

PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, February 8, 2018

SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

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

AGENDA

- ## 1. Adoption of Agenda

PETITIONS AND DELEGATIONS

- | | | |
|----|---|---------------------|
| 2. | <u>Pam Robertson</u>
Regarding Pilot Project for Temporary Housing | Annex A
pp 1 – 4 |
| 3. | <u>Brian Smith, CEO, Persephone Brewing Company</u>
Regarding Development Variance Permit DVP00029 | Verbal |

REPORTS

- | | | |
|-----|---|-----------------------|
| 4. | Planner – Housing Policy - Public Participation Report
(Rural Planning Service) (Voting – A, B, D, E, F) | Annex B
pp 5 - 18 |
| 5. | Senior Planner – Persephone Brewing Company DVP00029 and LCLB
Endorsements– Electoral Area F
Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F) | Annex C
pp 19 – 49 |
| 6. | General Manager, Planning and Community Development – PCD Department
2017 Q4 Report
(Planning and Community Development Services) (Voting – All) | Annex D
pp 50 - 62 |
| 7. | General Manager, Planning and Community Development and Chief
Administrative Officer – Response to District of Sechelt Correspondence Re:
Regional Growth Strategy
(Regional Planning Service) (Voting – All) | Annex E
pp 63 - 65 |
| 8. | General Manager, Planning and Community Development – Cannabis
Legalization – SCRD Resource Impacts
(Voting – All) | Annex F
pp 66 - 68 |
| 9. | Senior Manager, Administration and Legislative Services – Bike BC Funding
Resolution for AVICC
(Administrative Service) (Voting – All) | Annex G
pp 69 - 70 |
| 10. | Manager, Planning and Development – Zoning Bylaw No. 310 Review –
Summary Paper
(Rural Planning Service) (Voting – A, B, D, E, F) | Annex H
pp 71 - 84 |

11. Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.9 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176 for Retail Use – Electoral Area D
Electoral Area D (Rural Planning Service) (Voting – A, B, D, E, F) Annex I
pp 85 - 97
12. Senior Planner - Provincial Referral 2411731 for Private Moorage (Jervis Inlet Road) – Electoral Area A
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F) Annex J
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13. Senior Planner – Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of First Reading
Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F) Annex K
pp 109 - 120
14. Senior Planner – Provincial Referral 2411973 for Trail Bay Outfall Upgrade in District of Sechelt
(Regional Planning Service) (Voting – All) Annex L
pp 121 - 144
15. Planning Technician – Development Variance Permit DVP00027 (Arsenault) – Electoral Area F
Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F) Annex M
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16. Planner – Provincial Referral 2427430 for Seshal Creek Log Dump in Jervis Inlet – Electoral Area A
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F) Annex N
pp 159 - 166
17. Chief Administrative Officer – Meeting with Minister of Environment and Climate Change Strategy – February 20, 2018
(Voting – All) Annex O
pp 167 - 168
18. SCRD Policing Committee Minutes of January 18, 2018
(Voting – All) Annex P
pp 169- 171
19. Agricultural Advisory Committee Minutes of November 28, 2018
(Regional Planning Service) (Voting – All) Annex Q
pp 172 - 173
20. Electoral Area A (Egmont/Pender Harbour) APC Minutes of January 24, 2018
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F) Annex R
pp 174 - 176
21. Electoral Area B (Halfmoon Bay) APC Minutes of January 23, 2018
Electoral Area B (Rural Planning Service) (Voting – A, B, D, E, F) Annex S
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22. Electoral Area D (Roberts Creek) APC Minutes of January 15, 2018
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23. Electoral Area E (Elphinstone) APC Minutes of January 24, 2018
Electoral Area E (Rural Planning Service) (Voting – A, B, D, E, F) Annex U
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24. Electoral Area F (West Howe Sound) APC Minutes of January 23, 2018
Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F) Annex V
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COMMUNICATIONS

25. Kerry Grozier, Timber Sales Manager, BCTS – Chinook Business Area, dated January 26, 2018 Annex W
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Regarding Provincial Government Response to SCRD Correspondence regarding DL1313
26. Kathy Lachman, Regional Manager, Vancouver Island North/Coast Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development Annex X
pp 196 - 197
Regarding BC Rural Development Strategy

IN CAMERA

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

ADJOURNMENT

Temporary Housing Solution - Pilot Project Proposal

Submitted by Pam Robertson

This proposal was created through the process of the LEAP program sponsored by Community Futures. I entered the program with the intention to source out a viable way to build a tiny house community specifically to aid in the housing crisis. There were many twist and turns but in the process this idea was born. The end of the program required us to deliver our ideas to the community. I believe that there is an appetite for this kind of a pilot project, as evidenced by the selection of my work as the “People’s Choice” award that I received at the LEAP Launch 2018 event.

This proposal is presented as a possible temporary solution for the housing crisis on the Sunshine Coast. This is a **pilot project requesting that the SCRD consider issuing a specific Temporary Use Permit allowing property owners the ability to have a temporary secondary home, subject to existing Land Use policies**. The temporary secondary home will include recreational vehicles or small temporary mobile/relocatable and Micro housing structures built to applicable regulatory standards and building codes. For example, RV tiny houses (built to CSA Z240 RV specifications), Park Models (built to CSA Z241 specifications), shipping containers or buildings on skids.

This is a request for a **pilot project** created with consideration to the SCRD’s staff’s recent review showing the 90% underutilized properties that are zoned for a secondary dwelling. This represents approximately 2200 properties in the regional district rural areas, and there are many more eligible properties outside of these areas, which have the capacity to accommodate a temporary secondary dwelling. In community discussions the question of how to incentivize Smart Growth-oriented infill building has come up repeatedly, given current building costs. I believe this pilot would encourage that. We are asking that the Temporary Use Permit be in effect for a period of three to four years. This will give a substantial time frame for assessments to be created, monitored and reviewed, to determine the successes or any setbacks of the project.

This project will provide property owners, the ability to have a properly licensed and certified Recreational Vehicle or an equivalent mobile building set up on their property. This will give opportunity to have a trial period of a secondary dwelling, to determine the decision to move forward in the future to a permanent structure, or with the opportunity for neighbor input, renew the Temporary Use Permit. This is an immediate temporary solution for displaced members of the community, which can accommodate them during the wait period for the municipalities to decide on and to construct more permanent housing solutions. It also is a safety net for displaced people, preventing homelessness.

Potential considerations could include insulating the unit from the Short-Term Rental market through the TUP stipulations or other means, as well as ensuring the units meet existing density, setback and other Official Community Plan or Bylaw regulations.

This pilot project will hopefully remove the “underground” building and RV residences that are rampant across the Sunshine Coast and will protect the property owners and the occupants and neighbors of these illegal dwellings. This will also ease some of the stress associated with having an illegal RV or other type of unauthorized dwelling that exists right now, potentially alleviating some of the mental health risks of unstable housing situations, putting the community at peace.

This would also require a permit issued by VCH allowing a septic solution for the temporary housing. Attached to this information page is the letter from the Vancouver Coastal Health Authority giving its support for this pilot project

The primary implementation of a temporary housing septic installation, will be to create a RV hook up to the existing septic field. These will be assessed and signed off by a qualified engineer, thus eliminating the need for a separate septic field. This will all be assessed prior to the permit application, to determine the needs of the property and placement of the temporary housing. Should the temporary housing need to be placed in a location that is not conducive to connecting to the existing septic, it will need a temporary holding tank.

The manufactured fiberglass holding tank will be installed by a knowledgeable septic installation company. There will be a contract drafted and signed between the holding tank installation company and the property owner and the holding tank will be included in a scheduled waste removal system.

On completion of the pilot project, if the outcome is favorable and there is a permanent allowance of these temporary secondary dwellings, the holding tanks will be converted into approved (engineered) septic field systems. If the outcome is unfavorable, and will not proceed into a permanent situation, the holding tanks will be removed by the responsible installation company. This will be included in the original contract.

It will be only a matter of time before the government embraces the tiny house movement. There have been other municipalities who are close to recognizing tiny or micro homes, and are infilling their urban areas with them. It would be great to have this in place, thus having a proactive approach to what has become a North American wide issue. I have included below, some information about provinces and states who are close to accepting RV tiny homes and Micro homes as full-time residences.

<http://www.cbc.ca/news/canada/newfoundland-labrador/tiny-home-subdivision-stephenville-1.4480928>

<http://www.cbc.ca/news/canada/newfoundland-labrador/tiny-home-subdivision-stephenville-1.4480928>

<http://www.oregon.gov/bcd/committees/Pages/hb2737.aspx>

It is requested that the staff report back at the next planning and development committee meeting, and that this be viewed as an urgent matter, moving towards the next piece of the affordable housing spectrum. Thank you for your consideration and I look forward to the opportunity to discuss this with you at your committee meeting.

Pamela Robertson
PR Housing Solutions & Robertson Safety Solutions
748 Creekside Crescent
Gibsons, BC V0N1V9

RE: Letter of Support for Housing Infill Proposal and Sewage Considerations

Ms. Robertson:

Our office has received your request for a letter of support for your pilot project to allow housing infill in areas of the SCRD zoned for a second dwelling. I can offer the following comments:

Housing as a Social Determinant of Health

VCH has already provided comment on the importance of diverse housing options for communities. Using existing zoning bylaw structures and lowering barriers for homeowners to access this opportunity is an effective way to promote an increase in density. This has been identified by the recent SCRD OCP bylaw amendment.

Providing diverse housing options and tenure types is known to have a positive impact on general physical and mental health in a variety of ways. Specifically, by increasing the availability of small, affordable housing units, the Regional District can help serve vulnerable populations in the region.

During the development of criteria for these housing units, VCH recommends that the proposed housing units:

- Are used for long term tenants only.
- Are constructed from quality, high-efficiency materials and fixtures.
- Are available at the low-mid range of market value.
- Are subject to SCRD Building Inspection.

Sewage Disposal

VCH recommends that on-site sewerage disposal systems be installed with these units wherever possible. A tie-in to an existing sewerage system with appropriate modifications for increase in capacity is the best solution for this proposal. This work must be completed in accordance with the Sewerage System Regulation (SSR) by an Authorized Person as defined by Section 7 of the Regulation.

In the event that an on-site sewerage disposal system is deemed inappropriate, VCH will accept applications for the installation of a holding tank on a case by case basis. The criteria in the VCH Holding Tank guideline apply. The application must also include:

- A maintenance plan, including frequency of pumping and maintenance provider.
- A signed and sealed letter from a qualified sewerage professional or engineer stating that the circumstances do not support installation of a Type 1, 2, or 3 sewerage system or connection to an existing system.
- A proposed date when the holding tank will be removed from service. If the housing arrangement is to continue, the dwelling will be converted to an on-site sewerage system in accordance with the process outlined in the SSR.

Drinking Water

Drinking water must be provided from an approved source. This includes a permitted water system (ie. SCR D water system) or a dedicated source serving only the housing unit (ie. a private well or surface water supply). Disinfection is recommended for all surface sources. Suggestions and recommendations for private water supplies can be given upon request.

VCH supports this pilot project given the above noted considerations. We look forward to working with you in the future.

If you have any questions regarding this letter, please contact the undersigned.

Sincerely,



Chris Morse, C.P.H.I.(C)
Environmental Health Officer
Vancouver Coastal Health
604-885-8701

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Julie Clark – Planner

SUBJECT: HOUSING POLICY - PUBLIC PARTICIPATION REPORT

RECOMMENDATION

THAT the report titled Housing Policy - Public Participation Report be received for information.

BACKGROUND

Sunshine Coast Regional District Board adopted the following resolution at the meeting held on October 12, 2017:

272/17 (in part) **Recommendation No. 8** *Affordable Housing Policies*

THAT the report titled Official Community Plan Amendment Bylaws (Affordable Housing Policies) – Consideration for First Reading be received;

AND THAT the following Official Community Plan Amendment Bylaws be forwarded to the Board for First Reading:

- *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017*
- *Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017*
- *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2017*
- *West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017*

AND THAT two public information meetings be held with respect to the proposed Official Community Plan Amendment Bylaws (Affordable Housing Policies);

The direction included in Recommendation 8 above, and the plan for Phase 2 of short term rental (STR) consultation provided the basis for combining the OCP Amendment and STR meetings into a series where both projects were profiled and public comment gathered.

Because of the interconnected nature of these projects, the comments gathered for either project may inform the other.

DISCUSSION

Staff conducted a series of three public information meetings on two concurrent policy projects in November 2017. The Public Participation Report is attached.

Timeline and Next Steps

Reports for each project will be forthcoming in the first quarter of 2018 to the Planning and Community Development Committee.

The comments regarding Official Community Plan amendments to encourage affordable housing will be summarized and used to prepare recommendations for the next step of OCP amendments.

The Short Term Rental research results will be reported on and used to recommend whether or not to pursue specific regulations.

STRATEGIC PLAN AND RELATED POLICIES

The attached Public Participation Report is reflective of the SCRD Public Participation Program and the strategic priority to Facilitate Community Development.

CONCLUSION

A public information meeting series was hosted in November 2017 to provide public participation opportunities for two interconnected housing policy projects, to provide information and gather feedback.

Comments from these meetings is being used to refine the next steps of each project. The next steps for each project will be presented to a future meeting of the Planning and Community Development Committee.

The Public Participation Report is attached.

Attachment:

Attachment A – Housing Policy Public Participation

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



Sunshine Coast Regional District

Public Participation Report

Housing Policy

Report to the Planning and Community Development Committee

February, 2018

J. Clark, Planner, Y. Siao & D. Raphael, Senior Planners - Sunshine Coast Regional District

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018



SUNSHINE COAST REGIONAL DISTRICT

PUBLIC PARTICIPATION REPORT

Housing Policy

Sunshine Coast, British Columbia

The purpose of this report is to document comments received from three public information meetings about affordable housing and short term rental research. All three meetings took place in November 2017. Feedback highlights from the Advisory Planning Commissions (APCs) and the Roberts Creek Official Community Plan Committee (OCPC) are also included with respect to affordable housing and short term rental policy.

Background

In November 2017 the SCRD hosted three public information meetings. The format was designed to achieve the following goals:

- Inform: Share specific data and information about each project, being clear about SCRD role
- Consult/Engage: record community ideas, solutions and concerns to guide the development of recommendations

The concurrent projects were:

- Updating the land use policies in the Official Community Plans (OCPs) to support Affordable Housing
- Research regarding the benefits, impacts and possible regulatory solutions for Short Term Rentals on the Sunshine Coast.

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018

Planning Project: OCP Policy Update to Support Affordable Housing

The OCP is a Bylaw, required by the Province of BC. In order to update the OCP land use policies to support affordable housing, the SCRD must follow the process for an OCP amendment. This process is a legislated requirement of the *Local Government Act*. The steps of the process are included in Appendix 1. This meeting was the public information meeting in advance of preparing bylaws for consideration of second reading.

Planning Project: Short Term Rental Research

The project includes analysis and public participation to understand the benefits and impacts of Short Term Rentals on the Sunshine Coast to determine whether specific regulatory solutions are of interest to the community. Research is still underway and if there is interest in regulatory solutions, then recommendations will follow the appropriate planning process such as outlined above for bylaw amendments, including further opportunities to provide feedback.

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018

General Observations on the Public Information Meetings

Three meetings were advertised and hosted:

- November 22, 2017: Halfmoon Bay, Egmont & Pender Harbour
- November 23, 2017: West Howe Sound and Elphinstone
- November 28, 2017: Roberts Creek

Each meeting was open to residents from other rural areas and adjacent municipalities.

The meetings were drop-in style, open for three hours in the late afternoon to early evening. The structure was a one-hour meeting design repeated three times to welcome new participants as their schedule allowed. Short presentations were delivered once an hour, with the majority of the hour reserved for dialogue. Discussion took place at a series of long tables in a different part of the room than the presentations to emphasize the shift from delivering information to facilitating exchange.

A total of 100 people attended 3 meetings led by the SCRD Planning staff. The OCP policies to support affordable housing were also referred to the APCs and Roberts Creek Official Community Plan Committee (OCPC) for discussion and comment.

At the time of writing this report, the Short Term Rental project is still in the research phase so referrals to the APCs and OCPC have not yet taken place.

Attendance

Date	Rural Areas of Focus	Attendance
Nov 22	Halfmoon Bay, Egmont & Pender Harbour	17
Nov 23	West Howe Sound, Elphinstone	27
Nov 28	Roberts Creek	56
Total		100

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018

Overarching Themes from Public Information Meetings: Land Use Policies Related to Affordable Housing



EFFECTIVENESS AND ORGANIZATION OF PROPOSED POLICIES

- The proposed policies should include incentives for the creation of affordable housing.
- More aggressive approaches are needed. The proposed policies are not much different from existing policies.
- Existing policies in their original context should be kept, instead of being replaced by a set of general policies.
- Definition of housing affordability should cover all levels of income below the median level.



LOCATION OF DENSITY

- Areas north of the Sunshine Coast Highway, forested areas and provincial lands should be allowed for development of higher density, such as small-lot subdivisions, mobile or tiny home parks.
- Density should be contained within defined boundaries, such as village hubs.
- Density should only be achieved through cluster development in village hubs, not by additional homes on existing lots.
- Density should not affect the ambience of space and rural lifestyle of the Sunshine Coast.
- Recognize the neighbourhood activity center in the OCP, as a potential commercial core, and increase residential density around the core to allow small-scale affordable housing at density of 8-10 units per acre. Gradually reduce density towards outlining areas away from the core.



CONCERN ABOUT INFRASTRUCTURE

- A comprehensive study on infrastructure should be carried out before increasing density.
- The current infrastructure capacity is inadequate to support any increase in density.
- A regional growth strategy should be prepared before considering density increase in rural areas.



HOUSING DESIGN AND LAYOUT (Zoning Bylaw comments)

Housing design and layout is particularly relevant to the 2018 project to update Zoning Bylaw 310. Any comments received will be recorded and kept to inform the Zoning Bylaw update.

- Regulate density by total floor area of buildings and lot coverage, instead of the number of dwellings.
- Allow detached buildings (e.g. separate sleeping quarters) to form parts of a dwelling to provide flexibility for building layout.

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018

- Define density by the number of people instead of the number of dwellings.
- Use basement suites to provide additional housing units.
- Currently there are too many restrictions on dwelling type, size and design, such as carriage house.
- Support the effort in updating the zoning bylaw to remove technical barriers in housing design and flexibility.



OTHER CONCERNS EXPRESSED

- How can long term affordability be secured? Need more information on how housing agreements are implemented and enforced.
- There will be impacts on privacy by introducing neighboring infill development.
- There is no economic incentive to build second dwellings or auxiliary dwellings.



OTHER SUPPORT / SUGGESTIONS EXPRESSED

- Allow tiny home parks or new subdivisions to be developed above the highway and on provincial lands.
- Allow a recreational vehicle with hookup to be used as habitable space on a property.
- Promote alternative, green and off-grid buildings.
- General support to locate cluster housing in village hub areas.

Overarching Themes from Public Information Meetings: Short Term Rental Research

The Public Information Meetings generated ideas, concerns and comments regarding Short Term Rentals. The comments have been grouped into themes: regulation, impact on long term availability / affordability, noise and enforcement, impact on community, housing policy, insurance and other.

Written comments and table discussion covered many of the same issues raised in questionnaire responses received in the first phase of the STR project. The meetings allowed for sharing of personal stories and experiences from people impacted by and those who operate STR.



CONSIDER FOR REGULATION

Increase Knowledge of Rules/Guidance/Safety

- STR renters need to be informed of rules such as fire bans
- Needs to be publicized that STRs are not currently allowed
- Some STRs provide guidelines for the guests

Licensing

- Business Licences help to track STRs number and compliance, can the fee be put to other uses such as infrastructure
- There has to be a way to license STR that are currently illegal

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018

Operator Present/Available

- STR operator should be required to notify neighbours in a ½ block area that they are providing STR and provide contact number for neighbour to call if there is a problem



IMPACT ON LONG TERM AVAILABILITY AND AFFORDABILITY

Loss of Long Term Rental (LTR) is not just due to Short Term Rental

- Landlords who operated LTR have recently sold and new owners choose to reside in home
- Changes to *Landlord Tenant Act* further discourage LTR; having an end date (vacate clause) to a contract cannot be only reason for removing the tenant.
- Small, cheaper rental homes are lost as they get torn down and larger more expensive homes replace them

Concern regarding noise and need for proper enforcement

- Constant change of renters means constant repeating of request to keep noise down
- Neighbours to STR experience loud music and foul language to the point of having to leave home during the day. Noise bylaw is only enforced by RCMP after 11pm
- Any STR regulations needs to consider the practical requirements for enforcement. 1 to 2 bylaw officers can't enforce all things all over the Coast

Short Term Rentals displace Long Term Renters

- Stakes are so much higher for people pushed out of long term rentals than those running STRs
- Long term renters risk losing their home to STR, despite having a full time job

The benefits and impacts to the community

- Loss of community, revolving door of people renting and having no stake in the community
- STR brings tourists with money to spend on the Coast



OTHER CONCERNS EXPRESSED

- The rules and requirements varies between insurance companies
- Some insurance companies will not cover you if you do not live in/near the property where the STR is based unless you have a property management company
- Signed agreement with renter is considered to be LTR
- STR do not have signed agreement then insurance rates go up
- Airbnb/VRBO fees include some insurance cover but should have extended cover with your insurance company

Housing Policy

Sunshine Coast, British Columbia

Report Date: February, 2018

Overview of Email Submissions

A total of 5 follow-up emails were received after the completion of the meetings. Comments are included in this report.

An additional meeting was requested by Pender Harbour Chamber of Commerce and was held on January 17, 2018.

Supporting Documents

The following supporting documents are attached to this report:

Appendix 1: Process Chart for OCP updates

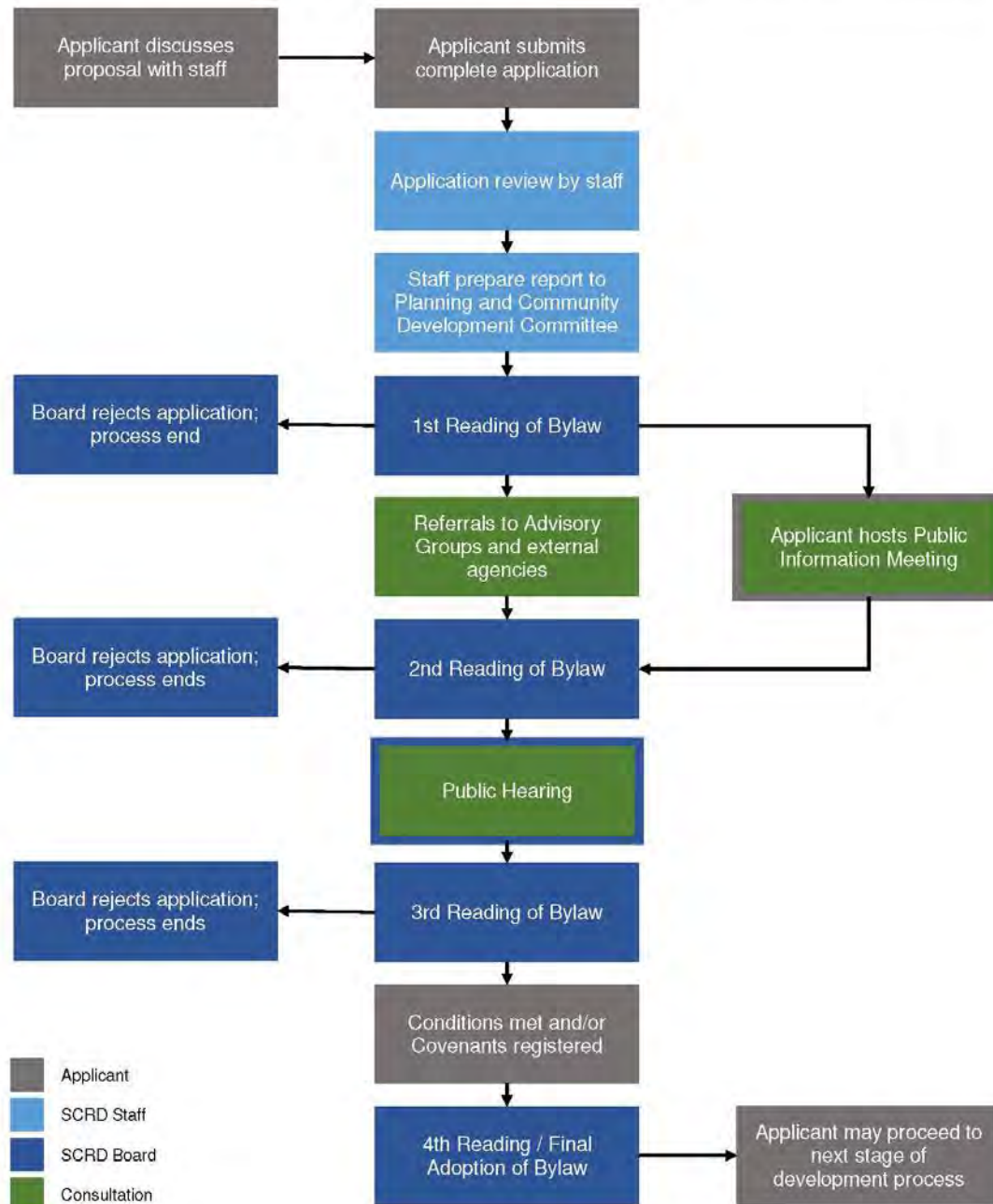
Appendix 2: Poster

Appendix 3: Coast Reporter Advertising

Appendix 4: Social Media Advertising

Appendix 1: Process Chart for Updating Official Community Plans

SCRD OCP AND ZONING BYLAW AMENDMENT PROCESS



Appendix 2: Poster for Community Bulletin Boards

Public Information Meetings

- Land Use Policies to Support Affordable Housing
- Short Term Rental Research



Join Sunshine Coast Regional District (SCRD) planners to learn about and provide input on two separate yet interconnected policy projects for the rural areas — **Land Use Policies to Support Affordable Housing** and **Short Term Rental Research**.

