three to five year intervals) or through the annual work plan and budget approval process.

GOVERNANCE

The Board of Directors of the Sunshine Coast Regional Economic Development Agency will have 9 directors. Eight directors are at-large community members who are selected for their expertise in key sectors of the regional economy or with respect to specific projects and projects being undertaken. The ninth director is appointed by the shíshálh Nation.

Potential board members are identified through a formal application process and are appointed by the funding partners. The partners appoint a committee to establish application criteria, evaluate the applications, and propose a slate of directors for approval by each Council and the rural area directors on the Regional District Board. All Councils/Board must approve the slate of directors and the appointments are formalized at the agency's Annual General Meeting.

The agency undertakes a strategic planning process at its inception and every three to five years subsequently. The purpose is to expand on the high-level roles and responsibilities established in Part Two of the *Sunshine Coast Regional Economic Development Charter (revised April 2017)* and to establish more specific goals, priorities, projects and ongoing programs. This process also incorporates input from local governments, community stakeholders, the business community and the general public.

The agency provides regular reports to its funders, including an annual work plan and budget that must be approved each year. The annual work plan includes a report on the results of the previous year, using key performance indicators (KPI) that are established through the strategic planning process. It also sets out planned initiatives and associated budget requirements for the coming year.

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

1. The Parties shall provide assistance in the years 2017, 2018, 2019 and 2020 to the Regional Economic Development Agency in the amount of \$291,865 per annum for the four year period.

Area	Annually 2017-2020
Egmont/Pender Harbour Electoral Area A	\$37,589
Halfmoon Bay Electoral Area B	\$33,941
Roberts Creek Electoral Area D	\$30,733
Elphinstone Electoral Area E	\$20,228
West Howe Sound Electoral Area F	\$33,089
District of Sechelt	\$87,826
Town of Gibsons	\$40,583
Sechelt Indian Government District	\$7,876
TOTAL	\$291,865

2. Counterparts

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:)

 Chair)

 Corporate Officer)

C/S

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

 Mayor)

 Corporate Officer)

C/S

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

 Mayor)

 Corporate Officer)

C/S

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

 Chief)

 Chief Administrative Officer)

C/S

SCHEDULE ‘A’

SERVICE AGREEMENT

SUNSHINE COAST ECONOMIC DEVELOPMENT

This Service Agreement dated for reference the _____ day of _____, 2017.

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT

1975 Field Road
Sechelt, BC V0N 3A1

(the “Regional District”)

AND:

TOWN OF GIBSONS

Box 340
Gibsons, BC V0N 1V0

(the “Town”)

AND:

DISTRICT OF SECHELT

Box 129
Sechelt, BC V0N 3A0

(the “District”)

AND:

SECHELT INDIAN GOVERNMENT DISTRICT

PO Box 740
Sechelt, BC V0N 3A0

(the “SIGD”)

(referred to collectively as the “Funders”)

AND:

[Insert Name of Organization]

[Insert Address]

(the “Society”)

WHEREAS:

A. The Regional District has authority under the *Local Government Act* and the Town and the District have authority under *Community Charter* to provide assistance for the purpose of benefitting the community or any aspect of the community;

B. The SIGD has authority under the *Sechelt Indian Band Self-Government Act* and the *Sechelt Indian Government District Enabling Act* to provide assistance for the purposes of benefitting the community;

C. The Sunshine Coast has a sustainable, thriving and diverse regional economy that is aligned with community values, expands opportunities for all residents and improves overall community wellbeing;

D. The Funders wish to cooperate and coordinate regional economic development and have agreed in principle pursuant to the *Sunshine Coast Regional Economic Development Charter (the “Charter”)*, attached as Schedule “A”, to work together and fund such development;

E. The Society was incorporated on [INSERT DATE] under the *Society Act* under number [INSERT SOCIETY NO.] to undertake strategic economic development planning and provide economic development services to the Funders; and

F. The Funders and Society have entered into this agreement to set out a framework for the development, provision and funding of economic development services to benefit the communities that are governed by the Funders **(the “Community”)**.

NOW THEREFORE, in consideration of the mutual promises set out herein, the Funders and the Society hereto agree as follows:

1. Services

- 1.1 The Society shall provide certain economic development services to the Funders for the benefit of the Community and the Funders shall pay the Society for providing such services, subject to the terms and conditions of this agreement.
- 1.2 The economic development services will address such matters as business attraction, retention and expansion in order to encourage job creation, a sustainable and diverse industrial, commercial and agricultural tax base and a strong economic future for the Community and such economic development services may include:
 - (a) programs to support workforce development and education;
 - (b) business retention and expansion (BRE) program;
 - (c) attracting business investment, including entrepreneurial businesses, through regional marketing, information provision and other techniques;
 - (d) development of new resident attraction;
 - (e) information collection and dissemination;
 - (f) working collaboratively on key regional facilities and infrastructure such as alternative energy development or tourism-related developments.

- 1.3 Following execution of this agreement, and every three to five years subsequently for the duration of this agreement, the Society shall undertake a strategic planning process to develop specific goals, priorities, projects, activities, deliverables and ongoing programs for such economic development services.
- 1.4 By January 31st of each year of the term of this agreement, the Society shall provide the Funders with an annual work plan for the Society's fiscal year containing proposed services for such period ("**Annual Work Plan**"), together with a budget and payment schedule ("**Budget and Payment Schedule**") for the Funders' approval.
- 1.5 The Budget and Payment Schedule must:
- (a) include any proposed disbursements and expenses; and
 - (b) be aligned with:
 - (i) the annual budget and reporting provided by the Society;
 - (ii) the period in which the disbursements and expenses may be incurred; and
 - (iii) Public Sector/Non-Profit Accounting Standards.
- 1.6 The Society must provide the Funders with progress reports on a regular basis and no less than semi-annually.

2. Funding Commitment

- 2.1 Subject to section 2.2 of this Agreement, the Funders agree to provide assistance to the Society for the years 2017, 2018, 2019 and 2020 in the combined total amount of up to \$291,865 per annum in accordance with the table, below, and section 2.5.

Source of Funding by Area	2017	2018	2019	2020
Regional District on behalf of Egmont/Pender Harbour Electoral Area A	\$37,589	\$37,589	\$37,589	\$37,589
Regional District on behalf of Halfmoon Bay Electoral Area B	\$33,941	\$33,941	\$33,941	\$33,941
Regional District on behalf of Roberts Creek Electoral Area D	\$30,733	\$30,733	\$30,733	\$30,733

Regional District on behalf of Elphinstone Electoral Area E	\$20,228	\$20,228	\$20,228	\$20,228
Regional District on behalf of West Howe Sound	\$33,089	\$33,089	\$33,089	\$33,089
District of Sechelt	\$87,826	\$87,826	\$87,826	\$87,826
Town of Gibsons	\$40,583	\$40,583	\$40,583	\$40,583
Sechelt Indian Government District	\$7,876	\$7,876	\$7,876	\$7,876
TOTAL	\$291,865	\$291,865	\$291,865	\$291,865

- 2.2 The funding contributions set out in section 2.1 and allocation of such funding for economic development projects are subject to each Funder's approval of the Society's Annual Work Plan and Budget and Payment Schedule on annual basis. Each Funder commits to fund its respective allocation for a given year only if the Funder approves the Annual Work Plan and Budget and Payment Schedule for that year.
- 2.3 The Society acknowledges and agrees that there is a general prohibition against local governments providing assistance to business and the Society must use any funding provided by the Regional District, District, or Town, in accordance with the requirements imposed on those funders under the *Local Government Act* and *Community Charter*.
- 2.4 The Society must use any funding provided by the SIGD in accordance with the requirements imposed on that funder under the *Sechelt Indian Band Self- Government Act* and the *Sechelt Indian Government District Enabling Act*.
- 2.5 The Funders will provide a funding disbursement schedule to the Society no later than March 31st of each year of the term of this agreement.
- 2.6 The Society shall be responsible for any service agreements or third party contracts that it enters into.
- 2.7 The Society will keep the Funders apprised of its financial situation by a final written report by January 31st of each year, substantially in the form attached as Schedule "B", which shall include:
- Annual Financial Statement
 - Description of Society Activities
 - Description of Fund Allocation
 - Key Performance Indicators (KPI's).
- 2.8 The Society may request additional special project funding by providing the Funders with individual business case analysis for review and approval by the Funders.

- 2.9 If the Society uses funds from the Funders or grants funding to any third party from funds provided by the Funders in a manner that is not in accordance with an approved Annual Work Plan and Budget and Payment Schedule, the Society must reimburse the Funders such funding on a pro rata basis.
- 2.10 The Society shall indemnify and hold harmless the Funders, and their respective directors, councillors, officers, employees, successors and assigns (**collectively, the “Indemnified Parties”**), against and from any and all actions, causes of actions, claims, suits, costs and expenses of any kind in connection with:
- (a) any property damage or personal or bodily injury arising out of the acts or omissions of the Society;
 - (b) any use by the Society of funds from the Funders or granting of funding by the Society to any third party from funds provided by the Funders in a manner that is not accordance with an approved Annual Work Plan and Budget and Payment Schedule;
 - (c) any breach of this agreement by the Society;
 - (d) any act or omission by the Society or its invitees, licensees, employees, agents, contractors, officers or any other person for which the Society is liable; or
 - (e) any wilful misconduct or negligent act or omission by the Society.
- 2.11 The indemnity described in this section will survive the term of this agreement and continue in full force and effect for the benefit of the Indemnified Parties.
- 2.12 No provision or purpose of this agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Funders and the Society.
- 2.13 The Funders and the Society will jointly prepare and issue press releases for any significant projects funded through this agreement.
- 2.14 The Society shall seek the approval of Funders on press releases related to significant projects. Funders will provide comments and concerns within 24 hours of receipt and approval within 72 hours of receipt. Timelines can be extended with the approval of all Funders and the Society.

3. Counterparts

- 3.1 This agreement may be executed in any number of original counterparts, with the same effect as if all the Funders and the Society had signed the same document, and will become effective when one or more counterparts have been signed by all the Funders and the Society 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.

4. Term

- 4.1 This agreement shall be in effect from the date of execution and shall terminate on December 31, 2020.
- 4.2 This agreement may be renewed, modified or terminated only with the express written consent of each Funder and the Society.
- 4.3 The Funders may, by mutual consent, review and modify the funding assistance allocation, within the total outlined in Section 2.1, before the Funders have approved an Annual Work Plan and Budget and Payment Schedule in any year of the term of this agreement.
- 4.4 The Funders and the Society shall meet one year prior to the expiration of the term of this agreement to discuss renewal or replacement of this agreement.
- 4.5 The Society, by giving written notice to all Funders before September 30th in any year, may terminate or modify its participation in this agreement, effective December 31st of that year.
- 4.6 In the event any Funder or the Society provides notice of termination or a modification from this agreement, all parties will agree to meet within 30 days to determine the impact of such termination or modification on this agreement.
- 4.7 If any of the Funders withdraws from this agreement, and in the event that “additional” special project funding has been approved over more than one year, regardless of withdrawal, all Funders commit to their share of the “additional” special project funding.

5. Society Governance

- 5.1 It is intended that the board of directors of the Society shall have representation from a cross-section of the key sectors of the regional economy; provided, however, the Funders shall not seek a return of funds solely on the basis that the board of directors of the Society fails, in the opinion of the Funders, to adequately meet such requirement.
- 5.2 The Society shall notify the Funders in writing of any proposed changes to the Society’s constitution or bylaws prior to the constitution or bylaws being changed, except such changes as may be mandatorily required to transition the Society to the new *Societies Act* (British Columbia).

6. Confidentiality and Ownership of Documents

- 6.1 The Society acknowledges that the Regional District, Town, and District are subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to collect and disclose of any personal information under this agreement in accordance with that Act.
- 6.2 Without limiting the generality of the foregoing, the Society agrees to take steps to ensure that any information that is disclosed to it in confidence or as privileged information by the Funders, or that comes to its knowledge by reasons of this agreement, is treated as confidential, and in particular that records containing personal information, as defined under the *Freedom of Information and Protection of Privacy Act*, are protected from unauthorized access, use, disposal or further disclosure except as required or authorized by that Act or other applicable law.

7. Conflict of Interest

- 7.1 If a director of the Society considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has:
- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the director must declare this and state in general terms the reason why the director considers this to be the case.
- 7.2 After a director makes a declaration under section 7.1, the Society must advise the Funders in writing and the person presiding at that meeting or any following meeting in respect of the matter must ensure that the director is not present at any part of the meeting during which the matter is under consideration.
- 7.3 If a director has a direct or indirect pecuniary interest in a matter, then regardless of whether the member has made a declaration under section 7.1, the director must not:
- (a) remain or attend at any part of a meeting:
 - during which the matter is under consideration,
 - participate in any discussion of the matter at such a meeting,
 - vote on a question in respect of the matter at such a meeting, or
 - attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter;

- (b) use his or her position to attempt to influence in any way a decision, recommendation or action to be made or taken by the Society if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.
- 7.4 Directors of the Society must not, directly or indirectly, accept any fee, gift or personal benefit that is connected with the provision of services under this Agreement with the following exceptions:
 - (a) a gift or personal benefit that is of nominal value, creates no obligation, occurs infrequently and may be easily reciprocated; and
 - (b) compensation authorized by law.
- 7.5 If a director of the Society receives a gift or personal benefit referred to in section 7.5 (a) that exceeds \$250 in value, or the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250, then:
 - (a) as soon as reasonably practicable the Society must provide the Funders with a disclosure statement indicating:
 - the nature of the gift or benefit;
 - its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation;
 - when it was received; and,
 - the circumstances under which it was given and accepted.
- 7.6 A director or former director of the Society must not use information or a record that:
 - (a) was obtained in the performance of or as a result of providing services under this Agreement; and
 - (b) is not available to the general public,for the purpose of gaining or furthering a direct or indirect pecuniary interest of the director or former director of the Society.
- 7.7 If a director or former director of the Society has
 - (a) contravened this Part 7, and
 - (b) realized financial gain in relation to that contravention, then in addition to any other remedies available under this Agreement or at law or in equity, the Society shall pay to the Funders an amount equal to all or part of the person's financial gain.

- 7.8 Without limiting the foregoing, the Society will adopt a conflict of interest policy before it initiates any economic development projects. The Society will not use any funds provided by the Funders hereunder to provide any direct or indirect pecuniary benefit to any directors of the Society or to any Society members in return for professional or business services provided to the Society.

8. Dispute Resolution

8.1. Mediation

Where there is an unresolved dispute arising out of this agreement, then, within 7 days of written notice from one party to the other, or such time as agreed by both the Funders and the Society, the parties will participate in good faith in order to resolve the dispute within 14 days of the first written notice, or such other time period agreed to by both the Funders and the Society, each party will agree to use a mutually agreed upon independent mediation practitioner versed in the resolution of commercial disputes. Each party will bear their own costs of the mediation process.

8.2. Arbitration

The Funders and the Society may, by mutual agreement, participate in resolving all unresolved disputes arising out of or in connection with this agreement, or in respect of any legal relationship associated therewith, or derived or entered into, by arbitration. The Arbitrator shall be mutually agreed upon by the participants. Matters not settled through the process in Section 8.1 within 45 day notice of the dispute may go to arbitration unless the parties agree to extend the 45 day period. Each party will bear its own costs of the arbitration regardless of the Arbitrator's decision. The Arbitrator's decision will be final and binding on all Parties.

9. Interpretation

- 9.1 Time shall be of the essence with this agreement;
- 9.2 Nothing in this agreement affects the Funders' rights and powers in the exercise of their respective statutory functions under statutes, bylaws, resolutions, orders, or regulations, all of which may be fully exercised as if this Agreement had not been executed and delivered by the parties.
- 9.3 No amendment or waiver of any portion of this agreement shall be valid unless in writing and executed by the parties to this Agreement.
- 9.4 Waiver of any default by any party shall not be deemed to be a waiver of any subsequent default by that party.
- 9.5 If any clause or portion of this agreement is declared or held invalid for any reason, the invalidity shall not affect the validity of the remainder of that clause or this Agreement, and the terms and provisions of this agreement shall continue to be in force and in effect and be construed as if it had been executed without the invalid portion.

10. Signatures

This agreement has been executed by authorized signatories on behalf of each of the parties.

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 TOWN OF GIBSONS was hereunto)
affixed in the presence of:)

_____))
Mayor)

_____))
Corporate Officer)

C/S

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

_____))
Mayor)

_____))
Corporate Officer)

C/S

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

Chief)

C/S

Chief Administrative Officer)

IN WITNESS WHEREOF the Corporate Seal)
of the [INSERT NAME OF ORGANIZATION])
was hereunto affixed in the presence of:)
)
)
)

Chair)

C/S

Alternate)

SCHEDULE 'A'

ATTACH THE ECONOMIC CHARTER DATED JUNE 2015 (REVISED APRIL 2017)

SAMPLE

SCHEDULE 'B'

SOCIETY NAME Annual Report

DATE: (date report was written)

TO: Corporate and Administrative Services Committee

FROM: Coordinator, [INSERT NAME OF ORGANIZATION]

RE: YEAR ANNUAL REPORT

Background

The Sunshine Coast Regional District, Town of Gibsons, District of Sechelt and Sechelt Indian Government District have provided funding to the [INSERT NAME OF ORGANIZATION] in the amount of \$ funded from SCRD Regional Economic Development. This funding was for the period January 1 - December 31, YEAR.

(please insert data under the following headings)

- Annual Financial Statement;
- Description of the Society Activities;
- Description of Fund Allocation;
- Key Performance Indicators (KPI's)

SERVICE AGREEMENT

SUNSHINE COAST ECONOMIC DEVELOPMENT

This Service Agreement dated for reference the _____ day of _____, 2017.

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT

1975 Field Road
Sechelt, BC V0N 3A1

(the "Regional District")

AND: **TOWN OF GIBSONS**

Box 340
Gibsons, BC V0N 1V0

(the "Town")

AND: **DISTRICT OF SECHELT**

Box 129
Sechelt, BC V0N 3A0

(the "District")

AND: **SECHELT INDIAN GOVERNMENT DISTRICT**

PO Box 740
Sechelt, BC V0N 3A0

(the "SIGD")

(referred to collectively as the "Funders")

AND: **SUNSHINE COAST REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION**

Suite 204 – 5674 Teredo Street
Sechelt, BC V0N 3A0

(the "Society")

WHEREAS:

A. The Regional District has authority under the *Local Government Act* and the Town and the District have authority under *Community Charter* to provide assistance for the purpose of benefitting the community or any aspect of the community;

B. The SIGD has authority under the *Sechelt Indian Band Self-Government Act* and the *Sechelt Indian Government District Enabling Act* to provide assistance for the purposes of benefitting the community;

C. The Sunshine Coast has a sustainable, thriving and diverse regional economy that is aligned with community values, expands opportunities for all residents and improves overall community wellbeing;

D. The Funders wish to cooperate and coordinate regional economic development and have agreed in principle pursuant to the *Sunshine Coast Regional Economic Development Charter (the “Charter”)*, attached as Schedule “A”, to work together and fund such development;

E. The Society was incorporated on September 8, 2016 under the *Society Act* under number S-0065958 to undertake strategic economic development planning and provide economic development services to the Funders; and

F. The Funders and Society have entered into this agreement to set out a framework for the development, provision and funding of economic development services to benefit the communities that are governed by the Funders **(the “Community”)**.

NOW THEREFORE, in consideration of the mutual promises set out herein, the Funders and the Society hereto agree as follows:

1. Services

- 1.1 The Society shall provide certain economic development services to the Funders for the benefit of the Community and the Funders shall pay the Society for providing such services, subject to the terms and conditions of this agreement.
- 1.2 The economic development services will address such matters as business attraction, retention and expansion in order to encourage job creation, a sustainable and diverse industrial, commercial and agricultural tax base and a strong economic future for the Community and such economic development services may include:
 - (a) programs to support workforce development and education;
 - (b) business retention and expansion (BRE) program;
 - (c) attracting business investment, including entrepreneurial businesses, through regional marketing, information provision and other techniques;
 - (d) development of new resident attraction;
 - (e) information collection and dissemination;
 - (f) working collaboratively on key regional facilities and infrastructure such as alternative energy development or tourism-related developments.

- 1.3 Following execution of this agreement, and every three to five years subsequently for the duration of this agreement, the Society shall undertake a strategic planning process to develop specific goals, priorities, projects, activities, deliverables and ongoing programs for such economic development services.
- 1.4 By January 31st of each year of the term of this agreement, the Society shall provide the Funders with an annual work plan for the Society's fiscal year containing proposed services for such period ("**Annual Work Plan**"), together with a budget and payment schedule ("**Budget and Payment Schedule**") for the Funders' approval.
- 1.5 The Budget and Payment Schedule must:
 - (a) include any proposed disbursements and expenses; and
 - (b) be aligned with:
 - (i) the annual budget and reporting provided by the Society;
 - (ii) the period in which the disbursements and expenses may be incurred; and
 - (iii) Public Sector/Non-Profit Accounting Standards.
- 1.6 The Society must provide the Funders with progress reports on a regular basis and no less than semi-annually.

2. Funding Commitment

- 2.1 Subject to section 2.2 of this Agreement, the Funders agree to provide assistance to the Society for the years 2017, 2018, 2019 and 2020 in the combined total amount of up to \$291,865 per annum in accordance with the table, below, and section 2.5.

Source of Funding by Area	2017	2018	2019	2020
Regional District on behalf of Egmont/Pender Harbour Electoral Area A	\$37,589	\$37,589	\$37,589	\$37,589
Regional District on behalf of Halfmoon Bay Electoral Area B	\$33,941	\$33,941	\$33,941	\$33,941
Regional District on behalf of Roberts Creek Electoral Area D	\$30,733	\$30,733	\$30,733	\$30,733
Regional District on behalf of Elphinstone Electoral Area E	\$20,228	\$20,228	\$20,228	\$20,228

Regional District on behalf of West Howe Sound	\$33,089	\$33,089	\$33,089	\$33,089
District of Sechelt	\$87,826	\$87,826	\$87,826	\$87,826
Town of Gibsons	\$40,583	\$40,583	\$40,583	\$40,583
Sechelt Indian Government District	\$7,876	\$7,876	\$7,876	\$7,876
TOTAL	\$291,865	\$291,865	\$291,865	\$291,865

- 2.2 The funding contributions set out in section 2.1 and allocation of such funding for economic development projects are subject to each Funder's approval of the Society's Annual Work Plan and Budget and Payment Schedule on annual basis. Each Funder commits to fund its respective allocation for a given year only if the Funder approves the Annual Work Plan and Budget and Payment Schedule for that year.
- 2.3 The Society acknowledges and agrees that there is a general prohibition against local governments providing assistance to business and the Society must use any funding provided by the Regional District, District, or Town, in accordance with the requirements imposed on those funders under the *Local Government Act* and *Community Charter*.
- 2.4 The Society must use any funding provided by the SIGD in accordance with the requirements imposed on that funder under the *Sechelt Indian Band Self- Government Act* and the *Sechelt Indian Government District Enabling Act*.
- 2.5 The Funders will provide a funding disbursement schedule to the Society no later than March 31st of each year of the term of this agreement.
- 2.6 The Society shall be responsible for any service agreements or third party contracts that it enters into.
- 2.7 The Society will keep the Funders apprised of its financial situation by a final written report by January 31st of each year, substantially in the form attached as Schedule "B", which shall include:
- Annual Financial Statement
 - Description of Society Activities
 - Description of Fund Allocation
 - Key Performance Indicators (KPI's).
- 2.8 The Society may request additional special project funding by providing the Funders with individual business case analysis for review and approval by the Funders.

- 2.9 If the Society uses funds from the Funders or grants funding to any third party from funds provided by the Funders in a manner that is not in accordance with an approved Annual Work Plan and Budget and Payment Schedule, the Society must reimburse the Funders such funding on a pro rata basis.
- 2.10 The Society shall indemnify and hold harmless the Funders, and their respective directors, councillors, officers, employees, successors and assigns (**collectively, the “Indemnified Parties”**), against and from any and all actions, causes of actions, claims, suits, costs and expenses of any kind in connection with:
- (a) any property damage or personal or bodily injury arising out of the acts or omissions of the Society;
 - (b) any use by the Society of funds from the Funders or granting of funding by the Society to any third party from funds provided by the Funders in a manner that is not accordance with an approved Annual Work Plan and Budget and Payment Schedule;
 - (c) any breach of this agreement by the Society;
 - (d) any act or omission by the Society or its invitees, licensees, employees, agents, contractors, officers or any other person for which the Society is liable; or
 - (e) any wilful misconduct or negligent act or omission by the Society.
- 2.11 The indemnity described in this section will survive the term of this agreement and continue in full force and effect for the benefit of the Indemnified Parties.
- 2.12 No provision or purpose of this agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Funders and the Society.
- 2.13 The Funders and the Society will jointly prepare and issue press releases for any significant projects funded through this agreement.
- 2.14 The Society shall seek the approval of Funders on press releases related to significant projects. Funders will provide comments and concerns within 24 hours of receipt and approval within 72 hours of receipt. Timelines can be extended with the approval of all Funders and the Society.

3. Counterparts

- 3.1 This agreement may be executed in any number of original counterparts, with the same effect as if all the Funders and the Society had signed the same document, and will become effective when one or more counterparts have been signed by all the Funders and the Society 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.

4. Term

- 4.1 This agreement shall be in effect from the date of execution and shall terminate on December 31, 2020.
- 4.2 This agreement may be renewed, modified or terminated only with the express written consent of each Funder and the Society.
- 4.3 The Funders may, by mutual consent, review and modify the funding assistance allocation, within the total outlined in Section 2.1, before the Funders have approved an Annual Work Plan and Budget and Payment Schedule in any year of the term of this agreement.
- 4.4 The Funders and the Society shall meet one year prior to the expiration of the term of this agreement to discuss renewal or replacement of this agreement.
- 4.5 The Society, by giving written notice to all Funders before September 30th in any year, may terminate or modify its participation in this agreement, effective December 31st of that year.
- 4.6 In the event any Funder or the Society provides notice of termination or a modification from this agreement, all parties will agree to meet within 30 days to determine the impact of such termination or modification on this agreement.
- 4.7 If any of the Funders withdraws from this agreement, and in the event that “additional” special project funding has been approved over more than one year, regardless of withdrawal, all Funders commit to their share of the “additional” special project funding.

5. Society Governance

- 5.1 It is intended that the board of directors of the Society shall have representation from a cross-section of the key sectors of the regional economy; provided, however, the Funders shall not seek a return of funds solely on the basis that the board of directors of the Society fails, in the opinion of the Funders, to adequately meet such requirement.
- 5.2 The Society shall notify the Funders in writing of any proposed changes to the Society’s constitution or bylaws prior to the constitution or bylaws being changed, except such changes as may be mandatorily required to transition the Society to the new *Societies Act* (British Columbia).

6. Confidentiality and Ownership of Documents

- 6.1 The Society acknowledges that the Regional District, Town, and District are subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to collect and disclose of any personal information under this agreement in accordance with that Act.
- 6.2 Without limiting the generality of the foregoing, the Society agrees to take steps to ensure that any information that is disclosed to it in confidence or as privileged information by the Funders, or that comes to its knowledge by reasons of this agreement, is treated as confidential, and in particular that records containing personal information, as defined under the *Freedom of Information and Protection of Privacy Act*, are protected from unauthorized access, use, disposal or further disclosure except as required or authorized by that Act or other applicable law.

7. Conflict of Interest

- 7.1 If a director of the Society considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has:
- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the director must declare this and state in general terms the reason why the director considers this to be the case.
- 7.2 After a director makes a declaration under section 7.1, the Society must advise the Funders in writing and the person presiding at that meeting or any following meeting in respect of the matter must ensure that the director is not present at any part of the meeting during which the matter is under consideration.
- 7.3 If a director has a direct or indirect pecuniary interest in a matter, then regardless of whether the member has made a declaration under section 7.1, the director must not:
- (a) remain or attend at any part of a meeting:
 - during which the matter is under consideration,
 - participate in any discussion of the matter at such a meeting,
 - vote on a question in respect of the matter at such a meeting, or
 - attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter;

- (b) use his or her position to attempt to influence in any way a decision, recommendation or action to be made or taken by the Society if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.
- 7.4 Directors of the Society must not, directly or indirectly, accept any fee, gift or personal benefit that is connected with the provision of services under this Agreement with the following exceptions:
 - (a) a gift or personal benefit that is of nominal value, creates no obligation, occurs infrequently and may be easily reciprocated; and
 - (b) compensation authorized by law.
- 7.5 If a director of the Society receives a gift or personal benefit referred to in section 7.5 (a) that exceeds \$250 in value, or the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250, then:
 - (a) as soon as reasonably practicable the Society must provide the Funders with a disclosure statement indicating:
 - the nature of the gift or benefit;
 - its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation;
 - when it was received; and,
 - the circumstances under which it was given and accepted.
- 7.6 A director or former director of the Society must not use information or a record that:
 - (a) was obtained in the performance of or as a result of providing services under this Agreement; and
 - (b) is not available to the general public,for the purpose of gaining or furthering a direct or indirect pecuniary interest of the director or former director of the Society.
- 7.7 If a director or former director of the Society has
 - (a) contravened this Part 7, and
 - (b) realized financial gain in relation to that contravention, then in addition to any other remedies available under this Agreement or at law or in equity, the Society shall pay to the Funders an amount equal to all or part of the person's financial gain.

- 7.8 Without limiting the foregoing, the Society will adopt a conflict of interest policy before it initiates any economic development projects. The Society will not use any funds provided by the Funders hereunder to provide any direct or indirect pecuniary benefit to any directors of the Society or to any Society members in return for professional or business services provided to the Society.

8. Dispute Resolution

8.1. Mediation

Where there is an unresolved dispute arising out of this agreement, then, within 7 days of written notice from one party to the other, or such time as agreed by both the Funders and the Society, the parties will participate in good faith in order to resolve the dispute within 14 days of the first written notice, or such other time period agreed to by both the Funders and the Society, each party will agree to use a mutually agreed upon independent mediation practitioner versed in the resolution of commercial disputes. Each party will bear their own costs of the mediation process.

8.2. Arbitration

The Funders and the Society may, by mutual agreement, participate in resolving all unresolved disputes arising out of or in connection with this agreement, or in respect of any legal relationship associated therewith, or derived or entered into, by arbitration. The Arbitrator shall be mutually agreed upon by the participants. Matters not settled through the process in Section 8.1 within 45 day notice of the dispute may go to arbitration unless the parties agree to extend the 45 day period. Each party will bear its own costs of the arbitration regardless of the Arbitrator's decision. The Arbitrator's decision will be final and binding on all Parties.

9. Interpretation

- 9.1 Time shall be of the essence with this agreement;
- 9.2 Nothing in this agreement affects the Funders' rights and powers in the exercise of their respective statutory functions under statutes, bylaws, resolutions, orders, or regulations, all of which may be fully exercised as if this Agreement had not been executed and delivered by the parties.
- 9.3 No amendment or waiver of any portion of this agreement shall be valid unless in writing and executed by the parties to this Agreement.
- 9.4 Waiver of any default by any party shall not be deemed to be a waiver of any subsequent default by that party.
- 9.5 If any clause or portion of this agreement is declared or held invalid for any reason, the invalidity shall not affect the validity of the remainder of that clause or this Agreement, and the terms and provisions of this agreement shall continue to be in force and in effect and be construed as if it had been executed without the invalid portion.

10. Signatures

This agreement has been executed by authorized signatories on behalf of each of the parties.

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 TOWN OF GIBSONS was hereunto)
affixed in the presence of:)

_____))

Mayor)

_____))

Corporate Officer)

C/S

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

_____))

Mayor)

_____))

Corporate Officer)

C/S

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

Chief)

C/S

Chief Administrative Officer)

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

Chair)

C/S

Alternate)

SCHEDULE 'A'

Sunshine Coast Regional Economic Development Charter

June 2015

Revised April 2017

Prepared by:



Prepared for:



With funding support from:



SUNSHINE COAST ECONOMIC DEVELOPMENT CHARTER

PREAMBLE

The Sunshine Coast Economic Development Charter establishes the parameters of a regional economic development partnership between communities in the Lower Sunshine Coast, including the shíshálh Nation, the Town of Gibsons, the District of Sechelt, and the five Electoral Areas of the Sunshine Coast Regional District.

The Charter establishes the broad principles on which the partners agree to cooperate and will be supplemented over time with specific agreements and policies, which may include Memoranda of Understanding regarding funding, Articles of Incorporation if and when the partnership manifests in a new organization, and strategic planning documents that establish more specific priorities, actions and budgets over a specified time frame.

The Charter recognizes and acknowledges the inherent title and rights of First Nations peoples, their role in the use of lands and resources, and the need for government relationships and agreements to be based on recognition.

PART ONE: ECONOMIC VISION

The Sunshine Coast has a sustainable, thriving and diverse regional economy that is aligned with community values, expands opportunities for all residents and improves overall community wellbeing.