The meetings are designed to help the SCRD hear from residents — please bring your questions and ideas. SCRD planners will share information directly with residents about each topic — there will be lots of time for one-on-one conversation as well as short presentations, which will be repeated once per hour.

These meetings will take place in late November, in three different locations:

Date	Open Meeting	Location	Short Presentations at:
Nov 22	3pm-6pm	Pender Harbour Music Hall 12956 Madeira Park Road	3:30, 4:30, 5:30
Nov 23	4pm-7pm	Gibsons and Area Community Centre, Rm 209 700 Park Road	4:30, 5:30, 6:30
Nov 28	3pm-6pm	Roberts Creek Hall 1309 Roberts Creek Rd.	3:30, 4:30, 5:30

RSVP by email is encouraged to assist in preparations.

Please RSVP to planning.department@scrd.ca with the subject line: Information Meeting.

Drop-ins are also welcome.

For background information please visit:

Land Use Policies to Support Affordable Housing www.scrd.ca/Affordable-Housing

Short Term Rental Research www.scrd.ca/str



www.scrd.ca



Appendix 3: Coast Reporter Bulletin Ad
Printed November 10th, 17th, 24th, 2017

Public Information Meetings

Join SCRD Planners to learn about and provide input on two policy projects for the rural areas:

- Land Use Policies to Support Affordable Housing
- Short Term Rental Research

These are two separate projects that are interconnected.

The meetings are designed to help the SCRD hear from residents – please bring your questions and ideas. SCRD Planners will share information directly with residents about each topic - there will be lots of time for one on one conversation as well as short presentations, which will be repeated once per hour.

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Date	Open Meeting	Location	Short Presentations at
Nov 22	3pm-6pm	Pender Harbour Music Hall	3:30, 4:30, 5:30
Nov 23	4pm-7pm	Gibsons and Area Community Centre - Rm 209	4:30, 5:30, 6:30
Nov 28	3pm-6pm	Roberts Creek Hall	3:30, 4:30, 5:30

RSVP by email is encouraged to assist in preparations. Please RSVP to planning.department@scrd.ca with the subject line: Information Meeting. Drop-ins are also welcome.

For more details and background information about each project, please visit:
<http://www.scrd.ca/planning-meetings>

Appendix 4 Sample of Facebook Advertising, November 15-28, 2017



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: David Rafael, Senior Planner

SUBJECT: PERSEPHONE BREWING COMPANY DVP00029 AND LCLB ENDORSEMENTS–
ELECTORAL AREA F

RECOMMENDATIONS

1. **THAT the report titled Persephone Brewing Company DVP00029 and LCLB Endorsements– Electoral Area F be received;**
 2. **AND THAT DVP00029 be referred to the following:**
 - i. **Skwxwú7mesh Nation;**
 - ii. **West Howe Sound Advisory Planning Commission;**
 - iii. **SCRD Agricultural Advisory Committee;**
 - iv. **Agricultural Land Commission; and**
 - v. **Owners/Occupiers within 100 metres of the subject property.**
-

BACKGROUND

Persephone Brewing Company (Persephone) has been developing and operating a brewery at 1053 Stewart Road since 2013. In June 2016, Persephone applied to the Agricultural Land Commission (ALC) for a non-farm use to permit the brewery. The ALC ruled not to approve the non-farm use on December 19, 2016. The ALC gave Persephone two years to come into compliance with Agricultural Land Reserve (ALR) regulations or relocate from the site.

Persephone is working to resolve outstanding issues relating to the use of the property as a brewery in order to be in compliance with ALR regulations and SCR D bylaws.

Persephone's compliance effort has four components:

1. Confirming compliance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*
2. Building Code and Notice on Title;
3. Zoning (including Food and Beverage Service Lounge – the subject of the Development Variance Permit Application); and
4. Applications for LCLB Endorsements

The purpose of this report is to provide information on the development variance, the LCLB endorsements and obtain direction. Information is provided about other compliance efforts, since all four components are interrelated.

A copy of the applicant's supporting information is included in Attachments A and B. Staff review is based upon the most recent (January 4, 2018) letter information included in the attachments.

Owner / Applicant:	Persephone Brewing Company
Civic Address:	1053 Stewart Road
Legal Description:	District Lot 914, Lot A, Plan LMP20836
Electoral Area:	F – West Howe Sound
Parcel Area:	4.6 hectares
OCP Land Use:	Agriculture
Land Use Zone:	Agriculture (AG) Zone
Application Intent:	To vary the AG Zone regulations for a food and beverage service lounge set out in Bylaw No. 310 section 1021.7 (3) from 30 seats indoors to 65 and 50 m ² outdoor area to 122.5 m ²
LCLB Endorsement Lounge	To receive a Lounge Endorsement from BC Liquor Control and Licensing Branch. The lounge would consist of 65 capacity / 78 m ² indoor area and two outdoor areas total of 122.5 m ² .
LCLB Endorsement Picnic Area	Amend liquor licence to increase picnic area capacity from 30 to 190 people

Table 1 - Application Summary

DISCUSSION

1. Confirming Compliance with the Agricultural Land Reserve Use, Subdivision and Procedure Regulation

The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* was amended by an Order of the Lieutenant Governor in Council on November 9th, 2017. The updated regulation enables alcohol producers on farms over two hectares to operate within the ALR provided they source at least 50% of the primary farm product used in their alcohol (e.g., grapes for wine, barley for beer, honey for mead, fruit for cider) from their own and other B.C. farms.

Persephone is working with the ALC to confirm compliance of the 50% requirement to the ALC's satisfaction.

The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* allows for a food and beverage service lounge as an ancillary use to a brewery or other alcohol production facility. The regulation sets out maximum indoor and outdoor areas of 125 square metres each. Local governments may further regulate this use and includes smaller floor area maximums in the Agriculture (AG) Zone of Zoning Bylaw No. 310.

2. Building Code and Notice on Title

Persephone's main building that contains the proposed lounge was a single family dwelling and the change of use requires a building permit. This was not applied for and the SCRDP placed a Notice on Title.

Persephone has applied for a building permit to change the use of the building from a single family dwelling to a commercial use (brewery and assembly use). The food and beverage service lounge area is included in the building permit. This part of the building is considered under Building Code as an assembly use.

The building permit was referred to the Gibsons and District Volunteer Fire Department.

The building permit can be issued prior to issuing the development variance permit as the building permit does not consider the outdoor lounge area. Final inspection approval will not be given until the DVP application is addressed as this will impact occupancy limits.

The Notice on Title can be removed after Building Code compliance is confirmed.

3. Zoning

A. Breweries in the Agriculture Zone

The AG zone in *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* includes the following condition of use:

- 1021.8 (4) A brewery, creamery, distillery or meadery must have at least 50% of the farm products used in producing beer, creamery products, distilled spirits or mead produced on the same farm.

The AG Zone was introduced as an amendment to Bylaw No. 310 and was adopted prior to the change in Provincial regulation (November 2017). The condition of use set out in 1021.8 (4) reflected Provincial regulation at the time and now could be considered restrictive.

The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* supersedes Bylaw No. 310. The AG zone will be considered in the overall review of Zoning Bylaw No. 310 for update based on recent regulatory change.

Subject to confirmed compliance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, staff consider that *the brewery component* of Persephone's operation will be compliant with Zoning Bylaw No. 310.

B. Food and Beverage Service Lounge Auxiliary to a Brewery

Zoning Bylaw No. 310 states that a “food and beverage service lounge auxiliary to a brewery...” is a permitted use with the following conditions:

1021.7 (3)

(a) shall neither exceed:

- (i) a floor area of 100 m²;
- (ii) an indoor seating capacity of 30; nor
- (iii) an outdoor area of 50 m².

(b) may serve alcoholic beverages other than produced on the same farm, provided that the beverages are sold:

- (i) as single servings for immediate consumption within an area conforming to subsection 3(a); or
- (ii) in a special event area operated in accordance with a special event endorsement issued under the *Liquor Control and Licensing Regulation*

	ALR Regulation	Zoning Bylaw No. 310	Persephone Brewery Co. Proposed
Indoor Food and Beverage Service Lounge Area	125 m ² maximum (65 persons)	100 m ² ; 30 seating capacity	78 m ² 65 seating capacity
Outdoor Food and Beverage Service Lounge Area	125 m ² maximum (65 persons)	50 m ²	82.5 m ² and 40 m ² Total: 122.5 m ²

Table 2 – Regulation and Proposal Comparison

The Development Variance Permit application seeks to reconcile current/proposed occupancy with the AG Zone. If approved, the DVP would increase the indoor seating capacity and outdoor area from that permitted in Zoning Bylaw No. 310 to that proposed by the applicant.

Bylaw No. 310 does not include a seating capacity for the outdoor lounge area.

Parking

Bylaw No. 310 does not set a parking requirement for a food and beverage service lounge, however, the use is similar to that of a restaurant which has a requirement is 0.33 spaces per seat. Using the ALC maximum for the outdoor lounge and the 65 seats proposed by Persephone, this would be a maximum of 130 people/seats which requires 43 parking spaces. Persephone's site has more than 80 parking spaces.

Hours of Operation and Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008

Persephone proposes that the summer hours of operation will be from 11 a.m. to 9 p.m., seven days a week; the winter hours would be Tuesday to Sunday 11 a.m. to 7 p.m. These hours are consistent with Bylaw No. 597 which sets out quiet hours of 11 p.m. to 7 a.m. and 11 p.m. to 9 a.m. on Sundays and holidays.

The applicant notes they have responded to noise concerns by taking steps such as no longer allowing amplified music outdoors.

4. BC Liquor Control and Licensing Branch (LCLB) Endorsement Applications

The applicant intends on making application to the LCLB for:

- a) Lounge Endorsement to replace the current Tasting Room Endorsement; and
- b) to amend the capacity for the picnic area from 30 to 190 to reflect the current operation

LCLB process requires that the application is first submitted for local government review prior to submission to the LCLB. This endorsement is also subject to First Nation consultation.

Each proposed endorsement will be considered with respect to LCLB guidance, ALC Policies (that provide further regulation interpretation of activities and uses within the ALR) and Zoning Bylaw No. 310.

- a) Lounge Endorsement

LCLB Guidance

Holders of a Manufacturer's Licence can apply for a lounge endorsement. A lounge is an indoor and/or patio area where customers can purchase and consume product made on-site and a limited amount of products purchased from the Liquor Distribution Branch. Live or recorded music, radio, television and dancing are permitted in the lounge. The lounge may also:

- *Host a live radio, television or web broadcast from the establishment;*
- *Provide games of skill (such as darts, pool and video games) and games of chance (including card games), but for amusement only – no payoffs or prizes of any kind are permitted;*
- *Hold tournaments of skill and contests;*

- *Show movies;*
- *Apply to the Branch to host contact sport events on your premises; and*
- *Allow a licensed social occasion casino or licensed bingo events for charitable purposes.*

The LCLB *Manufacturer Licence Terms and Conditions Handbook*, September 2017, sets out the requirements that must be followed. The document can be found here:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/publications-resources/liquor-licensee-terms-and-conditions-handbooks>

The handbook includes requirements designed to minimize potential negative neighbourhood impacts such as:

- Taking reasonable steps to make sure the business is not disturbing nearby people;
- Client ID requirements to avoid serving minors;
- Responsibility to make sure patrons do not become intoxicated; and
- Setting maximum number of people in the lounge.

ALC Policy L- 03 (Wineries and Cideries in the ALR)

The lounge is an ancillary use to a brewery providing the area of the lounge does not exceed 125 m² indoors and 125m² outdoor. The 125m² floor space area is roughly equivalent to a seating capacity of 65 persons in the lounge or on the patio. Thus the maximum capacity is potentially a total of 130 persons, where both indoor and outdoor seating are provided. Ancillary means supplementary or secondary to the primary land use of growing an agricultural crop. Gathering for an event, if the event is held only in the lounge does not count towards the limit of ten gatherings per year. The farm may host an unlimited number of events in the lounge area and an additional ten events held elsewhere on the farm.

Zoning Bylaw No. 310

As noted above, the AG Zone includes food and beverage service lounge as a permitted use with limits placed on indoor area, indoor seating capacity and outdoor area. The proposed lounge exceeds two of the limits. A development variance permit is required.

b) Picnic Area Endorsement

LCLB Guidance

Holders of a Manufacturer's Licence can apply for a picnic area endorsement. The LCLB defines "picnic area" as an outdoor area on the site of a manufacturing facility where patrons may consume liquor purchased from the lounge, special event area or onsite retail store, or samples provided from the sampling area(s). This endorsement requires local government/First Nation sign-off. Entertainment is permitted in the picnic area as long as there is no amplified sound.

In October 2016, the province introduced amendments to *Liquor Control and Licensing Regulation*. The maximum site area for picnic areas is 1000 m² in total and there is scope in the regulation for the number of people to be limited. The LCLB produced new policies regarding how the amendments would be implemented and these included setting limits on picnic areas to a maximum of 30 people. The amendments and policies came into effect on January 23, 2017.

Persephone's site plan dated November 2nd, 2017 (Attachment A) shows two picnic areas (650 m² and 315m²) totaling 975 m². This is a change from the site plan that was the subject of the LCLB Picnic Endorsement dated May 7, 2014 which shows four picnic areas totaling 974 m². The general locations of the new areas is similar to that from 2014.

Persephone proposes that the picnic area capacity be set at 190 people.

The site's parking capacity (over 80 on-site spaces) and an estimate of 0.33 parking spaces per seat results in a theoretical seating capacity of 242. Persephone states that about 15% of customers do not arrive by car. This could yield a theoretical site seating capacity of 278.

Considering this theoretical capacity in the context of indoor seating capacity of 65 and outdoor lounge area capacity of 65 allows for picnic area capacity of 148 persons. This is close to the ALR regulation maximum attendance for an event (150 people).

There are 43 spaces required for the lounge, thus leaving 37 spaces for the picnic area. Using the same parking requirement for a family restaurant would allow for 112 people and allowing for a 15% increase for those arriving other than by car would add a further 17 for a total of 129. Staff consider that it is likely that the picnic area would attract families with children and it is not unreasonable to allow for a greater capacity over that allowed for by parking alone.

Staff recommend that the picnic area capacity should be limited to 150.

ALC Policy L- 03 (Wineries and Cideries in the ALR)

In current regulations, the ALC considers a picnic area an ancillary use for breweries. Picnicking is an open air portion of the farm where visitors can eat food and enjoy alcohol from the farm if there is a picnic area endorsement from LCLB. The area limit placed on an outdoor lounge does not apply to a picnic area; they are considered two separate uses.

Zoning Bylaw No. 310

The AG Zone does not include picnicking as a permitted use. However it can be treated as an ancillary use pursuant to the ALR regulations. Therefore staff consider that it is an ancillary use to the brewery.

Communications Strategy

LCLB recommends that as part of considering an endorsement, the local government should gather local input. This approach aligns with SCRD Strategic Priorities.

Staff recommend that this be done by referring the endorsement applications, in addition to the variance request, to the West Howe Sound Advisory Planning Commission and Agricultural Advisory Committee. The referrals can take place during the February meeting cycle.

The site is within the Skwxwú7mesh Nation territory and the variance referral should be sent.

Given the ALC's role in the ALR Regulation compliance process, a referral is recommended to be made to the Commission.

The variance process set out on SCRD *Planning & Development Procedures and Fees Bylaw No. 522, 2003* includes a requirement to notify local residents within 100 metres of the subject parcel. This is done by sending a letter to owners and occupiers at least 10 days before adoption of a resolution. The letter could also reference the proposed endorsements.

Referral comments will be the subject of a subsequent staff report.

Options

Option 1: Development Variance Permit 00029 and the requests for support for Lounge and Picnic Area Endorsements be referred for comments.

The proposed variance to increase the outdoor lounge area and the indoor lounge seating capacity reflects Persephone's operation, building layout and allows for flexible use. There is sufficient on-site parking and steps have been taken to reduce possible noise impacts.

The change from a Tasting Room Endorsement to a Lounge Endorsement reflects DVP00029 and any potential future response to LCLB from SCRD would note limits set out in the Variance Permit.

The ALC has yet to confirm Persephone's compliance with the ALR Regulation. This does not prevent the SCRD considering the DVP application or responding to the proposed LCLB endorsements.

Approval of a DVP or an indication of non-objection for LCLB endorsement can be made contingent on compliance with ALR Regulations. This will be considered in more detail in a subsequent report.

Staff recommend that referrals be sent to agencies noting the staff recommendations.

A subsequent report will be provided to a future Committee setting out referral results.

Option 2: Deny DVP 00029 and not support the proposed Lounge and Picnic Area Endorsements.

The ALR Regulations have been amended to allow for a brewery to operate under the same terms as wineries with regard to the percentage of primary farm product produced on site and by contract with a BC Farm. However, the ALC has yet to determine if this satisfies the requirement for Persephone to come into compliance.

Consideration of the DVP and endorsements could be delayed until the ALC confirms that the brewery use complies with ALR regulations.

Timeline for next steps or estimated completion date

To allow for analysis of referral input to inform SCRD Board consideration, a report to a future Committee will be provided.

STRATEGIC PLAN AND RELATED POLICIES

Review of the application for the development variance permit and draft applications for Lounge and Picnic Area Endorsements supports the SCRD Values of Collaboration and Transparency.

CONCLUSION

Persephone is seeking to comply with ALR Regulations and SCRD Bylaws.

The applicant's effort includes:

1. Confirming compliance with ALR Regulation to the satisfaction of the ALC
2. Applying for a building permit to address Building Code issues related to the use of their building (brewery and assembly). The building permit can be issued in advance of the development variance permit.
3. Zoning - Persephone submitted a DVP application to increase the indoor seating capacity from 30 to 65 and the outdoor area from 50 m² to 122.5 m² for the brewery's food and beverage service lounge. This is an increase from the AG Zone but consistent with the ALR regulations.
4. Proposed Applications for LCLB Endorsements - Persephone also submitted requests for SCRD to support the preliminary applications to the BC Liquor Control and Licensing Branch for a Lounge Endorsement and a Picnic Area Endorsement for comment. Staff consider that the Picnic Area Endorsement should be limited to 150 people.

Staff recommend that DVP00029 and the requests for support for the Lounge and Picnic Area Endorsements be referred to:

- i. Skwxwú7mesh Nation;
- ii. West Howe Send Advisory Planning Commission;
- iii. SCRD Agricultural Advisory Committee;
- iv. Agricultural Land Commission; and
- v. Owners/Occupiers within 100 metres of the subject property.

A report to a future PCDC will provide the referral results.

Attachments

Attachment A – Persephone Brewing Company Supporting Information dated January 4, 2018

Attachment B - Persephone Brewing Company Supporting Information dated March 28, 2017

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

January 4, 2018

To: SCRD Planning Staff
Attn: David Raphael and Andrew Allen

Persephone Brewing Co. Overview/Summary – January 2018

This letter is being provided to layout the salient historical context, current applications being considered and supplemental, clarifying information so that a prudent and informed decision can be made.

Brief Historical Context:

Persephone Brewing Company (PBC) has owned the 11.37 acre farm at 1053 Stewart Road since May 2013. Previously the property was owned by a family who lived onsite and operated a small flower business. The property is located within the Agricultural Land Reserve (ALR) and Sunshine Coast Regional District (SCRD).

PBC has, since inception, operated a farm and small brewery onsite. The PBC brewery is licensed by the Liquor Control and Licencing Branch (LCLB) as a Liquor Manufacturer with endorsements for both: a) a Picnic and Tour Area and, b) a Tasting Room.

In Spring 2015 the Provincial Government updated the ALR Regulations moving PBC into non-compliance per the manufacturing of beer on-farm. PBC submitted a Non-Farm Use Application, with the support of the SCRD, which was rejected by the Agricultural Land Commission (ALC) in December 2016 and PBC was given until December 2018 to either bring the brewery operation into compliance or have it relocated.

In September 2016, the SCRD ratified the new “AG Zone” bylaws, which were intended to align, for the most part, with the ALR Regulations. However, some aspects of the bylaws are more restrictive than the ALR Regulations.

In January 2017, the LCLB changed its policies to limit occupancy within pre-existing licensed Picnic Areas (endorsement areas) to a maximum of 30 occupants. Manufacturers may apply for a variance to this occupancy limit. This application must be considered by the local government as a first step in the variance process.

In Summer 2017, the SCRD placed a Notice on Title, requiring improvements to PBC’s main building in order to comply with the BC Building Code given the change in designated uses of the building. PBC has [applied for/been issued] a Building Permit to address code related deficiencies. The renovations are scheduled to begin in February and expected to be complete by March 2018.

In November 2017, the Provincial government published an Amendment to the ALR Regulations which moved PBC into compliance as a permissible brewery and farm on ALR lands.

Current Applications Under Consideration

As a result of the changes listed above, there are three applications that PBC is submitting to the SCRD at this time:

1. ***Building Permit***
2. ***Development Variance Permit***
3. ***LCLB Picnic Area Change Application***

Details and Rationale for Applications

1. ***Building Permit:*** Persephone is submitting a Building Permit (BP) to ensure that the main building meets the current Building Code requirements per the uses therein. The Building Permit application is fairly clear and merely technical. The use of the Main building has changed. The previous owners used the main building as their primary residence and retail store for their business. PBC uses the main building has three different use areas: a Lounge area, Manufacturing area and an Office area. As a result, there are exiting, bathroom and fire-rating requirements in the building code to which the building must be updated. In short, the BP will allow the addition of a second exit from the second floor; a second bathroom on the Main floor; and fire-rating between the public area, office area and the manufacturing area. SCRD Staff are in possession of the Building Permit application and all required documentation.
4. ***Development Variance Permit:*** PBC is submitting a Development Variance Permit (DVP) Application to reconcile its current/desired occupancy with the AG Zone Bylaw parameters and, further, seek the approval of the SCRD to change its Tasting Room Endorsement to a Lounge Endorsement per the LCLB. Attached is the completed DVP application form.

The central inconsistency that PBC is trying to reconcile is the maximum occupancy allowable within the AG Zone Bylaw. The AG Zone of Bylaw 310: 1021.7 (3)

(a) shall neither exceed:

- (i) a floor area of 100 m²;
- (ii) an indoor seating capacity of 30; nor
- (iii) an outdoor area of 50 m².

PBC has always met the ALR requirements for breweries on ALR land which include:

- (i) a maximum floor area of 125 m² indoors (i.e. seating capacity of 65);
- (ii) a maximum floor area of 125 m² outdoors (i.e. seating capacity of 65);
- (iii) [prior to January 2017] picnic areas had a maximum of 1000 m²;

- (iv) [since January 2017] picnic areas have a maximum seating capacity of 30 unless otherwise varied by application.

PBC is submitting the DVP because adherence to the now current AG Zone Bylaws are unnecessarily restrictive given the historical practises of PBC, lack of problems over the past 4+ years of operation, siting on the property and general community support for the current activities and operating.

Persephone is a well-loved community hub where many people, both locals and visitors, come together for social, cultural, agricultural and charitable activities throughout the year. Persephone has helped connect tourists to the Sunshine Coast, connect consumers to farming, and community to local business. It could be argued that Persephone has helped shape the future of the Sunshine Coast. However, much of PBC's revenue is earned through its onsite activities and especially its Lounge.

The Lounge is a primary revenue stream and critical aspect for the operation of the business. To restrict the seating capacity and floor area per the AG Zone bylaws will reduce the both revenues and charitable funds raised by tens of thousands of dollars on an annual basis. The subsequent repercussions will include a significant reduction in employment opportunities for people with and without disabilities as well as a significant decrease in local procurement of goods and services from other Sunshine Coast based business.

Since May 2012, there are only two formally registered complaints against the operations at Persephone. Those among all other concerns raised by neighbours and community members have been met and addressed expeditiously and with the utmost care for neighbourly conduct. Here are some of the measures PBC continues to employ to ensure our activities are amenable to our neighbours and local area bylaws.

Winter hours are: Tuesday - Sunday: 11am to 7pm and summer hours, while extended, do not go any later than 9pm on any night of the week. These hours are within the SCRD bylaws, our liquor licensing and, we feel, reasonable for our neighbourhood.

Noise – PBC has implemented a strong noise control regiment. There is no longer any outdoor, amplified music and all indoor music is kept to a minimum, with doors mandatorily kept closed.

Parking – PBC has established more than 80 parking spaces on property and assign either staff or volunteers to tend that parking during busy events. PBC Staff are diligent about not having parking cause any safety issues. For larger events patrons will be encouraging parking at the Visitors Information Centre, southern portion of Stewart Road. PBC has installed signage to encourage customers to park onsite and to take care driving slowly through and leaving the site. PBC has met with the Ministry of

Transportation and Infrastructure (MOTI) staff to ensure compliance and their Staff have expressed appreciation for our proactive approach to managing this issue.

Site Management - PBC staff will always be on hand and are trained and empowered to control the site and event-goers. This includes refusing service, asking people to leave, and to work in concert with the police, if needed. As well, PBC Staff are quick to respond should neighbours raise any concerns.

2. **LCLB Picnic Area Change Application:** PBC is seeking support from the SCRD to submit a variance request to the LCLB allowing PBC to continue to use the Picnic Areas as they have since opening in 2013.

PBC was originally approved for its Liquor Manufacturer's License with Picnic and Tour Area Endorsements in June 2013. From that time, through to January 2017, the LCLB restricted only the size of Picnic Areas (i.e. to 1000 m² – which PBC has always adhered to) but did not set occupancy limits. In January 2017, the LCLB began requiring applications for new Picnic Area Endorsements to specify occupancy levels but did not set maximum occupancy limits for new applications. Previously existing Picnic Areas (such as PBC's) were arbitrarily given a maximum occupancy level of 30 persons regardless of how they were being operated up to that point. Manufacturers, such as PBC, are required to apply for a Picnic Area Change (i.e. a variance) in order to have this occupancy limit amended.

Thus, ironically for PBC, the LCLB Picnic Area Change Application is required to continue using our Picnic Areas as we always have. The application must first be submitted to local government for review before it can be considered for approval by the LCLB.

PBC feels it is important to keep in mind that PBC is located on an 11 acre farm with all surrounding neighbours set back substantially from the Picnic Areas and that PBC has operated its Picnic and tour Areas without any issue since inception.

PBC is seeking the support of the SCRD to continue operating its Picnic Area Endorsement as we always have, with a maximum occupancy of 190 (required to accommodate peak days in summer and/or local community events (e.g. fundraisers, association meetings, community gatherings). SCRD Staff are in possession of the full application package.

Summary

Persephone Brewing Company and, especially, its farm in Gibsons has become a cornerstone of the local social, agricultural and tourist economy on the Sunshine Coast. It employs dozens of people including several with developmental disabilities. It hosts a myriad of community and charitable events each year, which are attended by thousands of people both visiting and

residing on the Coast. The support of Persephone in community is nearly unanimous with vocal commendations, reviews and awards for the positive impact it is having.

Much of PBC's success and positive impact is related directly to its farm-based activities, events, picnic and tour areas and the welcoming, family-friendly lounge area. There have been no instances of violence, vandalism, abuse or any other criminal nor even inappropriate behavior reported at PBC. The farm and especially, the lounge are managed with fervor and the utmost care and concern for the safety and well-being of customers, staff, neighbors and community alike. Thus, there is no discernable rationale for reducing the seating capacity indoors or outdoors.

I would like to request, and will do so formally, to present as a delegation at any SCRD Board, Committee, Commission(s) or other public meeting that involves discussion or decisions about PBC. Feel free to get in touch with me directly should any further information be needed to help move these respective processes forward in as expeditious a manner as reasonable.

Respectfully,

A handwritten signature in black ink, appearing to be 'Brian Smith', with a stylized, cursive script.

Brian Smith
CEO
Persephone Brewing Company
604-928-8931
brian@thebeerfarm.ca

ALR Compliance Plan 2018

Persephone Brewing Co.

Prepared by:

Brian Smith, CEO

Persephone Brewing Co.

1053 Stewart Road, Gibsons, BC

V0N 1V7

brian@thebeerfarm.ca

Preface

Persephone has since inception sought to be in compliance with both Agricultural Land Reserve Regulations and Sunshine Coast Regional District Regulations and bylaws. We have gone to extraordinary lengths to comply and yet that has not always been an easy nor clear path. In 2017, both the SCRD and Province showed clear support for farm-based breweries such as Persephone.

The SCRD, among others, advanced a Resolution to the Association of Vancouver Island and Coastal Communities (AVICC) and, subsequently, the Union of British Columbia Municipalities (UBCM) to change the ALR Regulations equating the treatment of breweries with that of wineries and cideries. This effort was ultimately successful in both of those arenas and, in turn, the Province updated the the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. 171/2002.

The updates, while not perfect, clarified a path to compliance for Persephone. Specifically, if Persephone grew 2ha of barley onsite and purchased the balance of its barley from BC farms, it would automatically be in compliance. And, that is the intention of Persephone in 2018.

This Compliance Plan provides the context, steps and supporting documentation to achieve compliance in as timely and transparent as possible.

Current ALR Regulations

On November 9, 2017 Order in Council 432/2017 amended the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. 171/2002 (the “Regulation”) and now refers to and regulates wineries, cideries, meaderies, distilleries and breweries collectively as “alcohol production facilities”.

Order In Council 432/2017 amended section 2 (2.1)(a) and (b) of the Regulation and replaced “farm product used to make the wine or cider” with “primary farm product used to make the alcohol product”.

Order in Council 432/2017 also amended section 2 (2.1)(b)(ii) of the Regulation and replaced the term “farm product” with “primary farm product”. The definition of “primary farm product” means the farm product that is the primary ingredient used in a fermentation process to make an alcohol product.

In order to meet the criteria in the Regulation for an alcohol production facility:

- at least 50% of the primary farm product used to make the alcohol product produced each year is grown on the farm on which the alcohol production facility is located, or
- the farm on which the alcohol production facility is located is more than 2 ha in area and at least 50% of the primary farm product used to make the alcohol product produced each year is grown
 - on the farm, or
 - both on the farm and on another farm located in British Columbia that provides that primary farm product to the alcohol production facility under a contract having a term of at least 3 years.

ALC Compliance Requirements

Based on correspondence with Staff, the Agricultural Land Commission (ALC) requires clear evidence demonstrating that PBC is in compliance by December 19th, 2018. The primary evidence in this regard are photographs of the primary farm product in cultivation onsite and copies of the sales contract for barley from other BC farms.

Steps to Compliance

Step One: Secure a 3-year Contract for BC barley. Completed - see attached.

Step Two: Plant 2 hectares (20,000 square meters) of barley onsite. In process, with seed already purchased. Planting will begin as early in spring as reasonable per weather conditions, likely early to mid-March 2018.

Our southern (approx. 20,000 m²) hop yard will have barley planted in all aisles. Thus, this will amount to the required 20,000 m² of primary product under cultivation.

Step Three: Provide photographic evidence to the ALC and SCRD. To be completed as soon as possible, Spring 2018.

Appendices:

Supporting documents below include:

- a purchase order for barley seed sufficient to sow more than 2ha of the farm land at Persephone Brewing Company.
- A 3-year contract with Gambrinus Malting Company for the provision of malted barley sourced from BC farms.
- Updated site plan showing the southern hop/barley field.

TerraLink

Terralink Horticulture Inc.

464 Riverside Road Abbotsford, BC V2S 7M1

Phone: 604-864-9044 Fax: 604-864-8418

G.S.T. Reg No. 82770 2226 RT 0001

P.S.T. Reg No. 1001-8826

INVOICE - COPY

Order Number

2017-260401-00

Customer PO Number

Page

1 of 1

Payment Type

SOLD TO:

Persephone Brewing Company
1053 Stewart Rd.
Gibsons, BC V0N 1V7

SHIP TO:

Persephone Brewing Company
1053 Stewart Rd.
Gibsons, BC V0N 1V7

Connor Wear

604-740-5318

Ordered	Shipped	Invoiced	Terms	Sales Rep	Payment Due	Ship Via	Freight
12/19/2017	12/19/2017	12/19/2017	N30	Thind	01/18/2018	OF -	Prepaid and Add
Item Number	D.G.	Description	Ordered	Shipped	Price	Extension	Tax
2015035		BARLEY AC METCALF - 2 Row Malting - 75 lb/acre W1 3D, W3, W1 4G, W1 Main TL Warehouse Lot: 4258 Qty: 4.00	46LB/FT3 4.000	4.000	21.57	86.28	
55040		FREIGHT CONTRACT QUOTE 402013 Main TL Warehouse	EACH 1.000	1.000	53.00	53.00	
							G

freight added shipping via Loomis
Dion 604-989-2221

Restricted Goods ID:

Restricted Goods ID Expiry: / /

Please remit to:
Terralink Horticulture
464 Riverside Road
Abbotsford, BC V2S 7M1

Sub Total: \$139.28
GST: \$2.65
PST: \$0.00
TOTAL: \$141.93 CDN

Customer has verified registered use only of pesticide(s) on labeled crop(s) X _____

Dispenser and Certificate # _____

Employee Initials: _____

24 Hour Number 613-996-6666

CONDITIONS OF SALE - TERRALINK HORTICULTURE INC warrants to the extent of the purchase price that the products indicated above are as described on the container, within recognized tolerances. The seller gives no other warranty, expressed or implied as to the descriptions, quality, productiveness or any other matter and will not be in any way responsible for the crop, the results or outcome of the product. Acceptance of product constitutes agreement to these conditions of sale.

RESTOCKING POLICY - Products returned "out of season" are subject to a 15% restocking fee. All seed sales are final. Opened containers or expired products are not returnable.

Original - Copy

2017-260401-00

Customer Signature: _____



Sales Contract

DATE: December 19, 2017

NUMBER:

SELLER: Gambrinus Malting Corp.
1101 Industrial Drive
Armstrong, BC, Canada V0E-1B6
c/o

BUYER: Persephone Brewing Co.
1053 Stewart Road
Gibsons, BC

The present contract of sale will be governed by these Specific Conditions and by part B (reverse) of this document.

GOODS SOLD: METRIC TONNES CROP YEAR BC BARLEY MALT.

SPECIFICATIONS: More than 50% of all Barley Malt sold to Persephone is to originate from BC Farms.

TERM OF CONTRACT: THREE (3) YEARS FROM SALES CONTRACT DATE. THIS CONTRACT IS AUTOMATICALLY RENEWABLE FOR AN ADDITIONAL THREE (3) YEARS UNLESS OTHERWISE AGREED BY BOTH PARTIES.

PACKAGING & PRICES: MARKET RATES AS PUBLICLY ADVERTISED BY GAMBRINUS. PRICES WILL BE SET ANNUALLY ONCE BARLEY PRICES ARE KNOWN.

DELIVERY TERMS: As usual.

TIME OF DELIVERY: As usual.

PAYMENT CONDITIONS: As usual.

On behalf of the Seller:

On behalf of the Buyer:

Signature: 

Signature: 

Name: Ken Smith

Name: Brian Smith

Title: Director of Operations

Title: CEO



Sales Contract

b. General Conditions

General

Where these General Conditions (Part B) are used independently of the said Specific Conditions (Part A), any reference in Part B to Part A will be interpreted as a reference to any relevant specific conditions agreed by the parties. In case of contradiction between these General Conditions and any specific conditions agreed upon between the parties, the specific conditions shall prevail.

Any questions relating to this Contract which are not expressly or implicitly settled by the provisions contained in the Contract itself (i.e. these General Conditions and any specific conditions agreed upon by the parties) shall be governed by reference to the laws of the Province of British Columbia, Canada.

Any reference made to trade terms (such as EXW, FCA, etc.) is deemed to be made to the relevant term of Incoterms published by the International Chamber of Commerce. Any reference made to a publication of the International Chamber of Commerce is deemed to be made to the version current at the date of conclusion of the Contract.

No modification of the Contract is valid unless agreed or evidenced in writing. However, a party may be precluded by his conduct from asserting this provision to the extent that the other party has relied on that conduct.

Inspection of the goods before shipment

If the parties have agreed that the Buyer is entitled to inspect the goods before shipment, the Seller must notify the Buyer within a reasonable time before the shipment that the goods are ready for inspection at the agreed place.

Price

The price indicated includes any costs which are at the Seller's charge according to this Contract. However, should the Seller bear any costs which, according to this Contract, are for the Buyer's account (e.g. for transportation or insurance under EXW or FCA), such sums shall not be considered as having been included in the price and shall be reimbursed by the Buyer.

Weight

Shippers weights at time of loading to apply unless otherwise agreed to in writing.

Payment conditions

Unless otherwise agreed in writing, or implied from a prior course of dealing between the parties, payment of the price and of any other sums due by the Buyer to the Seller shall be on open account and time of payment shall be 15 days from the date of invoice.

Interest in case of delayed payment

If a party does not pay a sum of money when it falls due the other party is entitled to interest upon that sum from the time when payment is due to the time of payment.

Unless otherwise agreed, the rate of interest shall be 2% above the average bank short-term lending rate to prime borrowers prevailing for the currency of payment at the place of payment.

Retention of title

If the parties have validly agreed on retention of title, the goods shall remain the property of the Seller until the complete payment of the price, or as otherwise agreed.

Contractual term of delivery

Unless otherwise agreed, delivery shall be "Ex Works" (EXW).

Documents

Unless otherwise agreed, the Seller must provide the documents (if any) indicated in the applicable Incoterm or, if no Incoterm is applicable, according to any previous course of dealing.

Non-conformity of the goods

The Buyer shall examine the goods as soon as possible after their arrival at destination and shall notify the Seller in writing of any lack of conformity of the goods within 15 days from the date when the Buyer discovers or ought to have discovered the lack of conformity. In any case the Buyer shall have no remedy for lack of conformity if he fails to notify the Seller thereof within 3 months from the date of arrival of the goods at the agreed destination.

Goods will be deemed to conform to the Contract despite minor discrepancies which are usual in the particular trade or through course of dealing between the parties but the Buyer will be entitled to any abatement of the price usual in the trade or through course of dealing for such discrepancies.

Where goods are non-conforming (and provided the Buyer, having given proper notice of the lack of conformity, does not elect in the notice to retain them), the Seller shall at his option:

(a) replace the goods with conforming goods, without any additional expense to the Buyer, or

(b) repair the goods, without any additional expense to the Buyer, or

(c) reimburse to the Buyer the price paid for the non-conforming goods and thereby terminate the Contract as regards those goods.

Unless otherwise agreed in writing, no action for lack of conformity can be taken by the Buyer, whether before judicial or arbitral tribunals, after 6 months from the date of arrival of the goods. It is expressly agreed that after the expiry of such term, the Buyer will not plead non-conformity of the goods, or make a counter-claim thereon, in defense

to any action taken by the Seller against the Buyer for non-performance of this Contract.

Force majeure

A party is not liable for a failure to perform any of his obligations in so far as he proves:

(a) that the failure was due to an impediment beyond his control, and

(b) that he could not reasonably be expected to have taken into account the impediment and its effects upon his ability to perform at the time of the conclusion of the Contract, and

(c) that he could not reasonably have avoided or overcome it or its effects.

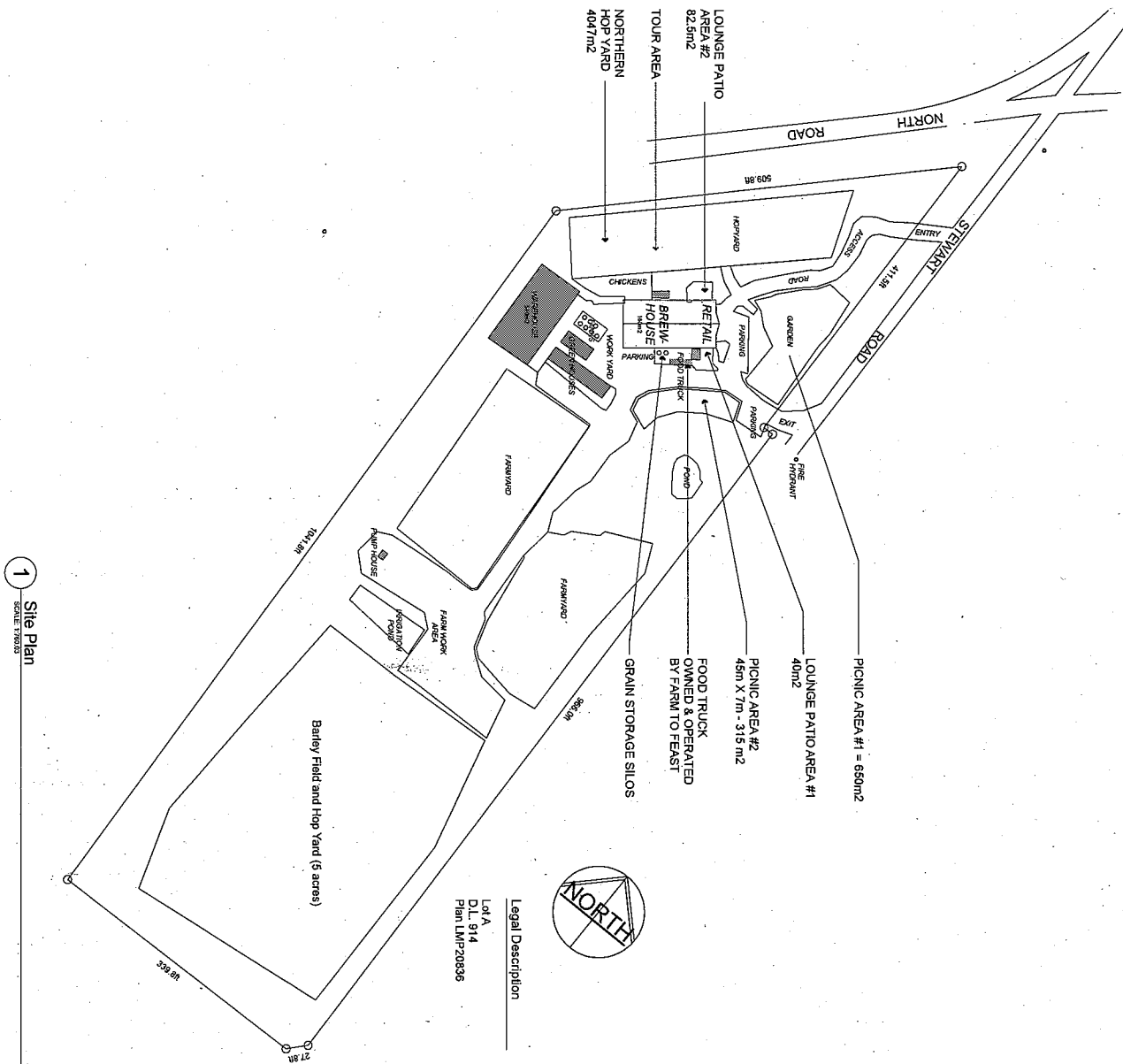
A party seeking relief shall, as soon as practicable after the impediment and its effects upon his ability to perform become known to him, give notice to the other party of such impediment and its effects on his ability to perform. Notice shall also be given when the ground of relief ceases. Failure to give either notice makes the party thus failing liable in damages for loss which otherwise could have been avoided.

A ground of relief under this clause relieves the party failing to perform from liability in damages, from penalties and other contractual sanctions, except from the duty to pay interest on money owing as long as and to the extent that the ground subsists.

If the grounds of relief subsist for more than six months, either party shall be entitled to terminate the Contract with notice.

Resolution of disputes

This contract will be interpreted, performed, and enforced in accordance with the laws of the Province of British Columbia, Canada.



Persephone Brewing Co. Ltd.

1053 Stewart Road, Abbotsford, BC V0N 1V7

Lounge Endorsement Diagrams - 11-02-2017

SITE PLAN

LE-1



March 28, 2017

Sunshine Coast Regional District
1975 Field Road
Sechelt BC
V0N 3A1

Attention: Andrew Allen, Manager of Planning & Development Services

RE: Persephone Brewing Company Application for Picnic Area Occupancy

Dear Mr. Allen,

Persephone Brewing Company is applying to the Liquor Control and Licensing Branch (LCLB) to amend the occupancy limit on our licensed outdoor picnic areas. This application must first be submitted for local government review, approval and comment prior to being considered by the LCLB (per new procedures implemented by the LCLB January 23, 2017,).

On January 23, 2017, the LCLB implemented new policy to limit occupancy within licensed picnic areas associated with manufacturers' on site stores (see page 3 of http://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/policy-directives/16-17_manufacturing_-_oct_20.pdf). Where these licensed picnic areas were pre-existing (as in the case of Persephone Brewing), the occupancy was arbitrarily set to 30 persons and manufacturers were advised to apply for an amendment to the occupancy limit if desired. This arbitrarily imposed occupancy limit would drastically restrict the utility and vibrancy of our picnic areas and represent a significant financial hardship to Persephone Brewing given the high proportion of overall sales generated through our tasting room/picnic areas/retail store (particularly in peak season).

Prior to January 23, 2017, no occupancy limit was in place for the licensed picnic areas located at Persephone Brewing Company. Four licensed areas together form the "picnic areas" at Persephone Brewing (see site plan attached to the application form), and measure approximately 1000 square meters in total. These picnic areas are well loved by locals, customers and visitors alike, are utilized by community groups for small scale fundraising events, and have become a hub for building social connections and creating a sense of belonging within our community. Our picnic areas can often see hundreds of people pass through them on busy summer days, and our staff have become adept at managing these areas to ensure there are no problems for neighbours (we have not received any formal complaints regarding in the past 2 years). Such practices include:

- Establishing over 75 unpaved parking spaces on the property without impacting the area of land available for agriculture
- Employing parking attendants on busy summer days to direct parking on site
- Requiring organizations holding small fundraising events to provide volunteer parking attendants for the duration of their events
- Installing signage and traffic calming measures on site (e.g. speed bumps, map of parking areas, and directional signage)
- Allowing only acoustic music outside and no music past 6pm
- Closing the picnic areas by 7pm (winter) or 9pm (Fridays and Saturdays in summer only)
- Opening picnic areas no earlier than 10am.
- Allowing dogs in picnic areas only if they are on-leash
- Strictly enforcing a no-drugs and no outside alcohol policy on the property
- Ensuring Serving It Right requirements are being upheld at all times and responding to any disorderly behavior immediately and decisively
- Maintaining a good working relationship with the local RCMP detachment
- Successfully implementing "Car Free Days" at Persephone to manage vehicle traffic where necessary.
- Providing at least one outdoor bathroom facility (porta potty) year round and increasing the number of such facilities as needed through peak season.

The application we are submitting is requesting that our occupancy in the licensed picnic areas be increased from the limit of 30 persons imposed on January 23, 2017 to 190 persons (a level more consistent with the use of these picnic areas in recent years). This number was determined as follows:

1. Based on experience. We believe this reflects an average busy summer day at Persephone Brewing that remains easily manageable given the practices outlined above.
2. Based on off-street parking capacity. With 75 parking spaces and assuming 0.33 parking spaces are required per "seat", Persephone Brewing has the parking capacity in place to accommodate 227 persons. We estimate that over 15% of patrons use other forms of transportation to come to Persephone, suggesting that our site can easily accommodate 261 persons. Of this, our tasting room has an indoor seated capacity for 72 persons, leaving 189 (say 190) persons occupying licensed picnic areas.

In summary, the recently and arbitrarily imposed occupancy limit of 30 persons within our licensed picnic areas will result in the loss of a valued community asset and represents a potential hardship to Persephone Brewing's business given that as much as 50% of revenue during peak season is generated on site through our tasting room/picnic areas/retail store. This application seeks to amend this occupancy limit to a level that would allow Persephone Brewing to continue to

operate its picnic areas as it has in the past, ensuring they remain the vibrant, enjoyable, and valuable community asset and destination they have become.

I look forward to discussing this application with you at your convenience. Please contact me any time should you have any questions on this application, our business or its practices as they relate to this application.

Kind regards,

A handwritten signature in dark ink, appearing to read 'Dion Whyte', with a large, stylized initial 'D'.

Dion Whyte
General Manager
Persephone Brewing Co.
dion@thebeerfarm.ca
604-989-2221



Liquor Control and Licensing Branch
4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
Phone: 1 866 209-2111 Fax: 250-952-7066

MANUFACTURER ON-SITE STORE, AND/OR PICNIC AREA ENDORSEMENT LICENCE APPLICATION

Liquor Control and Licensing Form LCLB049B

Instructions:

Complete all applicable fields and submit with the required documentation and payment as outlined in Part 9 of this application form. If you have any questions, call Liquor Control and Licensing Branch (Branch) toll-free at: 1 866 209-2111.