PART TWO: ROLES AND RESPONSIBILITIES

The intent of the regional partnership is to fill service gaps and enhance the work of those agencies currently receiving local funding to undertake economic development initiatives.

Priority roles and responsibilities that can be effectively undertaken through regional cooperation include:

- Programs to support workforce development and education.
- A business retention and expansion (BRE) program.
- Lobbying on topics of shared regional interest.
- Attracting business investment, including entrepreneurial businesses, through regional marketing, information provision and other techniques.
- New resident attraction.
- Regional information collection and dissemination.

- Working collaboratively on key regional facilities and infrastructure. Examples may include alternative energy development or tourism-related developments.

Additional roles and responsibilities, or deletions from the list above, can be considered through the strategic planning process (occurring at inception and subsequently at three to five year intervals) or through the annual work plan and budget approval process.

PART THREE: ORGANIZATIONAL STRUCTURE

The Sunshine Coast Regional Economic Development Agency is an arms-length non-profit society with its own articles of incorporation and independent board of directors.

It is to be contracted by local governments in the Lower Sunshine Coast to undertake economic development services of the type generally established under Part Two above and with specific direction established through a regular strategic planning process and annual budget approval by the funding partners. It will be independent from but accountable to its local government funders.

The agency may be newly incorporated or a pre-existing organization. Issues of corporate structure are to be determined at the time of incorporation (if a new organization) or when developing terms for an economic development services contract (if an existing organization).

PART FOUR: GOVERNANCE

The Board of Directors of the Sunshine Coast Regional Economic Development Agency will have 9 directors. Eight directors are at-large community members who are selected for their expertise in key sectors of the regional economy or with respect to specific projects and projects being undertaken. The ninth director is appointed by the shishálh Nation.

Potential board members are identified through a formal application process and are appointed by the funding partners. The partners appoint a committee to establish application criteria, evaluate the applications, and propose a slate of directors for approval by each Council and the rural area directors on the Regional District Board. All Councils/Board must approve the slate of directors and the appointments are formalized at the agency's Annual General Meeting.

The agency undertakes a strategic planning process at its inception and every three to five years subsequently. The purpose is to expand on the high-level roles and responsibilities established in Part Two of this Charter and to establish more specific goals, priorities, projects and ongoing programs. This process

also incorporates input from local governments, community stakeholders, the business community and the general public.

The agency provides regular reports to its funders, including an annual work plan and budget that must be approved each year. The annual work plan includes a report on the results of the previous year, using key performance indicators (KPI) that are established through the strategic planning process. It also sets out planned initiatives and associated budget requirements for the coming year.

PART FIVE: FUNDING

Funding for the Sunshine Coast Regional Economic Development Agency will be up to \$291,865 per year. The formula to share costs among partner local governments is based on the following formula, to be calculated on an annual basis:

- 50% of funding is based on assessed values (converted) and 50% based on population, with the exception of Electoral Area E, which is based on assessment only.

The total funding allocation on an annual basis must be formally approved by each funding partner and based on the strategic priorities for that year. Alternative funding sources may be identified in the future to minimize reliance on the local tax base.

The initial Memorandum of Understanding between local government partners should include a four-year funding commitment.

SCHEDULE 'B'

SOCIETY NAME Annual Report

DATE: *(date report was written)*

TO: **Corporate and Administrative Services Committee**

FROM: Coordinator, SUNSHINE COAST REGIONAL ECONOMIC
DEVELOPMENT ORGANIZATION

RE: **YEAR ANNUAL REPORT**

Background

The Sunshine Coast Regional District, Town of Gibsons, District of Sechelt and Sechelt Indian Government District have provided funding to the SUNSHINE COAST REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION in the amount of \$ funded from SCRD Regional Economic Development. This funding was for the period January 1 - December 31, YEAR.

(please insert data under the following headings)

- Annual Financial Statement;
- Description of the Society Activities;
- Description of Fund Allocation;
- Key Performance Indicators (KPI's)



sunshine coast regional economic development organization

2017-2018 Annual Plan

The Sunshine Coast Regional Economic Development Organization (SCREDO) was formed in 2016 at the request of the Sunshine Coast Regional District, The Sechelt Indian Government District, The Town of Gibsons, and the District of Sechelt (the funders) to perform economic development activities as directed in the *Sunshine Coast Regional Economic Development Charter* (April 2016)

SCREDO was incorporated as a BC not for profit society in June 2016. The board of SCREDO has developed several policies and decision making tools to guide its activities in a structured transparent manner. SCREDO has delivered a strategic plan and has worked with the funders on a service agreement framework for the provision of funds to conduct its economic development activity.

In accordance with the service agreement stipulations, SCREDO submits this annual plan for review by the funders.

Being the first year of operation and having not yet received any funding, this annual plan was prepared by the volunteer board with no staff support. This annual plan consists of a series of objectives designed to move towards our strategic goals.

Strategic Plan Goals Recap

- Increase the number of growing businesses
- Increase number of quality career opportunities
- Reduce economic disparity

PROGRAM PLANS 2017-2018

■ Business Retention, Expansion and Attraction Committee

2017-2018 Objectives:

- Create a comprehensive business database and survey
- Identify businesses that want to grow
- Identify and remove barriers to growth
- Foster a healthy and productive business culture

Stretch goals:

- Develop a targeted business/investor attraction campaign
- Encourage new business start-ups

■ Regional Information Committee

2017-2018 Objectives:

- Develop a coast wide investor information resource
- Develop a coast wide citizen information resource
- Create a public inventory and index of regional information sources
- Establish regional data standards for economic and community information

Stretch goals:

- Serve as a public data management resource and repository

■ Workforce Development Committee

2017-2018 Objectives:

- Increase the number of employers investing in training
- Establish a technology and innovation hub
- Develop a coast wide service excellence program
- Work with existing agencies on assisting residents with barriers to enter the workforce and help build ladders for others to climb out of low wage employment. (Fill the gaps, provide leadership, assist lobbying efforts)

Stretch goals:

- Expand the number and variety of post-secondary education and training opportunities available locally

■ Communications Committee

2017-2018 Objectives:

- Build trust through transparency
- Create ambassadors
- Celebrate good news
- Share metrics and statistics for better decision making
- Develop communication protocols with audiences: *Funders, General Public, peer/partner organizations, peer economic development organizations, business community.*

■ Executive Committee

2017-2018 Objectives

- Hire Executive Director to implement board strategy
- Build skills and capacity within the board
- Develop a director recruitment strategy that will preserve a diverse board and maintain organizational knowledge

■ BUDGET

	2017-18 Budget	<i>Percent of budget</i>
Admin	\$25,765	9%
Payroll	92,000	31%
Programs	174,100	60%
Total Expenses	291,865	

■ Program Budgets

	Program Budgets	<i>Percent of Program Budget</i>
Business Retention, Expansion, Attraction	\$65,000	37%
Workforce Development	65,000	37%
Regional Info	20,000	11%
Reserve	24,100	14%
Total	174,100	

On behalf of the SCREDO board we thank you for the opportunity to use our ideas and energy to improve our community.

David Chisholm, Chair

On behalf of the SCREDO Board of directors

Celia Robben,
Robin Chauhan,
Maria Hapvent,
Brian Jones,
Cheryl McNicol,
Tanya Smith

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: Paul Preston, Chief Building Official

SUBJECT: REVIEW OF THE SCRD BUILDING BYLAW NO. 687

RECOMMENDATION(S)

THAT the report titled Review of the SCRD Building Bylaw No. 687 be received;

AND THAT staff prepare a new Building Bylaw for consideration in the 4th Quarter of 2017.

BACKGROUND

The current participants in the Sunshine Coast Regional District (SCRD) Building service are Electoral Areas A, B, D, E, F and the Sechelt Indian Government District (SIGD). The service is regulated by Building Bylaw 687. The Bylaw is modeled on the Municipal Insurance Association (MIA) core bylaw which provides MIA members a common framework designed to minimize risk to local governments when they undertake building regulation.

While the SCRD Building Bylaw has been amended from time to time to reflect changes in provincial legislation, it has not had a comprehensive review since adoption. Staff have identified that the Building Bylaw requires updating and modification in certain areas. In particular, in certain instances, the bylaw regulates buildings and structures beyond the scope of the BC Building Code. Where this has occurred the SCRD is essentially extending its risk and liability without the protection of senior legislation. Conversely, there are some limited areas of building regulation that currently do not exist in the Building Bylaw, where the SCRD would have a better and more efficient service if the SCRD accepted some level of risk.

A review of the Building Bylaw is timely as the Province is undertaking a number of policy changes to harmonize building regulation in BC. The building regulatory system has been the subject of several major Provincial reviews over the past 25 years with the most recent consultations resulting in the adoption of the *Building Act* in 2015 that established a set of proposals that would modernize the system by:

- increasing consistency in building standards across BC by establishing sole authority for the Provincial government to set building standards;
- providing Provincial interpretations of the BC Building Code;
- introducing a third party audit system for Code compliance and administration;
- establishing a Provincial evaluation body to consider alternative solutions and product evaluation;
- establishing a stakeholder advisory body to advise on matters related to the building regulatory system; and
- requiring specific standards for building officials.

As the SIGD currently has their own building regulations bylaw, the review process will also provide the opportunity to consult with the Nation on the possibility of a single regulatory bylaw or coordinated bylaws that meets the needs of both parties.

DISCUSSION

In preparing this report, staff analyzed Bylaw 687.

The recommended changes from the bylaw analysis are numerous and it is preferable to adopt a new SCRD Building Bylaw rather than undertake an amendment process.

In keeping with the Provincial trend in building regulation and the review of the building service within the Electoral Areas and the SIGD, the following key issues will be addressed in the new Building Bylaw.

Key issues

1. Clearly identify what should be regulated under the Building Bylaw

The *Local Government Act* provides authority to local governments to regulate building construction in their jurisdictions. Building regulation was introduced into the SCRD in 1967 and over the years the strategy has been to include and regulate all types of construction that the *Act* allowed. This increases the risk of liability for the Regional District as building regulations were provided for situations that may or may not be applicable to Electoral Areas.

For the SCRD, this raises the question of what types of construction should be regulated through the Building Bylaw? The most effective approach is to align the Building Bylaw as closely to the BC Building Code as is applicable in the local context. The Building Code clearly sets out the technical provisions for the regulation of buildings. This includes the design and construction of new buildings and also the alteration, change of use and demolition of existing buildings. Any buildings or structures outside of this scope (see next section) can still be regulated if there is a desire to do so.

2. Objective of the Building Bylaw

The objective of the Building Bylaw is the regulation of construction, alteration, repair and demolition of buildings and structures within the Regional District for the purposes of health, safety, and the protection of persons and property while minimizing liability for the Regional District. Currently there are permit requirements within the bylaw that are beyond the scope of the BC Building Code that should be removed in order to meet this objective. Proposed amendments would subsequently reduce the exposure to liability for the Regional District.

3. Format

One of the goals of the Building Bylaw review is to produce a document that is simpler and easier to use from both a public and an administrative perspective. Sections of the proposed bylaw will be re-ordered to provide a more logical progression through the document. The use of schedules makes future updates easier to implement. The inclusion of plumbing permits into the Building Bylaw will remove the need for a separate plumbing bylaw providing permit information in one document.

4. Ensure conformity with the BC Building Code (BCBC)

There have been various changes/amendments to the Building Code over the last six years that need to be addressed in the bylaw. In addition, harmonizing the language of the Building Bylaw with the Building Code reduces the risk of conflict between the two documents and promotes ease of use.

Summary of proposed changes

The following main concepts and policies are recommended for inclusion in the new Building Bylaw. Specific regulatory language will be presented to the Planning and Community Development Committee as part of the proposed new Building Bylaw, as will more minor amendments.

1. Scope and Exemptions – Part 1.5.

Proposed change	Rationale
a) Remove the requirement for permits for retaining structures.	Retaining structures not associated with the building foundation fall outside the scope of the BCBC. This would remove any risk of liability for the Regional District associated with these structures.
b) Remove the requirement for a permit for pedestrian and vehicle bridges on private property	These types of structures are not regulated under the BCBC. This will reduce liability to the SCRD.

2. Applications for Complex Buildings – Part 5.

Proposed change	Rationale
Provide the building official with the authorization to waive the requirement of a site plan prepared by a BC Land Surveyor for the repair or alteration of an existing building or structure.	This requirement will reduce unnecessary costs to developers for alterations or repairs to existing structures where there has been no increase in building area.

3. Applications for Standard Buildings – Part 6.

Proposed change	Rationale
a) Provide the ability for the building official to waive the requirement for a site plan prepared by a BC Land Surveyor where the building is more than 300mm less than the maximum allowable height.	This requirement will reduce unnecessary costs to developers where the height of the proposed building is under the prescribed requirements.

b) Provide the ability for the building official to waive the requirement for a BC Land Surveyor where the building is more than 1m beyond the minimum setback established by the SCRD Zoning Bylaw.	Will reduce unnecessary costs to developers where the location of the proposed building is over the prescribed requirements.
--	--

4. Applications for detached garages and carports – Part 6

Proposed change	Rationale
Introduce separate permit requirements for single storey detached garages and carports under 55 m ² .	Currently all structures require professional engineering. This requirement will reduce unnecessary costs to developers with minimal liability to the SCRD.

5. Permits for Temporary Buildings – Part 12

Proposed change	Rationale
Remove the permit requirements for temporary buildings.	<p>Temporary buildings are not regulated under the Building Code. This will reduce liability to the SCRD and costs due to enforcement.</p> <p>The requirements for zoning with respect to the location, size and lot coverage are still applicable for these structures under the SCRD Zoning Bylaw.</p>

6. Applications for swimming pools – Part 13.

Proposed change	Rationale
Remove the requirements for the construction of swimming pools.	<p>The <i>Local Government Act</i> gives the ability for the Regional District to regulate the construction of pools. This authority should not be included in the Building Bylaw as the BCBC is not applicable to the construction of pools. This will remove any risk of liability for the Regional District.</p> <p>The requirements for zoning with respect to the location and lot coverage are still applicable for these structures under the zoning bylaw, but if there is a desire to regulate this type of construction, a separate bylaw should be developed.</p>

7. Applications for specific permits.

Proposed change	Rationale
a) Repeal the Plumbing Bylaw (No. 400) and incorporate the permit requirements into to the Building Bylaw. (Plumbing and sprinkler permits)	This will remove duplication and updating two documents when code changes occur. Referring to one bylaw will make it easier from an administrative and public perspective.
b) Introduce separate sections for; <ul style="list-style-type: none">• Modular and Manufactured homes• Moved or relocated buildings and structures	This will provide the public and staff the specific requirements and clarity for these types of building permits.

Financial Implications

The cost for the bylaw review will be contained within the 2017 budget for the building division. The proposed changes to permit requirements will have minor to no impact on the Building Division revenue.

Legal Implications

The proposed Building Bylaw will require a legal review and this expense will be covered in the Building Division's 2017 budget. The legal review would occur after review by the committee and prior to first reading by the Regional Board.

Communication and Education

The proposed changes focus on feedback received over the last several years from contractors and the challenges that have been identified by the Building Division staff.

The nature of the changes contemplated (streamlining, enhanced user friendliness) is such that little controversy is anticipated. Therefore, Staff will communicate during the rewrite of the plan to the construction community and the front counter customers through signage and direct contact. Input received will be considered during the drafting.

A communication plan will be part of the preparation of the new Bylaw. This will include notifications through the Regional District website and education sessions by staff to ensure the public are aware of the changes.

STRATEGIC PLAN AND RELATED POLICIES

Enhance our governance, policies, procedures and practices.
Enhance our collaboration with the *shíshálh* Nation.

CONCLUSION

It is recommended that a new Building Bylaw be prepared which maintains the intent of the MIA core bylaw, while updating regulations to reflect current standards. The proposed amendments

will focus on identifying key required content, provision for the health and welfare of the community, harmonization of the Building Bylaw with the BC Building Code, and the reduction of risk and liability to the SCRD where appropriate.

Existing resources are available to complete the review and a draft bylaw will be prepared for consideration in 2017 4th quarter.

Reviewed by:			
Manager	X – P. Preston	Finance	
GM	X – I. Hall	Legislative	X – A. Legault
CAO	X – J. Loveys	Other	X – A. Allen X – B. Wong

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: David Rafael, Senior Planner

SUBJECT: SHORT-TERM RENTAL PUBLIC ENGAGEMENT

RECOMMENDATIONS

THAT the report titled Short-Term Rental Public Engagement be received;

AND THAT staff report back on results of the First Stage of the public engagement to a Planning and Community Development Committee in Q3 2017.

BACKGROUND

The SCRD is seeking information from residents, tourism sector, housing sector, community groups and organizations to assist in identifying preferred approaches to managing short term rental accommodation.

The target markets for short-term rentals (STR) are tourists and temporary workers. An STR is generally considered as the rental of one or more rooms or an entire dwelling for periods of less than 30 days. In the SCRD an STR is not a permitted use in rural and residential zones and is considered separate from bed and breakfasts, which are defined and regulated in the two zoning bylaws. An STR is a more intensive commercial-like use than a bed and breakfast. The primary difference is that a bed and breakfast has an on-site operator, a resident or owner of the parcel.

The purpose of this report is to provide an overview of the proposed engagement framework and obtain direction from the Planning and Community Development Committee on moving forward.

At the February 23, 2017, regular Board meeting the following resolution was adopted:

080/17 **Recommendation No. 1** *Local Government Approaches to Short-Term Vacation Rentals*

THAT the report titled Local Government Approaches to Address the Issue of Short-Term Vacation Rentals be received;

AND THAT staff report to a future Committee with respect to a public engagement framework on the issue of short-term rentals.

DISCUSSION

The overall objective of the engagement is to provide the Board with information to assist in developing an approach to how short term rentals should be addressed in the SCRD's Electoral Areas.

An important aspect of this project is to inform and gather feedback from the various communities and stakeholders on the Coast. This includes those who currently or want to operate an STR, residents near an existing STR, wider public, community groups, the tourism & business sectors.

Staff have designed engagement opportunities utilizing the SCRD Public Participation Toolkit.

Two Stage Engagement

Staff consider that there are two distinct stages in the engagement process for STR.

Stage One is to inform, educate and gather information which staff are seeking to provide through May and June with a report to a 3rd Quarter Planning and Community Development Committee.

Stage Two of public engagement would be to discuss in options in more detail. For example, should STRs be allowed with restrictions then the focus of the engagement would be on what are acceptable restrictions. Reporting back on this second stage will include recommendations on implementation options and tools.

Staff have identified the following public and stakeholders:

- Community Groups – Advisory Planning Commissions, Community Associations
- Chambers of Commerce
- Sunshine Coast Tourism
- B&B Owners Association, Hotel Owners, STR operators
- Sunshine Coast Housing Land Trust and Housing Committee
- Sechelt Indian Government District
- Local Real Estate Offices
- Property Management Firms
- Financial Institutions
- General Public - neighbours of STRs, tourists/short term workers/users

As with other engagement process, involving those who reside off-Coast is a known challenge. One means to overcome this is to conduct public notification over an extended period and when part-time residents are more likely to come to the Coast which is often in the summer.

At the February Planning and Community Development Committee, staff provided a range of options to address short-term rentals of dwellings in the SCRD. This report along with those provided in 2012 were used to develop a workbook and will be distributed to community partners and stakeholders during the engagement process.

Staff will seek to meet with community groups and organizations to gather information regarding benefits and drawbacks to STR's within each community. Staff plan to attend Advisory Planning Commission (APC) and provide the workbook.

In addition to SCRD arranged public meetings, staff also plan to attend community events to share information and gather input. The STR workbook will be included as a handout or information added to displays to direct interested members of the public to how they can participate in the review.

Organization and Intergovernmental Implications

The Town of Gibsons and the District of Sechelt have each expressed an interest in a regional review of this topic. The District of Sechelt has been regulating STR operations for a number of years and has experience to offer.

The municipalities along with the SIGD could be partners. Collaboration with these local governments during Stage One could enable efficient data gathering. Staff will investigate inter-governmental staff-level cooperation opportunities that respect independent mandates and preferences.

Financial Implications

Advertising, resource materials, space rental and staff time costs can be supported using existing resources and budgets.

Timeline for next steps or estimated completion date

Stage One can commence in May and June with a report provided to a 3rd Quarter Planning and Community Development Committee.

If the conclusion is that the SCRD zoning bylaws and Official Community Plans are recommended to be amended, additional engagement and consultation will be required. This would be set out in the Q3 staff report. There may be an opportunity to synchronize with the review and update of the zoning bylaw.

Communications Strategy

Given the breadth of the issue, staff recommend making use of a range of communication options. This includes:

- advertisement in local radio and newspapers
- item within the Directors' newsletters, should they choose
- page on SCRD website dedicated to STR
- notices on SCRD Facebook and Twitter accounts
- information at community events, and
- direct contact with community groups and organizations

STRATEGIC PLAN AND RELATED POLICIES

The engagement framework meets the Strategic Plan Values of:

- Collaboration
- Respect and Equality, and
- Transparency.

CONCLUSION

The SCRCD is seeking information from residents, tourism sector, housing sector, community groups and organizations to assist in identifying preferred approaches to managing short term rental accommodation.

Staff propose a Two Stage engagement process. Stage One is a mix of stakeholders meetings and public meetings to disseminate information and gather input. A key tool for Stage One will be the production of a workbook containing information and a questionnaire.

The results from the public engagement will be reported a Q3 PCD Committee.

Staff recommend approval of the recommendation and the engagement.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: David Rafael, Senior Planner

SUBJECT: **Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017 Public Hearing Report and Consideration of Third Reading - Electoral Area D**

RECOMMENDATIONS

THAT the report titled **Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017 Public Hearing Report and Consideration of Third Reading - Electoral Area D** be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* be forwarded to the Board for Third Reading;

AND FURTHER THAT consideration of adoption of Bylaw No. 310.171 take place after approval pursuant to Section 52 of the *Transportation Act*.

BACKGROUND

Bylaw Amendment 310.171 pertains to a property in upper Roberts Creek (District Lot 1312), which is subject to a request to change the zoning from RU4 to the AG zone.

At the Regular Board meeting of March 23, 2017, the following resolutions were adopted:

111/17 **Recommendation No. 4** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017 (1312 Lands) Amendment to Rezone a Portion of District Lot 1312 from Rural Four (Rural Forest) to AG (Agriculture) be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* be forwarded to the Board for First and Second Readings;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* be referred to the following agencies and local residents for the opportunity of early and on-going consultation:

- a) Skwxwú7mesh First Nation;
- b) Notify owners/occupiers within 100 metres of the parcel boundary of the date of the public hearing;
- c) Roberts Creek Advisory Planning Commission;
- d) Roberts Creek Official Community Plan Committee;

- e) Ministry of Transportation and Infrastructure; and
- f) Agricultural Land Commission;

AND THAT a Public Hearing be scheduled at the SCRD Boardroom located at 1975 Field Road, Sechelt, BC;

AND FURTHER THAT Director Lewis be delegated as the Chair and Director Lebbell be delegated as the Alternate Chair for the public hearing.

- 124/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* be read a first time.
- 125/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* be read a second time.
- 127/17 THAT a public hearing concerning *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* be scheduled for April 20, 2017 at 7:00 p.m. in the SCRD Board Room at 1975 Field Road, Sechelt, BC.

A public hearing was held on April 20, 2017 and was attended by six people. A report of the public hearing is included in Attachment A.

The purpose of this report is to provide a summary on the application review to date, including a report of the public hearing and to recommend 3rd Reading and condition of adoption.

DISCUSSION

Analysis

The rezoning proposal is to provide a zoning designation that reflects the subject area being within the Agricultural Land Reserve.

There was one written submission received prior to the hearing, attached to the report of the public hearing. Most of the verbal and written submissions focused on aspects of the subdivision such as the new road network, impact on streams from land clearing and potential future development; impact on water supply due to wells drilled for the new parcels and siltation. The submissions and discussion regarding the subdivision are not related to the rezoning application.

Staff provided information about the subdivision in order to assist understanding the subdivision process. The subdivision is taking place regardless of the rezoning as it meets requirements such as minimum parcel area set out in Bylaw 310. Staff also provided direction about which agencies to approach regarding concerns raised. For example, regarding the protection of streams, the SCRD implemented the Riparian Areas Regulation via designating development permit areas and any direct impact to the stream, such as pollution from agricultural runoff, is managed by the province.

No objections were directly raised regarding the rezoning application; nor were there submissions supporting the proposal. One question was raised regarding the lack of a notification sign on the property. The requirement for a notification sign is not a provincial legislative requirement, rather it is set out in SCRD Bylaw No. 522 (Procedures and Fees).

The SCRD received comments from two referral agencies within the referral period and these were noted at the public hearing as follows:

- Roberts Creek Advisory Planning Commission
At the meeting on March 20, 2017 the APC recommended approval of the rezoning.
- Roberts Creek Official Community Plan Committee
At the meeting on March 8, 2017 the OCPC recommended approval for the proposal.

Copies of extracts from each agency's minutes are included in Attachment B.

A copy of the Bylaw 310.171 is attached for reference (Attachment C).

Options

No objections related to the proposed rezoning from RU4 to AG zone were raised. The OCP land use designation as Agriculture supports the rezoning and the land is within the ALR. The proposed rezoning will correct an error made when the RU4 zone was introduced several years ago.

Staff recommend that *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017* receive Third Reading. Adoption could be considered after the Ministry of Transportation and Infrastructure has approved the bylaw with respect to Section 52 of the *Transportation Act*.

STRATEGIC PLAN AND RELATED POLICIES

Public hearing supports the Value of Transparency in decision making. Engagement with the *Skwxwú7mesh* First Nation, advisory groups and agencies supports the Value of Collaboration.

CONCLUSION

There were no objections raised regarding the rezoning of a portion of the subject property from RU4 to AG zone. Issues raised mainly related to the subdivision (such as the new road network, provision of trails) and, protection of the streams(s) and possible impacts of land clearing on water supply. Staff provided information about the subdivision process, how streams are protected and whether the SCRD or province should be contacted to address concerns.

Staff recommend that the bylaw receive Third reading and adoption is considered once the Ministry approves the bylaw pursuant to Section 52 of the *Transportation Act*.

Attachments

- Attachment A – Report of the Public Hearing for *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017*
- Attachment B - Extracts from Minutes of Roberts Creek Advisory Planning Commission and Roberts Creek Official Community Plan Committee
- Attachment C - *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017*

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

ATTACHMENT A

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD AT
The SCRD Board Room
1975 Field Road, Sechelt, BC
April 20, 2017

Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171

PRESENT:	Chair, Area E Director Alternate Chair, Area D Director	L. Lewis M. Lebbell
ALSO PRESENT:	Senior Planner Recording Secretary Members of the Public	D. Rafael J. Stevens 6

CALL TO ORDER

The public hearing for Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017 was called to order at 7:00 p.m.

Director Lewis, Chair

The Chair introduced himself, Director Lebbell and 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 bylaw or alter and then adopt the bylaw providing the alteration does not alter the use or increase the density.

The Chair reminded those attending that tonight is your opportunity for input on the bylaw and no further information can be received once the public hearing has concluded. Elected Officials are not permitted to receive any communication or correspondence such as email/phone calls or written submissions after the close of a public hearing. Any further submissions need to be directed to staff.

David Rafael, Senior Planner, SCRD Planning and Community Development

Senior Planner presented the following information: The subject property is located at District Lot 1312, Roberts Creek, BC, which fronts Sullivan and Ranch Roads. The overall intent of Bylaw No. 310.171 is to rezone a 15 hectare portion of District Lot 1312 (fronting Sullivan and Ranch Roads in the Roberts Creek Electoral Area) from RU4 (Rural Forest) to AG (Agriculture) to reflect it being within the Agricultural Land Reserve. The site is also the site of

a subdivision application which received preliminary layout approval. The Senior Planner displayed a map showing the subject area, its current zoning and Official Community Plan land use.

The application was referred to both the Area D Advisory Planning Commission and the Roberts Creek Official Community Plan Committee for their March 2017 meetings as well as the *Skwxwu7mesh* Nation.

The Roberts Creek Advisory Planning Commission recommended approval of the rezoning of the Agricultural Land Reserve portion of the property from RU4 to AG Zone.

The Roberts Creek Official Community Plan Committee reviewed the AG land rezoning and was in favour of the applied for rezoning.

The *Skwxwu7mesh* Nation did not respond.

The application was also referred to the following Ministries for comment:

- Ministry of Transportation and Infrastructure – no response
- Agricultural Land Commission – no response

Senior Planner concluded his remarks, indicating that a report of this public hearing would be forwarded to the May 11th 2017 Planning and Community Development Committee meeting if possible or the June meeting, on the second Thursday of the month.

The proposed bylaw could then go to the Board for consideration of third reading and if given third reading it will then be forwarded to the Board for adoption.

Written Submissions

Senior Planner noted there was one written submission received. The submission from Daniel Dolan and Joao Santos of 770 Highland Road (Appendix A). The submission raised concerns regarding impact on the stream and asked about trails and road network. Specifically:

- (a) What steps have and will be taken to prevent further interference and degradation to Smales Creek as it runs through District Lot 131, what prevents building close to the creek?
- (b) What measures prevent future land owners/residents from polluting the stream with agricultural runoff?
- (c) What entities oversee protection?
- (d) That a trail to access upper Highland Road is requested?

Senior Planner commented that the stream and stream bed are Crown land and any alteration needs to be approved by the province and this will include referrals to the public through the

SCRD. The SCRД implemented the provincial Riparian Areas Regulation by designating development permit areas 30 metres for natural boundary and any land alteration needs to be the subject of a development permit issued by the SCRД and any damage to the stream would be addressed by the province. Regarding pollution, the province would oversee this via the RAPP line (report all poachers and polluters) or people could contact the SCRД and the information could be forwarded to the province. With respect to agricultural runoff the Ministry of Agriculture and Agricultural Land Commission provides advice and controls.

Explained that there is discussion between SCRД and applicant about park and trail requirements arising from the subdivision. The subdivision plan and road network was shown. The request for additional trail will be passed to the applicant for them to consider.

Senior Planner then concluded his presentation.

The Chair called a first time for submissions.

Mr. Chuck Scott
802 Sullivan Road
Roberts Creek, BC

Mr. Scott said that a number of properties have concerns about water, specifically Higgs Creek where a number of people have water rights, the heavy silt run-off into the creek, especially since forestry roads in the area have been put in place.

Senior Planner advised that this concern regarding the creek should be directed to the province via the RAPP line (report all poachers and polluters) as the creek is Crown land. If the concern is impact on drinking water then you should also contact Ministry of Health water officers and can let the SCRД know.

Mr. Scott noted that one of the creeks courses was altered. He asked if there were any development plans for roads in the area, such as Ranch Road.

Senior Planner noted that this is outside of the public hearing, however roads and their development are under the jurisdiction of Ministry of Transportation and Infrastructure and the question should be directed to that Ministry. He gave a brief description of what may happen for a subdivision in terms of Ministry of Transportation and Infrastructure (MoTI) requirements and said he does not know of any specific road plans.

Mr. Scott noted that there was not a notification sign for the site.

Senior Planner advised that a site notification sign is normally needed regarding the development proposal and would address this in the report as this would clarify an issue raised at the hearing.

Mr. Scott also raised concerns regarding garbage cans for properties in the area being placed near his property for collection and was concerned that there would more be due to the proposed subdivision.

Senior Planner noted that this is an operational issue and it is best to contact the SCRD Solid Waste section of Infrastructure Service Department.

Ms. Halina Lachuczewska and Mr. Marek Lachuczewski
801 Highland Road
Roberts Creek, BC

Ms. Lachuczewska and Mr. Lachuczewski asked the Senior Planner for information about the future road networks that would form part of this development and if the public would still have access to the property once the property is developed.

Senior Planner replied that the public would have access to the road rights-of-way which are Crown land, he did not know which ones would be cleared and upgraded to provide a road or which will be left uncleared. The roads are matters that are being dealt with by the subdivision and are not matters that will be influenced by changes in zoning. If you want to contact me after the meeting we can follow this up with the applicant.

Mr. Lachuczewski asked about access to the proposed parcels for the public as it is used by the public.

Senior Planer noted that the property is private and there is no right for the public to use it however the road rights-of way are public.

Mr. Lachuczewski asked about the size limit for dwellings in the AG zone and if they could have a voice about this. He believes the size limit for dwelling should be based on the size of the property.

Senior Planner advised that the AG zone was recently adopted after an extensive review and public hearing. Other forms of housing are allowed in the AG zone to support agriculture subject to conditions.

Mr. Chuck Scott
802 Sullivan Road
Roberts Creek, BC

Mr. Scott asked if this would have any bearing on future development. He also asked if there was a future park proposed for the property.

Senior Planner advised there would need to be a public hearing to amend zoning and OCP to allow different uses. There would be a public process and a public hearing. The Senior Planner said that a park could be on the north part of the property and this was part of the subdivision process and is outside of the rezoning.

Chair
Called for submissions a second time.