Part 1: Licensee Information

Licence #: 305517

Licensee Name: Persephone Brewing Company

Establishment Name: Persephone Brewing Company

Establishment Address: 1053 Stewart Road Gibsons BC V0N1V7
Street City Province Postal Code

Mailing Address: (if different than above) Street City Province Postal Code

Part 2: Contact Person

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Dion Whyte

Title: General Manager

Telephone: 604-989-2221

E-mail address: dion@thebeerfarm.ca

Part 3: Type of Application

Select the endorsement type(s) you are requesting:

☐ On-Site Store Endorsement (p. 2) - Fee: \$110

☒ Picnic Area Endorsement (p. 2) - No Fee

☐ New Picnic Area Endorsement (C1)

☒ Changes to Existing Picnic Area Endorsement (C4)

For Office use Only

Sub Job No. (C4) _____

For Office use Only

Sub Job No. (C1, C4 - see below) _____

Note: Terms and conditions for these endorsements can be found in your Manufacturer Terms and Conditions Handbook.

Part 4: On-Site Store Endorsement

An on-site store endorsement authorizes the retail sale of a manufacturer's product on the manufacturing site and online (internet sales). The on-site store endorsement may be a retail store area or a point of sale only. If the addition of a retail area will change the existing licensed manufacturing area(s), a structural change application for those areas may also be required - if unsure please contact the branch to discuss.

Provide the following:

☐ A floor plan (8.5" x 11") of the proposed on-site store layout or point of sale within the manufacturing facility showing:

- tasting /sales counter and/or display area, if applicable
- entrance, exit, and other licensed and non-licensed areas
- 'X' denoting point of sale if no retail area is being requested

☐ A site plan (8.5" x 11") of your property showing the following:

- all buildings and their uses (i.e. storage, manufacturing buildings, personal residence, garage, other businesses, etc.)
- all licenced areas (other endorsements or licences approved by the Branch)
- vineyards/orchards/agricultural crops
- private and public roadways and parking areas

☐ By checking this box, I confirm that current zoning permits retail sales on the manufacturing site.

☐ Complete Part 7 and Part 8

Part 5: Picnic Area Endorsement - New and Changes to Existing Picnic Area(s)

A manufacturer may apply for one or more outdoor picnic areas, on-site, where patrons may consume products obtained from the facility. This is a consumption area only; no sale or service is permitted.

A picnic area(s) may be up to 1,000 square metres total. It must have a clearly defined boundary and be located at ground level on grass, gravel, etc. The picnic area must not be used as an overflow area of a lounge.

Complete A and B below.

A) Select applicable request type:

☐ New Picnic Area Endorsement

☒ Move, add, or change approved picnic area(s), including an increase in capacity. Describe proposed change(s):

Proposed change to the capacity limitation of 30 persons in all existing licensed picnic areas implemented Jan 23, 2017.

B) Provide the following for all request types:

☒ A site plan (8.5" x 11") of your property showing the location and size of the existing and/or proposed picnic area(s) and the following:

- all buildings and their uses (i.e. storage, manufacturing buildings, personal residence, garage, other businesses, etc.)
- all licenced areas (other endorsements or licences approved by the Branch)
- vineyards/orchards/agricultural crops
- private and public roadways and parking areas
- any neighbouring residences within 50 metres of the proposed picnic area(s)

☒ If there are other businesses operating on the manufacturing site, provide the details regarding the business below:

Farm to Feast operates a commercial food truck and wood fired pizza oven on the property adjacent to picnic area.

☒ Attach a photo of the proposed picnic area(s), including the bounding (if in place).

☒ Describe the composition of the boundary surrounding the proposed picnic area. The boundary is required to be clearly and fully defined. This may include fencing, trees, planters, bushes/natural fauna, etc:

Picnic areas bounded by combination of buildings trees/shrubs, chicken coop, roads, parking spaces and log/wood poles.

☒ Picnic area is located on:

☒ Grass ☒ Gravel ☐ Cement ☐ Patio Stones ☐ Wooden Surface (located directly on ground level)

☒ Select which of the following will be used within the proposed picnic area(s):

☐ Umbrella and Picnic Tables ☒ Tables and Chairs ☐ Other:

Note: Ceiling, walls, and heaters are not permitted; picnic areas must be open to the elements

☒ Identify proposed total capacity for all picnic areas: 190 persons

☒ Explain how your proposed picnic area location(s) has been selected to minimize the potential for disturbance to nearby neighbours:

Not proposing any changes to picnic area location, or use. No amplified music. Closed by 7 pm (winter) or 9pm (summer).

☒ Take your completed application, with your site plan, to your local government /first nation to complete Part 6 (below).

☒ Also complete Part 7 and Part 8.

Part 6: Local Government/First Nation - Picnic Area Zoning Confirmation

I confirm that zoning allows/does not allow (check one below) for the operation of a picnic area, as proposed above. See attached site plan.

☐ Allows

☐ Does not allow

Comments (optional):

Local Government/First Nation (name):

Name of Official:

Title/Position:

Phone:

E-mail:

Date:

(Day/Month/Year)

Signature of Official: _____

Part 7: Declaration of Signing Authority

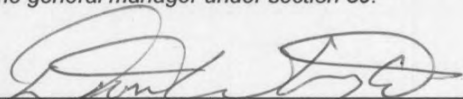
My signature, as applicant, indicates, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. Or I have an option purchase or offer to lease the establishment, or portion of the establishment to be licensed, and prior to a licence being issued I will have title or obtain a completed lease which will not expire for a minimum of 12 months after the date the endorsement is issued.
- I understand the general manager has the right to request documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request.
- I understand loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand I must advise the Branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand the name(s) on documentation demonstrating valid interest must be identical to the applicant names(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

Note: An agent or lawyer may not sign the declaration on behalf of the applicant.

I understand and acknowledge: All of the information given is true and complete to the best of my knowledge. *Section 57(1)(c) of the Liquor Control and Licensing Act states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59."*

Signature: _____



Authorized signatory of the applicant

Name: Whyte/Dion/Martin

(last / first / middle)

Position: General Manager

(if not an individual)

Date:

March 28/2017

(Day/Month/Year)

This form should be signed by an appropriate individual who has the authority to bind the applicant. The applicant is responsible for ensuring that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an sole proprietor, the individual himself/herself
- If the applicant is a corporation, an officer or, in some cases, a director
- If the applicant is a general partnership, one of the partners
- If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the applicant's behalf, the branch will accept the licensee representative's signature.

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

Part 8: Submit Application Package

Once signed by local government/first nation, (if your application includes a picnic area) submit your complete application package to:

Liquor Control and Licensing Branch
Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
E-mail: liquor.licensing@gov.bc.ca

Note: Incomplete applications will delay processing times. If you have any questions, contact us toll-free at 866-209-2111 or email us at liquor.licensing@gov.bc.ca Or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 9: Application Fee

Note: There are no fees for the Picnic Area endorsement

On-Site Store Endorsement Application Fee: \$110

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒) one):

- ☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- ☐ Money order, payable to Minister of Finance
- ☐ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX
- ☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- ☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB049B

4 of 4

Manufacturer On-site Store, Picnic, and/or Tour Endorsement

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

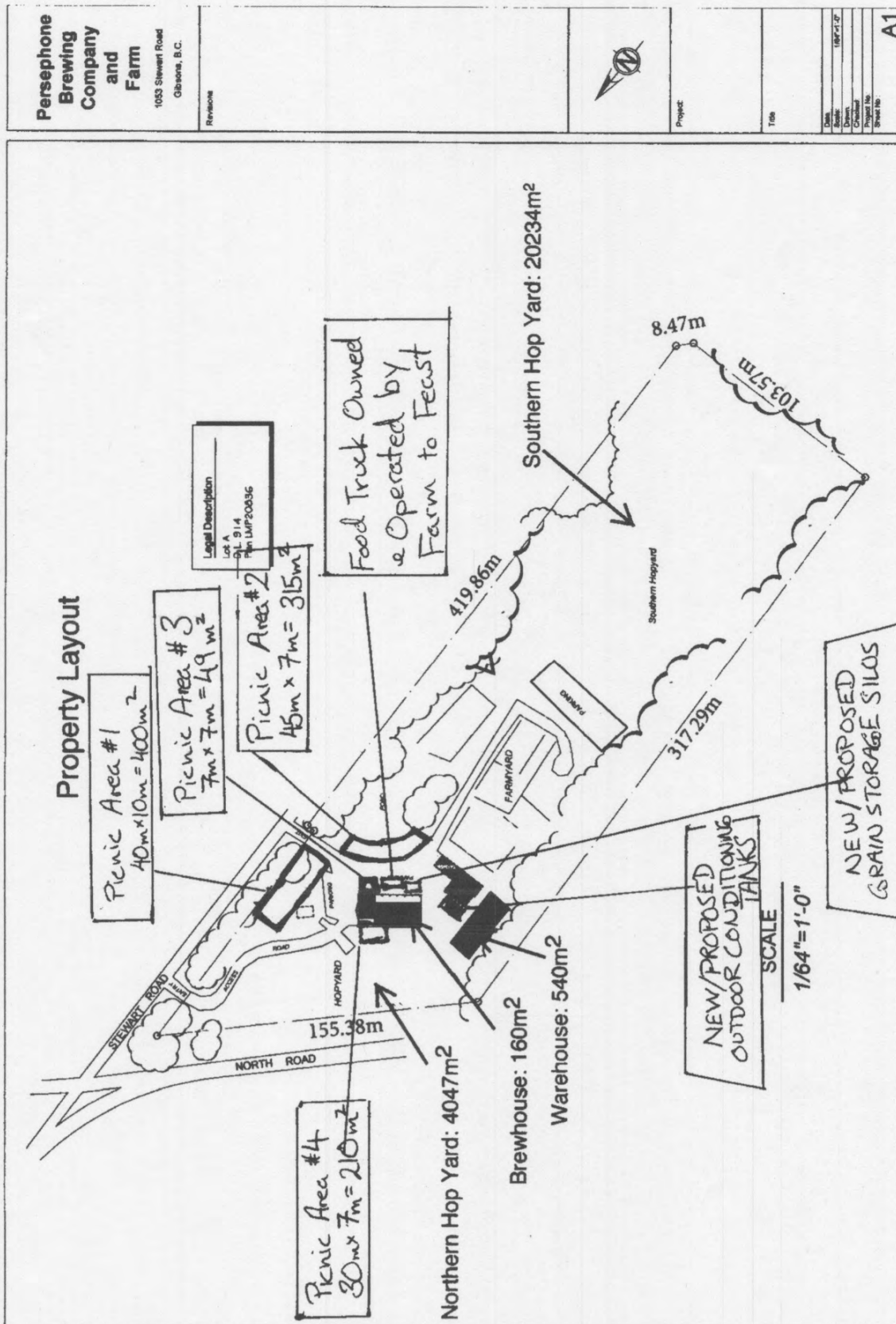
Credit card number:

Expiry date:

(Month)

(Year)

Signature: _____



Picnic and Tour Area Application

Picnic Area 1: 40mx10m= 400m²

Picnic Area 3: 7mx7m= 49m²

Legal Description
Lot A
D.L. 914
Plan LMP20836

Picnic Area 2: 45mx7m= 315m²

Farmyards managed by
Backyard Bounty

Combined picnic areas not to exceed 1000sq.m.

Tour Area

Picnic Area 4: 30mx7m= 210m²

LIQUOR BOARD AND LICENSING BRANCH
APPROVED, IN PRINCIPLE

Subject to the terms and/or conditions specified in the approval

In principle letter(s) dated: May 7/14

Authority: [Signature]

Maximum Person Capacity: n/a

LCLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE
AND AVAILABLE FOR INSPECTION AT ALL TIMES

Date Issued: July 28, 2014

Licence #: 305517 (picnic & tour)

General Manager

Persephone
Brewing
Company

1053 Stewart Road
Gibsons, B.C.

Revisions:



Project:

Persephone
BREWERY

Title:

Site

A1

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 8, 2018
AUTHOR: Ian Hall, General Manager, Planning and Community Development
SUBJECT: PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT - 2017 Q4 REPORT

RECOMMENDATION

THAT the report titled Planning and Community Development Department - 2017 Q4 Report be received.

BACKGROUND

The purpose of this report is to provide an update on activity in the Planning and Community Development Department for the Fourth Quarter (Q4) of 2017: October 1 to December 31, 2017.

The report provides information from the following divisions: Planning & Development, Building, Ports & Docks, Facility Services & Parks, Corporate Sustainability, Recreation & Community Partnerships, and Pender Harbour Aquatic & Fitness Centre.

PLANNING AND DEVELOPMENT DIVISION

Meeting with shíshálh Nation

Staff from Planning and Building Divisions met with staff from the shíshálh Nation in Q4 to share information about development processes and to discuss heritage conservation requirements and opportunities. The meeting included a learning opportunity with the curator of the Tems Swiya museum and archaeologists. This meeting contributed to SCR D's strategic priority to enhance collaboration with the shíshálh Nation.

Regional Planning [500]

Key projects in Q4 included:

- BURNCO Environmental Assessment (EA) response
- Regional Inter-Jurisdictional Invasive Plant Management – consultation with Invasive Species Technical Working Group (ISTWG)

Rural Planning [504]

Key projects in Q4 included:

- Twin Creeks Official Community Plan Review – draft presented for First Reading
- Residential Intensification Strategies for Affordable Housing – options and public information meetings
- Short Term Rentals – public information meetings and stakeholder meetings
- Zoning Bylaw 310 Review – research and summary paper development

OPERATIONS

Development Applications Statistics

Applications Received	A	B	D	E	F	Q4 2017	Q3 2017	Q2 2017	Q1 2017	2017 Total
Development Permit			2	1		3	6	5	6	20
Development Variance Permit	1	1			1	3	6	3	4	16
Subdivision	1	2		1	2	6	5	5	2	18
Rezoning/OCP	2	1	2	1	3	9	3	4	3	19
Board of Variance						0	0	0	2	2
Agricultural Land Reserve					1	1	3	1	0	5
Total	4	4	4	3	7	22	23	18	17	80

There were 22 Development Applications received in Q4 2017 compared to 18 in Q4 2016.

The 2017 total for Development Applications was 80. The 2016 total for Development Applications was 57. The 2015 total for Development Applications was 51.

Provincial and Local Government Referrals

Referrals	DoS	ToG	SIGD	Isld Trst	SqN	Province	Other*	Q4 Total	Q3 Total	Q2 Total	Q1 Total	2017 Total
Referrals						3	2	5	8	13	10	36

*1 MetroVan and 1 received directly from LCLB.

There were 5 Referrals received in Q4 2017 compared to 4 in Q4 2016.

- The 2017 total for Referrals was 36.
- The 2016 total for Referrals was 34. The 2015 total for Referrals was 48.

Building Permit Reviews Completed by Planning Staff

BP Review	A	B	D	E	F	Q4 Total	Q3 Total	Q2 Total	Q1 Total	2017 Total
Building Permit Reviews by Planning	15	13	14	8	8	58	64	64	55	241

There were 58 Building Permit Reviews completed in Q4 2017 compared to 51 in Q4 2016.

- The 2017 total for Building Permit Reviews was 241.
- The 2016 total for Building Permit Reviews completed was 293.
- The 2015 total for Building Permit Reviews completed was 215.

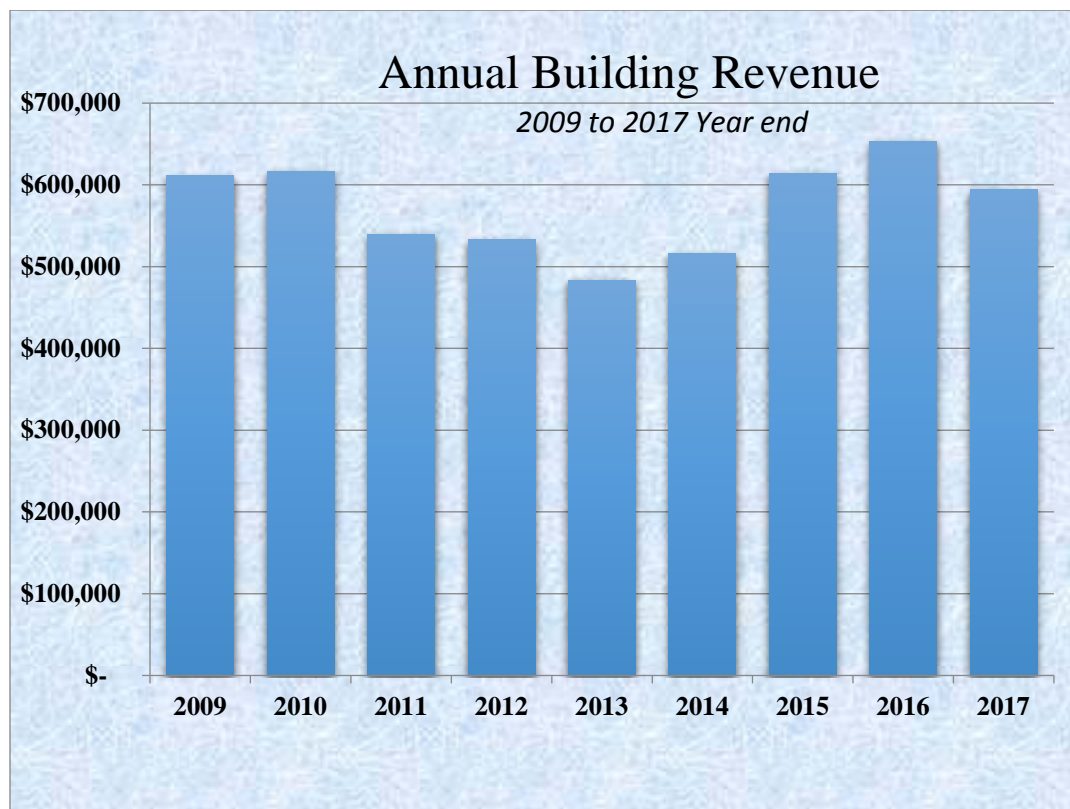
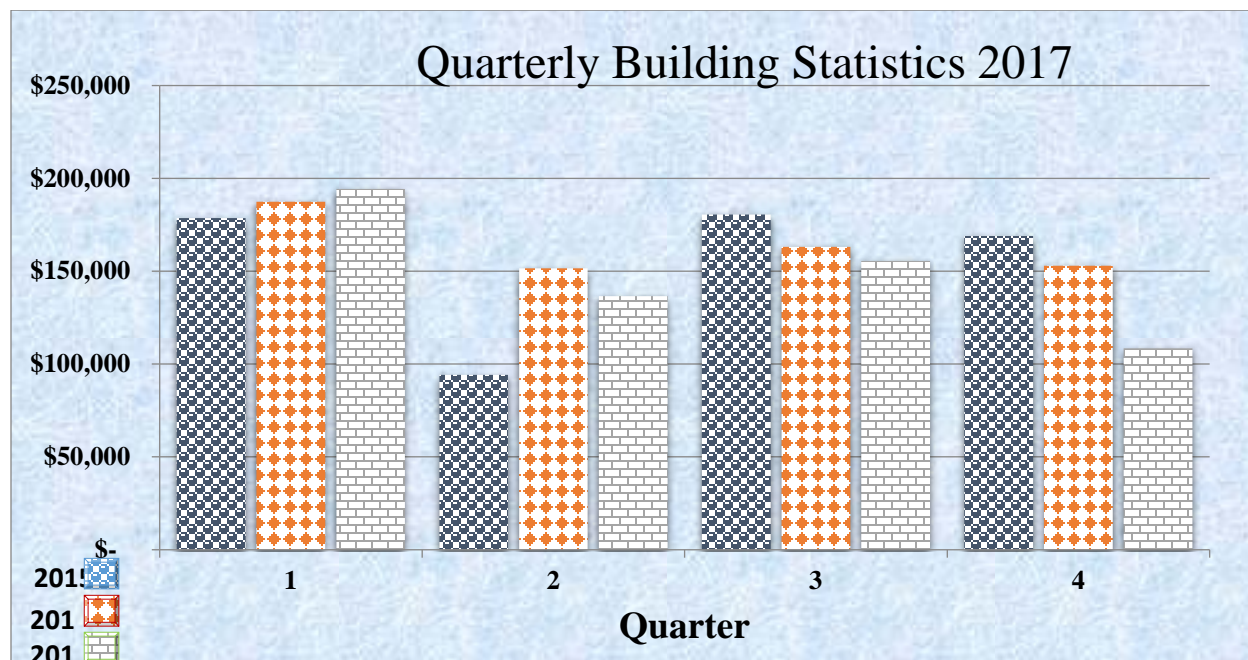
Development Applications Revenue

Revenue Stats	A	B	D	E	F	Q4 Total	Q3 Total	Q2 Total	Q1 Total	2017 Total
DP			\$1,000	\$500		\$1,500	\$2,650	\$1,650	\$2,900	\$8,700
DVP	\$500	\$500			\$1,000	\$2,000	\$3,320	\$1,520	\$3,000	\$9,840
Subdivision	\$700	\$2,720		\$1,525	\$4,370	\$9,315	\$10,150	\$4,490	\$1,565	\$25,520
Rezoning/ OCP	\$2,400					\$2,400	\$5,300	\$5,300	\$5,300	\$18,300
BoV						\$0	\$0	\$0	\$1,000	\$1,000
ALR					\$1,500	\$1,500	\$1,500	\$1,200	\$0	\$4,200
Total	\$3,600	\$3,220	\$1,000	\$2,025	\$6,870	\$16,715	\$22,920	\$14,160	\$13,765	\$63,360

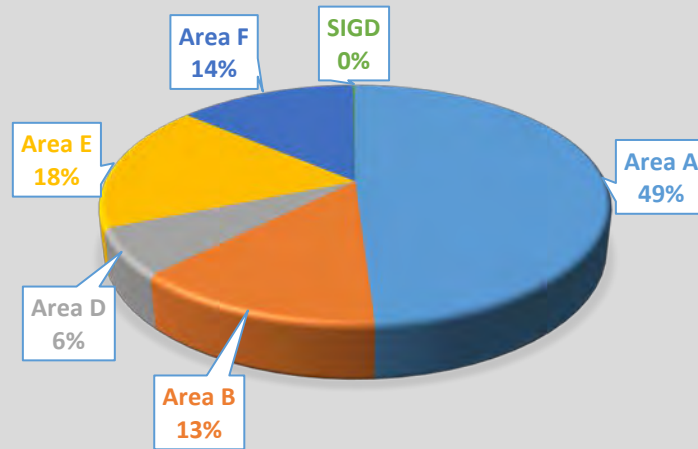
Development Applications revenue was \$16,715 in Q4 2017 compared to \$15,745 in Q4 2016.

- The 2017 total for Development Applications revenue was \$60,360.
- The 2016 total for Development Application revenue was \$54,505.

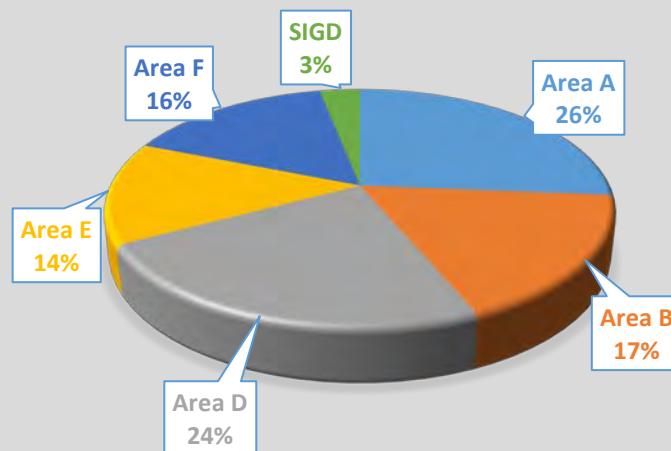
BUILDING DIVISION



Building Permit Revenue by Electoral Area
Fourth Quarter



2017 Annual Building Permit Revenue to date by
Electoral Area



PORTS AND DOCKS DIVISION

OPERATIONS

Seasonal preventative maintenance and additional minor repairs completed in Q4.

PORTS MONITORS (POMO) COMMITTEE

The POMO approach of “eyes on the dock” to identify condition, maintenance or operation issues provided useful feedback during Q4 that enables SCRD to respond to issues more quickly and more efficiently.

Two updates were published to POMO in Q4 containing information about projects, dock conditions and 2018 planning.

MAJOR PROJECTS

- Gambier Float replacement – design reviewed/amended with input from POMO and area residents (gathered with POMO support). Final engineering, environmental review and construction completion in Q4. Construction to be completed in 2018 Q1.
- Construction tendering for the 2017 Ports Repairs capital project took place in Q4 and a contract was awarded. The work which includes West Bay dock approach and the Halkett Bay float repairs is expected to be completed by the end of Q1. This project is supported by a Canada 150 grant.