Senior Planner advised that staff will provide a report to the next Planning & Community Development Committee on May 11 unless there is a delay then the report would go to the June Planning and Community Development Committee. He said the report would be available on the SCRD website about a week before.

Mr. Lachuczewski asked if it was only this particular property that is changing from RU4 (Rural Forest) to the AG (Agriculture) zone. Does being here have any impact, will our voices be heard.

Senior Planner confirmed it is only this property being rezoned.

Ms. Lachuczewska asked if they vote now at this meeting and if we say no will this have an impact?

The Chair replied that the purpose of the public hearing is to record the public's comments for a report to the Board for their consideration and that is where the vote takes place. The Directors vote on the bylaws. It is important for you to inform the public hearing if there is any information that you have that the SCRD is not aware of.

The Co-Chair noted that having issues raised such as the issue regarding garbage bins is helpful to the Directors.

Mr. Lachuczewski said that this development has greatly impacted them with the visual loss of trees and the loss of use of trails on the subject property.

The Chair noted that this is private property and the owner has the right to harvest the trees as does any other property owner.

The Co-Chair said that there is a Sunshine Coast Suncoaster trail planning process in progress which would be a nice walking trail and an alternative to the trails they presently use on the subject property.

Ms. Lachuczewska asked the Senior Planner for zoning clarification to explain the difference between the RU4 (Rural Forest) zone and the AG (Agriculture) zone.

Senior Planner gave background as to how the parcel was zoned RU4 and that the lower portion which is in the ALR should not have been included. Late in establishing the RU4 the boundary for the priority was changed to include the ALR portion by mistake and this rezoning is clearing this up. The RU4 (Rural Forest) Zone allows for Forest Management and some associated uses such as wood processing in the form of sawmills. The AG (Agriculture) Zone will replace the RU4 Zone that applies to properties within the ALR zone. The uses are more extensive and reflect the agricultural designation and the relevant Act and Regulations. Local governments regulate and reduce some of the activities such as area for a food and beverage service lounge.

Ms. Lachuczewska asked what the minimal parcel size in the Ag zone would be.

Senior Planner explained there is no minimum parcel size for the AG zone, normally for the RU4 it would be 100 Ha minimum for a new parcel. The land that is currently in the ALR, the subject of the rezoning, has a subdivision minimum parcel area of 1.75 hectares. The subdivision was permitted as it meets the requirements for minimum parcel area. The issue that is being considered is amending the zoning to reflect the ALR designation and not aspects relating to the subdivision.

Ms. Lachuczewska asked if the land was in the ALR.

Senior Planner replied that the subject land is in the ALR.

Mr. Chuck Scott
802 Sullivan Road
Roberts Creek, BC

Mr. Scott asked if water rights licences on Smales Creek would be impacted by this development. Will I have any recourse if the wells dry up due to more wells to serve the subdivision?

Senior Planner replied that Mr. Scott would need to contact the province regarding protecting his water rights and that this is outside of the issues relating to the rezoning.

Mr. Scott said that in the last seventeen years the Sunshine Coast highway in this area has flooded twice both within the last two years. The SCRD provided reports regarding storm water and would these be implemented.

Senior Planner replied that this issue is outside of the rezoning aspect that is under consideration for the hearing. However, the storm water study helps inform SCRD reviews of and decisions regarding development proposals. Drainage plans may be required for the development permits to protect the streams. Impact of storm water and drainage on roads is managed by the Ministry of Transportation and Infrastructure.

Mr. Scott asked if there are any development cost charges (DCC) associated with this proposal.

Senior Planner noted that the only DCC charged by the SCRD are related to provision of SCRD water and this site will not be connected to the SCRD water system and so no DCC's are charged.

Susan Furze
1888 West Reed Road
Roberts Creek, BC

Ms. Furze asked if the developer would be opening up the upper portion of West Reed Road.

Senior Planner replied that the developer opening up of the upper portion of West Reed Road would only be required by the Ministry of Transportation and Infrastructure if access to other lots was required as a result of the subdivision. This is not a condition of the rezoning.

CLOSURE

The Chair called a third time for further submissions. Upon hearing none the Chair announced the public hearing for proposed "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.171, 2017" closed at 7:52 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

L. Lewis, Chair

J. Stevens, Recording Secretary

APPENDIX A

From: Daniel Dolan
To: [David Rafael](#)
Subject: Zoning Amendment Bylaw 310.171,2017
Date: Thursday, April 20, 2017 1:57:12 PM

Dear Mr. Rafael,

I'm writing in regard to the proposed rezoning of part of District Lot 1312.

My partner and I are owners/residents of 770 Highland Road (Lot 5, District Lot 903). To be clear, we are **not** opposed to residential development on District Lot 1312, but rather wish to express our concerns on the effect past and current development on this lot has had on the health and vitality of Smales Creek. We are worried about the potential for further degradation resulting from the subdivision and residential construction on District Lot 1312.

Smales Creek runs through District Lot 1312 on its way from the upper slopes of Mount Elphinstone to the Pacific. At the lower edge of District Lot 1312 (the portion under review for rezoning,) Smales Creek's natural course changes from a relatively shallow gully to a deep ravine. This ravine then runs through our property at 770 Highland Road. (Lot 5, District Lot 903.) In the recent past there has been degradation to the natural landscape of Smales Creek in District Lot 1312 due to clear cut logging. (Primarily in the form of tree removal on the shores of the creek and in one case, the construction of a rudimentary road over the stream bed itself.)

As the attached photos demonstrate, new construction on Lot 1312 has seen the drilling of a water well and the construction of a new road (future driveway?) both in (too?) close proximity to Smales Creek. One other photo shows the interference to the natural creek course due to past construction of a logging road. The final photo shows Smales Creek and ravine in its pristine near untouched condition as it runs through our property at 770 Highland Road, Lot 5, District Lot 903.

In regard to the proposed rezoning of part of District Lot 1312, we the owners of 770 Highland Road have the following concerns:

1. What steps have and will be taken to prevent further interference and degradation to Smales Creek as it runs through District Lot 1312?
 1. For instance, what measures will be enforced to insure future landowners/residents do not cover, culvert, divert or dam Smales Creek?
 2. What regulations will be enacted to prohibit construction of permanent structures in close proximity to the creek? (The location of the wellsite on the easternmost lot is worrisome in this respect.)

2. What measures will be enacted to ensure future landowners/residents do not pollute the waters of Smales Creek with agricultural runoff (animal feces or fertilizers,) or septic seepage?
3. What entity will oversee the measures outlined in 1 and 2 above? District? Provincial? Federal?
4. On a completely different note... We also would like to see the developer of District Lot 1312 provide for a right-of-way from the eastern end of the cul-de-sac on the development's new street to allow a trail for pedestrians to access the upper Highland Road right-of-way (currently a logging road,) which runs parallel to District Lot 1312. That is to say, the developer would shave off perhaps a 6m wide strip from the subdivision's new lots to allow for a trail. At present, many residents in our neighbourhood enjoy walking or horseback riding along the trails, logging roads and power line right-of-way that surround District Lot 1312. Having the developer create the opportunity for connectivity will enhance the quality of life of existing and new residents. If this is not done now, at the development stage, it will be next to impossible to ever see it done in the future. Research from all over North America shows that enhancing the ability for foot traffic improves security and enhances physical and mental health. Dead end streets do not make for good neighbourhoods!

We thank you for your time and appreciate your consideration of the points mentioned above.

Sincerely,

Daniel Dolan & Joao Santos

This email was scanned by Bitdefender





ATTACHMENT B

Roberts Creek (Area D) Advisory Planning Commission Minutes - March 20, 2017

Page 2

REPORTS

5.1 Zoning Amendment Bylaw No. 310.171, 2017 (1312 Lands Inc.)

Jim Green gave an overview of the application. This was aided by a well written report from David Rafael, SCRD Senior Planner. The majority of the approx. 65-Ha property in question (DL 1312) was formerly in the Forest Land Reserve (FLR), with a smaller southern section of about 15-Ha in the Agricultural Land Reserve (ALR). In 2001, the FLR designation was removed and the property was to be rezoned Rural Forest (RU4) by SCRD. Unfortunately, the entire property, including the ALR portion, was rezoned RU4 under Bylaw 310.83 in 2005. The purpose of this application is to correct the amendment made in 2005 and to place the ALR portion in the Agriculture (AG) zone.

Recommendation No. 1 *Zoning Amendment Bylaw No. 310.171*

The APC recommends approval of the rezoning of the ALR portion of the property from RU4 to AG zone.

Recommendation No. 2 *Bylaw 522 procedures regarding public meetings*

The APC recommends the procedure set out in Option 1 of the Staff Report.

From: John Gibbs
To: [Jean Stevens](#)
Subject: Lot 1312 rezoning referral to RC OCPC
Date: Sunday, March 12, 2017 6:55:12 PM

Hi Jean/ Attn. David Rafael,

Below is an excerpt from the March 8 minutes of the Roberts Creek Official Community Plan Committee, registering its approval of the rezoning application regarding district lot 1312:

New business: AG land rezoning

The committee reviewed the AG land rezoning and was in favour of the applied for rezoning as land designated by the provincial govt as ALR should indeed be ALR.

Motion: Brian; Seconded; John

Cheers,
John Gibbs,
RC OCPC Chair

ATTACHMENT C

SUNSHINE COAST REGIONAL DISTRICT

BYLAW 310.171

A bylaw to amend *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. 310.171, 2017*.

PART B – AMENDMENT

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

Schedule A is hereby amended by rezoning part of District Lot 1312 from RU4 (Rural Forest) to AG (Agriculture), as depicted on Appendix 'A' to this Bylaw.

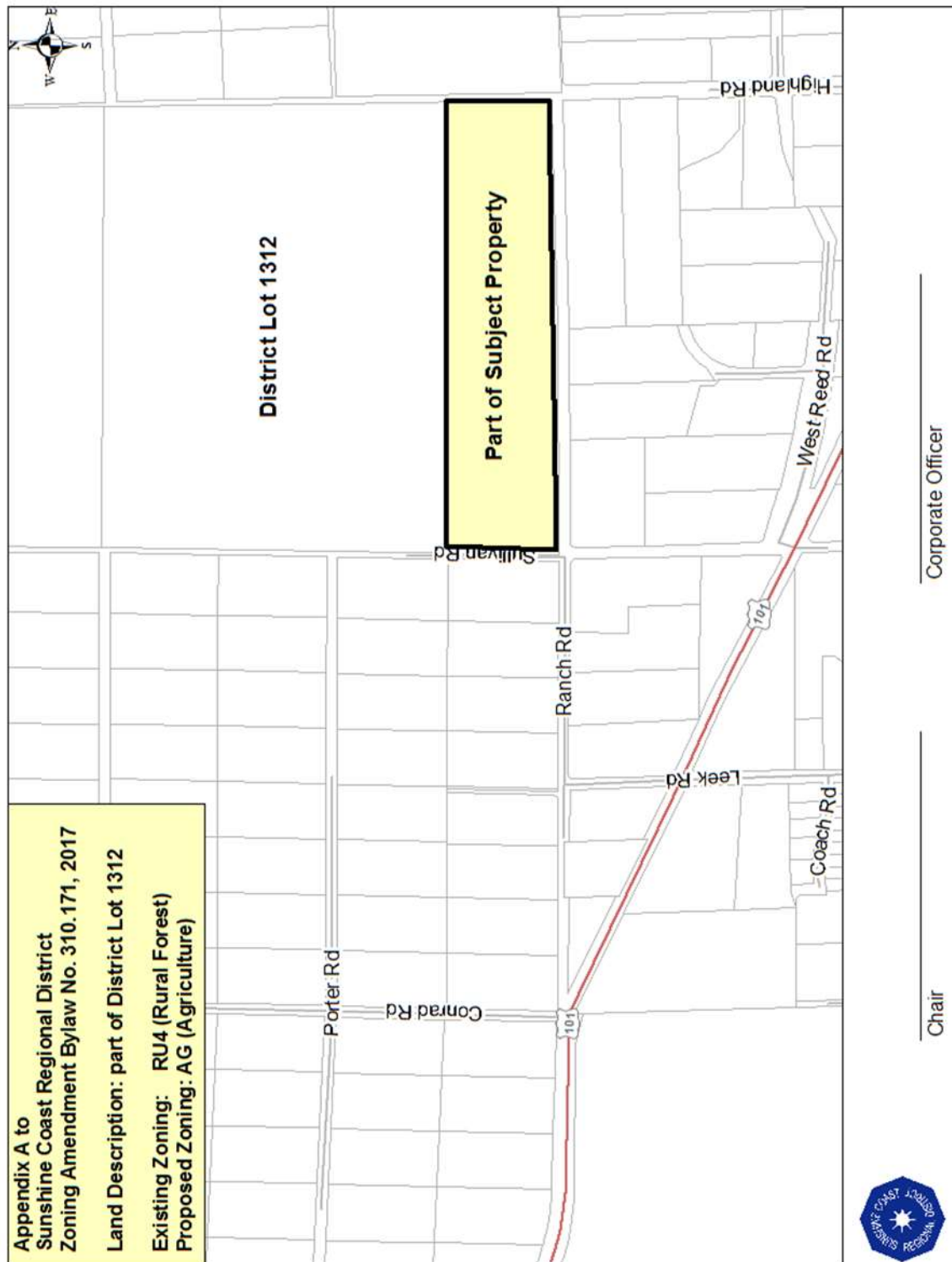
PART C – ADOPTION

READ A FIRST TIME this	23 rd DAY OF	MARCH	2017
READ A SECOND TIME this	23 rd DAY OF	MARCH	2017
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	20 th DAY OF	APRIL	2017
READ A THIRD TIME this	DAY OF	MONTH	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair

APPENDIX A



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Roberts Creek Official Community Plan Amendment 641.7 and Zoning Bylaw Amendment 310.172 for an Artisan Craft Distillery

RECOMMENDATIONS

THAT the report titled Roberts Creek Official Community Plan Amendment 641.7 and Zoning Bylaw Amendment 310.172 for an Artisan Craft Distillery be received;

AND THAT the Roberts Creek Official Community Plan Amendment Bylaw 641.7, 2017 and Zoning Amendment Bylaw 310.172, 2017 be forwarded to the Board for first reading;

AND THAT the Roberts Creek Official Community Plan Amendment Bylaw 641.7, 2017 and Zoning Amendment Bylaw 310.172, 2017 be referred to the Roberts Creek Advisory Planning Commission, Skw̓xwú7mesh Nation, the Ministry of Transportation and Infrastructure and the Vancouver Coastal Health Authority for comment;

AND THAT a public information meeting be held with respect to the Roberts Creek Official Community Plan Amendment Bylaw 641.7, 2017 and Zoning Amendment Bylaw 310.172, 2017;

AND FURTHER THAT once comments from referrals and the public information meeting have been received, the Roberts Creek Official Community Plan Amendment Bylaw 641.7, 2017 and Zoning Amendment Bylaw 310.172, 2017 be brought back to the Planning and Community Development Committee for consideration of the second reading.

BACKGROUND

The SCRD received an Official Community Plan and zoning bylaw amendment application for establishing a craft distillery in Roberts Creek (Attachment A – Proposed Plans). Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Jeff Barringer
Legal Description:	Lot 15 District Lot 1311 Plan VAP4216
PID:	011-751-916
Electoral Area:	Area D
Civic Address:	2042 Porter Road, Roberts Creek
Parcel Area:	4.82 Acres (1.95 hectares)
Existing Land Use Zone:	RU1

Existing OCP Land Use:	Rural
Proposed Use:	An artisan craft distillery with a tasting room and an outdoor patio
Proposed Land Use Zone:	RU1 with site specific provisions for a craft distillery
Proposed OCP Land Use Designation:	“Rural” with site specific exception to permit a craft distillery

Site and Surrounding Uses

The subject property is located in Roberts Creek and is accessed by Porter Road. The terrain generally slopes up from southwest to northeast through the lot. A dwelling, a driveway, a well and a septic field exist on the site. There are also a number of chicken coops, bee hives and vegetable gardens on the property. A creek runs past the northwest corner of the lot. The property is surrounded by other rural properties of similar size.



Proposed distillery site



Existing house, driveway and gardens

Proposed Uses

The applicant proposes to develop an artisan craft distillery on the north half of the property. The distillery will be a single-storey building with a gross floor area of 73 square metres (787 square feet). The building will also include a storage room, a tasting and display room, a washroom and a lab. There will also be a patio and a few visitor parking spaces located next to the building. The existing driveway will be extended to the distillery site. Water for the spirits will come from the existing well. Water used for cooling will be drawn from a reservoir and recycled back to the system.

DISCUSSION

Roberts Creek Official Community Plan (OCP) Objectives and Policies

Rural Land Use

Section 17.12 of the Roberts Creek OCP identifies lands designated as Rural to be a buffer to the Crown Provincial Forest and Private Managed Forest Land. They will also provide community diversity and a rural lifestyle alternative. Permitted uses in this designation are

A distillery is considered a use related to agriculture which is permitted in the RU1 Zone. The applicants envision that the distillery will be a small-scale, environmentally sustainable operation with minimal impact on the surrounding properties. They will use as many local agricultural ingredients as possible, such as grains, fruits and honey. The by-products of the operation will be limited and mostly recycled and composted. The opening hours for visitors will be limited to minimize disturbance to the neighbours. Staff consider the proposed small-scale distillery to be compatible with the rural land uses and the surrounding rural environment. However, since distillery is not a permitted use in the Rural designation, an OCP amendment is required to provide site specific exception to allow for a small-scale distillery on the subject property. The proposed OCP amendment bylaw can be found in Attachment B.

Section 7 of the Roberts Creek OCP indicates that there are possible economic development opportunities across the OCP area; modest, small-scale commercial activity is supported to provide employment opportunities and economic activity within Roberts Creek provided that they are within the context of the rural character. The proposed craft distillery is such a development that will generate economic activity and support coastal tourism, yet remain modest and compatible with the rural character and environment.

Under Zoning Bylaw No. 310, the subject property is zoned Rural One (RU1) (Figure 1 below).

For parcels exceeding 1.75 hectares in size, the RU1 zone permits agriculture, garden nursery, keeping of poultry or rabbits, home occupation, bed and breakfast, two single family dwellings, the keeping of livestock, vehicle repair and maintenance, raising of fish for domestic consumption, wild bird rehabilitation auxiliary to residential uses, horse riding, training and boarding facility, and an enclosed building to house manufacturing or storage subject to additional provisions. Under this zone, the proposed distillery would not be permitted and thus a rezoning application is required to allow this use under site specific provisions.

Site Specific Zoning Considerations

The applicant proposes a number of zoning provisions specific to the distillery use (detailed in Attachment C). They are summarized as follows:

- Permitted uses:
 - Distillery, meadery, cidery
 - Retail sale, tasting and guided on-site tour associated with any of the above uses
- Maximum building height: 4.5 m
- Maximum gross floor area: 100 m²
- Minimum setback from any lot line: 7.5 m
- Outdoor storage: not permitted
- Tasting area:
 - Maximum indoor floor area: 18 m²
 - Maximum outdoor area: 28 m²
 - Maximum indoor seating: 8 persons
 - Maximum outdoor seating: 16 persons

Staff support these provisions, because they provide adequate control of building parameters, such as height, floor area, setback and seating capacity, and ensure that the development is in keeping with the small-scale, low-key character and has minimal impact on the surrounding neighbours and rural environment. These provisions are also compatible with existing zoning requirements for permitted uses in a parcel exceeding 1.75 hectares.

Internal Staff Review

Building Department

The Distillery would be considered a high hazard occupancy. Firefighting access and water supply shall be considered for this application.

Emergency Services

The closest hydrant is at the intersection of Conrad Road and Sunshine Coast Highway, approximately 0.75 km to the proposed building site with an elevation gain of 89 m. Transfer pumping by pumper truck would be required and would likely necessitate a mutual aid response. Adequate access by fire truck to the two ponds on the property must be maintained to

provide adequate water supply prior to transfer pump setup. A fire lane and turn-around area adjacent to the distillery building shall be provided for truck access. These are indicated on the site plan in Attachment A.

A distillery is a high hazard occupancy and buildings used for storage of closed distilled beverage alcohol are considered to be medium-hazard industrial occupancies and shall conform to Div. B Part 4.10 of the BC Fire Code. Storage tank support systems must comply with Div. B Part 4.3.3.

The applicant indicated that there would be no more than 5000 litres of product on site, thus negating the need for a sprinkler system which is required if storage is over 25000 litres. The tank support system may require a suppression system if it cannot meet a 2-hour fire rating. This will be reviewed through the building permit process.

Transit Service

The development is located roughly 800 – 1000 metres from a bus stop. The development will not have any service impacts, and will not require bringing transit any closer to the property.

Solid Waste Service

The proposed development does not contravene the SCRD's Solid Waste Management Plan (SWMP). The application describes composting as a method to handle the waste products from the distillery operation which is aligned with the SWMP. Solid waste generated from the distillery will be mostly organic substances and will be recycled or composted.

Water Supply and Waste Water Treatment System

Regional water is not available to the subject property for the proposed development application. The property is outside of the present Regional Water System Serviceable Area. The applicant has stated that on-site well can provide sufficient water for both residential and distillery use.

There is an existing septic system on the property, which is capable of handling waste water generated from both the residential and distillery use. The distillery generates very little waste water.

Organization and Intergovernmental Implications

This application will be referred to the Roberts Creek Advisory Planning Commission, Skwxwú7mesh Nation, Ministry of Transportation and Infrastructure, and Vancouver Coastal Health Authority for comment.

Timeline for next steps

A public information meeting will be organized and consultation with various committees, agencies and First Nations will occur.

Comments received from the consultation process and public information meeting will be incorporated into another staff report to the Planning and Community Development Committee

with recommendations for the 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 the amendments.

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 m 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.
- Collaborate with community groups and organizations to support their objectives and capacity.
- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.
- We envision a diverse and thriving economy stimulated by green jobs and regional economic development, in which all residents can participate, that add value to existing community assets and eliminate poverty on the Sunshine Coast.

CONCLUSION

Given the rural setting of the property, the site condition and the proposed design and operation, staff consider the proposed OCP and zoning bylaw amendments appropriate for the proposed small-scale artisan craft distillery in Roberts Creek. The development will also help to create an economic development opportunity for the property owner and the local community. Staff recommend that the bylaws be presented to the Board for first reading. Staff are prepared to support this application, subject to reviewing comments received after the referral and public consultation process.

Attachments

Attachment A – Proposed Plans

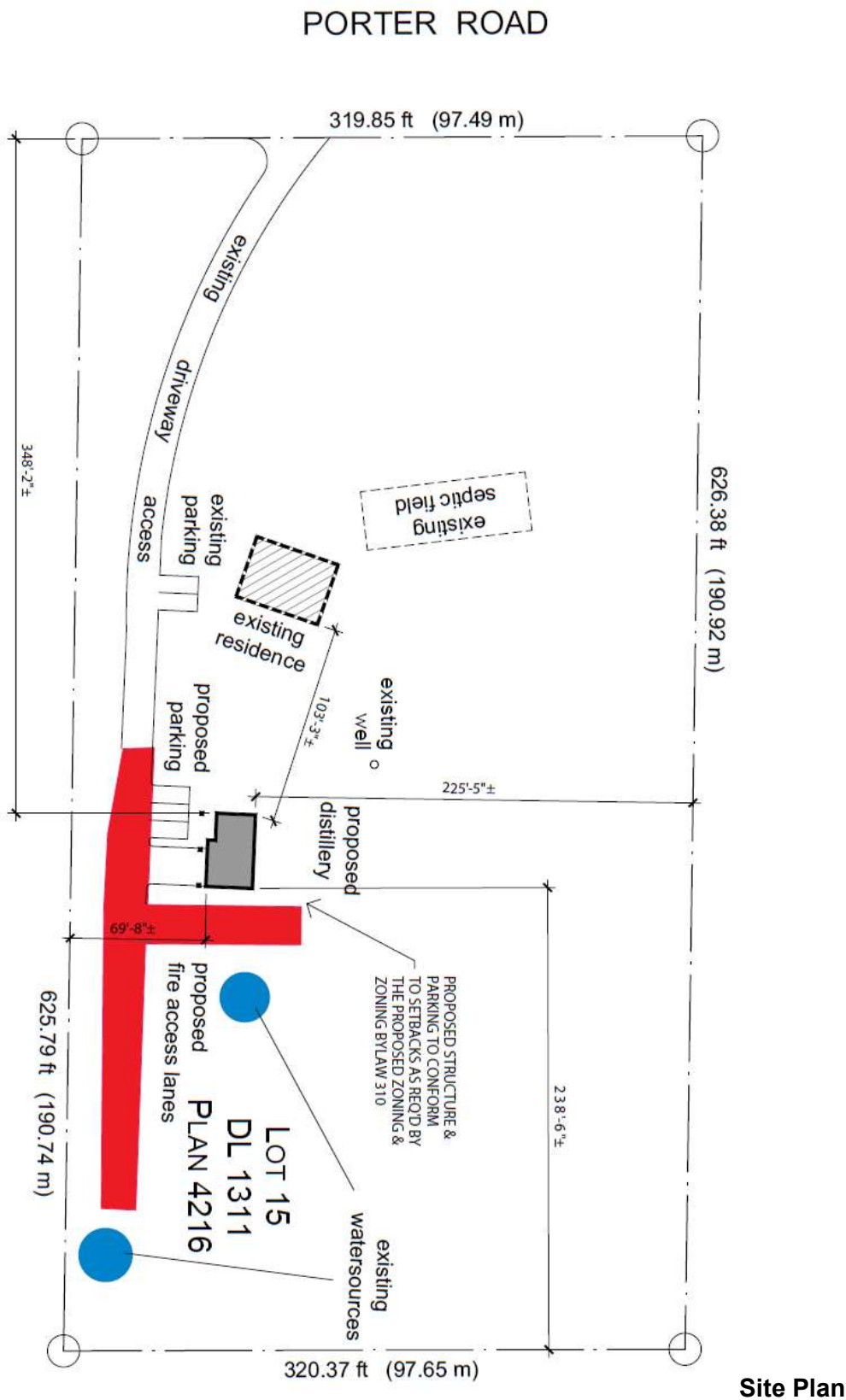
Attachment B – OCP Amendment Bylaw

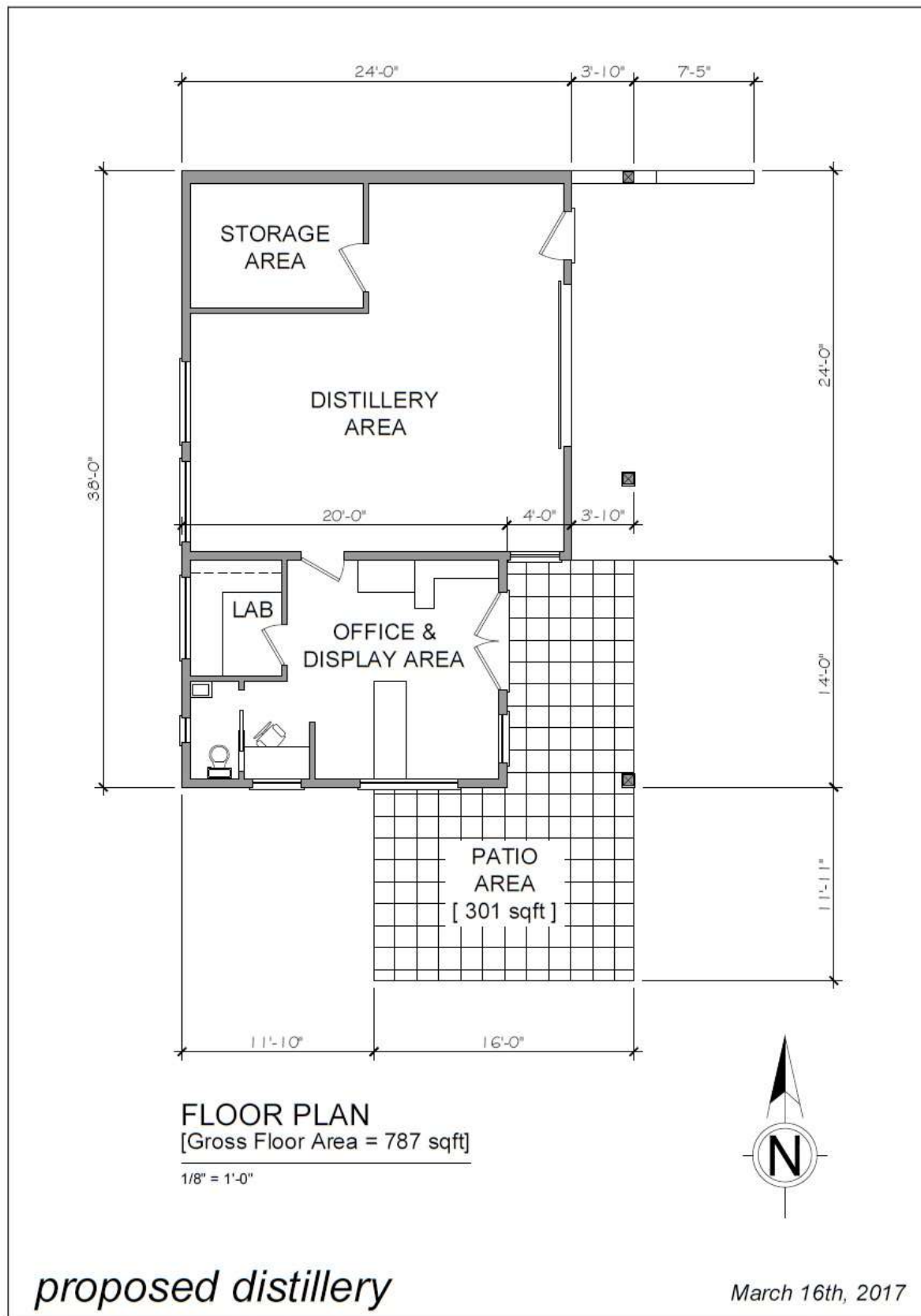
Attachment C – Zoning Amendment Bylaw

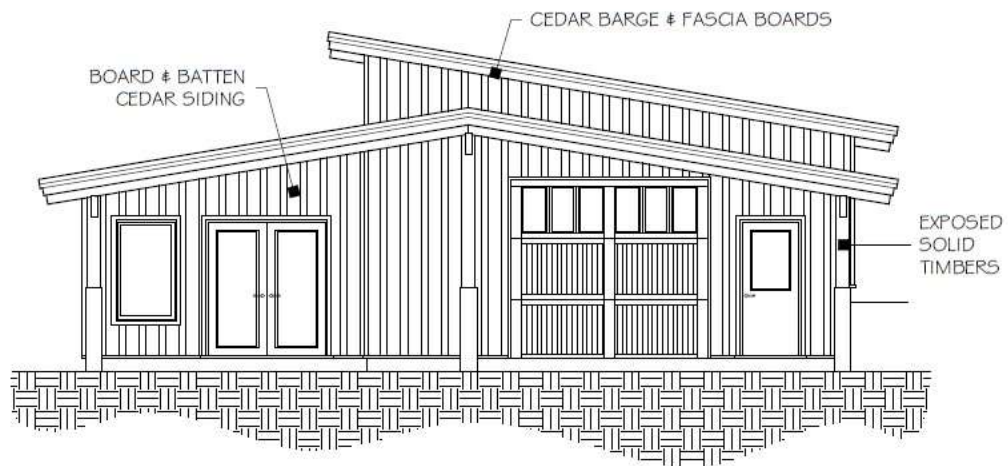
Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Building	X – P. Preston
		Emergency	X – B. Searle
		Infrastructure	X – S. Walkey
		Transit	X – G. Dykstra
		Solid Waste	X – R. Cooper

Attachment A

Proposed Plans

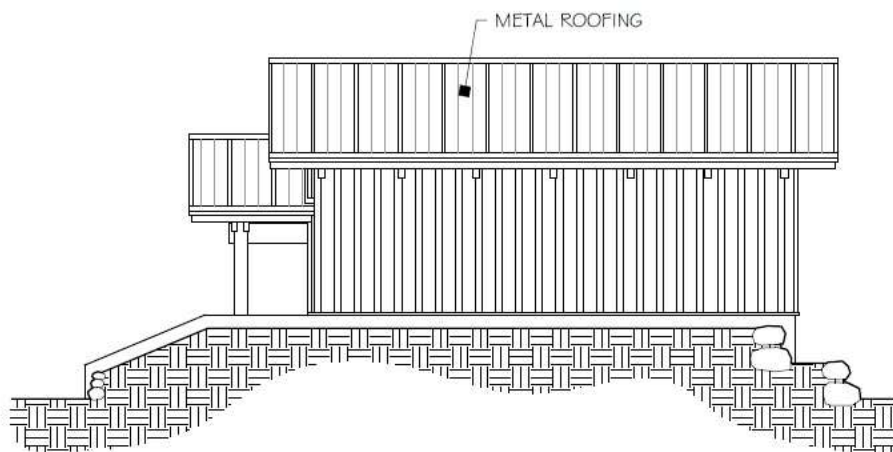






EAST

1/8" = 1'-0"

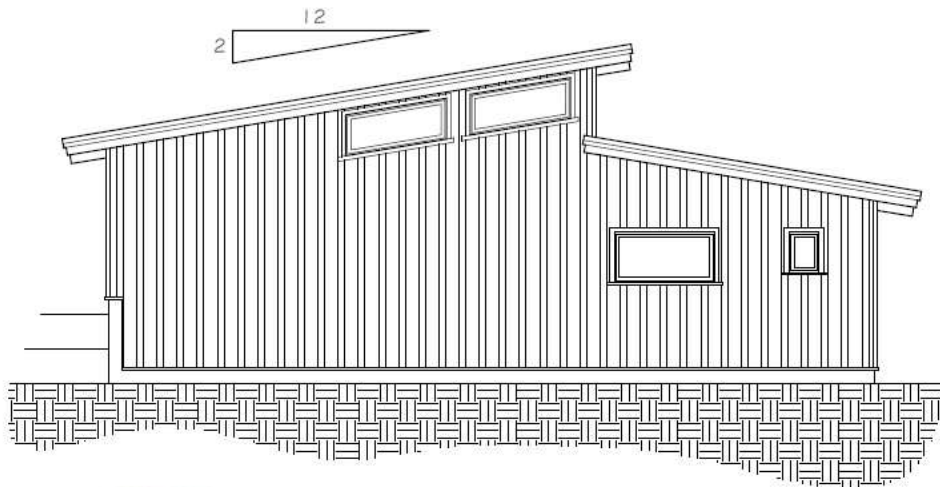


NORTH

1/8" = 1'-0"

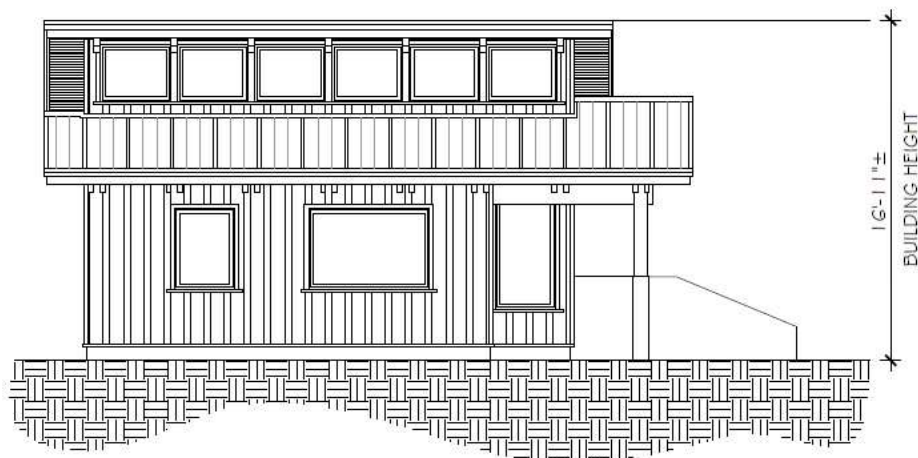
proposed distillery

March 16th, 2017



WEST

1/8" = 1'-0"



SOUTH

1/8" = 1'-0"

proposed distillery

March 16th, 2017

Attachment B

SUNSHINE COAST REGIONAL DISTRICT BYLAW No. 641.7, 2017

A bylaw to amend the *Roberts Creek Official Community Plan (Bylaw No. 641, 2012)*

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 Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017.