FACILITY SERVICES DIVISION

Building Maintenance [313]

Building Maintenance Statistics

Building Maintenance Tickets	Oct. 1 – Dec. 30
Tickets received	116
Tickets resolved	137
Open (unresolved) tickets as of Dec 30 th	33

Recreation Facilities [613]

Arena Assessments

Both SCRD arenas were inspected and audited by both Work Safe and Technical Safety BC in Q4. These assessment reviewed regulatory compliance as well as provided information about new regulation changes. Similar reviews are occurring across BC.

SCRD arenas are approved to continue operating. SCRD arenas are “Risk Assessed” by Technical Safety BC, meaning that they have additional safety measures in place and fall into a lower risk category as compared to plants that are not “Risk Assessed”.

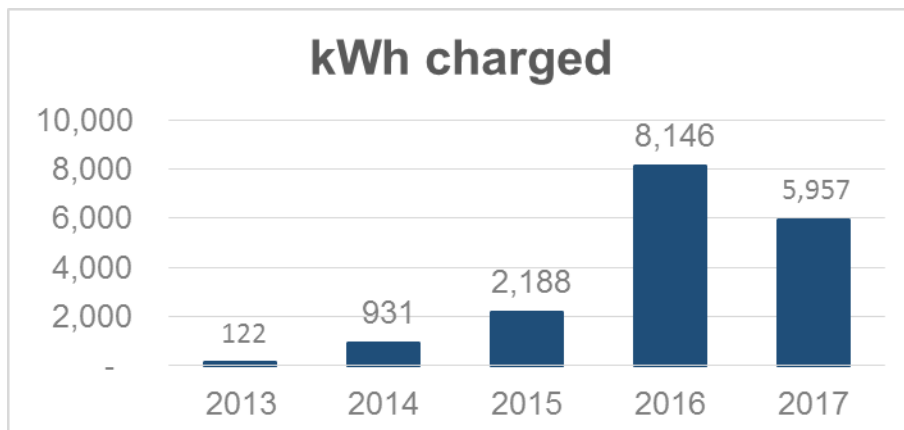
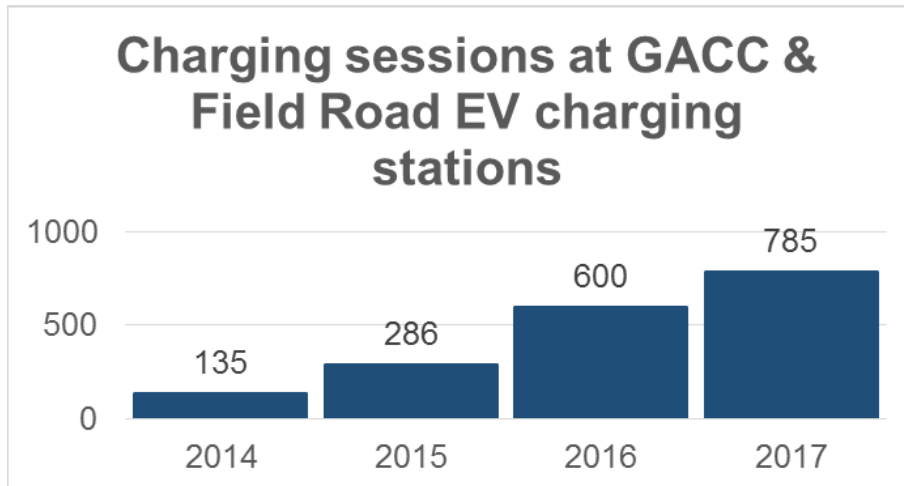
Regular inspections and assessments of our facilities contribute to supporting health and safety priorities. A number of areas for improvement were identified which staff continue to address.

Staff are communicating with Technical Safety BC and WorkSafeBC to ensure ongoing regulatory compliance. The SCRD’s Joint Health and Safety committee for arenas and facilities and the Human Resources department are also involved in this process.

All SCRD facility operators are properly certified to work in ice plants and to operate them safely.

Electric Vehicle Charging Stations – 2017 usage

The tables below show the number of charging sessions and the total electricity in kilowatt hours (kWh) charged. The Gibsons and Area Community Centre (GACC) Electric Vehicle (EV) charging station continues to account for the vast majority of usage with 94% of charging sessions.



PARKS DIVISION

Cemeteries [400]

Q4 Statistics – Oct 1st to Dec 31st

	2017 Q4	2016 Q4	2017 Q4	2016 Q4
Service	Burials	Burials	Cremations	Cremations
Plots Sold	4	5	4	5
Niches Sold	N/A	N/A	2	2
Interments	4	4	7	4
Inurnments (Niche)	N/A	N/A	0	1

Yearly Statistics – 2017 vs 2016

	2017 Q4	2016 Q4	2017 Q4	2016 Q4
Service	Burials	Burials	Cremations	Cremations
Plots Sold	12	33	11	12
Niches Sold	N/A	N/A	7	6
Interments	14	17	20	23
Inurnments (Niche)	N/A	N/A	5	2

Parks [650]

PROJECTS

Parks, Trails and Beach Access

- Suncoaster Trail Phase 2 planning continued. Project support from VCH Active Communities Grant will be used. A request for proposals and call for a task force advisory group will be issued in 2018 Q1.
- Suncoaster Phase 1 Management: The application to create a Section 56 designation on Phase 1 of the Suncoaster will be submitted in 2018 Q1.
- An open house and reporting on work completed with the Gambier Island Southwest Peninsula Trails Network Task Force took place in Q4
- Park bridge assessments (2017 budget initiative) were completed for 38 structures. Most park bridges were determined to be in good condition. Minor deficiencies are being prioritized to be addressed in 2018 work plan and a recommended replacement cycle is being integrated into capital planning, in alignment with SCRD asset management plan.

Community Halls

Number of bookings in Community Halls in 2017 Q4 compared to 2016 Q4 bookings:

Community Hall	2017 Q4 Bookings	2016 Q4 Bookings
Eric Cardinall	56	64
Frank West Hall	44	108
Coopers Green	32	21
Chaster House	47	53

- The Coopers Green Hall Replacement Design Task Force continued work on a schematic design with Principle Architecture (design consultant). A project update to the community is planned for 2018 Q1 to share the draft schematic design for the proposed replacement hall.

Sports Fields

All sports fields were fertilized and seeded in Q4.

Number of bookings per sports field in 2017 Q4 compared to 2016 Q4 bookings:

Sports Field	2017 Q4 Bookings	2016 Q4 Bookings
Lions Field	41	65
Cliff Gilker	179	194
Connor Park	98	170
Maryanne West	26	103
Shirley Macey Park	105	106

Number of annual bookings per sports field - 2017 vs 2016 bookings:

Sports Field	2017 Bookings	2016 Bookings
Lions Field	126	241
Cliff Gilker	656	730
Connor Park	532	713
Maryanne West	164	238
Shirley Macey Park	372	348

Dakota Ridge [680]

- Pre-season work complete, including minor road repairs, delivery and stacking of firewood into the building, volunteer orientation and drainage work.
- 35 volunteers trained and will be helping with trail hosting and grooming for the 2017/2018 ski season.
- Dakota Ridge opened on December 15.
- Over 9000 users were reached during a weeklong advertising campaign on Facebook to promote seasons pass sales.
- Twenty volunteers attended trail work parties in Q4.
- The Dakota Ridge Nordics program, formerly the Jackrabbits Program has 85 registered skiers, and 10 on a waiting list, ages 3-16 in a Nationally Certified Cross Country Canada skill development program. This is up from 75 skiers last year. Dakota Ridge Nordics is a not for profit organization and is part of the Tetrahedron Outdoor Club.
- Several schools and local clubs are planning overnight trips to Dakota as part of their outdoor education programs for children and young adults.

RECREATION AND COMMUNITY PARTNERSHIPS DIVISION

Project Highlights

The L.I.F.E. (Leisure Inclusion for Everyone) Program

The L.I.F.E. Program continues to reduce financial barriers for our community, and provides access to essential recreation programs and services that enhances the quality of life for our citizens.

Program guidelines present challenges related to eligibility and financial control. There are opportunities for improvement. In Q4, staff began work to engage key community agencies for greater program impact, working on gather user feedback through a survey, and holding an engagement workshop with agencies that support individuals who are homeless and to ensure program financial sustainability.

Program information and online registration

In Q4, staff research opportunities to enhance public access to recreation programming and registration information through apps. This opportunity would enhance information available thought the SCRD website.

Active.com, the company which owns Activenet (the recreation registration software that SCRD use) has developed an app which users can download to their mobile device which shows activities happening near the user. The application can filter to show activities in a set radius around the user or by program type. SCRD recreation information is already available through this app. A communication plan will promote this approach and will be executed early in 2018.

Staff will also continue exploring opportunities to enhance information available through Google Maps related to SCRD recreation facilities and parks.

Joint Use Agreement

In Q4, SCRD and SD46 collaborated on communications and administrative tools to ensure coordinated rollout of the Joint Use Agreement. Active utilization of the Agreement's space sharing provisions will begin in Q1 2018, will be supported by communications to programmers, teachers and principals, and is expected to increase over the course of the coming year and align with programming cycles.

Gibsons and District Aquatic Facility

Admissions and Program Registrations

GDAF	Q4 2017	Q4 2016
Admission Visits	464	4126
Program Registrations	0	1558

This represents a decrease of 3662 admission visits for the October - December 2017 period.

These numbers include 23 L.I.F.E Admissions for those requiring participation assistance for 2017.

The facility was closed in August for annual shutdown and this was extended into part of Q4 to enable the hot tub replacement project to proceed. The main pool reopened on Sunday, December 10th.

The final construction phase of the new hot tub is complete including all mechanical and electrical work has also been completed. Tiling, commissioning, inspection and opening of the tub will occur in 2018 Q1.

Gibsons and Area Community Centre

Admissions and Program Registrations

GACC	Q4 2017	Q4 2016
Admission Visits	30621	21842
Program Registrations	2170	1840

This represents an increase of 8779 admission visits in the October – December period. Improved statistical methods for facility rentals account for a portion of the increase.

Included in this admission total are 617 L.I.F.E admissions for those requiring participation assistance for 2017 and arena facility rental attendance.

This represents an increase of 330 program registrations.

The Gibsons and Area Community Centre was the host facility for many events in the fall of 2017, including: Minor Hockey Atom “C” Tournament, Unifor Skate, and Winter Wonderland Skate.

Sunshine Coast Arena

Admissions and Program Registrations

SCA	Q4 2017	Q4 2016
Admissions	8975	7704
Program Registrations	412	128

This represents an increase of 1271 for the October - December period. Improved statistical methods for facility rentals account for a portion of the increase.

Included in this total are 162 L.I.F.E admissions for those requiring participation assistance for 2017.

In Q4, ice was installed (delayed due to water restrictions). A new, energy-efficient cold water ice making system (Real Ice) is in operation and performing well with positive user feedback on ice quality.

One Goal and Ready Set Skate programs to initiate young children interested in hockey or skating were offered in Q4 and will continue in 2018 Q1.

The Sunshine Coast Arena Community Room was reserved for a number of holiday parties, learn to play bridge and a gymnastic program for tots during Q4. The space is marketed as a flexible community use space available for rent.

Sechelt Aquatic Centre

Admissions and Program Registrations

SAC	Q4 2017	Q4 2016
Admission Visits	41,961	39,738
Program Registrations	5,423	5,262

Included in this total are 3322 L.I.F.E admissions for those requiring participation assistance for 2017.

This represents an increase of 2223 admission visits.

This represents an increase of 161 Program Registrations for the Fall Session.

Pender Harbor Aquatic and Fitness Centre

Admissions and Program Registrations

PHAFC	Q4 2017	Q4 2016
Admission Visits	3385	3470
Program Registrations	1452	1798

This represents a decrease of 85 visits for the October-December period.

Included in this total are 136 L.I.F.E admissions for those on low income for 2017.

This represents a decrease of 346 Program Registrations for the period.

Change is due primarily to changes in school programs/timing of visits to the pool.

The afterschool Wet Set and Red Cross Swim lessons saw 33 children participating; the largest group participating in recent years.

Special events in Q4 included: Annual Food Bank Drive; 3rd Annual Cardboard Boat Building Challenge; Glow Night; PHAFC Annual Advent Calendar Challenge: Getting to Know Your Community (sponsored by the PH and District Chamber of Commerce).

Reviewed by:			
Manager	X - A. Allen X - D. Cole X - K. Preston X - K. Robinson X - A. Whittleton	Finance	
GM		Legislative	
CAO	X - J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Ian Hall, General Manager, Planning and Committee Development
Janette Loveys, Chief Administrative Officer

SUBJECT: **Response to District of Sechelt Correspondence Re: Regional Growth Strategy**

RECOMMENDATION(S)

THAT the report titled Response to District of Sechelt Correspondence Re: Regional Growth Strategy be received;

AND THAT staff prepare a process and options report for Q3 2018.

BACKGROUND

At its Regular Board meeting of January 11, 2018, the SCRD Board received correspondence from the District of Sechelt requesting the SCRD “appeal to the provincial government for funding to produce the [Regional Growth Strategy] plan in consultation with the community”.

The following Board direction was provided:

003/18 **Recommendation No. 19** - *Correspondence from District of Sechelt regarding Regional Growth Strategy Plan*

AND FURTHER THAT staff report to a future Committee regarding the process, scope and provincial funding opportunities available for the development of a Regional Growth Strategy Plan.

DISCUSSION

Staff have completed research related to provincial funding for a regional growth strategy and were unable to find any provincial funding sources. Senior staff reached out to other local government colleagues and were unable to identify provincial funding opportunities. The MLA’s office is unaware of provincial funding sources.

The only source of external funding identified is a grant provided by the BC Real Estate Foundation (<http://www.refbc.com/grants>).

An excerpt from program information is as follows:

Built Environment Sustainability

The built environment encompasses the buildings and infrastructure that support where and how people live. The way we plan, design, build and operate our communities has significant economic, social and environmental impacts. By funding initiatives focused on better land use policies, development regulations and building practices that respond to both human and ecological needs, the Real Estate Foundation contributes to more sustainable communities.

Staff do not recommend applying for this funding at this stage.

However, the issue of collaboration and cooperation on the development of a regional growth strategy remains important and relevant with the delivery of sustainable services. As a next step in continuing this dialogue, staff recommend that a process and options report be prepared and brought back to Committee in the third quarter.

Staff also note there are current opportunities to share information on current and planned development, integrate master plans into community service levels for services such as water, solid waste, transit, etc. between local governments. There is also an opportunity to revisit the Sustainable Land Use Principles report co-developed by planning staff from all Sunshine Coast local governments.

All of these options will be included in a future report along with examples and experiences from other Regional Districts.

STRATEGIC PLAN AND RELATED POLICIES

Seeking senior government/grant support contributes to the SCRD Strategic Priority to Ensure Fiscal Sustainability. Coordination of planning and service delivery supports SCRD values of Collaboration and Environmental Leadership.

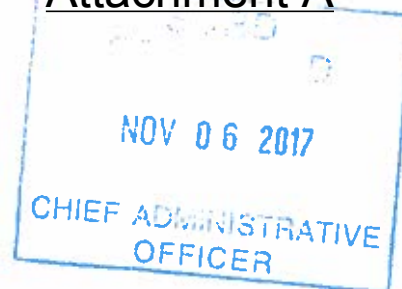
CONCLUSION

SCRD received correspondence from the District of Sechelt regarding provincial support for regional growth strategy work. Staff have researched this question and been unable to identify any available support.

A range of process opportunities and options exist. Staff recommend that a process and options report be prepared for a Planning and Community Development Committee in Q3 2018.

ATTACHMENT A: District of Sechelt correspondence dated November 3, 2017.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X- J. Loveys	Other	



November 3, 2017

File No. 0400-50

Sunshine Coast Regional District
c/o Angie.Legault@scrd.ca

shishalh Nation
c/o jauquest@secheltnation.net
c/o dhill@secheltnation.net

Town of Gibsons
c/o slwilliams@gibsons.ca

Re: District of Sechelt Council Resolution –
Regional Growth Strategy Plan

This is to advise that the District of Sechelt Council, at its November 1, 2017 Regular Meeting, resolved the following:

"That due to consistent annual growth of the region, that the SCRD, Town of Gibsons, District of Sechelt, and Sechelt Indian Government District begin a Regional Growth Strategy Plan and the SCRD be requested to appeal to the provincial government for funding to produce the plan in consultation with the community.

Council also directed that the above resolution be forwarded for consideration at the Intergovernmental Meeting scheduled for November 27, 2017.

It would be appreciated if you would distribute this to your respective elected officials and appropriate staff for information. Thank you.

Should you require any further information, please do not hesitate to contact the undersigned.

Yours truly,

Jo-Anne Frank
Corporate Officer
JF/

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Ian Hall, General Manager, Planning and Community Development

SUBJECT: CANNABIS LEGALIZATION – SCRD RESOURCE IMPACTS

RECOMMENDATIONS

THAT the report titled “Cannabis Legalization – SCRD Resource Impacts” be received for information.

BACKGROUND

The SCRD Board adopted the following resolution on December 14, 2017:

348/17 **Recommendation No. 10** *Cannabis Legislation*

THAT staff report to a Committee in the first quarter of 2018 regarding anticipation of staff work and resource requirements, including consultation of RCMP and other agencies, regarding the federal legalization of cannabis by July 2018.

The Government of Canada has signaled its intention to legalize cannabis in July 2018. Bills C-45 (*An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*) and C-46 (*An Act to amend the Criminal Code (offences relating to conveyances) and to make consequential amendments to other Acts*) are currently being debated by the Canadian Senate.

The federal government intends to provide latitude to provinces and territories to develop their own rules and regulations around the distribution and consumption of fresh or dried cannabis, cannabis oil, plants and seeds.

Most municipal regulations relating to the control of cannabis would stem from the frameworks set out by provinces and territories.

DISCUSSION

Current Status of Provincial Regulation

In December 2017, the provincial government released first decisions on cannabis regulation. These decisions set a minimum age of 19 for possession, purchase and consumption; establish BC Liquor Distribution Branch as the wholesale distributor of non-medical cannabis in BC and set direction for establishing a retail model that includes both public and private retail opportunities.

Provincial government communications suggest that further information relating to regulation of cannabis will be released early in 2018.

No details have been released regarding taxation revenue sharing with local governments or sharing of responsibilities.

Areas of Potential Impact for SCRD

SCRD services that may be impacted by the legalization of or increase in use of cannabis include:

- Bylaw Enforcement – community pressure for enforcement on social behaviours associated with cannabis consumption (noise, odour, etc.)
- Parks – smoking/consumption regulations
- Facilities – smoking/consumption regulations, special event regulation impacts
- Planning – changes to land use regulations such as zoning bylaws, temporary use permits
- Human Resources – training for staff related to dealing with impaired individuals, corporate policy around impairment in the workplace
- Building – potential increase in service demand related to permit applications or dealing with unpermitted work for production spaces if production becomes more common
- Fire Departments – increase in motor vehicle accidents, fire risk from uninspected electrical system modifications if production becomes more common, fire risk from smoking/burning
- General increase in calls for service, which may result in referrals to appropriate agencies such as RCMP, local planning jurisdiction in municipalities or Vancouver Coastal Health

Assessing the Impact of Cannabis Legalization on SCRD

At present few details of planned provincial regulation of cannabis are known. These regulations will directly affect the level, speed, and character of uptake on cannabis sale and consumption. The question of shifting provincial/local government responsibilities and the resourcing of these responsibilities is also unknown.

As well, even once full regulations are in place, social patterns and trends are likely to shape the impacts of legalization at the local level over time.

Thus it is difficult to anticipate staff workload and resource requirements related to cannabis legalization.

Consultation and Timeline for Next Steps

Staff will continue to monitor change in the areas noted above.

Sunshine Coast RCMP were consulted during the preparation of this report. Continuing communication and coordination with RCMP and other agencies is anticipated as regulatory details are confirmed.

STRATEGIC PLAN AND RELATED POLICIES

Coordinating response to regulatory change with external agencies aligns with SCRD strategic values of collaboration.

CONCLUSION

The federal government's planned legalization of cannabis in July 2018 could have resource impacts for SCRD. Until provincial regulations relating to sale, possession and consumption are confirmed it is difficult to anticipate specific impacts.

Staff will continue to monitor and to coordinate with RCMP and other agencies.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – A. Legault
CAO	X – J. Loveys	Human Resources	X- G. Parker
		Planning	X – A. Allen

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: BIKE BC FUNDING RESOLUTION FOR AVICC

RECOMMENDATION(S)

THAT the report titled Bike BC Funding Resolution for AVICC be received;

AND THAT the resolution be forwarded to the February 8, 2018 Board meeting for adoption.

BACKGROUND

At the January 25, 2018 Corporate and Administrative Services Committee meeting, staff were requested to prepare a resolution on increasing funding for provincial cycling infrastructure grant programs for possible submission to the Association of Vancouver Island and Coastal Communities (AVICC).

Guidelines for drafting resolutions state that a resolution should answer three questions:

1. What is the problem?
2. What is causing the problem?
3. What is the best way to solve the problem?

The deadline for submission of resolutions for consideration at the AVICC Annual General Meeting is February 14, 2018. Resolutions must be adopted by the Board no later than the February 8th Board meeting in order to meet AVICC's submission deadline.

DISCUSSION

Staff have drafted a resolution for consideration as follows:

Cycling Infrastructure Funding

WHEREAS limited revenue sources constrain local government construction of active transportation facilities which support healthy lifestyles, local economic opportunities through tourism; and reduce congestion, greenhouse gas emissions and localized air pollution;

AND WHEREAS the current level of provincial cycling infrastructure grant funding is inadequate to meet the demand:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to increase the Bike BC Fund to \$50 million per year.

Organizational and Intergovernmental Implications

The draft resolution is supported by Recommendation 81 of the BC Select Standing Committee on Finance and Government Services' Report on the 2018 Budget Consultation, as follows:

81. Create a provincial active transportation strategy, including increased investment in active transportation infrastructure, education and promotion, as well as safety initiatives.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

A resolution encouraging the provincial government to increase cycling infrastructure grant funding has been prepared for consideration. If the resolution is approved, staff recommend forwarding it to the February 8, 2018 Board meeting for approval in order to meet AVICC's February 14th deadline.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Andrew Allen, Manager, Planning and Development

SUBJECT: ZONING BYLAW 310 REVIEW – SUMMARY PAPER

RECOMMENDATIONS

THAT the report titled Zoning Bylaw 310 Review – Summary Paper be received;

AND THAT Zoning Bylaw 310 Review – Summary Paper be referred to SCRD Advisory Committees for comments;

AND FURTHER THAT a report be brought back to Committee in Q2, 2018.

BACKGROUND

The updating of Zoning Bylaw No. 310 is a key initiative for the Planning and Development Division to further Board priorities such as affordable housing, food production in residential areas and other land and economic development initiatives.

SCRD staff and the Arlington Group (consultant) have identified key issues to be addressed in the bylaw review. Research to date includes an examination of the population profiles of the electoral areas where Zoning Bylaw No. 310 applies, We Envision, the Community Energy and Emissions Plan, official community plans as well as other key information such as the Sustainable Land Use Principles. Key issues and opportunities identified related to zoning are:

- housing affordability and diversity
- agriculture, food production and sales
- short term rentals
- home based business
- climate change resilience through residential energy production and efficiency, and
- format/usability.

A Summary Paper has been produced, which highlights the key issues and opportunities.

The purpose of this report is to provide initial information on the Zoning Bylaw 310 review by introducing the next phase of the project plan, which includes the summary paper attached to this report as Appendix A and referral of the summary paper to SCRD advisory committees.

DISCUSSION

The summary paper includes background information on zoning bylaws generally as well as specifics of the application of Zoning Bylaw 310 as well as explaining what is prompting the review of the Zoning Bylaw, including an explanation of the project goals.

Given the on-going work and specific feedback to date on short term rentals, this topic has been left out of the summary paper. If SCRD determines to move forward with zoning based regulatory options resulting from the on-going work this can then be included as part of the zoning bylaw update.

Public Participation Approach

The first step is a focused consultation with SCRD advisory committees followed by a broad-reaching public participation effort that would focus on engaging and consulting with external referral groups and the general public,

By referring the Summary Paper to APCs, the Agricultural Advisory Committee and Natural Resources Advisory Committee, scoping of issues and framing of questions can occur. Feedback from advisory committees will be used to refine the Summary Paper and questions before broader public participation proceeds.

A staff report to Committee in Q2 will identify recommended external referral agencies and groups. The report will also identify an engagement plan including referrals and public events.

A project web page with additional reference materials will support the process.

Organization and Intergovernmental Implications

SCRD advisory committees are recommended to be engaged as a next step.

Intergovernmental engagement is recommended as a step to follow.

Cross-functional internal analysis of feedback received from public participation will be undertaken prior to reporting back to a future Committee.

Financial Implications

The review of the Zoning Bylaw is a budget project established in 2017 and an initial draft planned to be completed in 2018.

Timeline for next steps or estimated completion date

Next steps will include referrals to SCRD advisory committees in February and March followed by refinements to the questions and material. A report will be provided to Committee in Q2 outlining the next steps of engagement.

Following a broad public participation exercise, an third report to Committee is contemplated for later in 2018. This report will share engagement results and lead into policy recommendations and a draft bylaw.

Communications Strategy

The Summary Report document will be used as the primary resource for engagement, shared through direct contact (mail, email), web communications and print advertising.

STRATEGIC PLAN AND RELATED POLICIES

The review and update of the Zoning Bylaw aligns with many of the key priorities of the 2015-2018 Strategic Plan and is an approved 2017 budget project. Many other SCRD bylaws and documents, such as OCPs and We Envision, are also key supporting links in the bylaw review.

CONCLUSION

The review of Zoning Bylaw No. 310 is underway. A Summary Paper and questions have been prepared to identify and seek feedback on key issues.

Staff recommend seeking feedback from SCRD advisory committees to refine the Paper before broad engagement commences.

Staff will report on the initial advisory committee referral results as well as the next steps for engagement to Committee in Q2, 2018.

Attachment A: Summary Paper

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

planning
architecture
culture & heritage

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t. (604) 683-1903
f. (604) 683-7494
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SUNSHINE COAST REGIONAL DISTRICT SUMMARY PAPER + QUESTIONS

Project:

Zoning Bylaw 310 Update

Date:

17 January 2018

Client:

Sunshine Coast Regional District

Sunshine Coast Regional District is undergoing an update of Zoning Bylaw 310.

The following summary provides information on some of the key areas that will be reviewed through the update. The corresponding questions will be provided to the community for their feedback and input on these key areas.

What is a Zoning Bylaw?

A Zoning Bylaw is a key tool used by Local Governments to regulate how land is used.

Each property is within a zone that specifies how that property can be used and what can be built on it, this includes both groups of properties in the same zone as well as individual site-specific zoning. Examples of uses permitted through zoning include different forms of housing, retail stores, industrial uses and agriculture.

A Zoning Bylaw also regulates the setbacks and height of buildings and structures that are permitted in each zone and the density of land use. Other regulations include how much off-street parking is required, home occupations and use of buildings and dwellings.

Who uses a Zoning Bylaw?

The Zoning Bylaw is intended for a range of users. Property owners and those considering buying property and developers refer to the Zoning Bylaw to determine how they can use their land, whether they can build an additional dwelling or suite, how far back a structure needs to be from a neighbouring property or a watercourse, whether they can keep livestock or run a business.

Regional District staff use it to determine whether land and buildings are being used appropriately and to assess development proposals and rezoning applications. Staff reference the bylaw to help community members understand what they can build, where they can start commercial businesses and how neighbouring properties can be used.

Where does Zoning Bylaw 310 apply?

The Sunshine Coast Regional District has two Zoning Bylaws.

Zoning Bylaw 310 applies to four of the five rural electoral areas within the Sunshine Coast Regional District: Halfmoon Bay (Electoral Area B), Roberts Creek (Electoral Area D), Elphinstone (Electoral Area E) and West Howe Sound (Electoral Area F).

Electoral Area A (Egmont/Pender Harbour) is covered by Zoning Bylaw 337, which is not under review at this time.

Why is Zoning Bylaw 310 being updated?

Zoning Bylaws are very important tools for protecting community assets such as resource, recreational and agricultural lands, and for ensuring a stable and appropriate supply of residential, commercial and industrial lands to support a healthy, vibrant and productive community.

Zoning Bylaw 310 has been in place for nearly 30 years. A comprehensive update is required to ensure its regulations align with key community policies and goals, particularly those set out in the Sunshine Coast Regional Sustainability Plan “We Envision. One Coast: Together in Nature, Culture and Community” (2011) and the current Official Community Plans for Halfmoon Bay (2014), Roberts Creek (2012), Elphinstone (2008), West Howe Sound (2011), Twin Creeks (2005 and currently under review) and Hillside/Port Mellon (1995).

Community Goals

The intent of the Zoning Bylaw 310 update is to make sure that there is an appropriate range of zones and permitted uses to allow the community to meet its goals and objectives for the future, rather than re-draw zoning boundaries.

The land-use principles of We Envision, the Regional Sustainability Plan, provide a strong framework for building a community that is vibrant and active, provides affordable housing options and access to locally grown food. The Zoning Bylaw can implement these land use principles, and assist the community to achieve their goals in three key areas:

- Create opportunities for diverse housing types and design;
- Expand the number of zones that allow growing food to further develop a sustainable local food system and economy; and
- Diversify the range of home occupations to enhance the local economy.

Usability

As a community resource, it is important that the format of the Zoning Bylaw 310 is accessible and functional for a range of users. An update provides an opportunity to simplify and clarify the zoning regulations and ensure the bylaw content is easy to navigate. Options for improving the usability of Zoning Bylaw 310 are also included in this document.

Key Opportunity 1

Housing Diversity

Adequate and affordable housing is essential to community well-being. Ensuring a range of housing types to meet the needs of different family types, life stages and income levels is important to keeping the region vibrant, diverse and inclusive.

The majority of housing in the Sunshine Coast Regional District consists of detached single family homes, supported by policies that require large property sizes and encourage low-density neighbourhoods. Finding ways to increase housing diversity, while maintaining the character, identity and lifestyle of the rural areas of the Sunshine Coast, is an important goal of the Zoning Bylaw 310 update.

How does Zoning Bylaw 310 impact housing choice and availability?

Zoning Bylaw 310 provides the regulations and guidelines around where homes can be built, and which properties may also include an additional suite or detached dwelling unit, or even a second home. The bylaw also includes zones that allow for multi-family homes, such as apartments, townhouses, and mobile home parks, as well as subdivision density.

What could be improved?

- Ensure size regulations for additional suites and detached dwellings meet practical needs, technical requirements and community expectations.
- Review width requirements for homes in residential zones to ensure that regulations do not unnecessarily penalise smaller homes.
- Support the appropriate inclusion of social housing such as transition houses in select zones.
- Review the density of multi-family residential zones to ensure they support diverse housing forms and appropriate development within local centres.

QUESTIONS:

1. Should mobile homes and small, pre-fabricated homes be permitted in all residential zones?
2. What are your thoughts on size requirements for houses? Should there be either a minimum or maximum size requirement?
3. How should we accommodate secondary housing (i.e. secondary suites within a dwelling and auxiliary or 2nd dwelling on a property)? Should such housing be permitted in any residential zone and property size?
4. Should the maximum size of an auxiliary dwelling (guest cottage) be increased from 55m² (592ft²) to 90m² (969ft²)
5. Should carriage houses (an auxiliary dwelling combined with a garage) be permitted?
6. Apartments are currently permitted in the Residential Multiple zone. However, the current zoning regulation in this zone only allows one unit per 750 square metres. This regulation effectively prevents any form of residential multiple development. Should the regulations be changed to allow townhouses or apartments in this zone?
7. How could we increase housing diversity within the Zoning Bylaw?
8. Do you have any additional thoughts on this topic?

Key Opportunity 2

Local Food Production

Encouraging a robust and sustainable local food system is an objective of the Sunshine Coast Regional District. Currently only a very minimal amount (around 1% to 3%) of the food consumed on the Sunshine Coast is produced here. While this number is not dissimilar to national trends, the Sunshine Coast offers a favourable climate and abundant growing potential. As a ferry-dependent region, establishing a strong local food system would strengthen food security for the community.

In September 2016, the SCRD updated zoning regulations for the Agricultural Land Reserve to better reflect the provincial legislations and Agricultural Land Commission guidance. This review of Bylaw 310 will focus on food production on residential and rural properties not in the ALR.

How does Zoning Bylaw 310 effect food production?

Zoning Bylaw 310 regulates a range of aspects related to local food production. The bylaw determines where agricultural uses are permitted and states clear guidelines around the use of land, buildings and structures on those properties. The bylaw also determines the zones in which poultry, honeybees and livestock can be kept and regulations concerning the sale of their products such as eggs, honey or meat.

What could be improved?

The update offers an opportunity to ensure that the Zoning Bylaw supports the growing of food in a range of zones, while balancing environmental protection and potential neighbour concerns.

Considerations include:

- Regulations to permit the keeping of hens and honeybees in all zones, except for multi-family residential zones.
- Clarifying zones and regulations for the keeping of roosters.
- Ensuring farmers markets are a permitted use in select zones.
- Reviewing the maximum parcel coverage for properties in the Agriculture zone.
- Reviewing the regulations that limit the retailing or wholesaling of produce grown in specific zones.

QUESTIONS:

9. Should the keeping of honeybees be permitted in all zones, except multi-family residential zones, with appropriate regulations? If so, what regulations would you suggest? (parcel size, setback, number of beehives)
10. Should the keeping of hens be permitted in all zones, except multi-family residential zones, with appropriate regulations? If so, what regulations would you suggest? (parcel size, setback, number of hens)
11. What are your thoughts on roosters? (permitted anywhere there are chickens, rural properties only, etc?)
12. Should the Zoning Bylaw restrict the sale of the food produced on a property, such as eggs or honey?
13. Are there other barriers to producing food on the Sunshine Coast that the Zoning Bylaw should address, particularly on lands located outside of ALR?
14. Do you have any additional thoughts on this topic?

Key Opportunity 3

Home Based Business

The Sunshine Coast is home to many entrepreneurs, artists, artisans and small business owners. With the support of technology, many residents are able to work from home, either full-time or part-time and this can make working or running a business from home an appealing choice for many.

The zoning bylaw can support a flourishing entrepreneurial community.

How does Zoning Bylaw 310 effect home occupations?

Zoning Bylaw 310 provides regulations for home offices, home businesses and home industries, including how much of a residential property can be used for the business, the signage allowed to advertise the business, and condition for the keeping of materials, equipment or products. The Zoning Bylaw also regulates the number of employees allowed and on-site parking.

How could it be improved?

Home occupations and businesses take a range of forms and have very different requirements. An update to regulations will ensure that the needs of a range of home occupations are supported, while addressing potential neighbour concerns about on-site parking, traffic flow and noise.

- Additional regulations could be added to Zoning Bylaw 310 to better support small-scale assembly home occupations such as dance, music and art lessons and home day-care, to manage potential traffic and noise issues.
- Review the regulation that the area utilized for the home occupation or business does not exceed the area used for residential purposes.
- Consider increasing the number of non-resident employees from one to two, provided that an off-street parking space is provided for each employee.
- Support the needs of e-commerce businesses.

QUESTIONS:

15. What are the barriers to establishing a home occupation or business in the Sunshine Coast Regional District?
16. What concerns could there be about a broader range of home occupations and businesses being supported through the Zoning Bylaw?
17. Do you have any additional thoughts on this topic?

Key Opportunity 4

Energy Efficient Buildings, Residential Energy Production and Climate Change Resilience

The Sunshine Coast Regional Sustainability Plan and OCPs provide clear goals for reducing greenhouse gas emissions and better preparing for the impacts of climate change. The zoning bylaw can support green building practices that improve energy efficiency in new and existing buildings and permit the expansion of local renewable energy opportunities. The zoning bylaw can ensure that the community becomes more resilient to the impacts of climate change.

How does Zoning Bylaw 310 effect energy efficient buildings, residential energy production and climate change resilience?

Zoning Bylaw 310 regulates a range of features for buildings and structures, including their maximum floor area, their permitted height (and the projections that may be exempted from this height limit), and where they may be situated on a property. As these regulations affect the form and siting of buildings, they have an impact on whether green building practices are supported and ensure that appropriate setbacks for waterfront development are maintained to mitigate the impacts of sea level rise.

How could it be improved?

- Floor area definition could be revised to ensure the development potential of a site is not penalized if new buildings have thicker, better insulated walls.
- New definitions around green building features such as natural ventilation and green roofs could be added to reinforce the zoning bylaw's support of such features.
- Height exceptions for solar collectors and making provision for appropriately scaled residential energy production structures (e.g. wind turbines) could be considered, with careful consideration to mitigate impacts on neighbouring properties.
- Refining and consistently applying waterfront setbacks throughout the zoning bylaw area will also ensure the resilience of properties and buildings to the effects of climate change.

STAKEHOLDER WORKSHOP:

The community has already expressed support for these policy directions through the Regional Sustainability Policy and the Official Community Plans. The technical nature of the updates required in this section means that appropriate solutions will be explored through stakeholder workshops.

Usability

The Zoning Bylaw is intended to be used by a range of professionals, property owners and Regional District staff. Ensuring that the document can be easily navigated and interpreted is an important goal. As part of the rewriting process, the usability of the Zoning Bylaw could be improved by:

- Adding a purpose statement to each zone;
- Summarising content into easy to interpret table;
- Providing more visual content to use as examples;
- Clearly identifying principal permitted uses and auxiliary permitted uses;

QUESTIONS:

18. Have you experienced any difficulties in understanding the zoning bylaw as it relates to describing how you can use your property?
19. How could the usability of the Zoning Bylaw be improved?
20. Do you have any additional thoughts on this topic?

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: David Rafael, Senior Planner

SUBJECT: ROBERTS CREEK OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 641.9 AND ZONING AMENDMENT BYLAW NO. 310.176 FOR RETAIL USE – ELECTORAL AREA D

RECOMMENDATIONS

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.9 and Zoning Amendment Bylaw No. 310.176 for Retail Use – Electoral Area D be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* is consistent with the SCRD's 2018-2022 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* receives Second Reading;

AND THAT *Zoning Amendment Bylaw No. 310.176, 2017* receives Second Reading;

AND THAT a covenanted agreement be prepared prior to the public hearing to secure on-site bicycle parking;

AND THAT a Public Hearing to consider *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9* and *Zoning Amendment Bylaw No. 310.176* be scheduled for 7:00 p.m., Thursday March 13, 2018, at Roberts Creek Hall, located at 1295 Roberts Creek Road, Roberts Creek;

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 rezone 1058 Roberts Creek Road (Subject Property) to permit bicycle repair and sales. The proposal is to convert an existing house into a retail unit. No expansion of the building is proposed. The house is approximately 61 square metres. No residential use is proposed although zoning will continue to allow residential as a permitted use.

An amendment to the Roberts Creek Official Community Plan is proposed to include the property within Development Permit Area #7 (Commercial Core) to establish design guidelines if the property was redeveloped in the future for a new commercial building.

At the Regular Board meeting on November 23rd, 2017, the following resolutions were adopted:

330/17 **Recommendation No. 3** *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.9 and Zoning Amendment Bylaw No. 310.176 For Retail Use – Consideration For First Reading be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017* be forwarded to the Board for First Reading;

AND THAT pursuant to *Section 475 of the Local Government Act*, Bylaw Nos. 641.9 and 310.176 be referred to the following agencies:

- (1) *shíshálh* Nation;
- (2) Ministry of Transportation & Infrastructure;
- (3) Vancouver Coastal Health Authority;
- (4) Roberts Creek Volunteer Fire Department;
- (5) Roberts Creek Advisory Planning Commission; and
- (6) Roberts Creek Official Community Plan Committee.

338/17 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* be read a first time.

339/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017* be read a first time.

Referrals were sent out in November 2017 and a public information meeting was held on December 12, 2017.

The purpose of this report is to provide information on the application and obtain direction for moving forward with the proposal.

DISCUSSION

Analysis

Referral Responses.

- a) *shíshálh* Nation commented that as there is no ground disturbance planned at this time, the *shíshálh* Nation will have no further comments at this time; however, further engagement may be necessary in the future. This is linked to if/when there is ground disturbance.
- b) Roberts Creek Advisory Planning Commission meeting on November 20, 2017, the following recommendations were adopted:

Recommendation No. 1 The APC supports Option 1 on page 5/17 in the Staff Report which would allow: (a) site-specific rezoning to permit sales on this R2 zoned property, (b) site-specific amendments to allow three on-site automobile parking spaces and additional parking of bicycles, and (c) not require an on-site loading space.

Recommendation No. 2 The APC supports Option 1 on page 7/17 in the Staff Report which recommends limiting sales to the existing 61 m² dwelling in order to reduce parking demand.

Recommendation No. 3 The APC recommends the development potential of the property remain as set out in Bylaw 310 for an R2 zoned property, with regard to maximum floor area and parcel coverage. The APC considered that allowing an auxiliary structure for enclosed parking could be useful in the future.

Recommendation No. 4 The APC does not support rezoning the property as C2. Examples of possible future ventures given in the staff report (bakery, restaurant, pub) would all be high volume customer-based businesses and impossible to run from such a small site with limited parking. This and future businesses must rely on a few parking spots turning over frequently or customers arriving on foot, bicycle or by bus.

- c) Roberts Creek Official Community Plan Committee (RCOCPC) meeting on January 9, 2018, the following was minuted:

Bike shop site-specific rezoning referral – Chris Glew, the applicant, is seeking a site-specific rezoning for his property across the street from the Gumboot for use as a bike shop. The OCP lends support to this application as it encourages alternative transportation and cycling in the Creek, is a green option, encourages tourism, and promotes small business in the heart of the Creek.

The OCPC supports this rezoning, with three parking spots for cars and a community amenity of an appropriate number of public parking spots for bikes.

- d) Roberts Creek Volunteer Fire Department has no serious concerns regarding the proposal, access for response is good and most contents are, as far as is known, non-combustible with possible exception of a large number of tires and flammable liquids for cleaning parts.

Staff will forward these comments to the applicant and possible combustible material storage could be addressed at the building permit stage.

- e) Vancouver Coastal Health Authority has no objections to the proposed change of use and offered comments regarding the sewage system (that within 30 days of completion of construction a new septic field filing is required). VCH supports mixed use neighbourhoods.
- f) Ministry of Transportation and Infrastructure noted that its interests are unaffected.

Public Information Meeting

The public information meeting was held on December 12 and attended by 7 members of the public; notes from the meeting are included in Attachment A. A question was raised about noise generated by bicycle repair and the applicant noted that no heavy equipment would be used. As the proposed use is retail, a question was raised about sale of marijuana. Staff commented that if it is a legal product it could be sold however regulations from the province and possible further Board direction are awaited for marijuana sales.

Letters of support

The SCRD received over 20 letters of support from Robert's Creek residents.

Bicycle Parking

At the public information, APC and RCOCPC meetings support was raised for requiring bicycle parking to be provided. Staff note that it is possible to secure a number of bicycle parking spaces through a legal agreement and that completion of the agreement should be a condition to be met before the Board could consider adopting Bylaw No. 310.176.

Staff consider that a minimum of six bicycle parking spaces should be provided.

Options

Possible options to consider:

Option 1: *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017 receive Second Reading and a Public Hearing is scheduled.*

The proposed rezoning has received support from the community and no objections or concerns were raised regarding the proposal. No amendments to the Bylaws are proposed. Bicycle parking could be secured through a legal agreement to be completed prior to the Board considering adoption.

A public hearing could be scheduled for Thursday March 13, 2018 at the Roberts Creek Hall.

Staff recommend this option

Option 2: *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017 be denied.*

No objections have been received. Staff consider that there are no reasons to deny the bylaws.

Organization and Intergovernmental Implications

Amendments to an Official Community Plan need to be reviewed to ensure that there are no impacts to the SCRD's 2018-2022 Financial Plan and 2011 Solid Waste Management Plan.

Bylaw No. 641.9 is consistent with the 2011 Solid Waste Management Plan. The applicant should consider participating in the bicycle Tire Recycling Program operated by Tire Stewardship BC. The Bylaw is also consistent with the 2018-2022 Financial Plan.

Communications Strategy

Notices will be published in two consecutive editions of a local newspaper. Letters will be delivered to owner/occupiers of properties within 100 metres of the subject property. Notification of the public hearing will also be placed on the SCRD website.

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 change the use of the existing house into a retail unit and to expand the boundary of DPA#7 has not received any objections. Bicycle parking can be secured by a legal agreement that could be a condition to be completed before the Board could consider adoption of the bylaws.

Staff recommend that:

- a) *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017 receive Second Reading;*
- b) A Public Hearing is scheduled for March 13, 2018 at the Roberts Creek Hall; and
- c) A covenanted agreement be drafted prior to the public hearing to secure on-site bicycle parking.

Completion of the covenanted agreement would be a condition to be met before the bylaws are considered for adoption.

Attachments

Attachment A – Notes of Public Information Meeting

Attachment B – Copies of *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017*

Reviewed by:			
Manager	X – A. Allen	Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Mgr. Waste Recovery & Reduction	X – R. Cooper

ATTACHMENT A

Public Information Meeting
Bylaw 641.9 and Bylaw 310.176 (Glew)
December 12, 2017
7:00 p.m., Roberts Creek Hall

Attendance:

7 members of the public
Applicants (Chris and Andrea Glew)
Roberts Creek Area Director Mark Lebbell
David Rafael, Senior Planner, SCRD

David Rafael

Introduced the bylaws and set out the main conditions:

- setting a maximum retail floor area of 61 sq. m,
- reducing the parking requirement from 4 to 3 spaces and no requirement for on-site loading space,
- retail as a permitted use in the R2 zone to allow flexibility, and
- form/character development permit area applying to the property.
- Rejected change to commercial zone as there are too many uses that would not be appropriate for the property in part due to parking.

Showed the rezoning process chart and noted that the bylaws are in the referral stage; 20 letters of support provided, only concern related to a fence which neighbour wants removed. Next step is report to PCDC for 2nd reading and public hearing; likely to be in February maybe in January

Chris Glew

- Described his background in the cycle industry and described his vision for the property to meet a community needs
- Will provide bike parking
- Has removed or will remove the fence

Questions/Comments

- Garbage truck stops on road for collections so loading from road should not be an issue
- Will the repair component be noisy?
Chris - No use of heavy equipment so it will not be
- Could marihuana be sold from the property in the future?
David – if the product is legal, awaiting details from province and direction from SCRD Board

- Can the bike parking be tied to the land, continue to be provided if the property sold and another retailer opens?

David – it may be possible to do this via a legal agreement/covenant. I will look into this.

- Can a residential unit go on the site?

David – yes the zoning would allow for this, there is some floor area capacity, need to ensure sewage field/treatment is able to handle this

Meeting closed at 7:30 p.m.

ATTACHMENT B

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 641.9

A bylaw to amend *Roberts Creek Official Community Plan Bylaw No. 641, 2011*.

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

PART A – CITATION

This bylaw may be cited as the *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017*.

PART B – AMENDMENT

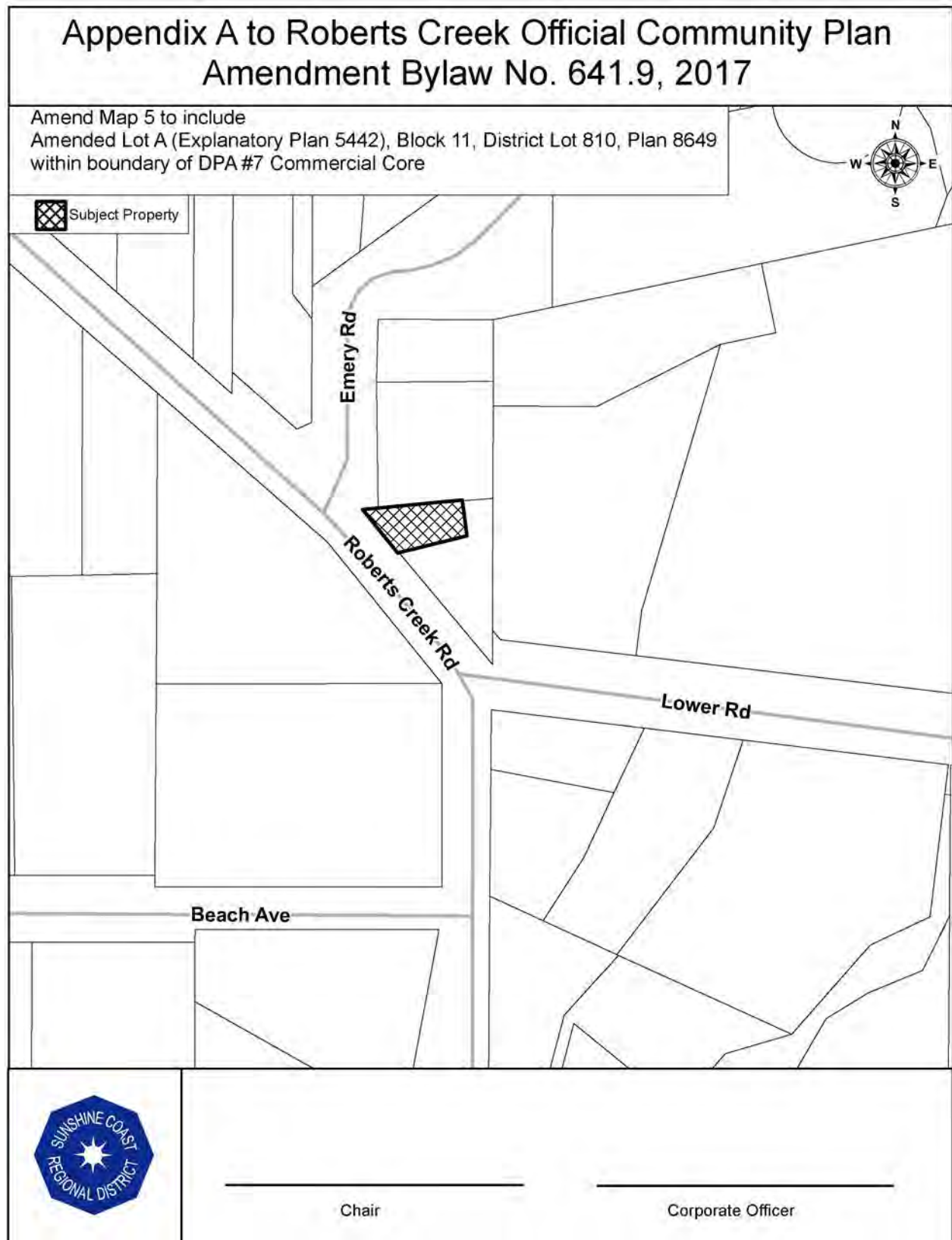
Roberts Creek Official Community Plan Bylaw No. 641, 2011 Map 5 is hereby amended to include Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 8649 within Development Permit Area #7 – Commercial Core as depicted on Appendix 'A', attached to and forming part of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF NOVEMBER ,	2017
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this	23 RD	DAY OF NOVEMBER,	2017
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
BYLAW NO. 310.176

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. 310.176, 2017*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended by inserting the following in Part VI (Residential Zones), R2 (Residential Two):
 - 611.5 (a) In addition to the uses in 611.1 to 611.3 the following uses are permitted on Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 8649:
 - (1) retail;
 - (b) Conditions of Use
 - (1) total floor area used for retail and storage purposes must not exceed 61 square metres;
 - (2) despite Section 509 the minimum requirement shall be three parking spaces and no loading spaces;
3. The subject property is shown on Appendix A, attached to and forming part of the bylaw
.