PART B – AMENDMENT

2. Roberts Creek Official Community Plan Bylaw No. 641, 2012 is hereby amended as follows:

Inserting the following sub-section immediately following Section 17.15:

“17.16 Notwithstanding Section 17.12, a small-scale distillery, meadery or cidery with a gross floor area of not more than 100 m² is permitted on Lot 15 District Lot 1311 Plan VAP4216.”

PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

PURSUANT TO SECTION 475 OF THE LOCAL
GOVERNMENT ACT CONSULTATION

REQUIREMENTS CONSIDERED this DAY OF MONTH YEAR

READ A SECOND TIME this DAY OF MONTH YEAR

CONSIDERED IN CONJUNCTION WITH THE
SUNSHINE COAST REGIONAL DISTRICT
FINANCIAL PLAN AND ANY APPLICABLE WASTE
MANAGEMENT PLANS PURSUANT TO

THE LOCAL GOVERNMENT ACT 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

Attachment C

SUNSHINE COAST REGIONAL DISTRICT

ZONING AMENDMENT BYLAW No. 310.172, 2017

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. 310.172, 2017.

PART B – AMENDMENT

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

Inserting the following section immediately following Section 1001.8:

“ Site Specific Uses

1001.9 A distillery, meadery or cidery and associated retail sale, tasting and on-site tour are permitted on Lot 15 District Lot 1311 Plan VAP4216, subject to the following provisions:

- 1. Maximum building height: 4.5 m*
- 2. Maximum building gross floor area: 100 m²*
- 3. Minimum setback from any lot line: 7.5 m*
- 4. Outdoor storage: not permitted*
- 5. Tasting area:*
 - a. Maximum indoor floor area: 18 m²*
 - b. Maximum outdoor patio area: 28 m²*
 - c. Maximum indoor seating: 8 persons*
 - d. Maximum outdoor seating: 16 persons ”*

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

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: David Rafael, Senior Planner

SUBJECT: ELPHINSTONE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 600.7 AND
SUNSHINE COAST REGIONAL DISTRICT ZONING AMENDMENT BYLAW NO. 310.170
(969 KEITH ROAD - SHAZACH HOLDINGS INC.) – ELECTORAL AREA E

RECOMMENDATIONS

1. **THAT** the report titled Elphinstone Official Community Plan Amendment Bylaw No. 600.7 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170 (969 Keith Road - Shazach Holdings Inc.) – Electoral Area E be received;
 2. **AND THAT** *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* be forwarded to the Board for Second Reading;
 3. **AND THAT** *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* is consistent with the SCRD's 2016-2020 Financial Plan and 2011 Solid Waste Management Plan;
 4. **AND THAT** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be forwarded to the Board for Second Reading;
 5. **AND THAT** a public hearing to consider *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be scheduled for 7:00 p.m., Tuesday June 27, 2017, at Frank West Hall, located at 1224 Chaster Road, Elphinstone;
 6. **AND FURTHER THAT** Director _____ be delegated as the Chair and Director _____ be delegated as the Alternate Chair for the public hearing.
-

BACKGROUND

The SCRD received an application to amend the Elphinstone Official Community Plan (OCP) and rezone a property to allow a range of historic and non-conforming uses to be permitted uses. The site is located above Cemetery Road and on the west side of Keith Road.

At the Regular Board meeting of November 24, 2016 the following resolutions were adopted:

- 430/16 **Recommendation No. 10** *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016*

THAT the report titled 969 Keith Road OCP (OCP00001 - Bylaw 600.7) and Zoning Bylaw (BYL00002 – 310.170) Amendment Application be received;

AND THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016*, be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016*, be forwarded to the Board for First Reading;

AND THAT the applicant provide a site drainage plan for review that includes how liquids such as oil will be separated and collected;

AND THAT pursuant to Section 475 of the *Local Government Act* consultation requirements, the bylaws be referred to the following agencies for the opportunity of early and on-going consultation:

- a) Squamish Nation;
- b) Ministry of Transportation and Infrastructure;
- c) Town of Gibsons; and
- d) the public via letters to owners/occupiers within 100 metres of the subject property boundary, notification in local newspaper and information on SCRD website regarding public information meeting and public hearing.

AND FURTHER THAT a Public Information Meeting be scheduled prior to consideration of Second Reading.

442/16 THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* be read a first time.

443/16 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be read a first time.

Referrals were sent and a public information meeting was held on February 15, 2017.

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

Public Information Meeting

A public information meeting was held in February of this year. Five members of the public attended. There were no objections raised and one person noted there is a need for commercial/industrial sites on the Coast. A question was raised regarding the SCRD reservoir in the area. Staff followed up on this with Infrastructure Services staff and determined that the reservoir is located on a parcel to the north. It is supplied by a pump station and helps to ensure

adequate pressure and supply to the upper Elphinstone area. There would be no impact on the reservoir and supply lines through development on the subject parcel.

There was a discussion regarding the proposal to include a concrete batch plant as a permitted use. While the applicant is not intending to operate a plant there is a desire to maintain flexibility to do so, this was a historic use that ceased and it is likely that one or more of the batch plants in the area will close in the near future.

Staff consider that in light of concerns regarding dust and drainage implications of a concrete batch plant that a covenant needs to be registered to address concerns. The covenant would establish that a dust management plan and a review of drainage, which could include amending the drainage infrastructure, needs to be approved by the SCRD before the batch plant operates. Registration of the covenant would be a condition to be met prior to consideration of adopting the bylaws.

An alternative would be to remove concrete batch plant as a permitted use. Staff consider that given the location near an active gravel mine and the likely closure of other batch plants in the area that the opportunity for this use should be maintained.

Drainage Plan

The applicant provided a drainage plan showing the existing arrangement (Attachment B). The plan also notes that an oil separator will be installed before the water is released into the existing storm retention pond in the south west corner of the site. The installation of the oil separator can be a condition to be met prior to consideration of adopting the bylaws. Staff consider that the property owner has provided a drainage plan that meets the requirement set out at First Reading.

Referrals

The SCRD received comments from the following referral agencies:

Town of Gibsons: Interests are unaffected.

Ministry of Transportation and Infrastructure: Ministry staff stated that concern would be in relation to the current natural drainage course that currently is present on the property. Water currently flows under Keith road through the historical drainage course and flows across the property. That drainage course needs to remain intact and function to continue to transport water and connection with other water courses downstream.

SCRD staff contacted the applicant regarding this comment and provided the Ministry with a copy of the drainage plan. Staff requested that they confirm that the drainage plan meets the Ministry's concern. This could be a condition to be met prior to consideration of adoption.

Skwxwú7mesh Nation indicated that they have no concerns regarding the application.

Options

Possible options to consider:

Option 1: Bylaw Nos. 600.7 and 310.170 receive 2nd reading and a public hearing is scheduled.

The referrals and public meeting input have not identified any issues that require the bylaws to be amended. There are three issues that could be addressed as conditions to be met after 3rd reading and before the bylaws could be considered for adoption. These are:

- (a) Confirmation that the drainage plan satisfies the Ministry of Transportation and Infrastructures' comment regarding the current natural drainage course;
- (b) Confirmation that an oil separator is installed;
- (c) Registration of a covenant setting out conditions to be met before a concrete batch plant could operate such as dust management and impact on existing drainage;

These conditions would be set out at the public hearing and incorporated into a future Committee report that would consider 3rd reading,

The public hearing could be scheduled for Tuesday June 27, 2017 at 7:00 p.m. in Frank West Hall, 1224 Chaster Road, Elphinstone.

A copy of the bylaws are included in Attachment C for reference.

Staff recommend this option.

Option 2: Bylaw No. 310.170 be amended and both Bylaws receive 2nd reading and a public hearing is scheduled.

Some concerns were raised about allowing a concrete batch plant as a permitted use. Staff consider that there are options to address these as noted above. However it is possible to remove this as a permitted use. The hearing could be held on the same date and venue as noted in Option 1.

Staff do not recommend this option as the site is well located to include a concrete batch plant, the proposed conditions will reduce possible impact and there may be a need for this use if other batch plants close down.

Organization and Intergovernmental Implications

Bylaw No. 600.7 needs to be considered with respect to the SCRD's Financial and Waste Plans. The proposed OCP amendments are consistent with the SCRD's 2016-2020 Financial Plan and 2011 Solid Waste Management Plan.

The Town of Gibsons commented that its interests are unaffected.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD Values of Transparency and Collaboration were supported in the engagement process and will continue to be supported by holding a public hearing.

CONCLUSION

The proposal to allow a range of historic and non-conforming uses to be permitted uses require amendments to the Elphinstone OCP and Bylaw 310. The proposals were the subject of referrals and a public information meeting. No objections to the proposed amendments have been received. Staff consider that items raised as concerns can be the subjects of conditions to be met before the bylaws could be considered for adoption.

Staff recommend that the bylaws receive 2nd reading with no amendment and that a public hearing be scheduled for Tuesday June 27, 2017 at 7:00 p.m. in Frank West Hall, 1224 Chaster Road, Elphinstone.

Attachments

Attachment A Public Information Meeting Notes

Attachment B Drainage Plan

Attachment C *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and
Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016*

Reviewed by:			
Manager	X- A. Allen	Finance	X- T. Perreault
GM	X- I. Hall	Legislative	
CAO	X- J. Loveys	Other	X – R. Cooper

ATTACHMENT A

PUBLIC INFORMATION MEETING NOTES

Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and

Sunshine Coast Regional District Zoning Amendment Bylaw No. 310,170, 2016

Tuesday February 15, 2017

7:00 PM to 7:45 PM

Chaster House, 1549 Ocean Beach Esplanade, Elphinstone

Attendance:

Applicant (Julian and Shannon Burtnick)

Director Lewis

David Rafael – Senior Planner, SCRD

5 members of public

Notes

J Burtnick

Introduced the site, proposal and described the site history, it has been commercial since the 1960's, the rezoning will bring Bylaw 310 in line with the historic uses.

Bought the site in 2012 and concentrated on cleaning the site, included environmental studies, boreholes, working with Province, no site contamination exceeding standards for residential and commercial development, registered on site.

T Richmond

Asked if the artist that lives on the site is an owner or rents

J Burtnick

Owns the manufactured home but rents the pad, acts as site caretaker. The air photo shows the buildings from 2013 including the original Quonset hut.

Lions Club uses part of the site for storage. Some motor homes are stored on the site.

T Richmond

What is the property's use?

J Burtnick

General contractors, three companies under the umbrella

Member of the Public

Asked what is being added?

J Burtnick

New definition for 'general contractor facility', add existing uses that are not included in current zoning, establish building dimensions for uses that are on site. There are three houses on this property, new zone will allow for this.

Tony Richmond

Where is water from? There is an old dam above the property. Where is the old cemetery?

J Burtnick

SCRD provides water. (Discussion about reservoirs in the area and link to the site from these, D Rafael noted he will confirm this with SCRD Infrastructure.) The dam is from old logging/forestry activity in the area. The site is well served by power. The cemetery, Boot Hill, is to north and was originally part of this property but was subdivided while ago.

Director Lewis

There was a shingle mill in the area, historic use.

D Rafael.

The cemetery is SCRD parcel, maybe a park?

Tony Richmond

Concern about the concrete plant and impact on stream and water supply, from dust also impact of dust from trucks leaving site if there is a cement plant. Truck wash? There is a DPA designation, Rural Industrial, and can the SCRD enforce this, relies on the developer being responsible. Delighted about the employment opportunities

D Rafael

Drainage plan can address the cement plant use and perhaps truck wash.

D McDonald

When did the batch plant end?

J Burtnick

In the mid 80's. I have no intention to open a cement plant but want flexibility and this is an historic use.

S Burtnick

There is a batch plant on Fitchett Rd and another on Payne Rd.

(Discussion regarding other plants in area and likelihood of one or more closing down in the near future.)

J Burtnick

When we bought the property the emphasis was on cleaning up the site and what is set up is for the current uses, want options for the future. We removed about 1000 tires (discussion about BC Tire stewardship program).

T Richmond

Impact of the bypass if it gets built

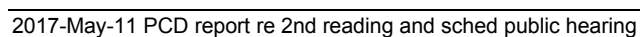
J Burtnick

Would go through the site, follow power line. However not impact the area where the main activities are.

Member of the Public

Need for commercial/industrial (discussion about the lack of serviced sites on the Coast).

Drainage Plan:



ATTACHMENT C

ELPHINSTONE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 600.7, 2016

A bylaw to amend the "Elphinstone Official Community Plan Bylaw No. 600, 2007".

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 "Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016"

PART B – AMENDMENT

2. Elphinstone Official Community Plan Bylaw No. 600, 2007 is hereby amended as follows:

A. Renumber policy 7 as 8;

B. Insert the following in Section B-5.1 Policies -

“7. On Lot 1, DL 1657, Plan VAP23053, PID 016-713-541

i. The following uses may be permitted:

- (a) general contractor facility;
- (b) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
- (c) concrete batch plant;
- (d) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) – (c) to be used for the purpose of housing a caretaker or watchman.

ii. The following conditions of use may apply:

- (a) vehicle repair and maintenance buildings may be up to 7.5 m in height and have a total floor area of 600 square metres
- (b) manufacturing or storage buildings may be up to 7.5 m in height and have a total floor area of 600 square metres
- (c) equipment works yard shall be screened by a solid fence or landscaping and have a total site area of up to one hectare.”

PART C – ADOPTION

READ A FIRST TIME this 24th DAY OF NOVEMBER 2016

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION
REQUIREMENTS CONSIDERED this 24th DAY OF NOVEMBER 2016

READ A SECOND TIME this DAY OF MONTH YEAR

CONSIDERED IN CONJUNCTION WITH THE
SUNSHINE COAST REGIONAL DISTRICT
FINANCIAL PLAN AND ANY APPLICABLE WASTE
MANAGEMENT PLANS PURSUANT TO
THE *LOCAL GOVERNMENT ACT* 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 ZONING AMENDMENT BYLAW No. 310.170, 2016

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. 310,170, 2016”.

PART B – AMENDMENT

3. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended by:

A. Inserting the following in Section 201:

“general contractor facility” means a business that provides services to the construction sector and includes offices and other related facilities and auxiliary uses such as rental and repair of vehicles and equipment, sale of used vehicles or equipment no longer required by the business, and excludes the on-site auctioning of equipment;”

B. Inserting the following in Section 1011 RU2 Zone (Rural Two):

“Site Specific Uses

1011.10 In addition to the uses permitted in Sections 1011.1 to 1011.5, the following uses are permitted on Lot 1, DL 1657, Plan VAP23053, PID 016-713-541:

- (e) general contractor facility;
- (f) equipment works yard;
- (g) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
- (h) concrete batch plant;
- (i) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) – (d) to be used for the purpose of housing a caretaker or watchman.

Conditions of Use

- 1011.11 On Lot 1, DL 1657, Plan VAP23053, PID 016-713-541 the following conditions apply:
- (a) For vehicle repair and maintenance, despite Sections 1011.2 (3):
 - i. there is no storage outside of an enclosed building;
 - ii. no such building shall exceed 7.5 m in height;
 - iii. the total floor area of such buildings shall not exceed 600 square metres;
 - iv. the required setback from all parcel lines is 7.5 metres.
 - (b) For manufacturing or storage, despite Sections 1011.4 (3):
 - i. there is no storage outside of an enclosed building;
 - ii. more than one building is permitted;
 - iii. no such building shall exceed 7.5 m in height;
 - iv. the total floor area of such buildings shall not exceed 600 square metres;
 - v. the required setback from all parcel lines is 7.5 metres.
 - (c) For equipment works yard:
 - i. more than one site area may be used;
 - ii. the use shall be screened by a solid fence or landscaping;
 - iii. the maximum total site area shall be one hectare”

PART C – ADOPTION

READ A FIRST TIME this	24 th DAY OF	NOVEMBER	2016
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
APPROVED PURSUANT TO SECTION 52 OF <i>THE TRANSPORTATION ACT</i> this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: David Rafael, Senior Planner

SUBJECT: EGMONT/PENDER HARBOUR OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 432.25 – AMENDMENT TO CITATION

RECOMMENDATIONS

THAT the report titled Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25 – Amendment to Citation be received;

AND THAT the following amendments be made to Bylaw 432.25:

1. The title be amended to read “A bylaw to amend *Egmont/Pender Harbour Official Community Plan Bylaw No. 432, 1996*”;
2. Part A, section 1 be amended to read “This bylaw may be cited as the *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016*”;
3. Part B, section 2 be amended to read “*Egmont/Pender Harbour Official Community Plan Bylaw No. 432, 1996* is hereby amended as follows:”;
4. In Appendix A replace “Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016” with “Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016”;

AND THAT *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016* be given 3rd Reading.

BACKGROUND

At the April 13, 2017, Planning and Community Development Committee the following recommendation was made:

Recommendation No. 5 *Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016*

The Planning and Community Development Committee recommended that the report titled Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016 and Sunshine Coast Regional

District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016 Public Hearing Report and Consideration of Third Reading be received;

AND THAT *Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016* be forwarded to the Board for Third Reading with the following amendments:

a) The legal description in Part B 2. and Appendix A be replaced to read “District Lot 3988, Group 1, New Westminster District except Plans 12095, 14653, 15401, 15813, 16650, 17325, EPP39153 and EPP39184”;

b) Replace base map in Appendix A to show current parcel boundaries;

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016* be forwarded to the Board for Third Reading with the following amendments:

a) The legal description in Part B 2. a) and Appendix A be replaced to read “District Lot 3988, Group 1, New Westminster District except Plans 12095, 14653, 15401, 15813, 16650, 17325, EPP39153 and EPP39184”;

b) Replace base map in Appendix A to show current parcel boundaries;

AND FURTHER THAT prior to consideration of adoption of Bylaw No. 432.25 and Bylaw No. 337.87 the following conditions are met:

a) A covenant be signed by the owner and the SCRD that includes the following requirements:

- i. Drainage Plan to be implemented/installed and maintained by the resort owner
- ii. Limiting the total combined occupancy of the site and the seating capacity of the amphitheatre to 200 to ensure that the parking supply is sufficient;
- iii. Parking areas are not to be hard surfaced;
- iv. Limiting the amphitheatre to its existing area plus 10% to allow for a modest alteration;
- v. Setting out remediation options to address noise complaints;

b) Fire Management Plan to be finalized and approved by the Egmont Volunteer Fire Department;

c) Ministry of Transportation and Infrastructure to confirm northern access is acceptable if limited to staff or access permit be issued.

Subsequent to the Committee meeting staff found that the bylaw citation is incorrect. Staff recommend that the bylaw be amended to address this as follows:

1. The title be amended to read “A bylaw to amend *Egmont/Pender Harbour Official Community Plan Bylaw No. 432, 1996*”;
2. Part A, section 1 be amended to read “This bylaw may be cited as the *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016*”;
3. Part B, section 2 be amended to read “*Egmont/Pender Harbour Official Community Plan Bylaw No. 432, 1996* is hereby amended as follows:”;
4. In Appendix A replace “Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016” with “Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016”;

The proposed additional amendments do not trigger the need for a new public hearing. A copy of Bylaw 432.25 with the proposed additional amendments is included in Attachment A. Staff recommend that the additional amendments be made at 3rd Reading.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

After the April 13, 2017 Planning and Community Development Committee staff found that the bylaw citation is incorrect. Staff recommend amendments to correct this at 3rd reading. A new public hearing is not required. A copy of the amended bylaw is attached.

Attachments

Attachment A - *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016*

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

ATTACHMENT A

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 432.25

A bylaw to amend
Egmont/Pender Harbour Official Community Plan Bylaw No. 432, 1996

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 *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016*.

Part B – AMENDMENTS

2. *Egmont/Pender Harbour Official Community Plan Bylaw No. 432, 1996* is hereby amended as follows:

Amend Schedule 'A4' by re-designating part of District Lot 3988, Group 1, New Westminster District except Plans 12095, 14653, 15401, 15813, 16650, 17325, EPP39153 and EPP39184; from Lake Watershed Protection A to Tourist Commercial, as depicted on Appendix 'A' to this Bylaw;

Part C – ADOPTION

READ A FIRST TIME this 12th DAY OF MAY 2016

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this

12th DAY OF MAY 2016

READ A SECOND TIME this

26th DAY OF JANUARY 2017

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND WASTE MANAGEMENT PLANS this

26th DAY OF JANUARY 2017

PUBLIC HEARING held pursuant to the *Local Government Act* this

21st DAY OF FEBRUARY 2017

READ A THIRD TIME this

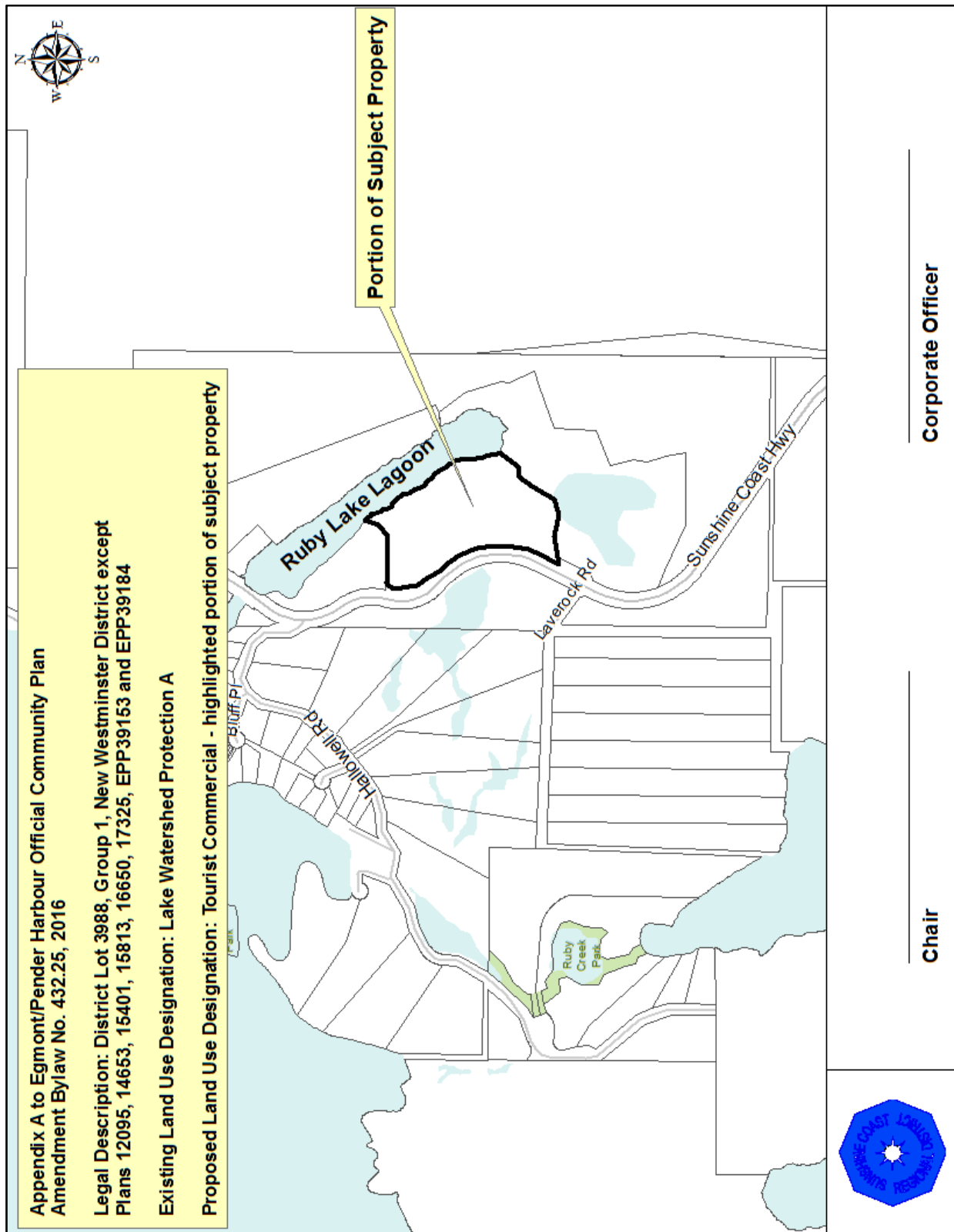
DAY OF

ADOPTED this

DAY OF

Corporate Officer

Chair



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: Lesley-Ann Staats, Planner

SUBJECT: CROWN REFERRALS 2411830, 2411831, AND 2411832 (POPE FOR BRYNELSEN)
FOR PRIVATE MOORAGES IN SECRET COVE – ELECTORAL AREA B

RECOMMENDATIONS

THAT the report titled Crown Referrals 2411830, 2411831, and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove – Electoral Area B be received;

AND THAT staff recommend refusal of permitting three tenures and request the proponent to choose one moorage facility for the parcel for the following reasons:

1. Strata Lots 1 and 2 are a building strata and not a bare land subdivision. Therefore, the strata development is on one parcel and zoning permits only one moorage for the parcel.
2. The Strata should consider a shared dock, as per OCP Policy 19.8, to reduce the cumulative impacts of foreshore private moorage developments in Secret Cove.

AND FURTHER THAT should the Crown authorize permissions for a private moorage facility, the SCRD notes conditions:

1. That the W1 zone must be amended to permit the use.
 2. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility.
 3. SCRD mapping does not indicate any eelgrass beds in the vicinity. Eelgrass beds in or near the tenure areas should be identified and protected.
 4. Water quality should not be impacted by maintenance or construction activities, materials, or fuel storage.
 5. There is a history of strong community interest in maintaining public access for shellfish harvesting in this area, as well as for recreational boating and emergency refuge. Docks and associated tenure areas should be designed to ensure public access along the foreshore and adequate open water for navigation is maintained.
 6. The proponent should implement both the Province's and the *shíshálh* Nation's Best Management Practices for building moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems.
-

BACKGROUND

The SCRD received three referrals from the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) for specific permission for two existing residential private moorages and one proposed residential private moorage fronting 5383 Sans Souci Road, Halfmoon Bay. In 2010, the property completed a building strata to form Strata Lot 1, Strata Lot 2, and Common Property, DL 4552, Strata Plan BCS3893. The referrals are enclosed for reference as Attachments A, B and C.

The proponent is requesting permission for each Strata Lot (which are dwellings) and the Common Property to have its own private moorage.

The purpose of this report is to obtain a response to the Crown Referrals for private moorages.

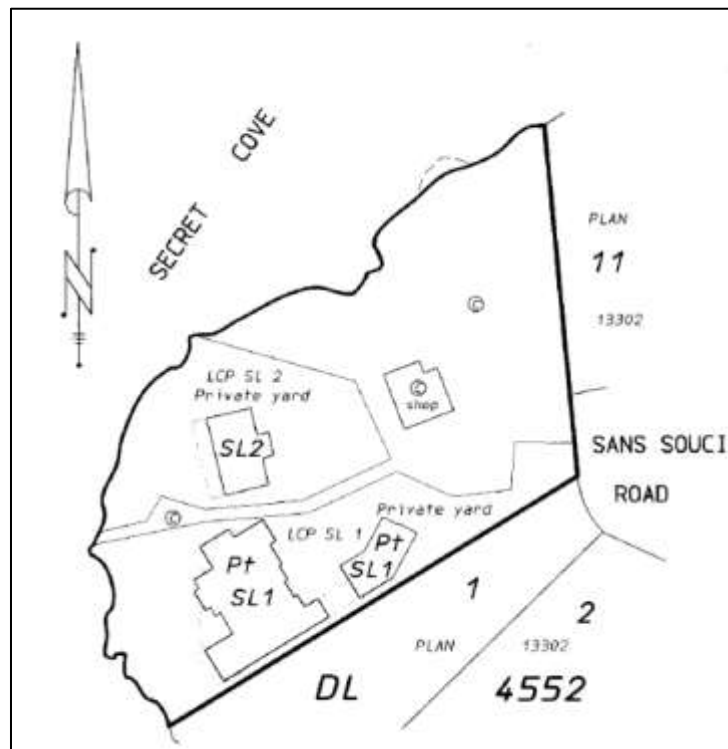


Figure 1: Building Strata Plan



Figure 2 – subject parcel showing approximate areas for tenue areas

Table 1 - Application Summary

Applicant:	Straight Land Surveying
Purpose:	Private Moorage
Tenure Type:	Specific Permission
Period:	No fixed term
Legal Description:	UNSURVEYED FORESHORE OR LAND COVERED BY WATER BEING PART OF THE BED OF SECRET COVE, GROUP 1, NEW WESTMINSTER DISTRICT
Electoral Area:	B – Halfmoon Bay
Size (Area):	0.065 - 0.10 ha +/-
OCP Land Use:	Future Public Recreation Use
Land Use Zone:	W1 (Water One)
Response Due:	May 29, 2017 (Extended)

DISCUSSION

This section includes a staff analysis on the referral with respect to zoning, Official Community Plan policies, additional considerations, and options to consider.

Zoning

The foreshore in Secret Cove is zoned Water One (W1), which permits one mooring facility for pleasure craft, auxiliary to a residential use located on the adjacent upland parcel. The W1 zone outlines conditions as follows:

- a) the height of a building or structure shall not exceed 4.5 metres.
- b) a boathouse shall have an exterior perimeter not exceeding 35.0 metres.
- c) a mooring facility shall have a combined area, independent of any pedestrian access, not exceeding 65.0 square metres. In cases where differences result in applying subsections (b) and (c), the more restrictive provision shall prevail.
- d) a boathouse shall be located on the surface of water only if it has a structural connection to the adjacent upland.

Halfmoon Bay Official Community Plan

The subject area is designated as 'Future Public Recreation Use' under the Halfmoon Bay Official Community Plan. The following objectives are identified in the OCP:

18.1 To reserve land and water areas with high scenic value and recreational potential for future public use and conservation.

18.2 To Reserve the foreshore area designated as Future Public Recreation and Conservation Use for public recreation and preservation of the natural environment without alienation by private use or resource extraction.

18.3 To inform property owners of the *shíshálh* Nation's best management practices for moorage, which are attached to the OCP as Appendix A.

OCP policy 19.8 states the following:

19.8 Support community docks in other parts of the Plan area subject to adequate parking and access provisions to minimize the impact of excessive private moorage facilities on habitats and on marine traffic.

Additional Analysis

- For the purpose of Zoning Bylaw interpretation, Strata Lots 1 and 2 and the Common Property are a building strata and not a subdivision. Each building (strata lot) exists on its own legal title, however, the strata lots are on one shared parcel. Therefore, the strata is considered one parcel and zoning permits only one moorage facility for the parcel.
- The two existing private moorages exceed the maximum 65 m² size under Zoning Bylaw No. 310.
- The existing 162 m² private moorage and boat house fronting Strata Lot 1 appears to have been in place since 1999 according to the SCRD aerial imagery and the applicant notes the dock has been in place for 100 years. Staff determine that the dock was established prior to water zoning (1987). The size limitations were introduced in 2002; therefore the size is lawfully non-conforming to Zoning Bylaw No. 310.
- The existing 123 m² private moorage fronting Common Property was not in place in 1999, but appeared on SCRD's 2006 aerial images. As mentioned above, the W1 zone was implemented in 1987 and at that time only permitted one mooring facility per parcel. Thus, the installation of the second dock is non-conforming to Zoning Bylaw No. 310. Therefore, the SCRD will not support the Crown granting permission for a non-conforming dock.
- Considering only one moorage is permitted for the parcel, staff recommend that the Strata consider a shared dock, as per OCP Policy 19.8, to reduce the cumulative impacts of foreshore private moorage developments in Secret Cove.

In addition to the comments above, staff recommend forwarding the following comments to the Crown:

- The Regional District will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility.
- SCRD mapping does not indicate any eelgrass beds in the vicinity. Eelgrass beds in or near the tenure areas should be identified and protected.
- Water quality should not be impacted by maintenance or construction activities, materials, or fuel storage.
- There is a history of strong community interest in maintaining public access for shellfish harvesting in this area, as well as for recreational boating and emergency refuge. Docks

and associated tenure areas should be designed to ensure public access along the foreshore and adequate open water for navigation is maintained.

- Staff will inform the property owners of the *shíshálh* Nation's best management practices for moorage. The Province also has BMP's for building docks. Staff recommends that the proponent should implement both the Province's and the *shíshálh* Nation's Best Management Practices for building moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems.

Options

The SCRD is requested to choose one of the following options in response to the referral:

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

Staff recommend responding to the referrals recommending refusal of permitting three permissions for the parcel and requesting the proponent to choose one moorage facility for the parcel for reasons identified above.

Consultation

The Crown refers this application to the *shíshálh* Nation, SCRD and other agencies it identifies as appropriate (such as Fisheries and Oceans Canada, Navigable Waters, etc.) and posts an advertisement in the Coast Reporter to enable comments from the public.

The Halfmoon Bay Advisory Planning Commission reviewed this application at its meeting on April 25, 2017. The following three recommendations were made:

1. Crown File 2411830 (Strata Lot 1)

Recommendation No.1 *Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove*

Regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove, the APC recommends that the SCRD support the application for specific permission for private moorage fronting Strata Lot 1 (attachment A).

2. Crown File 2411832 (Common Property)

Recommendation No.2 *Crown Referrals 2411830, 2411831 and 2411832
(Pope for Brynelsen) for Private Moorages in Secret Cove*

Regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove, the APC recommends that the SCRD support the application for specific permission for private moorage fronting Common Strata Property (attachment C) if findings prove it to be legally non-conforming.

3. Crown File 2411831 (Strata Lot 2)

Recommendation No.3 *Crown Referrals 2411830, 2411831 and 2411832
(Pope for Brynelsen) for Private Moorages in Secret Cove*

Regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove, the APC recommends that the SCRD deny the application for specific permission for private moorage fronting Strata Lot 2 (attachment B) .

Timeline for next steps or estimated completion date

The Crown extended the deadline to comment on this application to May 29, 2017. A Board resolution will be forwarded to FLNRO and a final decision will be made by the Province.

STRATEGIC PLAN AND RELATED POLICIES

Strategic Plan Values: Embed Environmental Leadership

CONCLUSION

The SCRD has been provided an opportunity to comment on three referrals for three private moorages in Secret Cove on a parcel that has a building strata with two strata lots and one common property. Although the property underwent a building strata, it is still considered one parcel because it never completed a subdivision. Zoning permits only one mooring facility for the parcel.

Staff recommends refusal of permitting three tenures and requesting the proponent to choose one moorage facility for the parcel.

Attachments

Attachment A - Crown File #2411830 Referral Package (SL 1)

Attachment B - Crown File #2411831 Referral Package (SL 2)

Attachment C - Crown File #2411832 Referral Package (Common Property)

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



STRAIT LAND SURVEYING INC.

Box 61 Sechelt, BC
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seamus@straitlandsurveying.com

Integrated Land Management Bureau
Ministry of Forests Lands and Natural Resource Operations
#200 – 10428 153rd Street
Surrey, B.C.
V3R 1E1

February 22, 2017

Re: Application for Specific Permission for Private Moorage Fronting
Strata Lot 1, DL 4552, Strata Plan BCS3893, 5383 Sans Souci Road, Halfmoon Bay, BC.

Dear Sir, Ms;

I wish to submit the following management plan on behalf of the owners of the above noted Property:

Section A – Project Overview.

- ❖ The lot owners wish to apply for specific permission for private moorage to encompass an existing private dock, consisting of an aluminium ramp, boat house and a wood float on the foreshore fronting their upland property for the purpose of mooring their boat, and to provide moorage for guests. These structures have been in place for over 100 years.
- ❖ There will be no commercial uses of the moorage.
- ❖ The site is located in Secret Cove, Strata Lot 1, DL 4552, Strata Plan BCS3893. The civic address is 5385 Sans Souci Road. It is important to note for this application that the upland parcel has no dedicated road access, and is considered water access only.
- ❖ The existing structures and access are as shown on the accompanying sketches.

Section B – Project Details.

- ❖ The site is used for the private moorage of boats owned by the upland owner and family. The upland consists of solid granite bluff.
- ❖ The boathouse is constructed of wood, it is approximately 12.2m x 7.3m. There are 3 piling locations. At the north end of the float, there is a 4-piling dolphin. At the south end of the float there is a 2-piling dolphin. There is also 1 additional piling to stabilize the boathouse. Please see Site Plan C.
- ❖ The ramp is 10.6m x 1.1m.

- ❖ The dimensions of the floats fronting SL 1 are approximately 2.2x20.6m and 7.5x15.5m with an open boat house on the latter.
- ❖ There are no proposed changes to the existing improvements.
- ❖ There are existing floats to the north and south of the application area, which are used for private moorage of the owner's boats.
- ❖ The nearest public access to the foreshore is approximately 150m South East of the application area to the east of lot 6, DL 4552, VAP13302. There is no publicly used beach in front of the subject lot or on any of the adjacent lots. The waterfront is composed of solid granite.
- ❖ The lot is flanked on each side by R-2 zoned sites with the southerly site having an existing pier, boathouse and float.

Section C – Additional Information.

1. Environmental

The owners will moor their boats at the float and use it during the boating season. Atmospheric impact will be minimal, some exhaust and motor noise when leaving and arriving at the float. I am not qualified to give an opinion on the impact of the dock on the aquatic zone and fish habitat.

2. Socio-Community

The property lies within the Sunshine Coast Regional District. The existing land use in the area is waterfront residential homes. The existing upland zoning is R-2, which allows for a single family dwelling. The existing water zoning is W1, which permits one mooring facility for pleasure craft.

First Nations have not been contacted regarding this application.

Owner(s): Denise Broderick-Brynnelsen
5385 Sans Souci Road
Halfmoon Bay, BC
V0N 1Y2

Our File: 15117-609 (1)

A handwritten signature in black ink, appearing to read 'S. Pope', with a stylized, flowing script.

Seamus Pope, BCLS

General Location - 2411830

92F/09

92G/12

Sunshine Coast Hwy

SECHULT

CAREN

PENINSULA

MALASPINA

STRAIT

[SALISH SEA]

WELCOME PASSAGE

HALFMOON BAY

92G/05

THORMANBY ISLANDS

SOUTH

THORMANBY

HAIRWOOD

HAIRWOOD

HAIRWOOD

HAIRWOOD

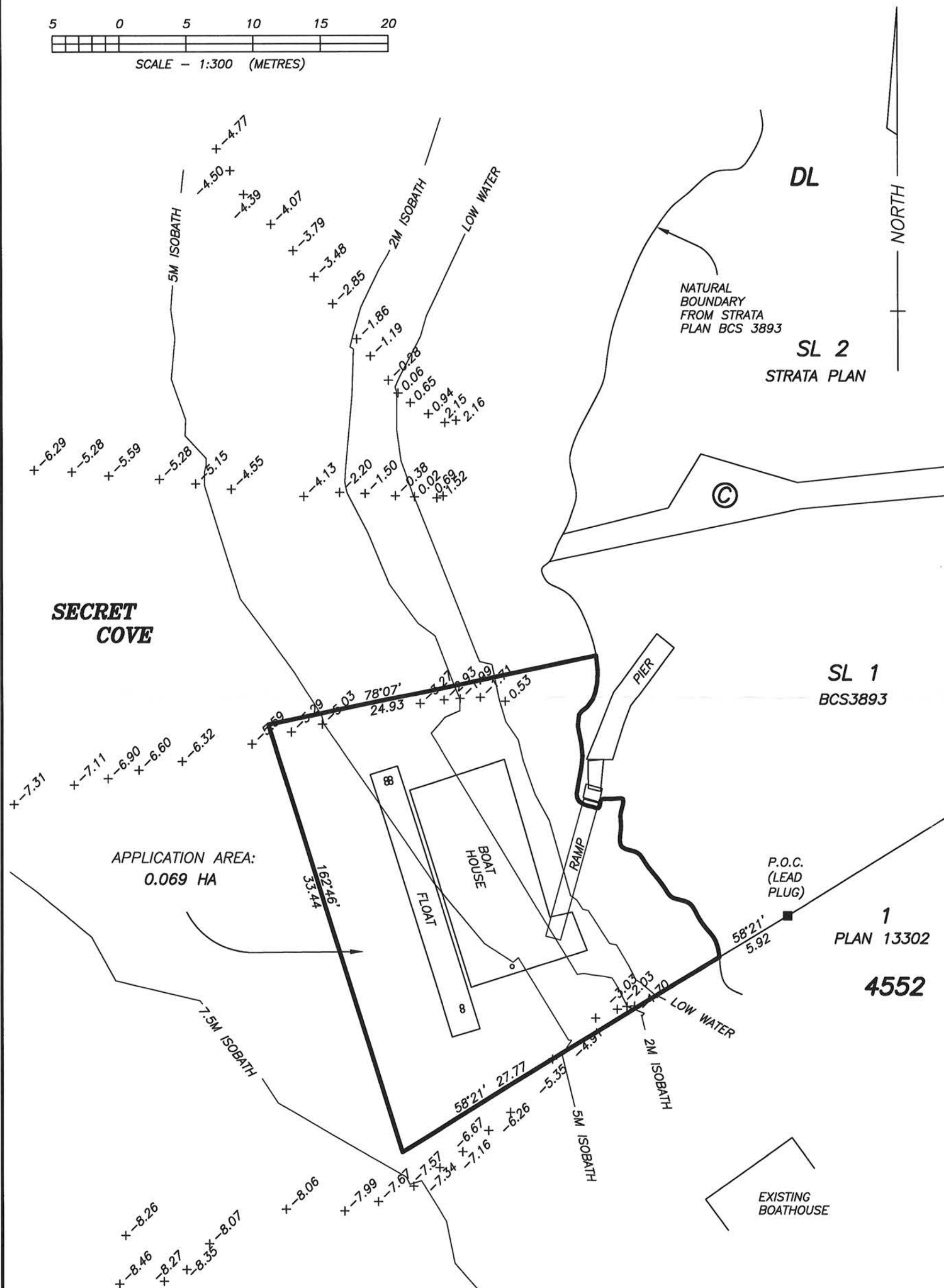
HAIRWOOD

1:50,000

Legend
- Dock

2F/08

**LARGE SCALE
SITE PLAN "C"**



15117-609 (1)



STRAIT LAND SURVEYING INC.

Box 61 Sechelt, BC
V0N-3A0 604 885 3237
seamus@straitlandsurveying.com

Integrated Land Management Bureau
Ministry of Forests Lands and Natural Resource Operations
#200 – 10428 153rd Street
Surrey, B.C.
V3R 1E1

February 22, 2017

Re: Application for a Specific Permission for Private Moorage Fronting
Strata Lot 2, DL 4552, Plan BCS3893, Halfmoon Bay, BC.

Dear Sir, Ms;

I wish to submit the following management plan on behalf of the owners of the above noted Property:

Section A – Project Overview.

- ❖ The lot owners wish to apply for specific permission for private moorage to build a private dock, consisting of an aluminium ramp and a wood float on the foreshore fronting their upland property for the purpose of mooring their boat, and to provide moorage for guests.
- ❖ There will be no commercial uses of the moorage.
- ❖ The site is located in Secret Cove, Strata Lot 2, DL 4552, Strata Plan BCS3893. The civic address is 5383 Sans Souci Road. It is important to note for this application that the upland parcel has no dedicated road access, and is considered water access only.
- ❖ The existing structures and access are as shown on the accompanying sketches.

Section B – Project Details.

- ❖ The site will be used for the private moorage of boats owned by the upland owner and family.
- ❖ There are existing floats to the north and south of the application area, which are used for private moorage of the owner's boats.
- ❖ The nearest public access to the foreshore is approximately 150m South East of the application area to the east of lot 6, DL 4552, VAP13302. There is no publicly used beach in front of the subject lot or on any of the adjacent lots. The waterfront is composed of solid granite.

- ❖ The dimensions of the float fronting SL2 will be approximately 18.3 metres long and 3.4 metres wide. The float will consist of wood over contained flotation blocks. The float will be held in position by either pilings if ground is soft or otherwise with concrete anchors and steel chain. The anchors will be placed from the dock back towards the shore for a distance of approximately 6m and are to be kept within the proposed tenure area.
- ❖ The ramp/pier fronting SL2 will each respectively be approximately 12.0 metres long and 1.2 metres wide, made of aluminium. There will be two concrete trestles constructed to hold up the pier, as shown in Site Plan D. These consist of a concrete footing with posts and a beam.
- ❖ Minimal ground disturbance is expected; when pilings are driven into soft ground or alternatively as anchors are dropped to the seabed.
- ❖ The dock and related structures are proposed to be constructed within 12-24 months of having been granted the licence.
- ❖ The lot is flanked on each side by R-2 zoned sites with the northerly site "Common Strata Property" having an existing ramp and float and the southerly site "SL1" having an existing ramp and float with semi-enclosed boat house.

Section C – Additional Information.

1. Environmental

The owners will moor their boats at the float and use it during the boating season. Atmospheric impact will be minimal, some exhaust and motor noise when leaving and arriving at the float. I am not qualified to give an opinion on the impact of the proposed dock on the aquatic zone and fish habitat.

2. Socio-Community

The property lies within the Sunshine Coast Regional District. The existing land use in the area is waterfront residential homes. The existing upland zoning is R-2, which allows for a single family dwelling. The existing water zoning is W1, which permits one mooring facility for pleasure craft.

First Nations have not been contacted regarding this application.

Owner(s): Dana Brynson
5383 Sans Souci Road
Halfmoon Bay, BC
V0N 1Y2

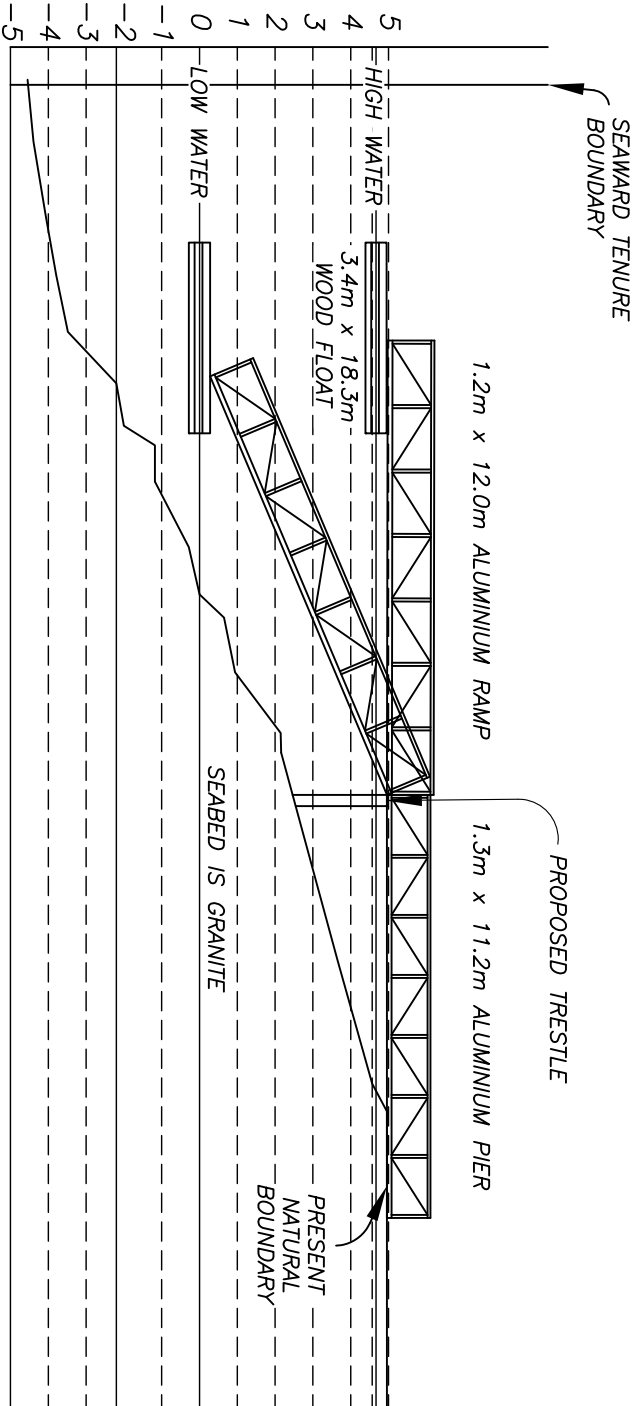
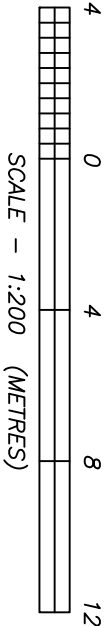
Our File: 15117-609 (2)

A handwritten signature in black ink, appearing to read 'S. Pope', with a stylized, flowing script.

Seamus Pope, BCLS

PROFILE PLAN TO ACCOMPANY AN APPLICATION FOR SPECIFIC PERMISSION FOR PRIVATE MOORAGE FRONTING STRATA LOT 2, DL 4552, G.1, NWD, STRATA PLAN BCS3893.

PROFILE VIEW
PLAN "D"



LEGEND

ELEVATIONS SHOWN ARE IN METRES
AND ARE REDUCED TO CHART DATUM.

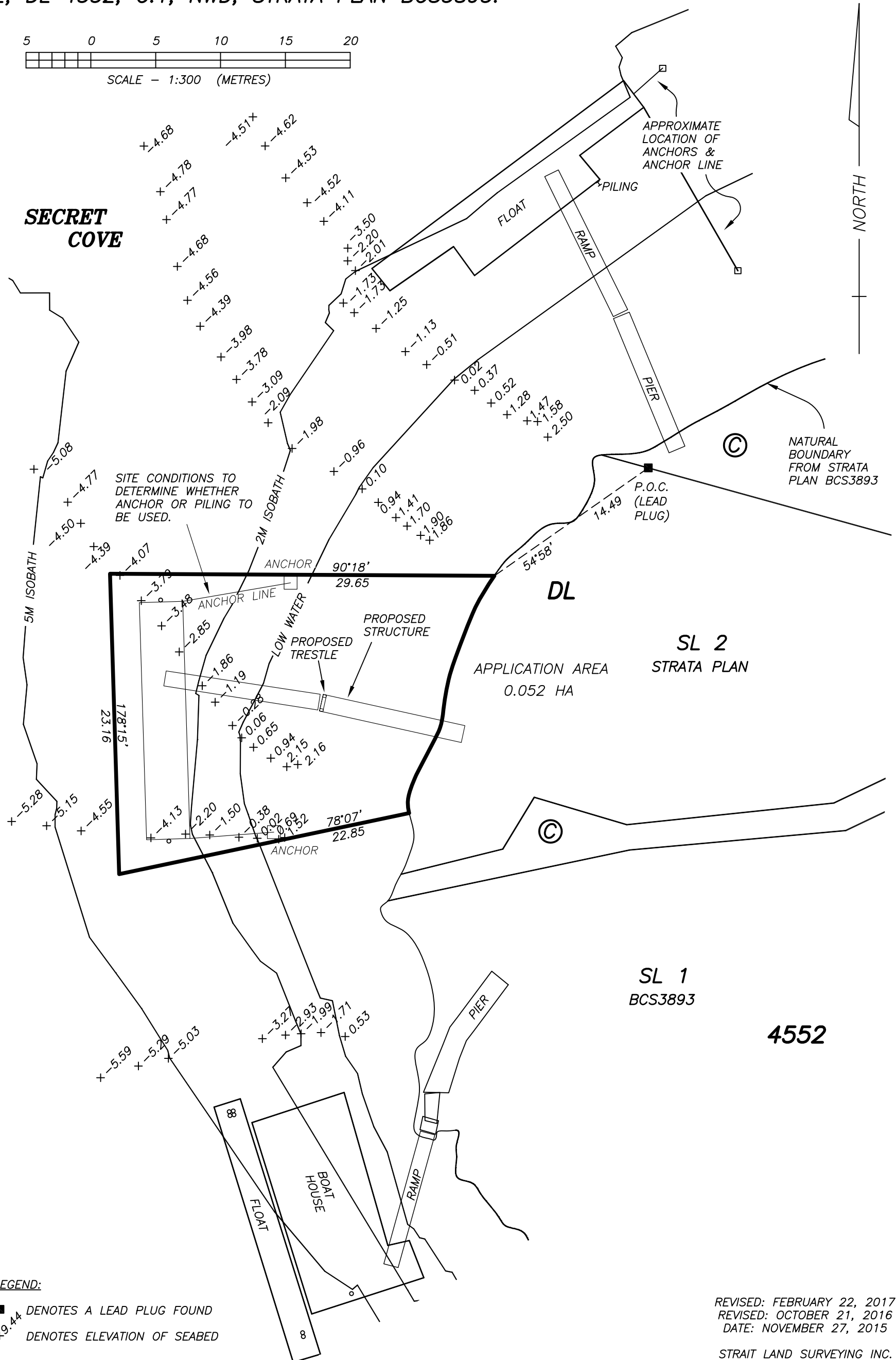
ALL DISTANCES ARE IN METRES UNLESS
OTHERWISE NOTED.

REVISED: FEBRUARY 22, 2017
DATE: NOVEMBER 27, 2015

STRAIT LAND SURVEYING INC.
SEAMUS POPE, BCLS
BOX 61 (5689 DOLPHIN ST)
SECHELT, BC V0N 3A0
T: 604-885-3237

15117-609 (2)

LARGE SCALE
SITE PLAN "C"



15117-609 (2)



STRAIT LAND SURVEYING INC.

Box 61 Sechelt, BC
 V0N-3A0 604 885 3237
 seamus@straitlandsurveying.com

Integrated Land Management Bureau
 Ministry of Forests Lands and Natural Resource Operations
 #200 – 10428 153rd Street
 Surrey, B.C.
 V3R 1E1

February 22, 2017

Re: Application for Specific Permission for Private Moorage Fronting
 Common Strata Property, DL 4552, Strata Plan BCS3893, Halfmoon Bay, BC.

Dear Sir, Ms;

I wish to submit the following management plan on behalf of the owners of the above noted Property:

Section A – Project Overview.

- ❖ The lot owners wish to apply for specific permission for private moorage to encompass an existing private dock, consisting of an aluminium ramp and a wood float over steel frame with foam flotation blocks on the foreshore fronting their upland property for the purpose of mooring their boat, and to provide moorage for guests.
- ❖ There will be no commercial uses of the moorage.
- ❖ The site is located in Secret Cove, Common Strata Property, DL 4552, Strata Plan BCS3893. The civic address is adjacent to 5385 Sans Souci Road. It is important to note for this application that the upland parcel has no dedicated road access, and is considered water access only.
- ❖ The existing structures and access are as shown on the accompanying sketches.

Section B – Project Details.

- ❖ The site will be used for the private moorage of boats owned by the upland owner and family.
- ❖ There are existing floats to the north and south of the application area, which are used for private moorage of the owner's boats.
- ❖ The nearest public access to the foreshore is approximately 150m South East of the application area to the east of lot 6, DL 4552, 13302. There is no publicly used beach in front of the subject lot or on any of the adjacent lots. The waterfront is composed of solid granite.

- ❖ The dimensions of the float fronting the common property are 24.1 metres long and 5.1 metres wide. The float consists of wood over a steel frame and foam flotation blocks. The float is held in position by a steel piling and concrete anchors and steel chain.
- ❖ The ramp/pier fronting the common property is 12.0 metres long and 1.2 metres wide, made of aluminium. The existing pier is held in place by a trestle system consisting of a concrete footing with 6x6 posts, 2x8 braces & 6x6 beams. These are all composed of pressure treated wood.
- ❖ The lot is flanked on each side by R-2 zoned sites with the northerly site 'lot 11' having an existing ramp, boathouse and float.

Section C – Additional Information.

1. Environmental

The owners will moor their boats at the float and use it during the boating season. Atmospheric impact will be minimal, some exhaust and motor noise when leaving and arriving at the float. I am not qualified to give an opinion on the impact of the existing dock on the aquatic zone and fish habitat.

2. Socio-Community

The property lies within the Sunshine Coast Regional District. The existing land use in the area is waterfront residential homes. The existing upland zoning is R-2, which allows for a single family dwelling. The existing water zoning is W-1, which permits one mooring facility for pleasure craft.

First Nations have not been contacted regarding this application.

Owner(s): Dana Brynelsen & Denise Broderick-Brynelson
5383 Sans Souci Road
Halfmoon Bay, BC
V0N 1Y2

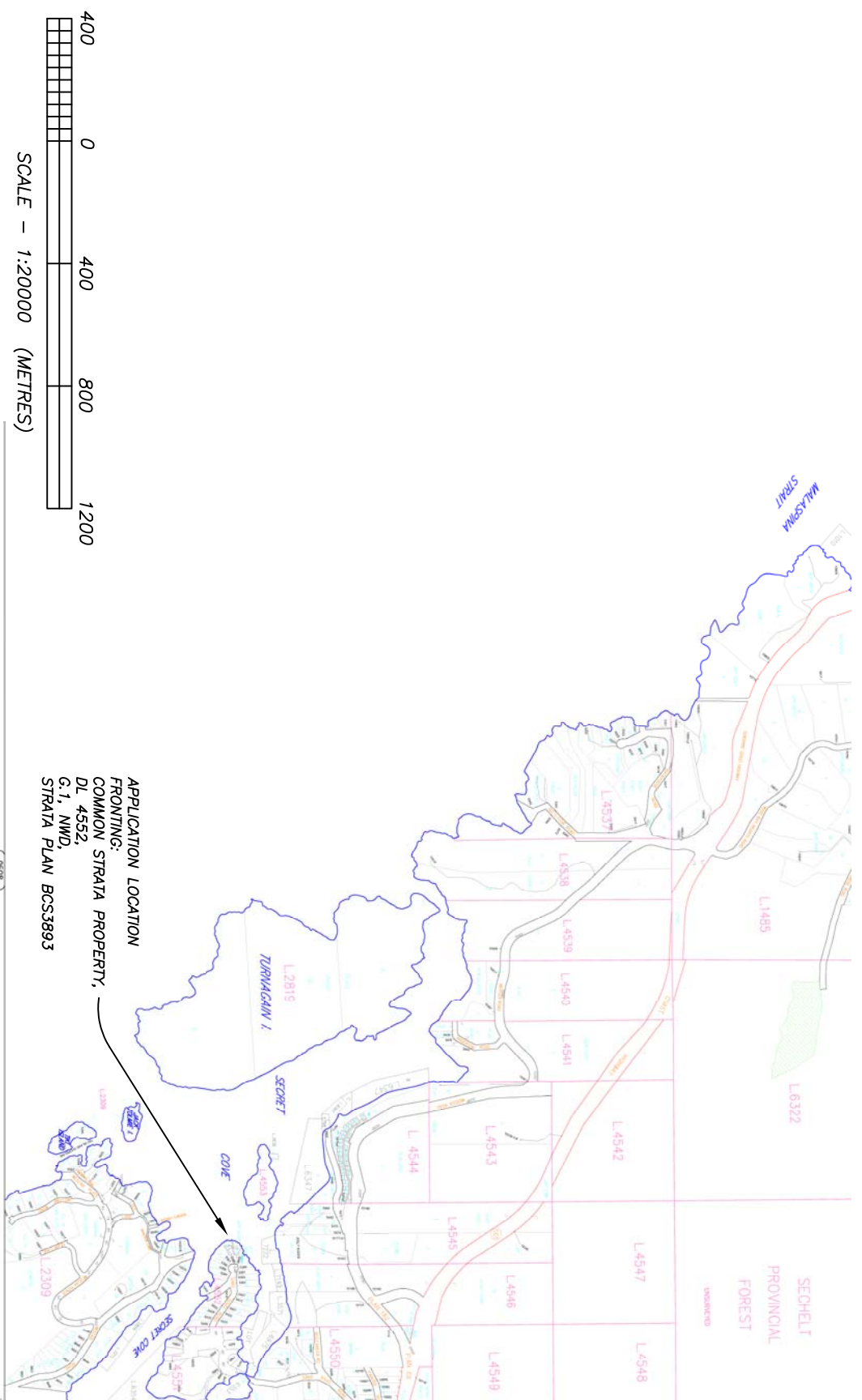
Our File: 15117-609 (3)



Seamus Pope, BCLS

GENERAL LOCATION PLAN TO ACCOMPANY AN APPLICATION FOR SPECIFIC PERMISSION FOR PRIVATE MOORAGE FRONTING COMMON STRATA PROPERTY, DL 4552, G.1, NWD, STRATA PLAN BCS3893.

SMALL SCALE GENERAL SITE PLAN "A"



APPLICATION LOCATION
FRONTING:
COMMON STRATA PROPERTY,
DL 4552,
G.1, NWD,
STRATA PLAN BCS3893

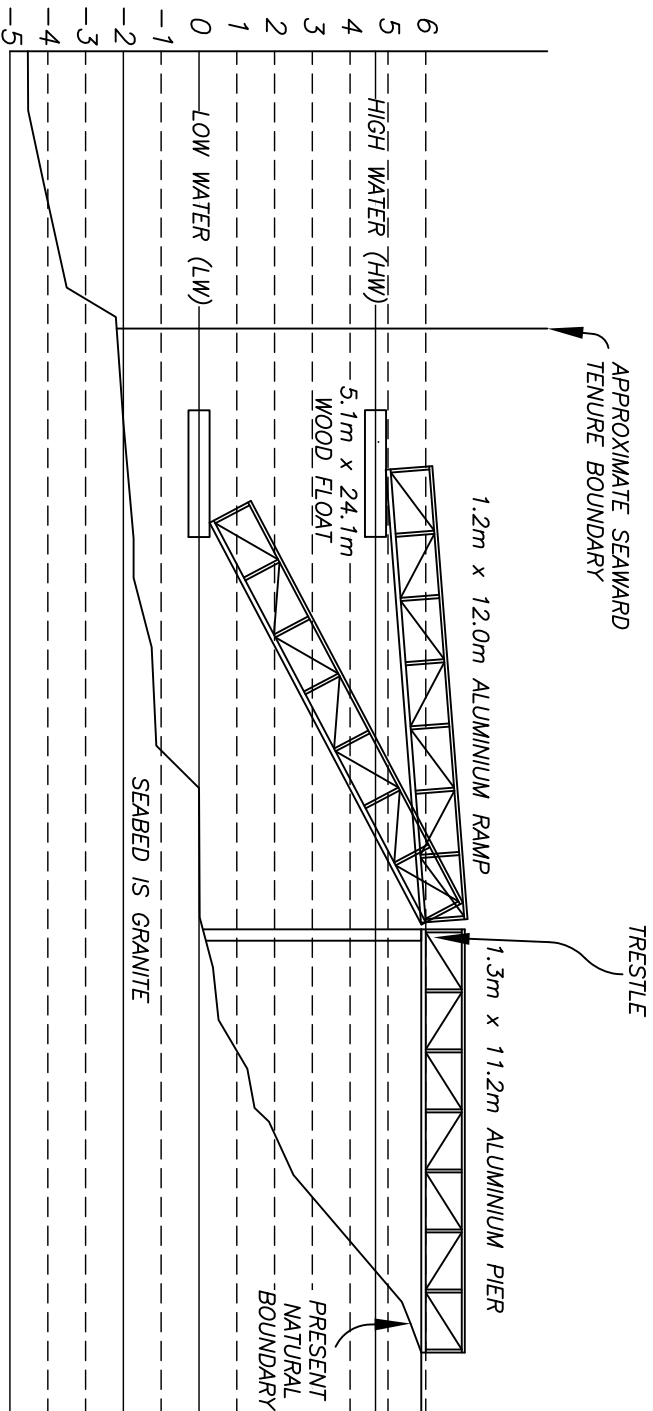
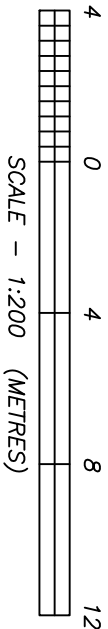
15117-609 (3)

DATE: NOVEMBER 27, 2015

STRAIT LAND SURVEYING INC.
SEAMUS POPE, BCLS
BOX 61 (5689 DOLPHIN ST)
SECHelt, BC VON 3A0
T: 604-885-3237

PROFILE PLAN TO ACCOMPANY AN APPLICATION FOR SPECIFIC PERMISSION FOR PRIVATE MOORAGE FRONTING COMMON STRATA PROPERTY, DL 4552, G.1, NWD, STRATA PLAN BCS3893.