PART C – ADOPTION

READ A FIRST TIME this 23RD DAY OF NOVEMBER , 2017

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 – February 8, 2018

AUTHOR: David Rafael, Senior Planner

SUBJECT: **PROVINCIAL REFERRAL 2411731 FOR PRIVATE MOORAGE (JERVIS INLET ROAD) – ELECTORAL AREA A**

RECOMMENDATIONS

THAT the report titled Provincial Referral 2411731 for Private Moorage (Jervis Inlet Road) – Electoral Area A be received;

AND FURTHER THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

- a. Subject to the following conditions, the SCRD has no objections to the existing residential private moorage fronting 5429 Jervis Inlet Road (Lot 8, Block A, DL 5388, Plan VAP11435), Provincial File 2411731:
 - i. The SCRD confirms that the dock use reflects the upland residential zoning;
 - ii. The SCRD may require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
 - iii. The SCRD requests that all eelgrass beds and meadows be protected, for example the proposed dock could be realigned if necessary to avoid casting shadows on any eelgrass bed/meadow; and
 - iv. The proponent should implement both Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining moorage facilities and apply the most stringent of any overlapping policy to protect the foreshore ecosystems.
-

BACKGROUND

The Planning and Development Division received a Provincial Land referral (2411037) for a residential private moorage located near Earls Cove, Area A for comment.

The dock exists and the application, if approved will 'legalize' the dock. The application form states that:

- Address 5429 Jervis Inlet Road
- Legal Description Lot 8, Block A, DL 5388, Plan VAP11435
- Specific Purpose Moorage, Recreation dock for swimming
- Period More than 30 years
- Tenure Lease
- Application Area 480 square metres (30 metres by 16 metres)

Supporting information (Attachment A) notes that the dock will also be used for moorage of a boat. The dock is about 6 metres by 2.4 metres (14.4 square metres) and is a floating high-density polyethylene (HDPE) pipe float with wood deck. Access to the dock is provided by a 23 metre long/1 metre wide aluminium ramp from the upland parcel. The dock is anchored in four places (two in the ocean and two on land).

Figure 1 shows the site location and Figure 2 shows an air photo of the site in 2014. Drawings and a photo of the dock are included in Attachment A.

A notice regarding the application was placed in the January 6 and 12 editions of the Coast Reporter newspaper.



Figure 1 – General Location Map



Figure 2 – 2014 Air Photo of Proposed Dock Location (Note the photo does not show the existing dock which was installed at a later date)

DISCUSSION

Land Use and Zoning

The water in Electoral Area A is not zoned and the Egmont/Pender Harbour Official Community Plan (OCP) has no specific policies for the water surface in this location. The OCP designates the upland lot's land use as Residential B, and the parcel is not within a development permit area. However, the new OCP currently in progress proposes to introduce a DPA regarding ocean flooding.

The upland parcel is zoned Residential Two. The SCRД requests that the foreshore application reflect the upland use (residential use). There is an existing house on the upland parcel thus the application complies in this regard.

Egmont/Pender Harbour Advisory Planning Commission

The application was considered by the APC at its meeting on January 24, 2018. The APC recommended:

The APC recommends Approval of Crown Referral 2411731 (CRN00048) for Moorage (Launder – Jervis Inlet Road with the following comments:

- SCRД requirements are met

Staff Considerations

The scale of the private proposed mooring facility is considered compatible with the lot size and area characteristics. The dock does not appear to impact neighbouring properties. The SCRD does not have information regarding eelgrass in the area. However if eelgrass is present then actions such as realigning the dock to avoid casting shadows could be taken. The dock currently exists so consideration of materials and impact on the environment would only apply during repairs or replacement. The Provincial referral process includes a referral to the *shíshálh* Nation.

Based on the above, Planning staff recommend that the following comments be forwarded to the Crown:

- i. The SCRD confirms that the dock use reflects the upland residential zoning;
- ii. The SCRD may require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- iii. The SCRD requests that all eelgrass beds and meadows be protected, for example the proposed dock could be realigned if necessary to avoid casting shadows on any eelgrass bed/meadow; and
- iv. The proponent should implement both Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining moorage facilities and apply the most stringent of any overlapping policy to protect the foreshore ecosystems.

Options

The Province requests SCRD decide on 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 Option 3, subject to comments outlined in Staff Considerations above.

STRATEGIC PLAN AND RELATED POLICIES

Not applicable.

CONCLUSION

The application for a lease area for private moorage is to authorize an existing dock. The dock does not appear to impact neighbouring properties. Staff recommend to respond with "No objection to approval of project subject to the conditions outlined in the staff report".

Attachments

Attachment A – Supporting Information Provided by the Applicant

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

ATTACHMENT A

Program Management Plan for a Dock

Tracking #100139640
Receipt #R581509
January 26, 2016

Background

Proposed use is for swimming and moorage for a small boat. Details of structure included in application.

Here, because I own the property – Now because I am now retired.

Preliminary investigative work entailed contacting your office to discuss possibilities and consultation with a company who puts in docks. Discussion with other neighbours who have docks already in and also in the area.

Current zoning – Residential

No commercial activity

Location

General description is D.L.5388 lot8
Access to dock is from 5429 Jervis Inlet Rd. Earls Cove
No traffic.
Summer season only.
Adjacent parcels are summer recreation surrounding area.

Infrastructure

Project consists of 2 aluminum ramps total 75'x3' leading to a floating 8'x20' HDPE pipe float with wood deck w/anchor chains and blocks.

Existing road to the property is used all year round.
Power and water in place to the lot. None for the dock.
Sewage – none required for the dock.

First Nations

No contact has been made by First Nations.

Environmental

- no cutting of vegetation required
- no soil disturbance
- no riparian encroachment – rocky beach
- no pesticides of any use on property
- many other docks in the area including B.C. Ferries

- Program Manager,
Pase2
- no archaeological sites
 - construction and material, aluminum, HDPE pipe, wood deck, chain and blocks
- #2411731

Atmospheric Impacts

sound – none
odour – none
gas or fuel emissions – none

Water or Land covered by water impacts

Tidal salt water. Shoreline consists of broken rock and not easily traversed. Sufficient clearance at low tide for public access under ramp.

Fish and Wildlife Habitat

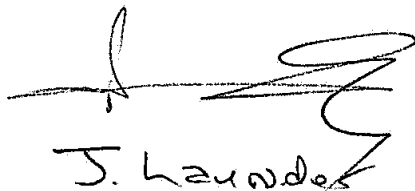
No disturbance to wildlife or fish habitat.

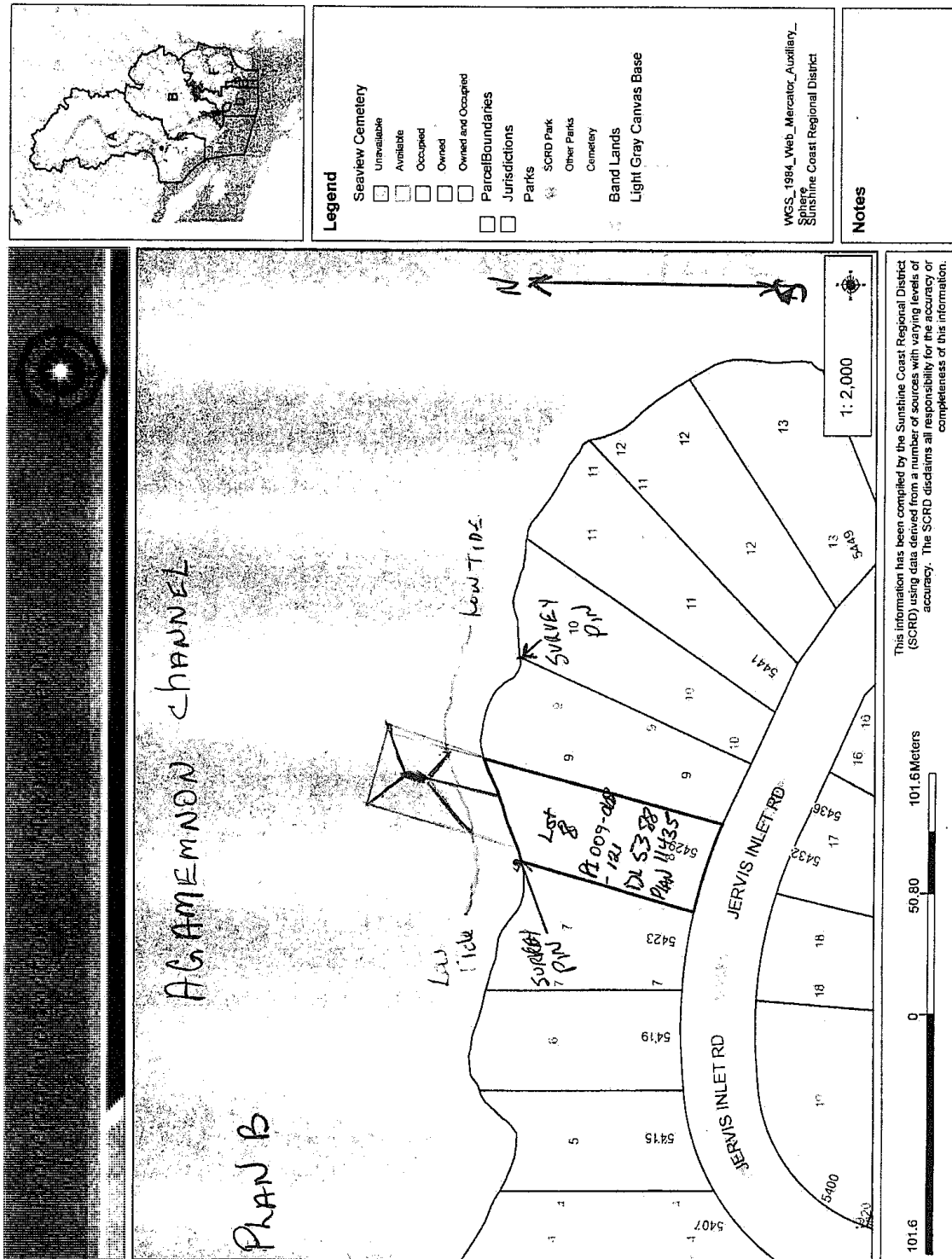
Socio-Community Land Use

Swim off dock
Private use

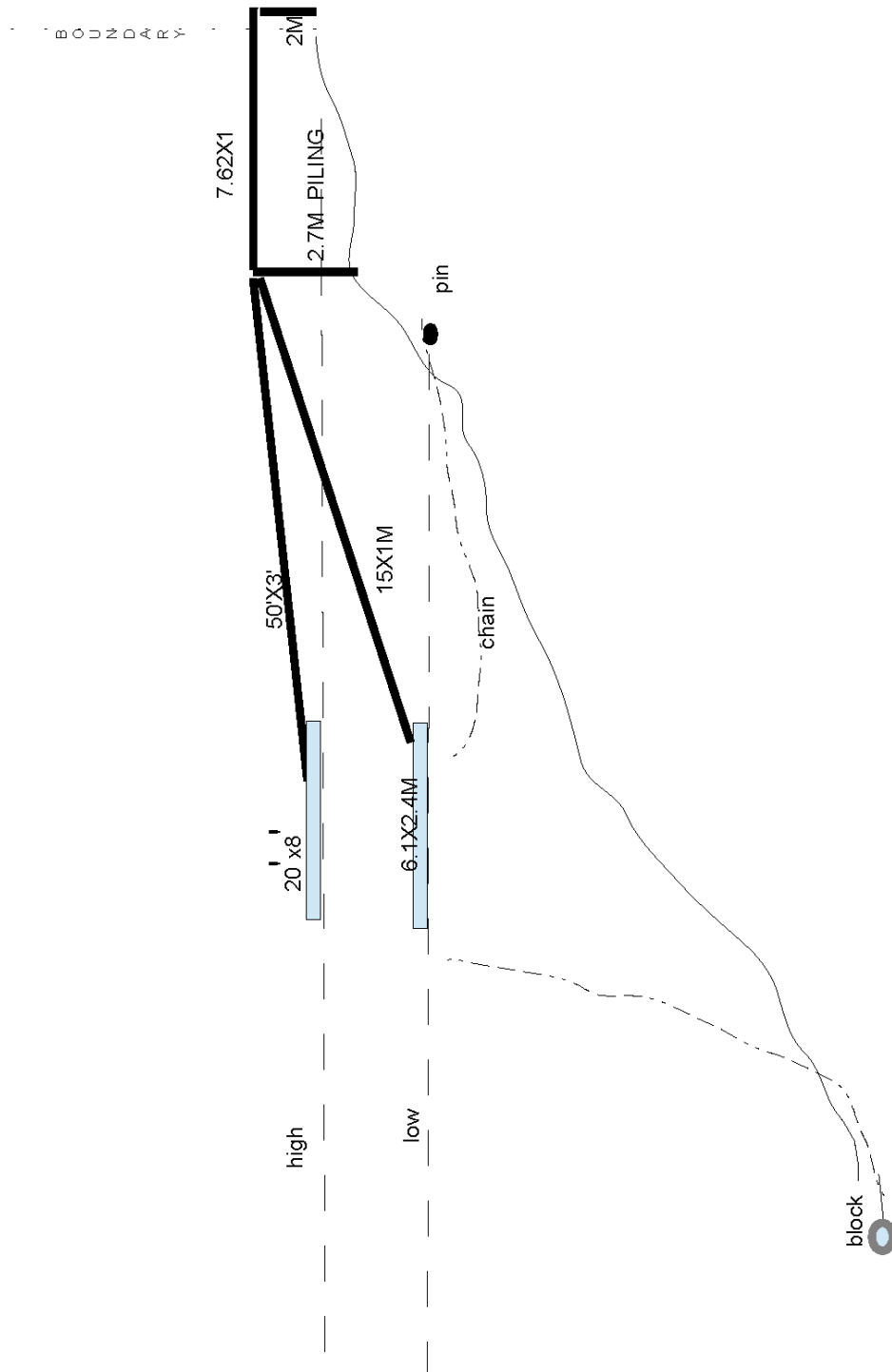
Socio-Community Conditions

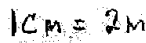
Fire hydrant on Jervis Inlet Rd.
Boat access.


J. Launder



SIDE VIEW







SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Yuli Siao, Senior Planner

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

RECOMMENDATIONS

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

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

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

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

BACKGROUND

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

Table 1: Application Summary

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

Site and Surrounding Uses

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

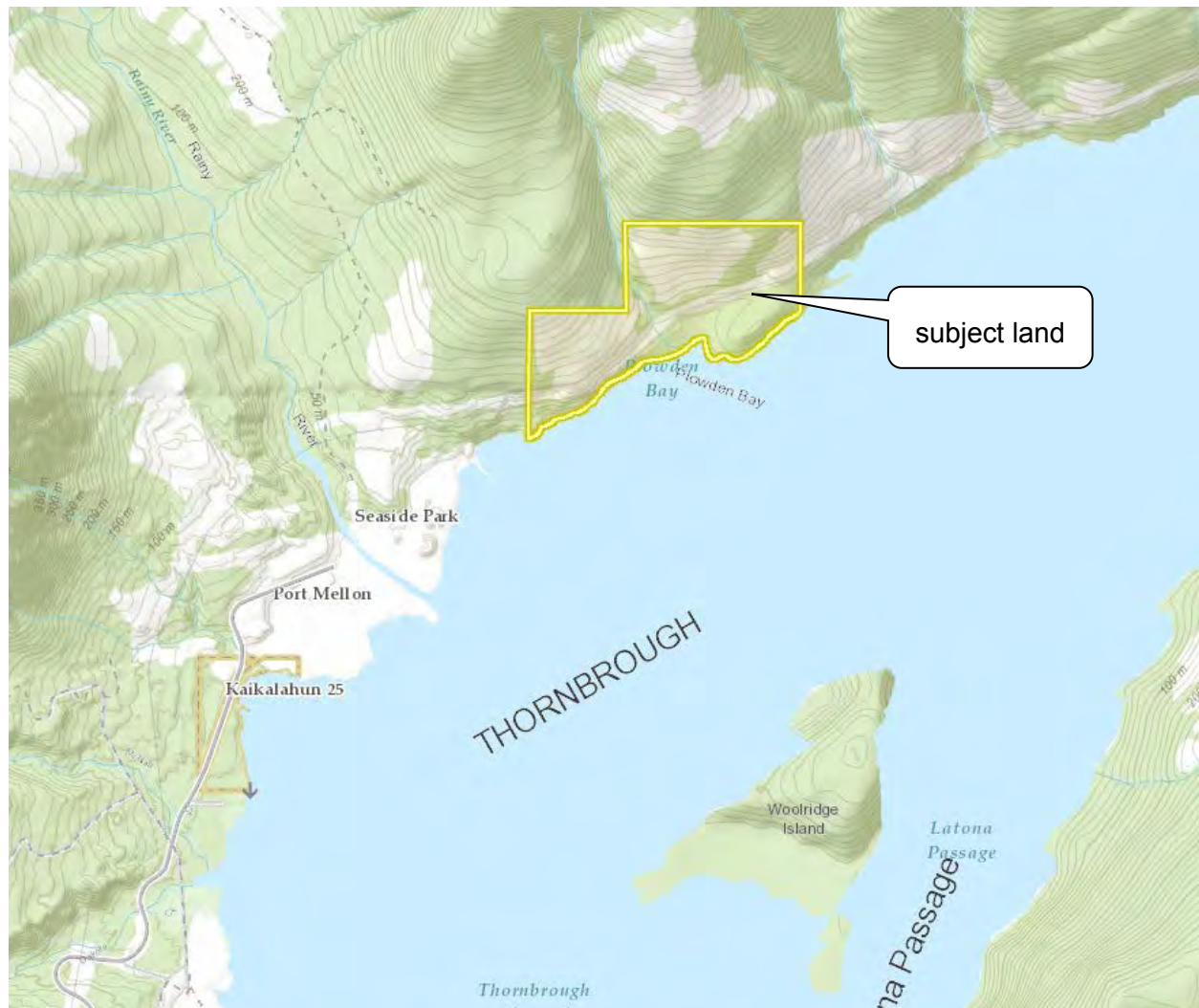


Figure 1 Location of subject land



Figure 2 Aerial photo of subject land

Proposed Uses

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

Figure 3 Examples of sleeping cabins



DISCUSSION

Official Community Plan Policies

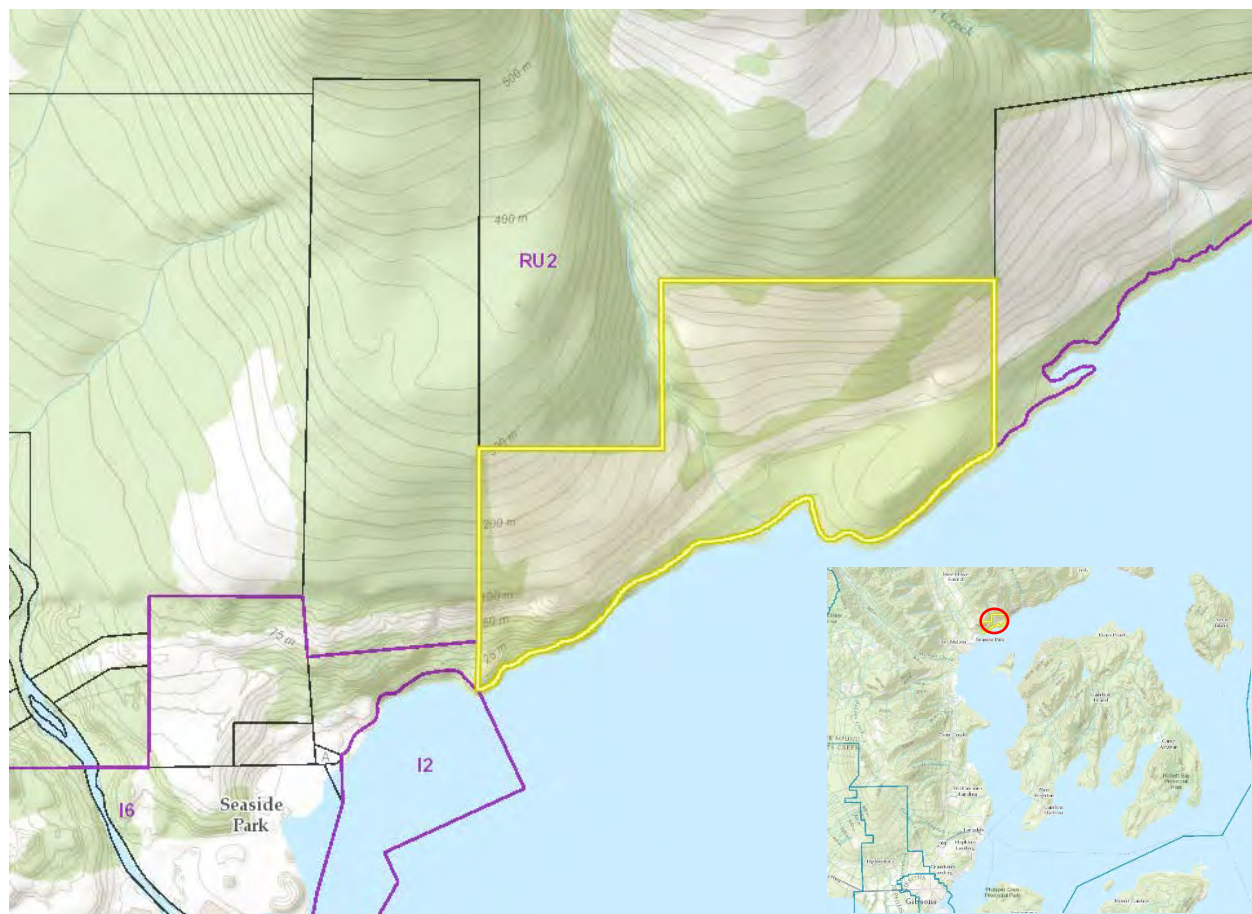
The parcel is outside of any Official Community Plan (OCP) boundaries and therefore is not governed by any policies of these plans. The lands are zoned RU2 (Rural Two) under Zoning Bylaw No. 310, which regulates land uses on lands outside of OCP boundaries.

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

Zoning Bylaw No. 310 Land Use Designations

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

Figure 4 Map showing zoning



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

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

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

Definition:

“Sleeping Cabin” means a building with a maximum floor area of 60 m² that may contain one or more habitable rooms and one set of cooking and sanitary facilities, used to accommodate one or more persons for a period of one month or less in any calendar year.