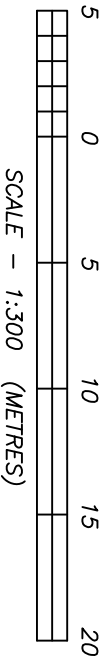
PROFILE VIEW PLAN "D"



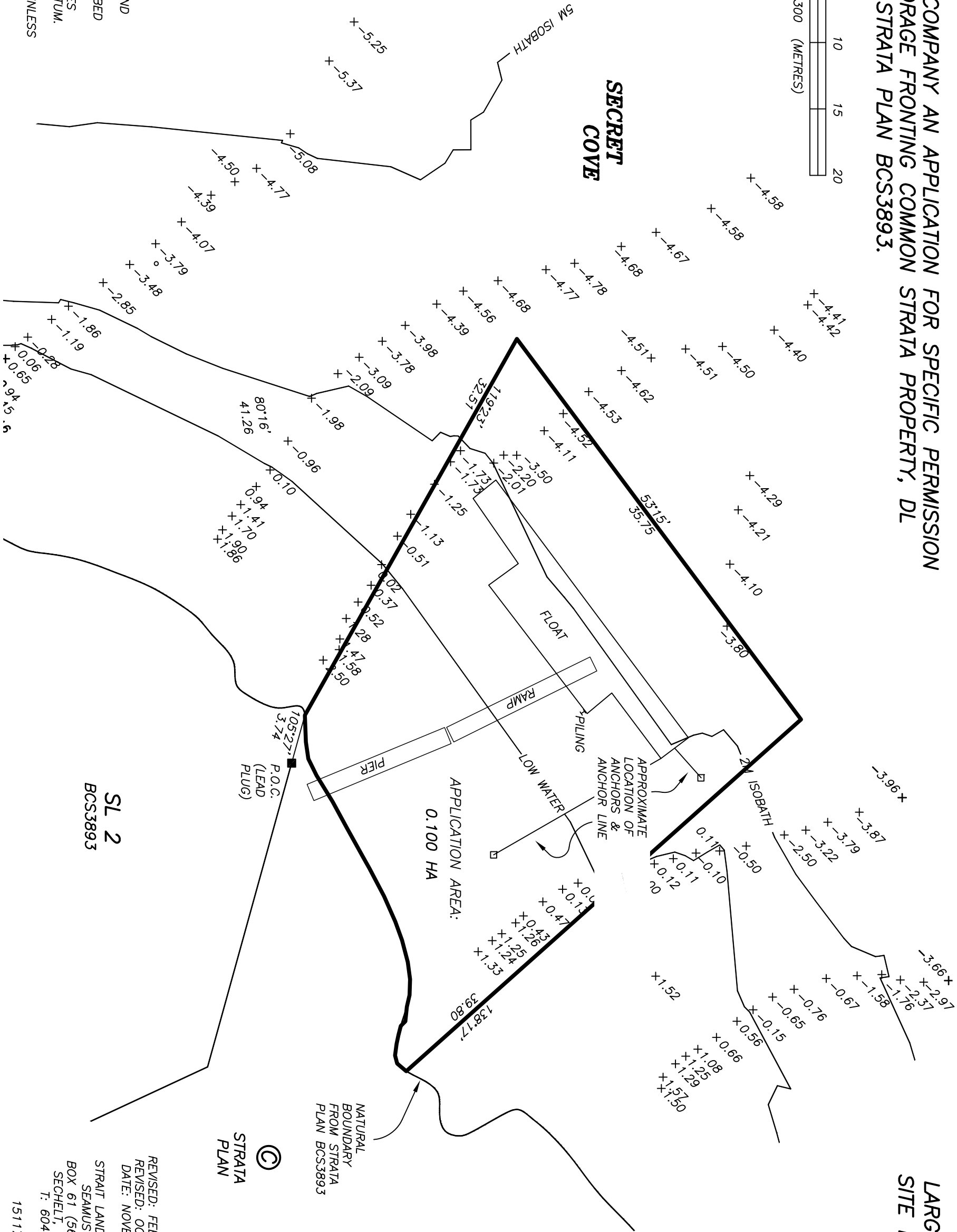
LEGEND
 ELEVATIONS SHOWN ARE IN METRES
 AND ARE REDUCED TO CHART DATUM.
 ALL DISTANCES ARE IN METRES UNLESS
 OTHERWISE NOTED.

REVISED: FEBRUARY 22, 2017
 REVISED: OCTOBER 21, 2016
 DATE: NOVEMBER 27, 2015
 STRAIT LAND SURVEYING INC.
 SEAMUS POPE, BCLS
 BOX 61 (5689 DOLPHIN ST)
 SECHELT, BC V0N 3A0
 T: 604-885-3237
 15117-609 (3)

SITE PLAN TO ACCOMPANY AN APPLICATION FOR SPECIFIC PERMISSION
FOR PRIVATE MOORAGE FRONTING COMMON STRATA PROPERTY, DL
4552, G.1, NWD, STRATA PLAN BCS3893.



**SECRET
COVE**



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: Sven Koberwitz, Planning Technician

SUBJECT: DEVELOPMENT VARIANCE PERMIT DVP00012 (COULING)

RECOMMENDATIONS

THAT the report titled Development Variance Permit DVP00012 (Couling) be received;

AND THAT Development Variance Permit DVP00012 to relax the Sakinaw Lake natural boundary setback from 20.0 metres to 17.75 metres, as per Zoning Bylaw No. 337 Section 516.1(c), be denied as described in option 1.

BACKGROUND

The SCRD has received a development variance permit application to vary Section 516.1(c) of Zoning Bylaw No. 337 to relax the 20.0 metre Sakinaw Lake setback in order to allow the extension of a deck attached to a single family dwelling currently under renovation.

The subject property is located on Bear Bay Road adjacent to Sakinaw Lake, as shown in Figure 1 below.

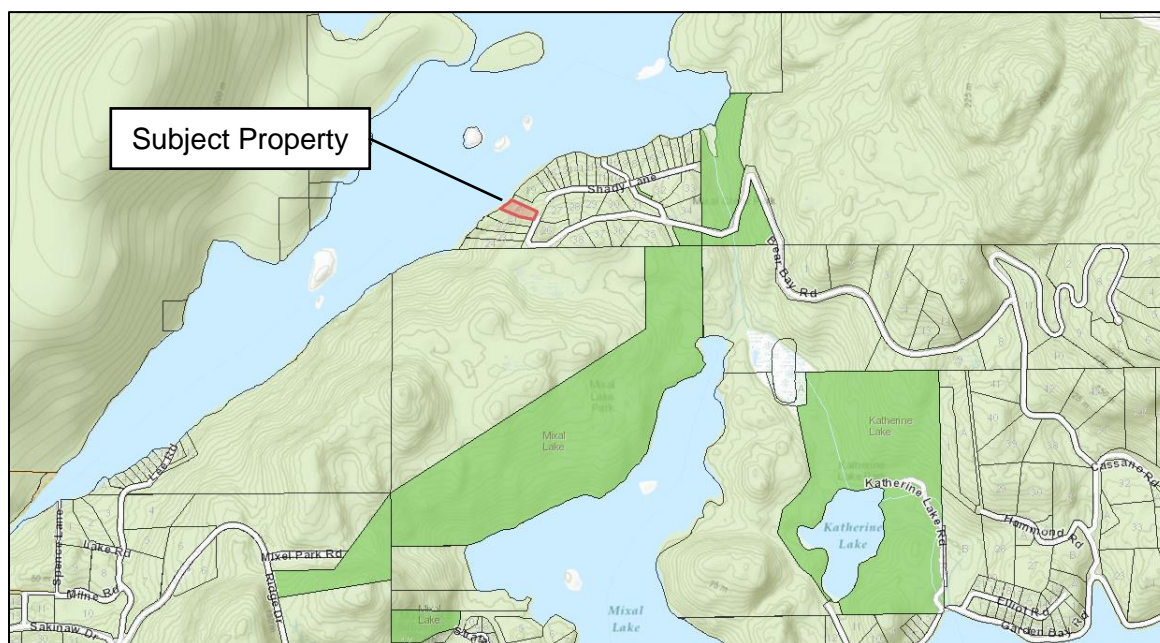


Figure 1 Location Map

The subject property is very steep dropping in elevation from 50 metres above sea level at the east property line down to the shoreline of Sakinaw Lake to the west which coincides with sea

level. There is an existing single family dwelling that was constructed in 1995 by the current property owners and sited at a setback of just over 20 metres from the lake.

Owner / Applicant:	Walter Powell for David and Debbie Couling
Civic Address:	4666 Bear Bay Road
Legal Description:	Lot 20 District Lot 3681 LMP18538
Electoral Area:	Egmont / Pender Harbour
Parcel Area:	3,900 m2 (0.96 acres)
OCP Land Use:	Rural Residential C
Land Use Zone:	RU1A
Application Intent:	To relax the Sakinaw Lake natural boundary setback by 2.25 metres from 20.0 metres to 17.75 metres, as per Zoning Bylaw No. 337 Section 516.1(c), to enable the siting of a deck addition.

Table 1 - Application Summary

The home is currently undergoing extensive renovations to both the interior and exterior. As part of the work the existing deck is being replaced and the owners wish to add additional deck space that would encroach into the 20 metre setback.

DISCUSSION

Analysis

The existing home was constructed in 1995 and conforms to Zoning Bylaw No. 337 as it is sited just beyond the 20 metre setback. The home features a "prow-front" with the existing deck following this shape along the front of the home (See Attachment A - Site Plan). The proposed alterations would square-off and extend the deck beyond the 20 m setback. This would increase the deck area by 261 square feet.

The applicant has indicated that a primary reason for requesting the variance is to allow safe access to the exterior windows for cleaning. However, the configuration of the existing deck does allow for expansion of the deck without encroaching into the 20 metre setback. While this may not result in the amount of additional deck area desired by the owners it would maintain the integrity of the waterfront setback and act to mitigate the cumulative effects of encroachment towards Sakinaw Lake.

Planning staff do not believe that the proposed variance represents the best solution for the proposed development. Other options should be considered that would result in no or considerably less encroachment towards the shoreline.



Figure 2 Aerial View of Property with Contour Lines

Official Community Plan

The Egmont / Pender Harbour Official Community Plan designates the area within 30 metres of the lake as a Riparian Assessment Area. Any land alteration or new structures built within this area require issuance of a development permit. While repairs and maintenance of existing buildings and landscape areas are permitted any additions would require a development permit.

Policy 4.16 in the OCP recommends a 20 metre setback from the natural boundary of all lakes for the purposes of habitat protection, vegetation retention, and water quality protection. This policy has been enacted in Zoning Bylaw 337 via a 20 metre building setback.

Policy 4.17 does provide for the consideration of a one-time addition of 28 square metres for existing non-conforming dwellings. However, this addition may not encroach any closer to the lake and only applies for buildings which are located within the waterfront setback and are therefore non-conforming. This dwelling is conforming and therefore there is no direct applicability for this policy in this case.

The property is also located within a geotechnical assessment area that recommends professional geotechnical review prior to building permit issuance.

The applicant has submitted an environmental assessment that supports the proposed encroachment into the 20 metre setback (See Attachment D).

Options

Possible options to consider:

Option 1: Deny the permit.

This option would maintain the 20 metre setback and require any proposed additions to conform to existing setback regulations. Planning staff believe alternative options could be explored to meet the needs of the property owners. This is planning staffs recommended option.

Option 2: Issue the permit.

This option would allow the owners to extend the existing deck beyond the 20 metre setback as shown in Attachment A, relaxing the setback from 20 metres to 17.75 metres as requested. This option should be subject to the following conditions:

1. A development permit for riparian assessment areas is required prior to building permit issuance.
2. A geotechnical assessment be required prior to building permit issuance due to the property being located in a geotechnical assessment area.
3. Structural supports must be sited beyond the 20 metre setback so no ground is disturbed within the 20 metre setback.
4. Confirmation that adjacent neighbour to the north and south support the variance.

Referrals

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

Referral	Comments
SCRD Building Department	No concerns with application.
<i>shíshálh</i> Nation	No comments received to date.
Egmont / Pender Harbour Advisory Planning Commission	The APC passed a motion recommending approval of the application with conditions noted in option 2.
Neighbouring property owners/occupiers	Notifications were distributed to owners and occupiers within 100 metres of the subject property. Two comments supporting the application have been received (See Attachment C).

Timeline for next steps or estimated completion date

If the variance is issued by the SCRD Board the applicant may proceed with the development permit process to address development permit area guidelines as per the Egmont / Pender Harbour Official Community Plan. After the development permit is issued a building permit must be obtained.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The SCRD has received an application to relax the 20 metre natural boundary setback from Sakinaw Lake to allow for the expansion of an existing deck attached to a home currently under renovation. The stated purpose of the addition is to enable safer access to exterior windows for cleaning. However, planning staff believe this is not the best solution for the proposed development and alternative options should be explored. Therefore planning staff do not support this application.

Attachments

Attachment A - Site Plan

Attachment B - Variance Criteria

Attachment C - Public Comments

Attachment D - Environmental Assessment

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

Attachment A



SUNSHINE COAST HOME DESIGN

Walter Powell Architect Inc.
25 Years Custom Home Experience

8098 Redroofs Road
Helmhorn Bay BC V0N 1Y1

604-740-4514

www.sunshinecoasthomedesign.com

NOTE TO GENERAL CONTRACTOR:

It is the contractor's responsibility to verify all dimensions and locations shown on this drawing.

Materials and assemblies may not be substituted without the Architect's written authorization.

All drawings and specifications are the property of the Architect and all rights are reserved.

This drawing may not be used for construction without the Architect's written approval.

146

PROJECT NAME:

COULING
COTTAGE

DRAWING TITLE:

SETBACKS
AND PROPOSED
DECK AREAS

DRAWING NUMBER AND REVISION

P2

ISSUES AND REVISIONS:

REV	DATE	ISSUE
1	01/24/17	PROV REVISIONS

SCALE:

1/8" = 1'-0"

ISSUE DATE:

MAR 30, 2017

DEVELOPMENT VARIANCE APPLICATION

Re: 4666 Bear Bay Road, Garden Bay BC

DEVELOPMENT INFORMATION

The Existing Development

The property is a residential lot, zoned RU1A, with frontage on Sakinaw Lake and an existing, older cottage. The existing cottage conforms to the SCRD setbacks but was built prior to the adoption of the OCP and exists within the DPA 1 area. *(Please see Figure 1 in the attached environmental evaluation.)*

The existing, non-conforming, cottage is currently undergoing an interior renovation under Building Permit number 1023 as well as repairs and maintenance to the exterior of the home.

Proposed Development

The proposed development is to increase the area of the existing deck by 261 square feet. *(Please see Figure 5 in the attached Environmental Evaluation and Mitigation Measures Report.)*

Variance Requested

The requested variance is to:

- Allow the existing deck area to be increased by 261 square feet inside the OCP 30 meter Riparian Assessment Area around Sakinaw Lake.
- And to allow the proposed deck to overhang the 20meter setback from the natural boundary by a maximum of 2.25 meters.

(Please see the attached drawing P1 and Figure 4 in the attached environmental evaluation.)

VARIANCE CRITERIA

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw. Please elaborate how the requested variance meets this criteria.

The current OCP identifies a 30meter Riparian Assessment Area around Sakinaw Lake. The existing residence was built prior to the adoption of the OCP and exists wholly within the DPA 1 area, which makes it existing and non-conforming.

The DPA1 area is intended to reduce possible impacts to the natural environment. The proposed addition of 261 square feet to the existing deck will have minimal or no impact on the natural environment. *(Please see the attached Environmental Evaluation and Mitigation Measures Report.)*

The site is zoned RU1A, which includes the general condition of a 20 meter setback from the natural boundary of Sakinaw Lake for the purpose of flood protection.

The existing home and deck, and the proposed addition to the deck of 261 square feet, are approximately 22 meters above the natural boundary of the lake, which presents little opportunity for flooding and complies with the intent of the bylaw standard.

The proposed deck addition has a very small footprint of 261 square feet and would extend into the 20meter setback in one corner by 2.25 meters and in the other corner by less than 1 meter.

Approving the requested variance to allow an open deck to overhang the setback by a maximum of 2.25 meters, similar to a typical RU1A siting exception, would allow the occupants to have a reasonable deck area off the main living area, rather than a narrow walkway around the front of the residence. This would also provide for safe access to the upper windows, soffits and trim of the residence for cleaning and regular maintenance. *(Please see the attached drawings P1 Proposed Deck Area.)*

2. The variance should not adversely affect adjacent or nearby properties or public lands. Please elaborate how the requested variance meets this criteria.

The existing residence has been there for many years. Permitting the corners of an open deck to overhang the lakeside setback by 2.25 meters will have no impact on the adjacent lands or nearby properties or public lands in terms of use, enjoyment, views, sunlight, access to waterfront or environmental impact.

3. The variance should not be considered a precedent, but should be considered as a unique solution to an unusual situation or set of circumstances. Please elaborate how the requested variance meets this criteria:

The existing cottage was built up against a very steep rock face that sets its location on the site as the only buildable area. The original deck was constructed to comply with the 20meter setback but has resulted in a basically unusable deck area and presents a danger to maintaining the upper windows and fascia. Allowing a small addition of 261 square feet to the existing deck is a unique solution to an unusual set of circumstances and would allow for the natural enjoyment of the site as intended by the bylaw.

4. The variance represents the best solution for the proposed development after all other options have been considered. Please elaborate how the requested variance meets this criteria:

Rebuilding the existing deck in its current form creates a deck that is basically unusable for the normal enjoyment of the owners and creates an unsafe situation for the normal maintenance of the cottage. Allowing the small addition of 261 square feet will solve these issues and comply with the intent of the setback to protect against flooding.

5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property. Please elaborate how the requested variance meets this criteria:

The approval to allow the corners of an open balcony to overhang the lakeside setback will have little or no impact on the existing natural environment. Please see the attached environmental report.

Summary

We respectfully submit that the requested variance to the existing residence on this site is in the spirit and intention of the bylaw, without adversely affecting the neighboring properties and lands or the environment and will not set a precedent for the area as it is a situation with unique difficulties and characteristics.

Thank you,



Walter R. Powell, Architect AIBC

Sven Koberwitz

From: Mike Fitzsimmons [REDACTED]
Sent: April-12-17 8:16 AM
To: Sven Koberwitz
Subject: Variance permit DVP00012

Hi,

We have a seasonal residence at 4674 Bear Bay Road. We have no issues with this application and support allowing them to vary the setback from 20 to 16.75 metres.

Sincerely Mike and Wendy Fitzsimmons

Sent from my iPhone

This email was scanned by Bitdefender

Sven Koberwitz

From: Mike Templeton [REDACTED]
Sent: April-12-17 11:36 AM
To: Sven Koberwitz
Cc: 'stephanie templeton'; [REDACTED]
Subject: File No. DVP00012 David and Deborah Couling Lot 20 District Lot 3681 Plan LPM18538 - 4666 Bear Bay Road

Dear Sir

Thank you for your notification of the Couling's application for an addition to the deck and their request for a variance. We are Michael and Stephanie Templeton, owners of Lot 22 of the same District Lot and Plan located at 4680 Bear Bay Road. We are 2 lots west of the Coulings.

We wish to register in writing our full support for the application the Couling's have requested related to their deck extension. We do not see it as having any negative effects on the neighbourhood, the wildlife, or the aesthetics from the lake. We look forward to the Couling's receiving permission to proceed with their deck extension.

Kind regards,

Mike Templeton and Stephanie Templeton

This email was scanned by Bitdefender

Sven Koberwitz

From: Jeff Barker [REDACTED]
Sent: April-20-17 12:27 PM
To: Sven Koberwitz
Cc: 'Debbie Couling'
Subject: Couling Property, 4666 Bear Bay Road, DVP00012

Dear Mr. Koberwitz:

We are the owners of 4686 Bear Bay Road and are neighbours of the Coulings on Sakinaw Lake.

With respect to DVP00012, the intent of which is to allow an addition of 24.2 m² to an existing deck sited within the 20.0 m setback to Sakinaw Lake, we support the application to vary the setback.

Sincerely,

Bonnie and Jeff Barker
3548 Regent Avenue
North Vancouver, BC V7N 2B9
(604) 985-6620

This email was scanned by Bitdefender

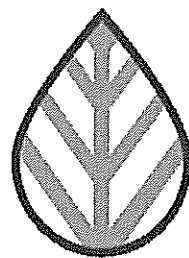
**Evaluation of potential environmental
effects to the riparian area of
Sakinaw Lake from the proposed
development of an extended deck**

**4666 Bear Bay Road,
Garden Bay, British Columbia**

Prepared for:

Walter R. Powell

Prepared by:



**COASTAL
RAINTREE
CONSULTING**

Gibsons, British Columbia

February, 2017

LIMITATIONS OF THIS REPORT

This report and its contents are intended for the sole use of Walter R. Powell and his agents. Coastal Raintree Consulting does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than Walter R. Powell, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Coastal Raintree Consulting's General Conditions are provided in **Appendix A** of this report.

1.0 INTRODUCTION

1.1 Background

Coastal Raintree Consulting was retained by Mr. Walter R. Powell to produce an environmental evaluation and mitigation measures report for the riparian area in the property located on 4666 Bear Bay Road, Garden Bay, British Columbia (hereafter referred as "the Property") where an existing deck is plan to be expanded as part of a renovation project for the Property.

The purpose of this report is to identify and describe:

- i) The location of the Property and the existing and proposed expanded deck in relation to the Streamside Protection and Enhancement Area (i.e., the riparian area) of Sakinaw Lake;
- ii) Normativity applicable to the proposed activities associated with the construction of an expanded deck;
- iii) The proposed activities and discussion on possible deleterious effect on the biological continuity and functioning of the riparian area of Sakinaw Lake; and
- iv) Mitigation measures to minimize and compensate for any potential effects of the proposed activities related to the construction of the expanded deck.

Coastal Raintree Consulting received authorization from Mr. Walter R. Powell to proceed with the present report on January 23, 2017, after agreeing to the terms and conditions listed in the Scope of Work sent by Coastal Raintree Consulting to Mr. Powell on January 16, 2017.

None of the statements, recommendations or professional opinions within this report shall be understood, expressly or impliedly, as an authorization to, or as support for, any construction, development or landscaping activity on the Property. Such activities shall only commence after designated authorities by the Sunshine Coast Regional District (Area A- Egmont and Pender Harbour) grant a building or development permit.

The present report focuses exclusively on biological factors associated with the riparian area of Sakinaw Lake that may be impacted during the demolition and construction activities of the proposed deck. Geotechnical factors, such as slope stability, are expressly excluded.

2.0 SITE DESCRIPTION

2.1 Property Location

The Property is located on 4666 Bear Bay Road, Garden Bay, BC, V0N 1S1 (PID 018-939-856). Garden Bay is a small community within Area A (Egmont and Pender Harbour) of the Sunshine Coast Regional District. The Property occupies an approximate surface of 3,901 m² (0.964 acres) and it is situated on an urbanized area of Garden Bay with access to asphalted roads and public services. The Property was developed in 1995 (BC Assessments, 2017) and it is occupied by a single-family home and a boathouse on Sakinaw Lake. The single-family home covers approximately 223 m² (2400 sq ft) accounting for less than 6% of the Property's total surface. Most of the undeveloped area of the Property is covered by vegetation characteristic of second-growth forest (**Figure 1**).

To facilitate the description of the proposed activities and structures, this report will refer to the developed area of the Property (i.e., where the single-home is located) as the plateau-area, and the vegetated area to the west, between the plateau-area and Sakinaw Lake, as the slope-area.

The west side of the Property is adjacent to Sakinaw Lake, the larger lake in Area A. According with the Egmont / Pender Harbour Official Community Plan (hereafter referred to as OCP) (Sunshine Coast Regional District 1998a), Sakinaw Lake has a Slight Lake Sensibility Rating, this is, the lowest sensitivity of the three categories presented in Schedule A8 of bylaw 432.

Sakinaw Lake has an area of 686 hectares. It is highly stratified with a salt water bottom and fresh water top, creating the potential for noxious matter welling up near shore (Area A Water Master Plan) but supports significant federally- and provincially-listed fish populations (e.g., Coho, Sockeye, Chum and Kokanee salmon, Steelhead trout and a resident species of cutthroat trout) and serves several spawning areas (Appendix 8 of Bylaw 432) (Sunshine Coast Regional District 1998c).

2.1 Vegetation

Plateau-area. There are very limited open areas on the small plateau where the single-family home is located. Most of the open area is covered by a patchy lawn and few ornamental plants (**Figure 2**). The plateau-area is separated from the slope-area descending to Sakinaw Lake by a manicured ornamental hedge (**Figure 2**).

Slope-area and surroundings. The province of British Columbia is divided in ecological units described as ecoprovinces, which are divided into ecoregion and subdivided into ecosections. The vegetation of the Garden Bay area and surrounding communities belongs to the Georgia Depression ecoprovince, the Lower Mainland ecoregion, the Georgia Lowland ecosection and is characterized as part of the very dry maritime variant of the Coastal Western Hemlock zone (CWHxm) (Ministry of Environment of British Columbia, 2016).

The vegetation of the slope-area and the areas surrounding the plateau-area forms part of the riparian vegetation of Sakinaw Lake and consists of tree species characteristic of second-growth forested including conifers such as Western red-cedar (*Thuja plicata*) and Douglas-fir (*Pseudotsuga menziesii*) and deciduous species such as Red alder (*Alnus rubra*) and few poplars (*Populus sp.*). The vegetation cover in the understory include sword ferns (*Polystichum munitum*) and woody shrubs such as salal (*Gaultheria shallon*), Oregon grape (*Mahonia aquifolium*) and Salmonberry (*Rubus spectabilis*) (**Figure 3**).

3.0 NORMATIVITY

3.1 OCP policies

Appendix 2 – *Environmentally Sensitive Areas* of the OCP identifies a 15 m setback designated as Lakeshore Vegetation Retention Area. This setback was established to reduce possible impacts to the vegetation and natural communities within the lakeshore. The single-family home on the Property is conforming with this policy (Sunshine Coast Regional District 1998b).

Appendix 8 – *Development Permit Areas* of the OCP identifies a 30 m Riparian Assessment Area around Sakinaw Lake. This assessment area is designated as Development Permit Area 1 – *Stream Riparian Area* (DPA 1). The OCP states that new developments must not occur within the DPA 1 to reduce possible impacts to the natural environment. The single-family home on the Property, developed before the OCP was adopted, is located within DPA 1, therefore is existing and non-conforming with this policy (Sunshine Coast Regional District 1998c). Nevertheless, it is important to notice that Section 4.17 of the OCP indicates the Sunshine Coast Regional District may give consideration to additions to existing non-conforming lakefront dwellings for additions no greater than 28m² (300 sq ft) such as deck space. The proposed renovation detailed in this report does not increase the total area of the main floor but only proposes to increase the existing deck area by 261 sq. ft. Section 4.17 of the OCP is discussed on the context of the new development on Section 4 of this report.

3.2 Bylaw 337 policies

Section 1041.3a-c of the bylaw identifies construction requirements for sitting structures on Rural Residential C Zone (RU1C) including minimum setbacks from the front, back and side parcel lines. The single-family home on the Property conforms with these requirements.

Section 516.1c of the bylaw identifies a 20 m setback from the natural boundary of Sakinaw Lake for the purpose of flood protection. Although new footings for the extended deck may be located within this setback, the risk to the structure from flooding is considered negligible since the proposed extended deck will be located approximately 21 meter above Sakinaw Lake (vertical distance).

4.0 PROPOSED ACTIVITIES AND DISCUSSION

The proposed activities needed to develop an expanded deck will require a demolition and a construction phase. Demolition and construction activities may have a deleterious effect on the biological continuity and functioning of the riparian area of Sakinaw Lake if done without taking mitigation measures to prevent such deleterious effects. Detailed requirements for demolition and construction phases are described below.

Demolition requirements. Demolition of current main floor deck, will be needed (**Figure 4A**). All the necessary demolition work will be done on the developed plateau-area of the Property without perturbing or modifying the vegetation of the slope-area of the Property. Mitigation measures to minimize possible impacts to the slope-area of the Property are described in Section 5 of this report.

Construction requirements. After demolition and cleaning work is completed, excavation and foundation work will take place. The proposed expansion will increase the total surface area of deck space from 793 sq ft to 1054 sq ft (**Figure 4B**). This increase in surface area (*i.e.*, 261 sq ft) is below the limit the Sunshine Coast Regional District may consider as an allowable extension for deck space on non-conforming lakefront dwellings under Section 4.17 of the OCP.

The new foundation work will require 13 new footings and two new concrete foundations all located on the developed plateau-area of the Property. Only one additional new footing will be located outside the plateau-area (**Figure 5**).

The new foundation work needed for the construction of the expanded deck will likely have a negligible or minimal deleterious effect on the biological continuity and functioning of the riparian area of Sakinaw Lake for the following reasons:

- 13 of the 14 new footings will be located on the already developed plateau-area (**Figures 2 and 4**).
- Only one new footing will be located immediately after the ornamental hedge separating the plateau- from the slope-area. This one single footing will occupy 6.25 sq ft (**Figure 5**). The area where this new footing will be located is currently occupied by few sword ferns (*Polystichum munitum*), salal (*Gaultheria shallon*) and few patches of the grass used as lawn on the other side of the hedge (**Figure 3B**).
- The excavation work needed for the new footings will be done using only hand tools, significantly reducing soil compaction and stress on the slope edge associated with weight and vibration of machinery.
- All demolition and construction work will be performed following the mitigation measures described in the following section.

Detailed mitigation and compensation measures to minimize potential deleterious effects on the riparian area of Sakinaw Lake associated with the demolition and construction work previously described are listed in the following section.

4.0 MITIGATION MEASURES

Coastal Raintree Consulting offers the following mitigation measures and recommendations to be implemented:

Demolition and Construction Phase:

- No construction or demolition work shall be performed on the slope-area of the Property or any other section of the riparian area of Sakinaw Lake with exception of the footing required for the construction of the new extended deck as indicated in this report.
- The Sakinaw Lake riparian area in or outside the Property shall not be used, neither temporally nor permanently, to place, store or dispose any demolition or construction material, debris or waste.
- To minimize the possibility of negatively impacting the riparian vegetation on the slope-area of the Property or adjacent riparian area of Sakinaw Lake, as well as to prevent potential soil particles from reaching the water, a temporary protective fence and silt barrier should be placed on the plateau-area, adjacent to the ornamental hedge, for the duration of demolition and construction work. The structure should serve as a sturdy barrier to prevent accidental deposition and roll down of soil, demolition debris or construction materials.
- Heavy machinery shall not be used or placed on the edge of, or directly on, the slope-area of the Property.
- Native vegetation on the slope-area of the Property and the riparian area of Sakinaw Lake shall not be trimmed, replaced or removed without written authorization from the Sunshine Coast Regional District.
- It is recommended to use native species in any revegetation or landscaping work around the new constructed areas. The vegetation should compensate for the 6.25 sq ft of vegetation removed for construction on the slope-area. It is recommended to seek written approval from the Sunshine Coast Regional District prior to any revegetation work within the riparian area of the Property.
- A Qualified Environmental Professional may be retained to perform regular environmental monitoring during the demolition, foundation and construction phase of the project. Monitoring should be carried out to ensure:
 - All development activities remain within the authorized area;
 - Protective structures (*i.e.*, fencing and silt barriers) are in good working order.
 - All equipment is in good working order, free of leaks and contaminants.

Additional recommendations for future Landscaping work:

- Plant species native to the Sunshine Coast should be included and prioritized as part of the landscaping elements of the riparian area within the Property. The use of pollinator- and bird-friendly species is encouraged. Native species should be suitable for the light and soil conditions of the slope and promote

slope stability, soil erosion control and enhance habitat for other native species.

- To allow for water infiltration into the ground, the use of soil and landscaping permeable materials rather than impervious materials (e.g., cement) is recommended.

5.0 PROFESSIONAL OPINION

Based on the observations presented in the report and the criteria listed on the Egmont / Pender Harbour Official Community Plan (Bylaw 432), its appendixes, and Bylaw 337, is our professional opinion that the construction of the extended deck as currently planned, may not have a significant ecological impact on the riparian area of Sakinaw Lake. In addition, measures and recommendations suggested in this report will mitigate for potential effects associated with the proposed development.

Additionally, we recommend that Mr. and Mrs. Couling explore the possibility of registering a natural state covenant with the Sunshine Coast Regional District in order to ensure that the biological, recreational and aesthetic value of the riparian area of Sakinaw Lake is preserved for current and future generations.

6.0 REFERENCES

- BC Assessment. e-ValueBC website. Online at: <https://evaluatebc.bccassessment.ca/>. Accessed on February 3, 2017.
- Sunshine Coast Regional District. 2007. Area A Water Master Plan. Online at: <http://www.scrd.ca/files/File/Infrastructure/Water/AAWMP%202011%20Update%20Report%20Adopted%2011-03-2011.pdf>. Accessed on February 1, 2017.
- Sunshine Coast Regional District. 1998a. Area A - Egmont and Pender Harbour Official Community Plan (Bylaw 432). Online at: <http://www.scrd.ca/files/File/Community/Planning/Area%20A%20OCP%20-%2026%20February%2009%20Consolidated.pdf>. Accessed on January 31, 2017.
- Sunshine Coast Regional District. 1998b. Area A - Egmont and Pender Harbour Official Community Plan (Bylaw 432). Appendix 2. Online at: <http://www.scrd.ca/files/File/Community/Planning/Area%20A%20OCP%20Appendix%202%20Environmentally%20Sensitive%20Areas.pdf>. Accessed on January 31, 2017.
- Sunshine Coast Regional District. 1998c. Area A - Egmont and Pender Harbour Official Community Plan (Bylaw 432). Appendix 8. Online at: <http://www.scrd.ca/files/File/Community/Planning/Area%20A%20OCP%20Appendix%208%20Development%20Permit%20Areas.pdf>. Accessed on January 31, 2017.
- Sunshine Coast Regional District. 2016. Zoning Bylaw 337 (Consolidated). Online at: <http://www.scrd.ca/files/File/Community/Planning/Bylaws/2016-Aug-12%20Bylaw%20337%20Consolidated.pdf>. Accessed on February 1, 2017.

7.0 CLOSURE STATEMENT

Conclusions and recommendations presented within this report are based on visual site inspections, written and personal communications and electronic messages with Walter R. Powell and public information that was reviewed at the time of this investigation. This report has been prepared based on the scope of work and for the sole use of Walter R. Powell, which includes distribution as required for the purposes for which this assessment was commissioned.

This Evaluation of potential environmental effects and mitigation measures report was completed in general accordance with the *Riparian Areas Protection Act* (2016). No other warranty is made, either express or implied. Professional judgment has been applied in developing the recommendations in this report. This report was prepared by personnel with professional experience in Investigations of this nature and who specifically conducted the investigations at this Property.

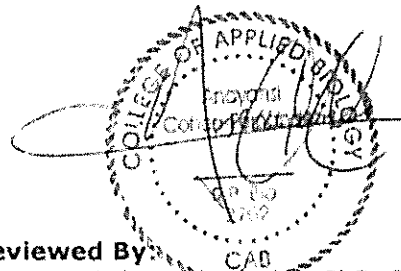
Reference should be made to the 'Evaluation of potential environmental effects and mitigation measures - General conditions' in **Appendix A** that forms a part of this report.

We trust this information will prove useful. If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,



Prepared By:
David A. Galvez, PhD.
Environmental Scientist
Coastal Raintree Consulting
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Reviewed By:
Anayansi Cohen-Fernandez, PhD, RPBio
Environmental and Land Reclamation
Specialist
Senior Reviewer
Coastal Raintree Consulting
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FIGURES



Figure 1. Location of the Property. The Property (red polygon) is occupied by a single-family home (blue arrow, centre of the figure) and a small boathouse (blue arrow, top left corner). The riparian area of Sakinaw Lake (i.e., a 30 m setback) is indicated by the parallel blue lines. Adapted from: SCR D Maps.

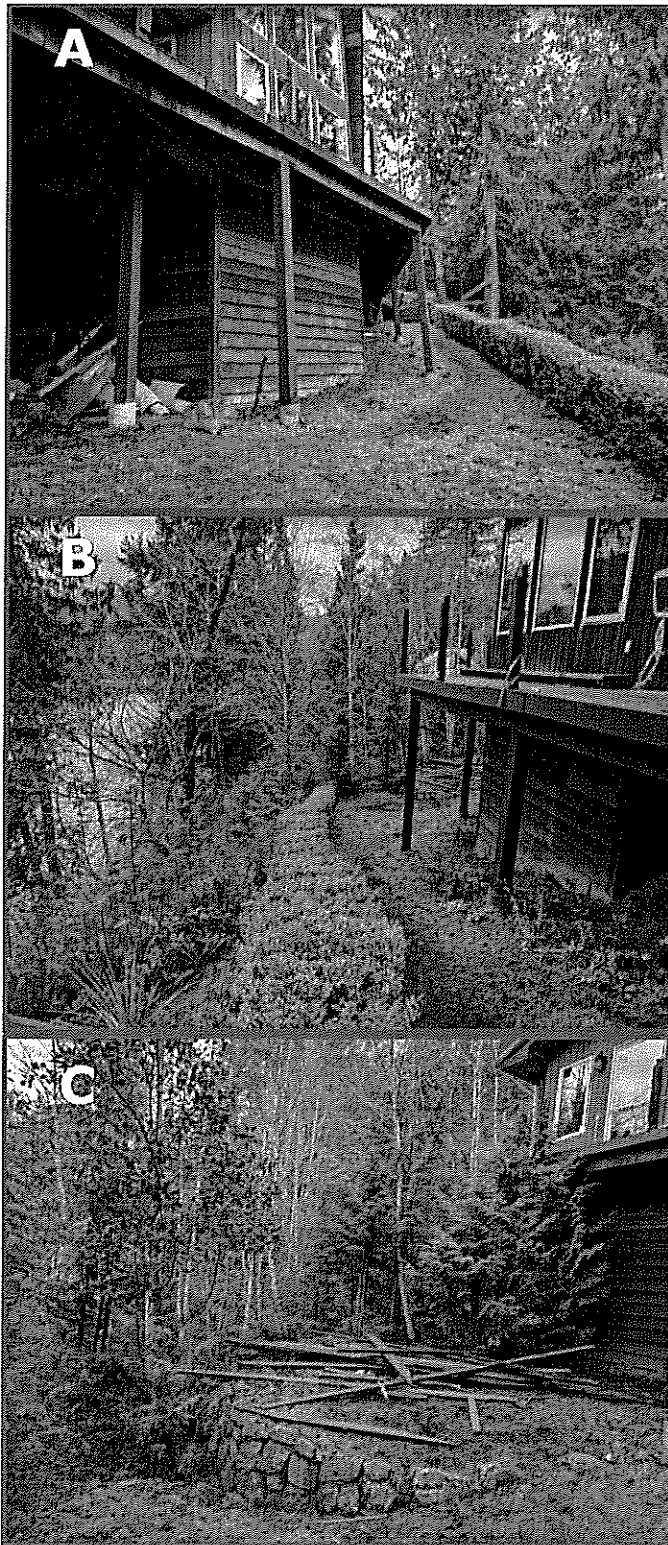


Figure 2. Vegetation of the plateau-area. The limited open space surrounding the single-family home on the Property is covered with few patches of lawn (A and B). A manicured hedge serves as physical barrier between the plateau-area and the slope-area leading to Sakinaw Lake (B). Vegetation in the plateau-area is characteristic of second-growth forest (C).

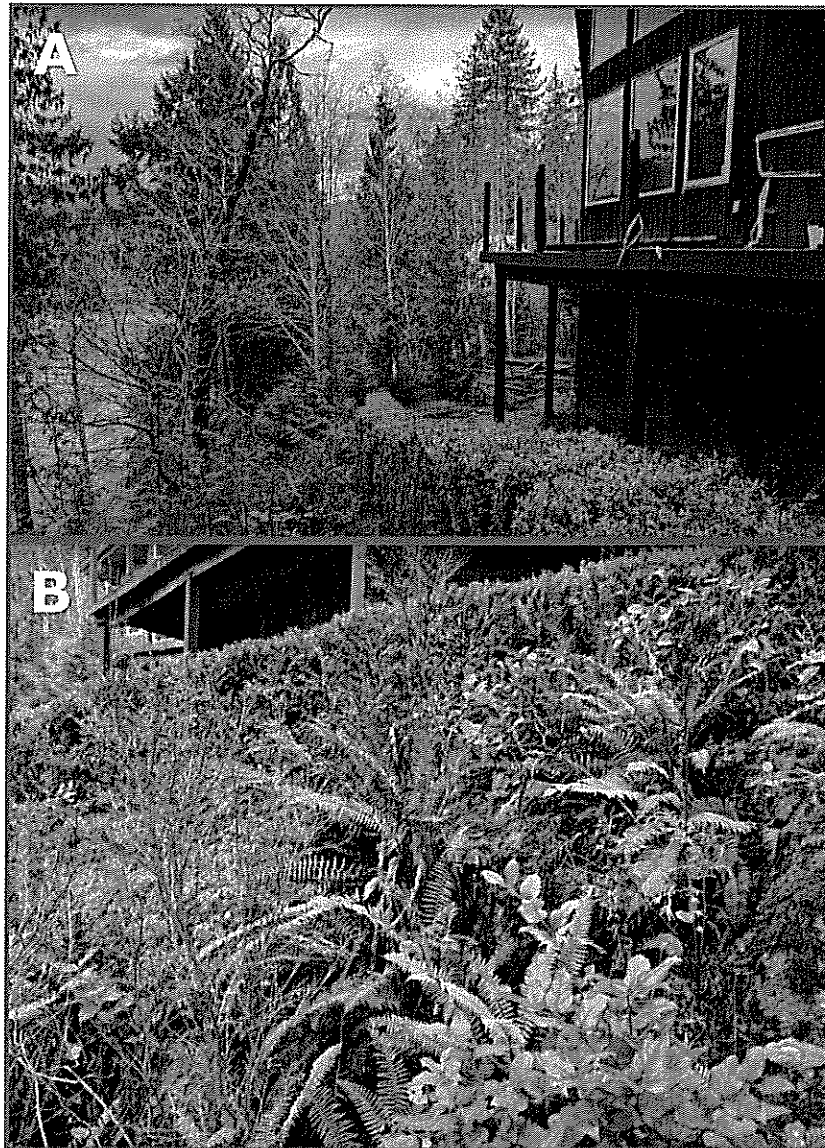


Figure 3. Vegetation of the slope-area. The vegetation on this area consists of tree species characteristic of second-growth forested areas including conifers such as Western red-cedar (*Thuja plicata*) and Douglas-fir (*Pseudotsuga menziesii*) and deciduous species such as Red alder (*Alnus rubra*) and few poplars (*Populus* sp.) (A). The vegetation cover in the understory include sword ferns (*Polystichum munitum*) and woody shrubs such as salal (*Gaultheria shallon*) and Oregon grape (*Mahonia aquifolium*) (B).

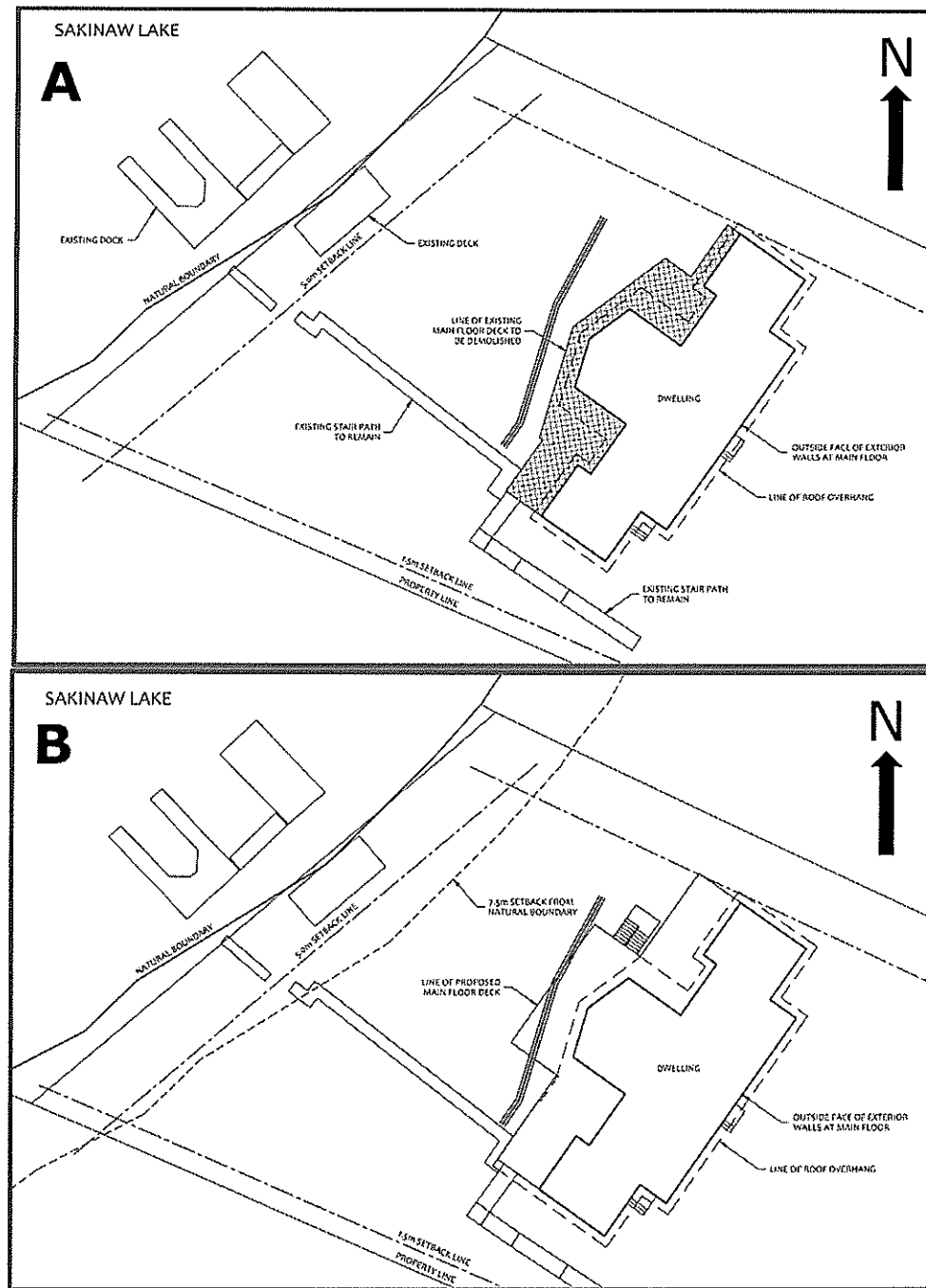


Figure 4. Existing (A) and Proposed (B) Plan Sites. The existing main floor deck to be demolished is indicated in panel A. The proposed main floor extended deck is indicated in panel B. The approximate location of the ornamental hedge separating the plateau- from the slope-area is indicated on both panels as a green line (Please refer to Section 2 of this report for details). Adapted from: Sunshine Coast Home Design.

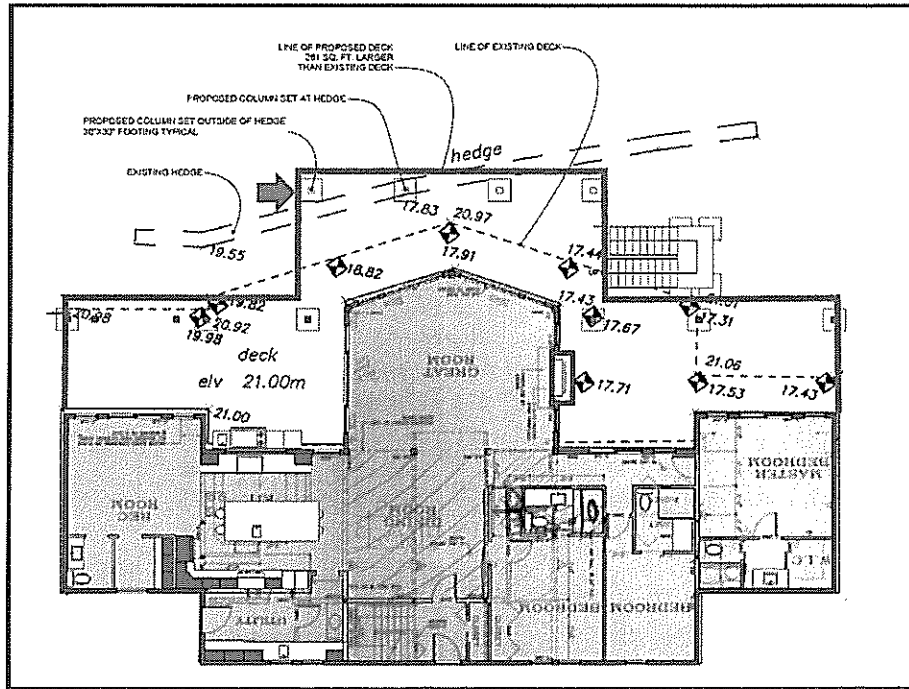


Figure 5. Proposed extended deck. The perimeter of the new extended deck is indicated by the red line. Thirteen of the fourteen new footings needed to develop the new extended deck will be located on the developed plateau-area of the Property. Only one new footing (indicated by the blue arrow) will be located on the other side of the ornamental hedge separating the plateau- from the slope-area. The approximated location of the hedge is indicated by parallel green lines. Adapted from: Sunshine Coast Home Design.

APPENDIX A

General Conditions of This Report

EVALUATION OF POTENTIAL ENVIRONMENTAL EFFECTS AND MITIGATION MEASURES - GENERAL CONDITIONS.

This report incorporates and is subject to the following General Conditions.

1.0 USE OF REPORT AND OWNERSHIP

This report pertains to a specific site, a specific development, and a specific scope of work. It is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site or proposed development would necessitate a supplementary investigation and assessment.

This report and the assessments and recommendations contained in it are intended for the sole use of Coastal Raintree Consulting's client. Coastal Raintree Consulting does not accept any responsibility for the accuracy of any of the data, the analysis or the recommendations contained or referenced in the report when the report is used or relied upon by any party other than Coastal Raintree Consulting's Client unless otherwise authorized in writing by Coastal Raintree Consulting.

Any unauthorized use of the report is at the sole risk of the user. This report is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of Coastal Raintree Consulting. Additional copies of the report, if required, may be obtained upon request.

2.0 NOTIFICATION OF AUTHORITIES

In certain instances, the discovery of hazardous substances or conditions and materials may require that regulatory agencies and other persons be informed and the client agrees that notification to such bodies or persons as required may be done by Coastal Raintree Consulting in its reasonably exercised discretion.

3.0 INFORMATION PROVIDED TO COASTAL RAINTREE CONSULTING BY OTHERS

During the performance of the work and the preparation of the report, Coastal Raintree Consulting may rely on information provided by persons other than the Client. While Coastal Raintree Consulting endeavours to verify the accuracy of such information when instructed to do so by the Client, Coastal Raintree Consulting accepts no responsibility for the accuracy or the reliability of such information which may affect the report.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

AUTHOR: Lesley-Ann Staats, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT DVP000013 (BACKEDDY) – ELECTORAL AREA A

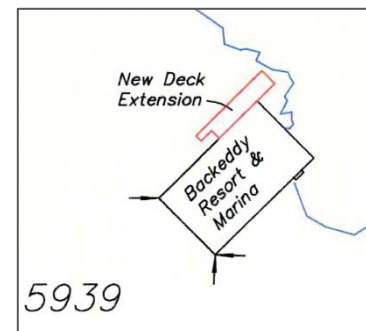
RECOMMENDATIONS

THAT the report titled Development Variance Permit DVP000013 (Backeddy) – Electoral Area A be received;

AND THAT Development Variance Permit DVP000013 to relax Section 516(1)(a) of *Zoning Bylaw No. 337, 1990* from 7.5 metres to 1.0 metres and to relax Section 821.2(1)(b) of *Zoning Bylaw No. 337, 1990* from 1.5 metres to 1.0 metres, be issued subject to addressing any comments from the *shíshálh* Nation received within the 60 day referral period.

BACKGROUND

The SCRD has received a development variance permit application to vary Zoning Bylaw No. 337 to relax both the 7.5 metre ocean setback and 1.5 metre rear parcel line setback to 1.0 metres to allow the construction of a deck extension. The purpose of the deck extension is to connect two existing decks to provide access (by minors accompanying their families) to an outdoor seating area and a covered area for guests to wait while tour boats load and unload. The application, in part, is enclosed as Attachment A.



The subject commercial waterfront property is located at the end of Backeddy Road in Egmont, as shown in Figure 1 below.

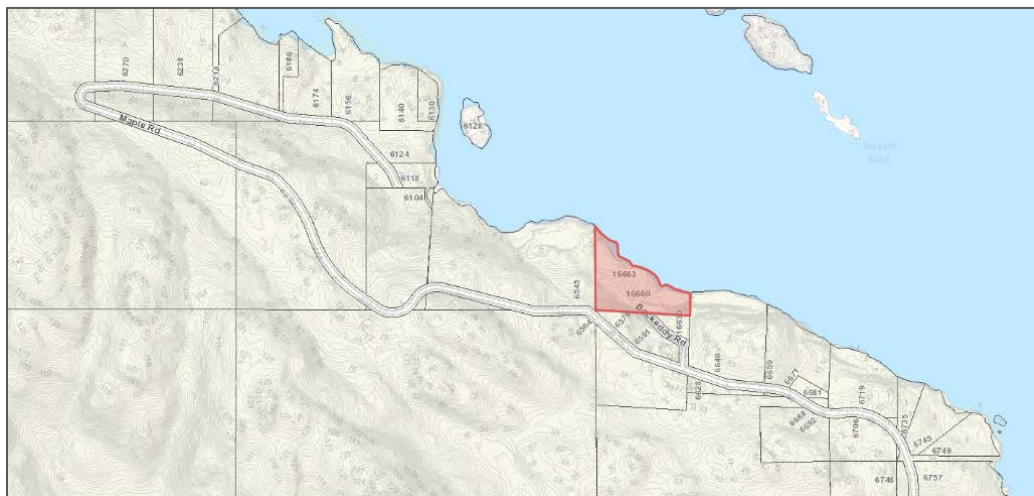


Figure 1: Location Map

The Backeddy Pub and Resort is built on a site with a marina developed on the foreshore. There is an existing 'front' deck that partially cantilevers over the ocean across the waterfront side (east) of the building. Along the north side of the building there is an existing deck with an access ramp. The intent of this application is to extend the side deck to connect it to the front deck. The figure on the right shows the new deck extension (but does not show the existing decks). A more detailed site plan is included in Attachment A.

Below is a table that summarizes the application.

Owner / Applicant:	Richard Bryant / George Pitman
Civic Address:	16660 Backeddy Road, Egmont, BC
Legal Description:	District Lot 5939 Group 1 New Westminster District, PID 015-818-471
Electoral Area:	A – Egmont / Pender Harbour
Parcel Area:	(1.82 hectares)
OCP Land Use:	General Commercial
Land Use Zone:	C3 (Commercial Three) – Zoning Bylaw No. 337
Application Intent:	Build a deck extension to connect two existing decks for the purpose of providing access to an outdoor seating area accessible by minors and provide a covered area for guests waiting to load and unload boats.

Table 1 - Application Summary

The purpose of this report is to obtain direction from the Board on issuance of the Development Variance Permit.

DISCUSSION

The Egmont / Pender Harbour Official Community Plan (neither existing Bylaw No. 432 nor proposed new OCP Bylaw No. 708), does not have specific policies that apply to this variance request.

The Commercial Three (C3) zone under Zoning Bylaw No. 337 permits a neighbourhood pub, a restaurant, a marina, and a lodge among a range of other uses. For the purpose of flood protection, Bylaw 337 requires any part of a building to be located at least 7.5 metres from the natural boundary of the ocean. The existing building is lawfully non-conforming as it was constructed prior to SCRD zoning. It is located within the waterfront setback with a corner of the building and decks partially cantilevering over the ocean. Building Permit 13802 was obtained in 2016 to repair damage to the existing lawfully non-conforming deck on the waterfront side. The owners could not build a deck extension without first obtaining a development variance permit, hence this application.

The applicant submitted a survey that identifies an existing concrete retaining wall, with plans to pin a new concrete support post to the wall.

Staff consider the impacts of the proposed deck extension to be minimal, since the building is already in place, the new post within the setback will be pinned to an existing concrete retaining wall, and the deck is built on the second story and thus is not likely to be impacted by a flood.

Two sections under Zoning Bylaw No. 337, 1990 will require a variance for the proposal to proceed:

- Section 516(1)(a) to relax the 7.5 metre ocean setback to 1.0 metres; and
- Section 821.2(1)(b) to relax the rear parcel line setback from 1.5 metres to 1.0 metres.

Staff recommends that the Board issue Development Variance Permit DVP000013 to relax Section 516(1)(a) of *Zoning Bylaw No. 337, 1990* from 7.5 metres to 1.0 metres and to relax Section 821.2(1)(b) of *Zoning Bylaw No. 337, 1990* from 1.5 m to 1.0 metres, subject to addressing any comments from the *shíshálh* Nation received within the 60 day referral period (to June 5, 2017).

Alternatively, the Board may deny issuance.

Consultation

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

Referral	Comments
SCRD Building Department	No objections
<i>shíshálh</i> Nation	Awaiting comments (due June 5, 2017)
Advisory Planning Commission	The APC supported the variance request at its meeting in April.
Neighbouring property owners/occupiers	No comments received to date.

Staff notified neighbours within a one hundred (100) metre radius of the subject property, as per the Planning and Development Fees and Procedures Bylaw 522 and Section 499 of the *Local Government Act*. Letters were mailed to neighbouring residents on April 4, 2017.

Timeline for next steps or estimated completion date

This application is scheduled to be considered at the May 25, 2017 Board meeting. Issuance of the development variance permit will be withheld until comments are received from the *shíshálh* Nation or June 5th, the end of the referral period.

CONCLUSION

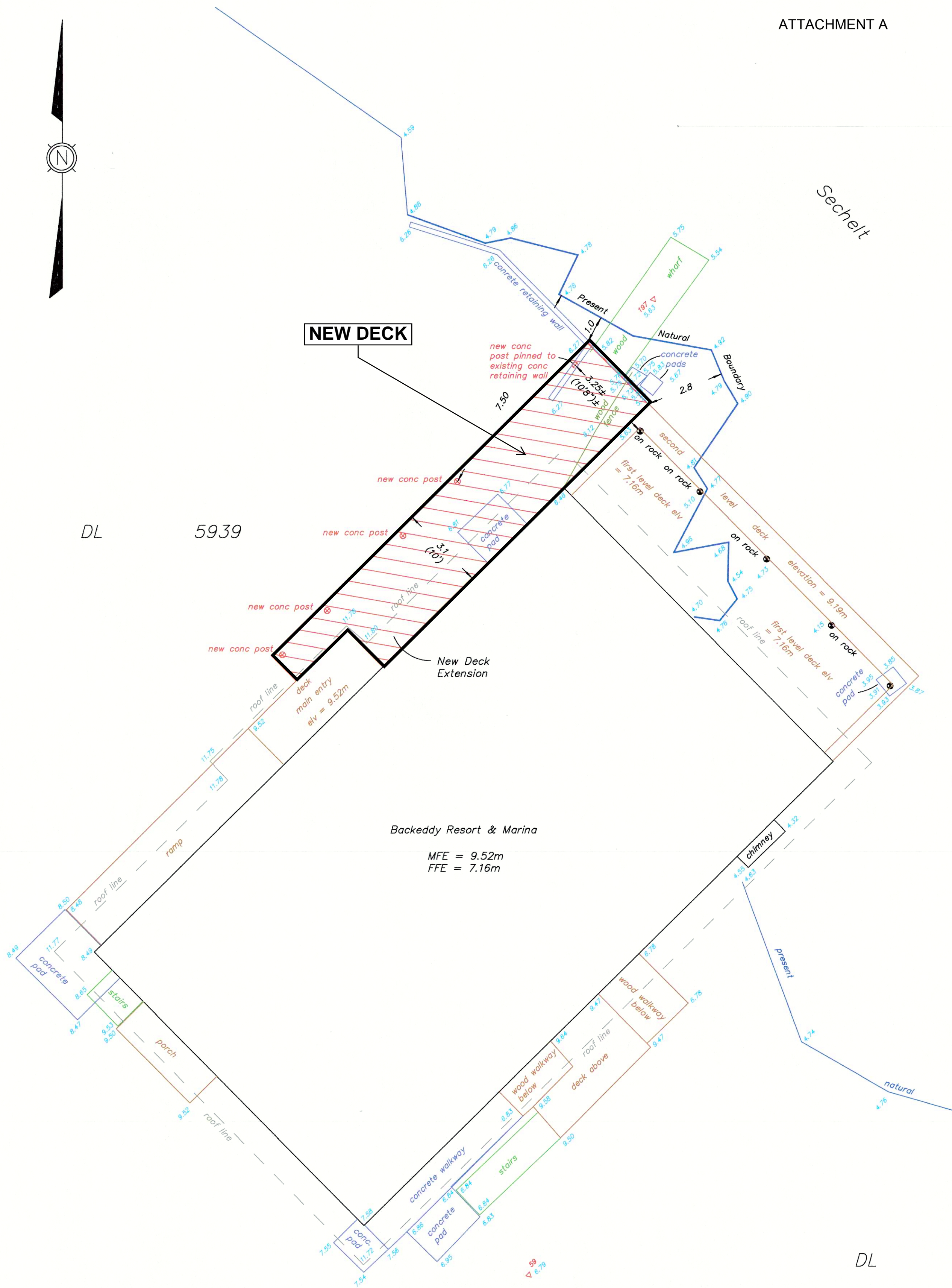
The DVP application is to relax the 7.5 metre ocean setback to allow the construction of a deck extension to connect two existing decks. The purpose of the deck extension is to provide access (by minors accompanying their families) to an outdoor seating area and a covered area for guests to wait while tour boats load and unload.

Staff recommends issuing the DVP.

Attachments

Attachment A – DVP Application

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



This variance is sought to respond to guest requests for (1) access to an outdoor seating area accessible by minors, and adjacent to an existing licensed deck, and (2) provide a covered area for owners loading and unloading boats, and for guests awaiting tour boats.

- 1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw. Please elaborate how the requested variance meets these criteria:**

The requested variance will not result in any physical disturbance of the riparian area, nor require any change at ground level. Only a very small percentage of the proposed structure under the requested variance will increase the amount of overhang above the protected area.

- 2. The variance should not adversely affect adjacent or nearby properties or public lands. Please elaborate how the requested variance meets these criteria:**

The nearest adjacent lands on either side are approximately 200 metres from the site of the requested variance, and have no direct sight line onto the site of the proposed structure.

- 3. The variance should not be considered a precedent, but should be considered as a unique solution to an unusual situation or set of circumstances. Please elaborate how the requested variance meets these criteria:**

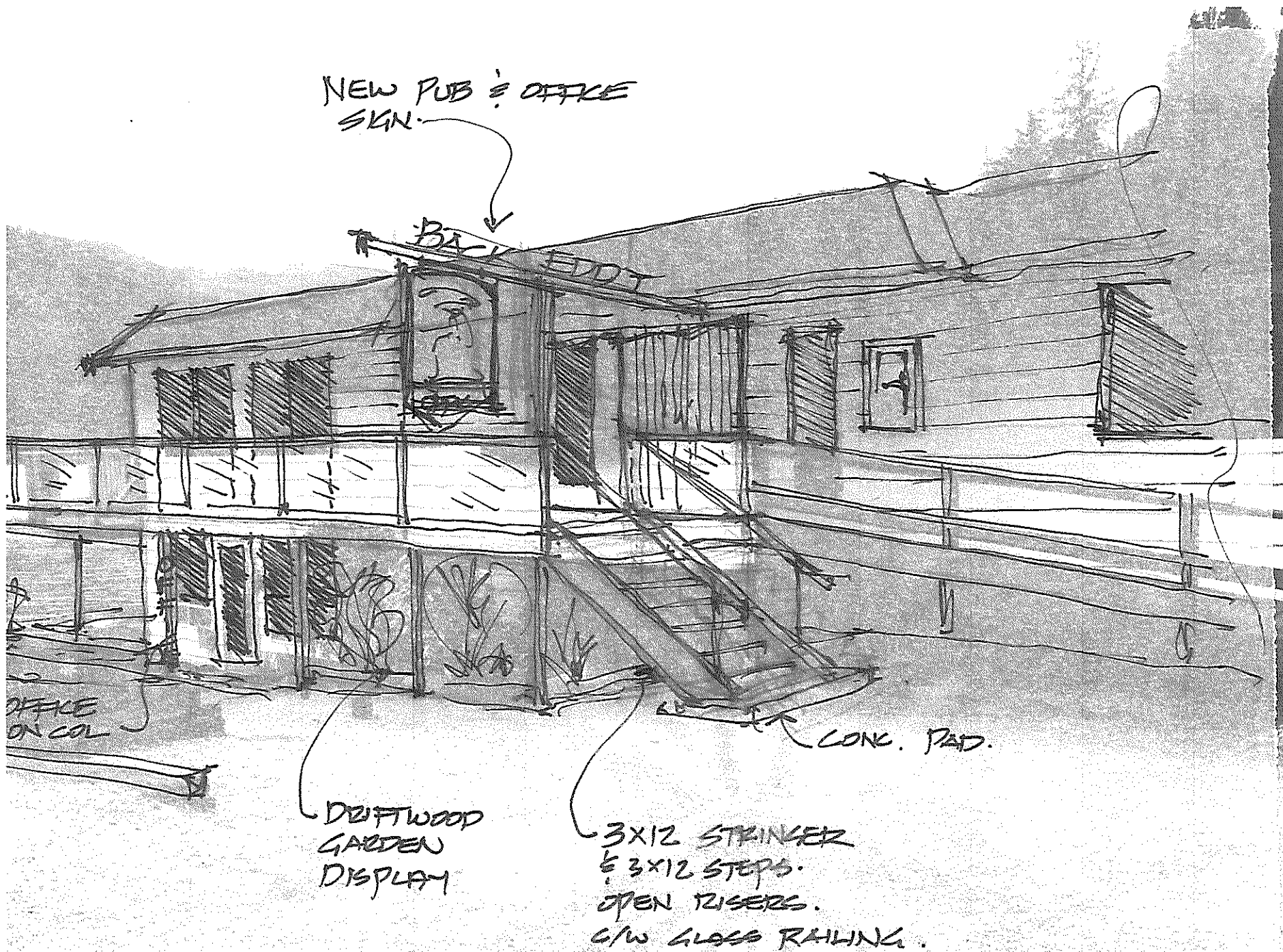
The structure proposed would (1) provide access to an outdoor seating area accessible by minors, and adjacent to an existing licensed deck, and (2) provide a covered area for owners loading and unloading boats guests awaiting tour boats. These are valuable benefits to resort guests and the situation is unique to this resort.

- 4. The variance represents the best solution for the proposed development after all other options have been considered. Please elaborate how the requested variance meets these criteria:**

There is only one location that provides a solution to the desired outdoor seating for families accompanied by minors, and a covered waiting area for tour guests.

- 5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property. Please elaborate how the requested variance meets these criteria:**

The proposed structure will be a wrap-around extension of the existing deck, and will enhance the building's appearance from land and water, and will improve its functionality. It will not change the natural site characteristics and will have no adverse effect on the environment.



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 11, 2017

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

SUBJECT: PRIVATE DONATION TO IMPROVE ACCESSIBILITY AT KATHERINE LAKE PARK

RECOMMENDATIONS

THAT the report titled Private Donation to Improve Accessibility at Katherine Lake Park be received;

AND THAT the SCRD accept the offer of a private donation to improve accessibility at Katherine Lake;

AND THAT the Katherine Lake Park Accessibility Project in the amount of \$20,000, funded by donation, be approved and included in the 2017 Budget;

AND FURTHER THAT the 2017-2021 Financial Plan be amended accordingly.

BACKGROUND

Katherine Lake Park attracts over 25,000 visitors a year to enjoy its natural beauty, safe lake access, sandy beach and family oriented camping. The SCRD has made areas of the park accessible to all users although access to the beach can be difficult to users with mobility challenges.

In 2016 the SCRD was approached by a member of the community interested in donating to an improvement project in the vicinity of the Garden Bay area.

After discussion with SCRD staff the donor has decided that the accessibility improvements at Katherine Lake project meets their current donation desires. Accessibility improvements include creating drop-off areas, building accessible trails and installing accessible furniture.

Over the years, SCRD and the community have benefited from generous donations such as the one proposed. Groups and individuals making contributions for community benefit enable important projects to be completed.

Staff are developing a Legacy Program that will formalize this process. Research done towards this program was leveraged in analyzing this opportunity.

DISCUSSION

Options and Analysis

Katherine Lake is a full service park that includes washrooms, tent and RV camping, trails, playground, picnic areas and a lakeside beach. Many of these facilities have been upgraded to

become accessible to users with mobility challenges but access to the beach and picnic area can be difficult due to slope and rough ground.

Over the years Parks staff have had discussions with on-site caretakers and park users regarding improvements that could be made to make the park more accessible for all users.

Accessibility improvements benefiting from the donation include:

- Regrade and surface access trails from RV campsite and road
- Improve drop off zones
- Build new access from kiosk to picnic and beach area
- Install accessible park furniture

The estimated cost to provide these improvements is \$20,000.00.

The suggested improvements are shown on the site plan attached as Attachment A.

Financial Implications

The donor has expressed an interest in funding this project. SCRDC costs to implement the project would include staff time for design, procurement and on-site construction supervision.

The donation funds will assist in developing the accessible trails and purchasing furniture. Once established, maintenance of these improvements will be minimal and can be accomplished through the current park maintenance regime.

Including this project into the work plan would require an amendment to the 2017-2021 Financial Plan to recognize the donation and capital project totaling \$20,000.

The SCRDC must adhere to strict regulations from the Canada Revenue Agency (CRA) in regards to the treatment and recognition of donations. It is the responsibility of the Chief Financial Officer to ensure these conditions are met in advance of any donations, which have been satisfied in this situation.

Timeline for next steps or estimated completion date

Katherine Lake campgrounds opening day is May 19, 2017. Any work constructed after this time would be arranged with the caretakers in an effort to reduce impact on park users during busy periods.

Communications

Staff will ensure that an appropriate recognition sign will be installed within the park to honour the benefactor of the project. While the forthcoming Legacy Program will provide detailed guidance on recognition, staff recommend, based on past SCRDC and peer practice that the following recognition be made:

- a) letter of thank you from Chair of Board
- b) permanent signage within the park noting the donation.

STRATEGIC PLAN AND RELATED POLICIES

The We Envision document promotes accessibility and well-being of the population. This project is consistent with the following statement: *“a community that promotes the health and well-being of its entire population, where health disparities among vulnerable populations are minimized and where people have access to the services they need to thrive at all stages of life.”*

A related strategic priority is to facilitate community development.

CONCLUSION

Through partnership with a donor from the community the SCRD has an opportunity to improve accessibility at Katherine Lake Park for users with limited mobility.

It is recommended that the SCRD accept this donation and begin work at the park to improve accessibility.

Attachment A: Katherine Lake Campground Site Layout

Reviewed by:			
Manager	X - A. Allen X - K. Preston X - K. Robinson	Finance	X - T. Perreault
GM	X - I. Hall	Legislative	
CAO	X – J. Loveys	Other	

ATTACHMENT A



**SUNSHINE COAST REGIONAL DISTRICT
POLICING COMMITTEE
April 20, 2017**

MINUTES OF THE SUNSHINE COAST POLICING COMMITTEE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT 1975 FIELD ROAD, SECHELT, BC.

PRESENT:

(Voting Members)

Director, Electoral Area E, Chair
Sechelt Indian Government District
Director, Electoral Area A
Director, Electoral Area D
Director, Electoral Area B, SCRD Chair
Director, Electoral Area F
Councillor, District of Sechelt
Councillor, Town of Gibsons
School District #46 Trustee

Lorne Lewis
Keith Julius
Frank Mauro
Mark Lebbell
Garry Nohr
Ian Winn
Doug Wright
Jeremy Valeriotte
Greg Russell

ALSO PRESENT:

(Non-Voting)

RCMP
ICBC
SCRD Chief Administrative Officer
SCRD, Admin. Assist. Infrastructure Services
Media – Coast Reporter
Media – The Local
Media – CKAY

S/Sgt. Vishal Mathura
Harvey Kooner
Janette Loveys
Tracey Hincks
Sean Eckford
Donna McMahon
Tommy Wong

CALL TO ORDER

1:30 p.m.

AGENDA

The agenda was adopted as presented.

PETITIONS AND DELEGATION

Mr. Harvey Kooner, ICBC, shared pictures from road safety engagement activities presented at the Elphinstone and Chatelech Secondary Schools. Kevin Brooks was a guest speaker who shared his story with the students.

The Chair thanked Mr. Kooner for his presentation.

MINUTES**Recommendation No. 1** *Minutes*

The Sunshine Coast Policing Committee recommended that the minutes of January 19, 2017 be received.

COMMUNICATIONS**REPORTS****Recommendation No. 2** *Monthly Crime Statistics – December 2016*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for December 2016 be received.

Recommendation No. 3 *Monthly Crime Statistics – January 2017*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for January 2017 be received.

Recommendation No. 4 *Monthly Crime Statistics – February 2017*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for February 2017 be received.

Recommendation No. 5 *Monthly Crime Statistics – March 2017*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for March 2017 be received.

Recommendation No. 6 *RCMP Monthly Report*

The Sunshine Coast Policing Committee recommended that RCMP Monthly Report for the period 2017-01-01 to 2017-03-31 be received.

Staff Sergeant Mathura gave a verbal report on crime on the Sunshine Coast.

Highlights of Reporting Period:

- *There was a break-in at gas station in Gibsons with cigarettes and lottery tickets stolen. No suspect arrested at this time.*
- *Heavy snowfall in February made driving conditions treacherous causing two rollover accidents.*
- *RCMP joined the Sunshine Coast Special Olympics annual friendly basketball game.*
- *Janga the new police dog is now 10 weeks old and has begun his training regime.*
- *As part of ICBC's Operation Hang-Up, the RCMP targeted distracted drivers in March. Distracted driving second leading cause of car crash fatalities in BC.*

- *A report of someone carrying a shotgun in a residential neighbourhood in Lower Gibsons caused RCMP to close several blocks as a precautionary measure. It was determined that the suspect was shooting at crows with a pellet gun.*
- *The former Gibsons RCMP building has been in the news as Habitat for Humanity and the Town of Gibsons is interested in the development of the property for affordable housing.*

NEW BUSINESS / ROUNDTABLE

Stabbing

There was a serious stabbing in Gibsons where victim was medevac'd to Vancouver for treatment.

Policing Priorities

Policing Priorities will be requested soon from the SCRD.

Police Boat

RCMP have a new police boat that can have four officers on board. The new vessel enables more winter patrols and is stationed in Gibsons.

Marijuana

Marijuana won't be legalized until next year. RCMP expected to conduct enforcement actions however marijuana is still illegal for now. The District of Sechelt has an Odor Bylaw. Currently marijuana concerns are on the SCRD's workplan and results will be presented at a future Planning and Community Development Committee meeting.

Fentanyl

No fatal overdoses on the Sunshine Coast since the last meeting.

RCMP Protest

The RCMP members on the Sunshine Coast have spearheaded a nationwide movement for better wages and a new contract. They have been covering the yellow stripes on their pants in protest. Members have been without a contract since January 2015 and have been given a right to form a union by the Supreme Court of Canada.

ADJOURNMENT 2:35 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION****April 25, 2017**

RECOMMENDATIONS FROM THE AREA A ADVISORY PLANNING COMMISSION MEETING
HELD IN THE LIBRARY AT PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE
COAST HWY, MADEIRA PARK, BC

PRESENT:	Chair	Alan Skelley
	Vice Chair	Janet Dickin
	Members	Alex Thomson Randy Picketts Sean McAllister Peter Robson Dennis Burnham Catherine McEachern
ALSO PRESENT:	Area A Director	Frank Mauro
	Recording Secretary	Kelly Kammerle
	Public	4
REGRETS:		Jane McOuat
		Tom Silvey
		Gordon Littlejohn
		Peter Robson
		Gordon Politeski

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

DELEGATIONS Andrew Allen, Manager, Planning & Development regarding the Area A
Official Community Plan Bylaw 708.

Mr. Powell (Architect for Couling) Development Variance Permit
Application DVP00012 present to answer questions from the Area A APC.

Peter Laurie & George Pitman (For Backeddy) Development Variance
Permit DVP00013 present to answer any questions from the Area A APC.

MINUTES

3.1 Area A Minutes

The Area A APC minutes of March 28, 2017 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of March 28, 2017
- Roberts Creek (Area D) APC Minutes of March 20, 2017
- Elphinstone (Area E) APC Minutes of March 22, 2017
- West Howe Sound (Area F) APC Minutes of March 28, 2017
- Planning and Community Development Committee Minutes of March 9, 2017

REPORTS

5.1 Development Variance Permit DVP00012 (Couling)

The APC recommends Approval of Development Variance Permit Application DVP00012 (Couling) with the following comments:

- Need neighbours consent from either side of Variance Application property.
- Structural buildings and posts must be within the 20 meter setback and the deck would only cantilever over the set back.
- As per SCRD Staff report a development permit for riparian assessment areas would be required prior to building permit issuance. Additionally, planning staff recommend a geotechnical assessment be completed due to the steep topography of the property.

5.2 Development Variance Permit DVP00013 (Backeddy)

The APC recommends Approval of Development Variance Permit Application DVP00013 (Backeddy) with the following comments:

- Subject to staff recommendations set out by the SCRD planning staff.

5.2 Update on BC Timber Sales Operations (2017-2021)

The APC received update on BCTS referral with the following comments:

- Brittain Lake needs fishery protection with the amount of logging projected to be done by the river area.
- Plans need to be in place when logging in watershed area.
- Concern of potential to destroy river banks and habitat.
- Concern with the negative impact on the environment and visual of cut blocks.
- The APC is in favour of logging as long as there is no environmental damage.
-

NEW BUSINESS

6.1 Chapman Water Treatment Plant Tour, May 12, 10-11am for Drinking Water Week

- Everyone is invited to attend.

Andrew Allen, Manager, Planning & Development regarding the Area A Official Community Plan Bylaw 708

- The Manager, Planning & Development attended our Area A APC Meeting and discussed zoning changes for Ruby and Sakinaw Lake in the Official Community Plan.
- The Area A APC would like to thank the Manager for attending our meeting and answering questions about changes to the OPC.

DIRECTOR'S REPORT

- The Area A Director Mauro provided a verbal report of his activities.

NEXT MEETING May 30, 2017

ADJOURNMENT 9:05 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA B - HALFMOON BAY
ADVISORY PLANNING COMMISSION****April 25, 2017**

RECOMMENDATIONS FROM THE AREA B ADVISORY PLANNING COMMISSION MEETING
HELD IN THE COOPERS GREEN COMMUNITY HALL AT COOPERS GREEN PARK, 5500
FISHERMAN ROAD, HALFMOON BAY, BC

PRESENT:	Chair	Frank Belfry
	Members	Bruce Thorpe Barbara Bolding Jim Noon Elise Rudland Joan Harvey Lorn Campbell
ALSO PRESENT:	Area B Director Recording Secretary Public	Garry Nohr Katrina Walters 1
REGRETS:	Members	Marina Stjepovic Walter Powell Alda Grames Eleanor Lenz

CALL TO ORDER 7:03 p.m.

AGENDA The agenda was adopted as presented.

MINUTES3.1 Area B Minutes

The Area B APC minutes of March 28, 2017 were adopted as presented.

3.2 Minutes

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes, March 28, 2017
- Roberts Creek (Area D) APC Minutes, March 20, 2017
- Elphinstone (Area E) APC Minutes, March 22, 2017
- West Howe Sound (Area F) APC Minutes, March 28, 2017
- Planning and Community Development Committee Minutes, March 9, 2017

REPORTS

5.1 Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove

The APC discussed the staff report regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove. The following concerns/points/issues were noted:

- The SCRD report states that the dock fronting the Common property was not there in 1999, but information was provided that the dock has been there for at least 50 years.
- Back in 2010 they applied for a subdivision and the APC did not support the subdivision; there was concern because of the private road access to the properties.
- They don't legally have access to their property by road (access is through private property).
- The existing dock is lawfully non-conforming.
- If you look at adjacent properties, everyone has a wharf.
- Think SCRD is not in support of the applications because the site in question is only 1 lot and also because the OCP designated it as future public recreation use.
- Understand that they (the SCRD) are trying to start a new standard.
- Why do the applicants need another dock if they are all family and it is strata? Think we need to stand by our policies.
- At best you can argue the case for two docks on the whole property.
- This is a high traffic area: does this new proposal interfere with marine traffic through the channel and into the marina?
- Staff is recommending they chose one dock.
- Suggest they take out two existing and build a new dock on lot 2.
- Suggest a motion to be in support of the dock fronting strata Lot 1; motion carried.
- Suggest a motion to be in support of the Common Property dock on the assumption that findings prove it to be legally non-conforming; motion carried.
- Suggest a motion to deny the new water lot in front of Strata lot 2; motion is carried.
- Two houses, two docks is more than sufficient; they are already big.

Recommendation No. 1 *Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove*

Regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove, the APC recommends that the SCRD support the application for specific permission for private moorage fronting Strata Lot 1 (Attachment A).

Recommendation No. 2 *Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove*

Regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove, the APC recommends that the SCRD support the application for specific permission for private moorage fronting Common Strata Property (Attachment C) if findings prove it to be legally non-conforming.

Recommendation No. 3 Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove

Regarding Crown Referrals 2411830, 2411831 and 2411832 (Pope for Brynelsen) for Private Moorages in Secret Cove, the APC recommends that the SCRD deny the application for specific permission for private moorage fronting Strata Lot 2 (attachment B) .

5.2 BCTS Referrals for Operations Plans 2017-2021

The APC discussed the staff report regarding BCTS Referrals for Operations Plans 2017-2021. The following concerns/points/issues were noted:

- Concern that the previous planner agreed, also in writing, never to cut in the CDF zone. However, the existing planner said he can't promise to honour this commitment...The APC requests that this commitment will be honored.
- Clarification of the last paragraph on p.34: "Further recommendations of this report include protecting/restoring mountain biking trails near cut blocks" should say "Further recommendations of this report include protecting/restoring **sanctioned** mountain biking trails near cut blocks"

6.1 Chapman Water Treatment Plant Tour

An invitation is extended for the tour on May 12, and a space can be reserved by calling 885-6800 ext. 6481

DIRECTOR'S REPORT

Director Nohr gave his report

NEXT MEETING Wednesday May 24, 2017. There will not be a meeting Tuesday May 23.

ADJOURNMENT 8:32 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA D ROBERTS CREEK
ADVISORY PLANNING COMMISSION

April 24, 2017

RECOMMENDATIONS FROM THE AREA D ADVISORY PLANNING COMMISSION MEETING
HELD IN THE ROBERTS CREEK LIBRARY AT 1044 ROBERTS CREEK ROAD, ROBERTS
CREEK, BC.

PRESENT:	Chair	Bill Page
	Members	Dana Gregory Gerald Rainville
ALSO PRESENT:	Area D Director Recording Secretary	Mark Lebbell Peggy Martin
ABSENT:	Members	Marion Jolicoeur Heather Conn Barry Morrow Nicola Kozakiewicz

CALL TO ORDER 7:05 p.m.

AGENDA The agenda was adopted as presented.

MINUTES3.1 Area D Minutes

The Area D APC minutes of March 20, 2017 were approved.

3.2 Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of March 28, 2017.
- Halfmoon Bay (Area B) APC Minutes of March 28, 2017.
- Elphinstone (Area E) APC Minutes of March 22, 2017.
- West Howe Sound (Area F) APC Minutes of March 28, 2017.
- Planning and Community Development Committee Minutes of March 9, 2017.

REPORTS

5.1 BCTS Referral for Operations Plans 2017-2021

- We strongly support the SCRD and their attempts to limit clear-cut logging on the Coast.
- Community watersheds should be designated as needing special protection and shouldn't be logged. They should be kept separate and apart, and protected like the Agricultural Land Reserve.
- With the issues concerning limited water availability from Chapman Lake, it makes protection of the watersheds an even more important part of the whole water availability on the Coast issue. We need to protect our forests and watersheds for current community development and for future generations living on the Coast
- The consequence of clear-cut logging is a loss of forest diversity. There is no diversity in the research forest. It looks like a farm, but not a forest. There are very few original forests left.
- Forests provide more than trees for logging, they are an important habitat and part of the tourism industry on the Coast. Cross country biking and large biking events (e.g. Sunshine Coaster and the BC Bike Race) are important forest-dependent events that spin off jobs and revenue in the local economy. Recreational biking, hiking, ecotourism, mushroom foraging, etc. are important for residents' health and livelihood.
- When there's no forest diversity, there will no interest in exploring the forest. There needs to be greater balance between short term gain (logging) vs. long term benefit of old growth and other mature forests to the community.
- We do not support harvesting in the 1,500 hectare "proposed Mt. Elphinstone Park".
- BC Timber Sales should be meeting with the community (face to face with residents and SCRD) to discuss whether harvesting timber on private land could be done in lieu of damaging certain ecosystems on Crown Land. Community consultation needs to be more open-minded.

Recommendation No. 1: The APC supports the SCRD in their negotiations with BC Timber Sales, as set out in the staff report: Update on BC Timber Sales Operations (2017-2021).

Recommendation No. 2: The APC believes the first sentence in Item 4 (page 1 of the report) is an important statement of principle should be a stand-alone item, to make it more forceful.

Recommendation No. 3: The second sentence in Item 4 (page 1 of the report) and sub-points (a) and (b) should be a separate item and labelled Item 5. This is a statement of principle, tempered by reality, but is strong enough to stand-alone.

NEW BUSINESS

Chapman Water Treatment Plant Tour, May 12 for Drinking Water Week – the invitation was received and members were encouraged to respond individually.

DIRECTOR'S REPORT

The Director's report was received.

Director Lebbell reiterated that he could be contacted via his website for further discussion.

NEXT MEETING May 15, 2017

ADJOURNMENT 8:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA E – ELPHINSTONE
ADVISORY PLANNING COMMISSION****April 26, 2017**

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

PRESENT:	Chair	Mary Degan
	Members	Dougald Macdonald Rod Moorcroft Bob Morris
ALSO PRESENT:	Area E Director Recording Secretary	Lorne Lewis Diane Corbett
REGRETS:	Member Alternate Director	Lynda Chamberlin Laurella Hay
ABSENT:	Members	Brenda Thomas Jenny Groves Raquel Kolof Patrick Fitzsimons Rob Bone

CALL TO ORDER 7:07 p.m.

AGENDA The agenda was adopted as presented.

MINUTES3.1 Area E Minutes

The Area E APC minutes of March 22, 2017 were approved as circulated.

3.2 Minutes

The following minutes were received for information:

- Egmont Pender Harbour (Area A) APC Minutes of March 28, 2017
- Halfmoon Bay (Area B) APC Minutes of March 28, 2017
- Roberts Creek (Area D) Minutes of March 20, 2017
- West Howe Sound Advisory (Area F) APC Minutes of March 28, 2017
- Planning & Community Development Committee Minutes of March 9, 2017

REPORTS

5.1 Update on BC Timber Sales Operations (2017-2021)

The APC discussed the staff report regarding the Update on BC Timber Sales Operations (2017-2021). The following concerns and comments were raised:

- District Lot 1313 characteristics and preservation
 - There are trees up there 600 years old. It is a fabulous forest to keep, with old trees, big trees, ...arbutus.
 - This is a very small part of Mount Elphinstone but it is very unique.... totally rare.
 - The annual allowable cut should be reduced by the area of DL 1313.
- Need for a land use plan
 - Need a land use plan for the popular areas on Mount Elphinstone. Some people say we need corridors from the top. It is time for the land use plan to reflect the pressures on the community. Mount Elphinstone has a fabulous trail system, built and maintained by volunteers; trails are good 25 years after. We should have a study to re-check that land use, that takes in the suitable recreational areas on Mount Elphinstone. A lot of users in the community are saying we like this area; it would improve our use in this community if this is protected. Make a study of the area that is in contention, where there are land use conflicts. The intent would be to identify the areas of prime recreational importance that we recommend are taken out of the annual allowable cut.
 - We need to look at how we are developing, and where the logging is. Cut blocks in the watershed need to be removed.
 - Need to look at how to protect the land and still allow the wild crafting.
 - There are a lot of other areas that we need to look at – anything between B and K Road and Gibsons is pretty interesting.
 - Look at where the trees are coming from and what the impact is. If you look at the region as a whole, look at where the water is coming from. Work with BCTS to create cut blocks that make sense, in terms of what is left behind, honouring volunteers who have built the trails.... Harvest the forest, but leave behind enough such that it doesn't degrade the environment.
 - If we can find ways to do the planning required so all the considerations of the land use are taken into account, we will have less conflict, so won't lose money on policing, and loggers won't lose money, if we do this intelligently with all the partners involved. It would be a much more workable arrangement, and financially better.
- Watershed and water supply
 - If you go to Vancouver you need a permit to walk into their watershed area, let alone cut a tree down. What is the difference between Vancouver and us? There should be no logging in our watershed. There has got to be a way.... We are not going in a sustainable fashion, and water has to come before a job.
 - You can't cut down trees without accelerated runoff. We will feel the effects of that lower down. Chaster Creek, at high water, is just below the floorboards of the (Chaster House) bridge. A few more cut blocks above that could blow that out altogether. There is water pouring through the ditches. It looks like the system is at capacity right now. If increased, there could be impacts.

- The trees help slow down the waters in moving towards the collection basins.
- The Regional District is responsible for the health of the Chapman Creek watershed, but isn't allowed to say no to logging; it is responsible for water but not how the watershed is managed.
- Concern about water issues with the expanding population.
- SCRD communication with BCTS
 - At least they (BCTS) are willing to talk to us. I am grateful SCRD has negotiated to where we are at, where we have more influence. I fully support everything they are doing in this report, and the direction they are going in this report.
 - Acknowledge the Sechelt Band and previous SCRD Director Donna Shugar for their work with BCTS that improved communications amongst the parties.
 - I think SCRD might be a bit mild in their approach. Want the SCRD to take the hardest line possible with BCTS.
- Community benefit and interest
 - I can see no particular gain for our community to support further logging on the lower slopes of Mount Elphinstone, particularly between B and K Road and Gibsons. Over the course of an 80-year rotation, how much is actually coming into the community? I object that forestry is planning this for this community. It doesn't have our interests at heart.
 - If the land isn't taken out of the allowable cut, it is subject to being cut down. The core of the problem is the annual allowable cut. We are all asking in the community that portions of the mountain that is our back yard are taken out of the allowable cut. There is no other way than to review land use in the face of growing pressures from the community.
 - It would be great to see more of what is harvested here being processed here. Local construction companies can't keep up to the demand right now.
- Other
 - They should not be allowed to log here because of the amount they are taking out with beetle kill.

NEW BUSINESS

6.1 Chapman Water Treatment Plant Tour May 12, 10-11am Drinking Water Week

The APC received the invitation to the Chapman Water Treatment Plant Tour, May 12, 10-11am. Chair Degan, who attended the session last year, highly recommended the tour to APC members, noting the session is very informative on how the whole system works.

DIRECTOR'S REPORT

Director Lewis gave his report.

NEXT MEETING May 24

ADJOURNMENT 8:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION****April 25, 2017**

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD AT ERIC CARDINALL HALL, 930 CHAMBERLIN ROAD, WEST HOWE SOUND, BC

PRESENT:	Chair Members	Fred Gazeley Bob Small Laura Houle Susan Fitchell Doug MacLennan
ALSO PRESENT:	Electoral Area F Director Recording Secretary	Ian Winn Diane Corbett
REGRETS:	Member	Maura Laverty
ABSENT:	Member	Lee Selmes

CALL TO ORDER 7:01 p.m.

AGENDA The agenda was adopted as presented.

MINUTES3.1 West Howe Sound Advisory (Area F) APC Minutes of March 28, 2017

The West Howe Sound (Area F) APC minutes of March 28, 2017 were approved as circulated.

3.2 Minutes

The following minutes were received for information:

- Egmont Pender Harbour (Area A) APC Minutes of March 28, 2017
- Halfmoon Bay (Area B) APC Minutes of March 28, 2017
- Roberts Creek (Area D) APC Minutes of March 20, 2017
- Elphinstone (Area E) APC Minutes of March 22, 2017
- Planning and Community Development Committee Minutes of March 9, 2017

REPORTS5.1 Update on BC Timber Sales Operations (2017-2021)

The APC discussed the staff report regarding an update on BC Timber Sales operations (2017-2021). The following points were noted:

- Appreciation that BCTS is willing to bring its five-year plan to the SCRD.
- Would like to see big maps, and a map for just this electoral area. Some of the maps referenced were not in the staff report.
- A member did not agree with the idea of a community watershed reserve, noting it was unlikely the SCRD would ever use Dakota Creek as it is not a reliable source. It has no lake reserve other than a small one near the top, and no snow pack. The creek mostly dries out in the summertime. It could be dammed and pumped, but this would have high capital costs in the millions of dollars. Dakota Creek splits into forks.
- There was support for the condition of implementing forest practices to achieve zero turbidity and sedimentation within Community Watersheds.

5.2 Staff Response to APC Questions

The APC discussed the staff memo regarding APC questions pertaining to breweries and distilleries that were mentioned in the Area F APC minutes of March 28, 2017.

The following points were noted:

- Concern about a development variance permit request to waive the requirement to grow 50% of the product ingredients for a distillery on agricultural land.
- Discussion of the ALC regulations for breweries/ distilleries and wineries/ cideries.
- Confusion about the response in the staff memo in regard to the APC's inquiry about its recommendation "that applications for breweries or distilleries be referred by the SCRD to the Ministry of Environment to ensure oversight of wastewater effluent from brewery and distillery processes".
- Importance of using agricultural land in a way that ensures it is available for future agricultural use.
- Observations of SCRD support for Persephone Brewing Company.
- Quantity of wastewater being directed into the ditch by Persephone Brewery, and potential route and environmental impact of yeasty water travelling downhill. It was suggested the brewery should have a settling pond, and also that Persephone rent property in Gibsons for the industrial operation and get a permit to have a tasting room on the Area F agricultural property.

NEW BUSINESS

6.1 Chapman Water Treatment Plant Tour, May 12, 10-11am for Drinking Water Week

The invitation to the May 12th tour of Chapman Water Treatment Plant was received.

DIRECTOR'S REPORT

The Director gave his report.

NEXT MEETING May 30, 2017

ADJOURNMENT 8:48 p.m.



Ruby Lake Lagoon Nature Reserve Society
 15386 Sunshine Coast Hwy, Madeira Park, BC, V0N 2H1
 Mailing Address PO Box 8, Madeira Park, BC, V0N 2H0
info@lagoonsociety.com | www.lagoonsociety.com

Sunshine Coast Regional District
 Area A Director
 1975 Field Road Sechelt, BC, V0N 3A1

April 24, 2017

Dear Mr. Frank Mauro,

The Lagoon Society is moving forward with our plans to build the **Pender Harbour Ocean Discovery Station (PODS)**. By 2020 we will build this iconic learning and gathering space. PODS will include a state-of-the-art marine research centre. PODS will house: a beautiful, interactive subterranean aquarium; interactive, hands-on exhibits; wet lab classroom with touch tanks; an outdoor children's amphitheatre classroom; marine research laboratories for local high schools as well as regional university professors and students; extensive conference facilities; and a café and tea shop.

PODS will help to reinvigorate the local economy in Pender Harbour by providing employment and increasing demand to local businesses that supply services to the thousands of visitors to PODS each year.

Our land purchase will be concluded in September of this year and we will begin construction soon after. We are currently making application for grants to assist with the cost of the buildings, including a \$500,000 grant from BC Rural Dividends Fund.

We request a **Letter of Support** from SCRD for this exciting project. We ask that you share with us 2 separate versions of the letter, one specifically for the BC Rural Dividends Fund and one general support letter. **The letter needs to indicate that you are a PARTNER with the Lagoon Society for the proposal.** For BC Rural Dividends, SCRD must have a formal role in the project and that role should be described in the letter. We invite you to represent SCRD on the **Advisory Committee**.

The deadline for submission of BC Rural Dividends is **May 31** – we ask to receive your letter a few days in advance of that date.

Thank you very much for your assistance. Please contact me with any questions at 604-883-9853 or michael@lagoonsociety.com.

Sincerely,

Michael Jackson PhD
 Executive Director

Under the distinguished patronage of
 Her Honour, The Honourable Judith Guichon
 OBC, Lieutenant Governor of British Columbia