Permitted uses:

1. Campground with a maximum of 10 campsites per hectare
2. A maximum of 5 sleeping cabins per hectare
3. Restaurant, retail, service and office uses with a total floor area of 150 m²
4. One single family dwelling
5. Home occupation
6. Bed and breakfast
7. Boat ramp

Parcel Coverage:

Maximum 15% for all buildings and structures

Forest Management

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

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

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

Servicing and Development Considerations

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

Organization and Intergovernmental Implications

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

Timeline for next steps

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

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

Communication Strategy

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

STRATEGIC PLAN AND RELATED POLICIES

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

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

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

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

CONCLUSION

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

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

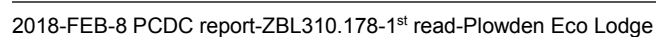
Attachments

Attachment A – Proposed Site Plan

Attachment B – Proposed Zoning Amendment Bylaw for First Reading

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

Proposed Site Plan



Attachment B Proposed Zoning Amendment Bylaw for First Reading

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 310.178

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

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

PART A – CITATION

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

PART B – AMENDMENT

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

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

 - (1) “Sleeping Cabin” means a building with a maximum floor area of 60 m² that may contain one or more habitable rooms and one set of cooking and sanitary facilities, used to accommodate one or more persons for a period of one month or less in any calendar year.
 - (2) Only the following uses are permitted:
 - (a) Campground with a maximum of 10 campsites per hectare
 - (b) A maximum of 5 sleeping cabins per hectare
 - (c) Restaurant, retail, service and office uses with a total floor area of 150 m²
 - (d) One single family dwelling
 - (e) Home occupation
 - (f) Bed and breakfast
 - (g) Boat ramp
 - (3) Notwithstanding Section 821.7, the parcel coverage of all buildings and structures shall not exceed 15%.

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

PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

READ A SECOND TIME this DAY OF MONTH YEAR

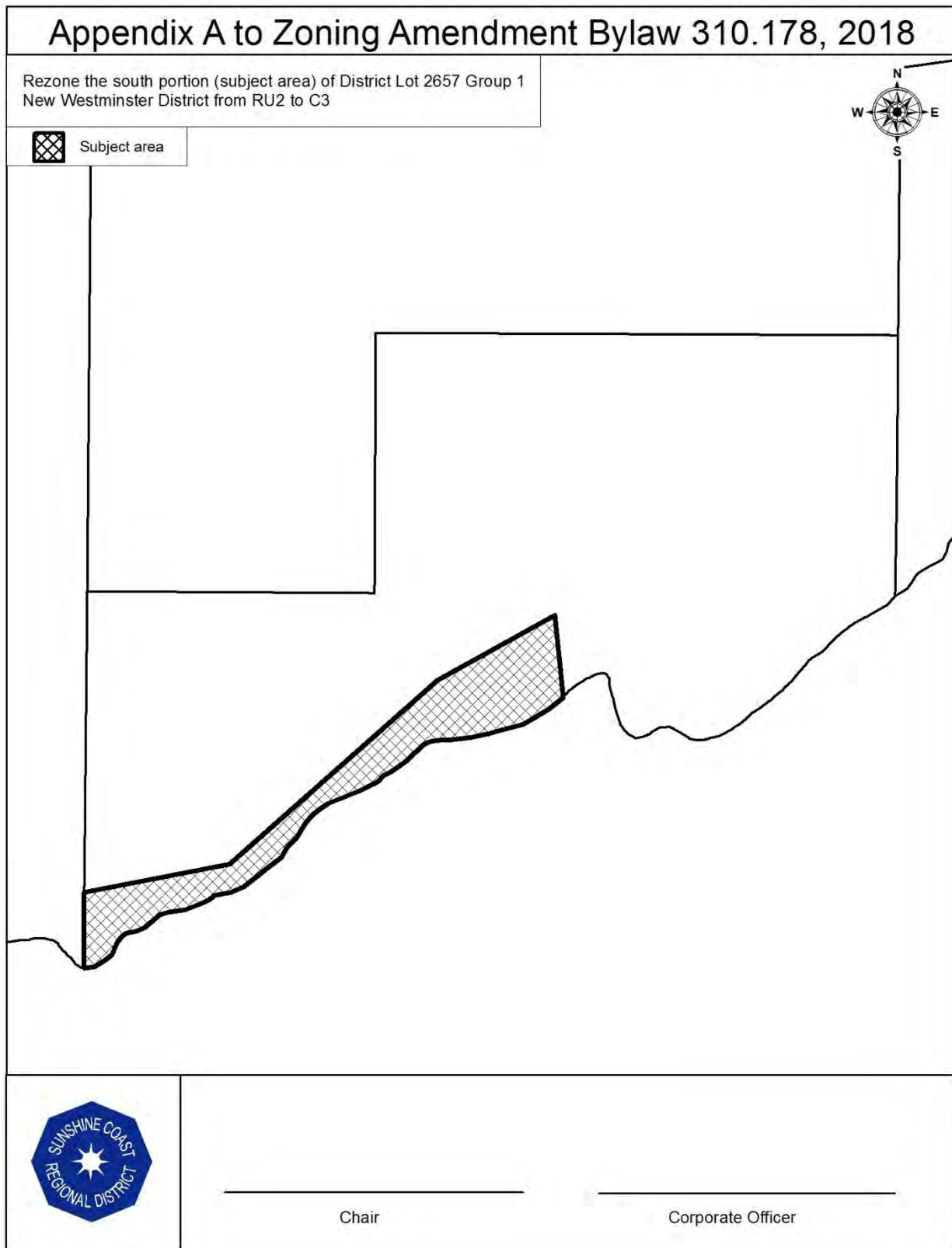
PUBLIC HEARING HELD PURSUANT TO
THE *LOCAL GOVERNMENT ACT* this DAY OF MONTH YEAR

READ A THIRD TIME this DAY OF MONTH YEAR

ADOPTED this DAY OF MONTH YEAR

Corporate Officer

Chair



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 8, 2018
AUTHOR: Yuli Siao, Senior Planner
SUBJECT: Provincial Referral 2411973 - Trail Bay Outfall Upgrade in District of Sechelt

RECOMMENDATIONS

THAT the report titled Provincial Referral 2411973 - Trail Bay Outfall Upgrade in District of Sechelt be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

Subject to the following conditions, the Sunshine Coast Regional District has no objection to Provincial Referral 2411973:

- a) The project management practices as described in the Management Plan be carried out for the upgrading work for the storm water outfalls at Trail Bay in the District of Sechelt.
- b) The timing for the proposed work be scheduled to a least-risk future date following the approval of the Application.
- c) Should the proposed work generate any residual materials, the applicant is required to review the materials accepted at the Sechelt Landfill and sort accordingly to maximize diversion.

AND FURTHER THAT this recommendation be forwarded to the February 8, 2018 Regular Board meeting.

BACKGROUND

The SCRD received a referral from the Province regarding a provincial land tenure application for upgrading the storm water outfalls at Trail Bay in the District of Sechelt. The applicant is the District of Sechelt. The application package and the associated Management Plan for the project are included in Attachments A and B.

Part of the waterfront area along Trail Bay is near sea level, particularly areas between Inlet Avenue and Ocean Avenue. These areas are prone to flooding during high tides and storm surge events (Figure 1). It has been identified that two storm sewer outfalls that discharge runoff onto the beach at the south ends of Inlet Avenue and Ocean Ave are prone to backflow during high water events. Gravel also regularly washes into the outfalls from the beach, reducing the conveyance capacity and further increasing the risk of flooding.

The District of Sechelt has retained Kerr Wood Leidal Associates to design measures for flood mitigation in this area. The proposed work includes installing backflow preventers on each

outfall to prevent sea water from flowing into the pipes and lock block headwalls with grates to prevent sediment from entering the pipes.

The District of Sechelt currently has a provincial land tenure for the Inlet Avenue outfall location, but it does not have tenure on the Ocean Avenue outfall location. In order to proceed with the



Figure 1 Locations of Subject Areas

work at both locations, the District requires a License of Occupation for the Ocean Avenue outfall location and approval by the Province for the proposed work at both locations.

DISCUSSION

The applicant submitted a Management Plan in support of the proposed work. The Plan addresses project management issues from many different perspectives, such as environmental impact, fish habitat protection, archaeological investigation, project timing, visual impact, construction method and equipment, pollution mitigation, excavation area, infrastructure requirement, and so forth. The recommended project management practices of the Plan should be carried out for the proposed work to ensure that those issues are properly addressed with minimal disturbance to the surrounding areas.

The project areas have been identified as sites with archaeological potential. An archaeologist has been engaged to assist with archaeological investigations. It is anticipated that a Heritage Conservation Act Section 14 permit will be applied for prior to carrying out the proposed work. The District of Sechelt has initiated consultation with the shíshálh Nation.

For the protection of fish and fish habitat in the area, the Plan recommends a least risk timing window for the work to be carried out between July 15 and September 15. As indicated in the Application, the District originally intended to construct the work in the summer of 2017. However, since that time has passed and the application has not been approved, the proposed timing for the work in the Application must be revised.

The specific areas are not subject to any Official Community Plans, zoning regulations, management strategies or use restrictions of the SCRD. SCRD's infrastructure are not affected by the proposed work. Should the proposed work generate any residual materials, the applicant is required to review the materials accepted at the Sechelt Landfill and sort accordingly to maximize diversion.

Due to the deadline date for response to the Province being extended to February 9, 2018, Staff recommend that the recommendations of this report be forwarded to the February 8, 2018 Regular Board meeting for consideration and adoption.

STRATEGIC PLAN AND RELATED POLICIES

Not applicable

CONCLUSION

The SCRD does not object to the proposed work to upgrade the storm water outfalls at Trail Bay within the District of Sechelt subject to the conditions noted in this report regarding project management, timing and solid waste disposal.

Attachments

Attachment A – Crown Land Tenure Application (Referral Number: 98254125-001)

Attachment B – Management Plan

Reviewed by:			
Manager	X - A. Allen	Finance	
GM	X - I. Hall	Legislative	
CAO	X – J. Loveys	Water	X- S. Walkey
		Solid Waste	X – R.Cooper

	<h1>Crown Land Tenure Application</h1> <p>Tracking Number: 100214756</p>
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If approved, will the authorization be issued to an Individual or Company/Organization?	Company/Organization
What is your relationship to the company/organization?	Consultant

Name: District of Sechelt
Doing Business As:
Phone: 604-740-8473
Fax: 604-885-7591
Email: SBandara@sechelt.ca
BC Incorporation Number:
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Sanath Bandara
Mailing Address: PO Box 129
Sechelt BC V0N 3A0

Name: Patrick Ledford Lilley
Phone: 604-812-2578
Daytime Phone: 604-293-3121
Fax: 604-294-2090
Email: plilley@kwl.ca
Mailing Address: 200-4185A Still Creek Drive
Burnaby BC V5C 6G9

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? Yes
 Please specify your file number: File No. 2401938, License No. 241519
 If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Community Institutional Public Works	Licence of Occupation	More than thirty years

What are you applying for? Nominal Rent Tenure (Licence / Lease)

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Access will be from Ocean Ave, Sechelt

COMMUNITY INSTITUTIONAL

Crown land dispositions for less than fair market value are offered on a limited basis to community or institutional groups. Please visit the Community and Institutional webpage for more information.

Specific Purpose: Public Works
 Period: More than thirty years
 Tenure: Licence of Occupation

ELIGIBILITY

Sponsored Crown Grants and Nominal Rent Tenures are limited to specific organizations. Please refer to the Community and Institutional Program Area for verification of eligibility.

Are you eligible? Yes

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length: 50 meters
 Specify Width: 5 meters

PROJECT DETAIL

A Community Organization is open to the entire community, or provides benefit to the entire community. Examples: historical, museum and arts societies, recreation organizations, community organizations, volunteer societies, youth and senior service organizations.

Are you a community organization? No

Please upload the Resolution / Endorsement document. 20170629_PlaceholderEndorsement.pdf Placeholder for Endorsement

IMPORTANT CONSIDERATIONS

Are you intending to use the land as a shooting range or shooting club for discharge of firearms? No

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? Yes
 1. If you will be working in or around fresh water, you will require a Water Sustainability Act Change Approval or Notification from the Province. 2. The federal Department of Fisheries and Oceans might need to review your project. 3. Review the Transport Canada website if the Navigation Protection Act applies.
 Does your operation fall within a park area? No

LOCATION INFORMATION

LAND DETAILS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Proposed License of Application with Legal Lot Lines	551017_Application_Fig2.pdf	Community Institutional

ATTACHED DOCUMENTS

Document Type	Description	Filename
Development Plan	Management Plan	20170623_management_plan.pdf
General Location Map	General Location Map	551017_Application_Fig1.pdf

Other	Summary of Management Plan	20170623_SummaryManagement P...
Site Photographs	Photos	20170623_Photos.pdf
Site Plan	Site Plan	551017_Application_Fig2.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization: District of Sechelt
 Contact Name: Sanath Bandara
 Contact Address: PO Box 129
 Sechelt BC V0N 3A0
 Contact Phone: 604-740-8473
 Contact Email: SBandara@sechelt.ca

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00

OFFICE

Office to submit application to: Surrey

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

APPLICANT SIGNATURE

Applicant Signature

Date



Greater Vancouver
200 - 4185A Still Creek Drive
Burnaby, BC V5C 6G9
T 604 294 2088
F 604 294 2090

June 23, 2017

FrontCounter BC
Ministry of Forests, Lands, and Natural Resource Operations

RE: TRAIL BAY OUTFALL UPGRADES – LICENSE OF OCCUPATION APPLICATION
Summary of Management Plan
Our File 551.017-300

This document summarizes the Management Plan submitted in support of a License of Occupation Application for the Trail Bay Outfall Upgrades project on behalf of the District of Sechelt.

Intended Use

The proposed License of Occupation is located partially on Crown Land (untenured) that is part of the Trail Bay Beach, and partially on 13.1 ha of Crown Land on Trail Bay Beach and land covered by water in Trail Bay with existing reserve/notation tenure for the purpose of environment, conservation, and recreation (Interest ID: 925102, Crown Lands File ID: 0204779). The public use the area for recreation.

The proposed License of Occupation area is a 5 m wide by 50 m long rectangle that lies around an existing storm sewer outfall in line with Ocean Ave (Sechelt). The outfall traverses Trail Bay beach and discharges into the intertidal zone. The District of Sechelt intends to install a check valve and lock block headwall with grates on the outfall, to prevent sediment from entering the storm sewer. This will reduce the risk of flooding in downtown Sechelt.

Benefits

The License of Occupation will allow the District of Sechelt to make upgrades to the outfall, which will reduce the risk of flooding to downtown Sechelt.

Rationale

Currently, sediments from the beach are carried into the storm sewer, reducing its capacity, increasing maintenance costs, and increasing the risk of flooding. This has exacerbated recent flood events. Modeling of the stormwater system has also identified this storm outfall as having a higher risk of flooding.


Contact with Local Government and Community Groups

The District of Sechelt has begun consultation with the Sechelt First Nation (Kim Wilkinson, Researcher). The Sechelt First Nation have indicated they will be able to provide a letter of support for the project.

Timing

The outfall upgrade work is expected to take place between July 15 and September 15, 2017.

KERR WOOD LEIDAL ASSOCIATES LTD.



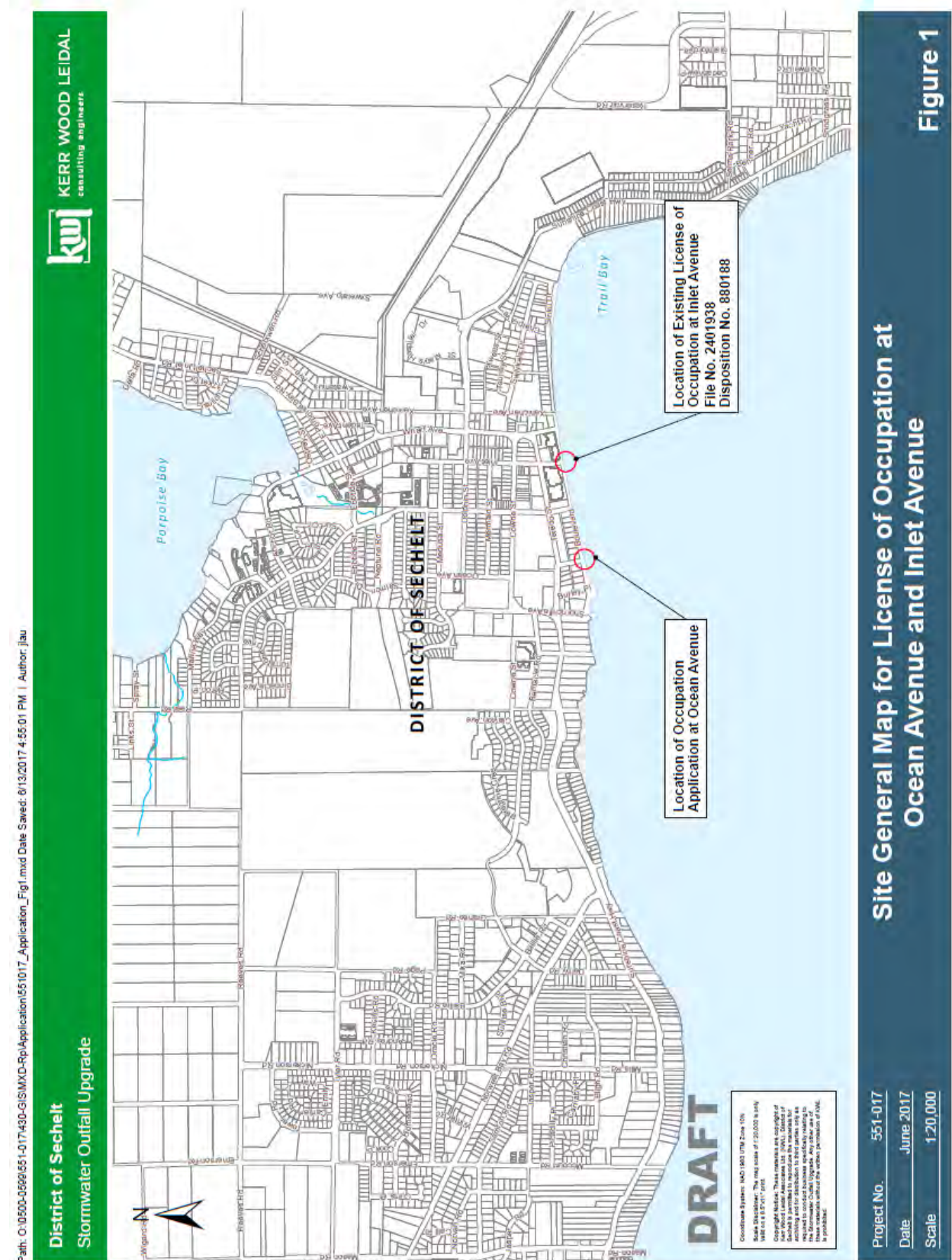
Patrick Lilley, M.Sc., R.P.Bio., BC-CESCL
Senior Biologist

Accountability • Collaboration • Excellence • Innovation

kwl.ca

551.017-300

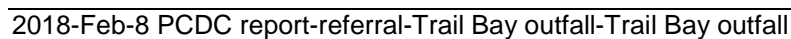
OQM Organizational Quality
Management Program





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Attachment B Management Plan

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

As a result of several recent flooding incidents, the District of Sechelt has been working to upgrade coastal flood mitigation for Downtown Sechelt (also known as Sechelt Village) on Trail Bay. Part of this waterfront along Trail Bay is very near sea level and areas close to the shoreline, particularly areas along Highway 101 (Sunshine Coast Highway) between Inlet Avenue and Ocean Avenue, are prone to flooding during high tides and storm surge events. It has been identified that two storm sewer outfalls that discharge runoff from the village area onto the beach, at the south ends of Inlet Ave and Ocean Ave, are prone to backflow and backwatering during high water. Gravel also regularly washes into the outfalls from the beach, reducing the conveyance capacity and further increasing the risk of flooding.

To begin to mitigate the flood risk in this area, the District retained Kerr Wood Leidal Associates (KWL) to model stormwater flows, assess alternatives, and design initial measures for mitigation. The initial proposed works involve installing backflow preventers on each outfall to prevent ocean water from flowing into the pipes during high tides and storm surge events, and to exclude gravel from the outfall pipes.

In order to complete the works, the District will require a review by DFO and appropriate Crown land tenure as the outfalls traverse the intertidal zone and discharge in the mid-low intertidal zone, which is aquatic Crown land. Apparently, these outfalls have been in existence for dozens of years. The District currently has Crown land tenure for the Inlet Ave outfall location (Licence of Occupation No. 241519). However, it does not have tenure on the Ocean Ave outfall location. Therefore, in order to proceed with the work at both locations (which is critical to the effectiveness of the flood mitigation), the District requires a LOO for the Ocean Ave outfall location. To have the works completed prior to high water events next winter, the District would like to construct the works in summer 2017. Preferably the work would be done between July 15 and September 15, DFO's least risk timing window for the protection of fish and fish habitat in the area.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, Incomplete, ongoing)	Comments / Milestones
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Activity	Brief Description of Activity	Status (e.g. Complete, Incomplete, ongoing)	Comments / Milestones
Assessment of the District of Sechelt's stormwater system	Review of stormwater system (culverts, sewers, etc.) under present and future land use, identification of deficiencies, recommendation of improvements, prioritized by importance.	Complete (1999)	Associated Engineering Ltd. (1999)
Preparing model of the contributing stormwater network that discharges through the two outfalls (Ocean Ave and Inlet Ave)	Prepared model based on information from District of Sechelt, Associated Engineering Ltd. Report (1999), and KWL site visit and survey. Model was run under: <ul style="list-style-type: none"> • 10-year return period storm; • 100-year return period storm; • under present and future land use conditions; • under free outfall conditions (i.e., low tide); and • under King Tide conditions (i.e., higher high tide). 	Complete (May 13, 2016)	Identified risk of flooding under different storm and tide conditions at locations along stormwater system
Environmental review of project site	Including desktop review and field visit	In progress	

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



The District of Sechelt has initiated consultation with Sechelt First Nation (Kim Wilkinson, Researcher). The Sechelt First Nation have indicated they will be able to provide a letter of support for the project.

2.0 Location

2.1 Description

Provide a general description of the location of the project:

The outfalls are located on the beach of Trail Bay, at south ends of Ocean Ave and Inlet Ave in Sechelt, BC.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:

The outfalls are currently in these locations, and upgrades are required only at the outlets.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:

Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Construction	Removing gravel from within the outfall pipes, excavation, installation of lock blocks, grates, and check valves	July 15 – September 15, 2017
Operations	Infrequent cleaning of valves and grates	As required
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Check valves and outfall protection of two storm sewer outfalls	-Pressure wash and chip clean terminal 2 m of existing outfall pipe -Install Tideflex checkmate inline plain end check valve -Excavate pit for lock blocks -Install lock blocks -Install top and side grates	Construction planned for July 15 – September 15, 2017
Add Field		

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected.



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Ocean Avenue	Existing	Local	Not required	200 vehicles/day	NA (operations does not require access)	Traffic control during construction (if required)
Inlet Avenue	Existing	Local	Not required	200 vehicles/day	NA (operations does not require access)	Traffic control during construction (if required)
Add Field						

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



Not required

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
Construction	Not required	NA	NA	NA	NA
Add Field					

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
The Contractor will be responsible for the collection and disposal of all waste material (e.g., portable toilets, construction materials)					
Add Field					

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☒ Yes ☐ No

Disturbance Type	Impacts	Proposed Mitigations
Excavation	Excavation of 5 m2 of beach substrate for installation of lock blocks	-Use sheet piles to contain excavation and limit slumping -Work only at low tide -Excavate, install lock blocks, and backfill to existing ground level during one low tide cycle -Keep a silt boom on site
Add Field		

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☒ Yes ☐ No

Additional research and plans may be required. [Heritage Conservation Act](#)

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☒ Yes ☐ No

Identify all works that may affect the Riparian zone, the impacts, and proposed mitigations:

Work Type	Impacts	Proposed Mitigations
-----------	---------	----------------------

Work Type	Impacts	Proposed Mitigations
Construction access	Through riparian zone	-No clearing required for construction -Avoid clearing for access -Few trees or shrubs are present
Add Field		

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☒ Yes ☐ No

Identify any visual impacts of the project, any potential impact on sight lines from surrounding users or residents, and any mitigations:

Visual Impact Type (Project or view shed)	Impacts	Proposed Mitigations / Management Plans
Project	Lock block structure that rises from beach level 1.5 m high, which is in line with existing 0.9 m diameter outfall pipe on beach	-View is already impacted by outfall pipes -Leave large boulders in place to break up visual impact of lock blocks
Add Field		

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☒ Yes ☐ No

Identify the sites, any potential impact on them, and any mitigations:

Archaeological Site	Impacts	Proposed Mitigations / Management Plans
Sechelt First Nation has identified the site as a zone of high archaeological potential with recorded and unrecorded sites in close proximity to the project	Unknown	-Further archaeological work will be completed -An archaeologist and archaeological technician will be present on site to monitor works during construction -If archaeological materials are encountered, work must stop until a Heritage Conservation Act permit is obtained
Add Field		

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☒ Yes ☐ No

Please include information or reports generated:

In Situ Consulting (Nick Weber, Archaeologist) has been engaged to assist with archaeological investigations related to the project. It is anticipated that a Heritage Conservation Act Section 14 permit will be applied for prior to carrying out the proposed works.

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Remove gravel from within outfall pipe	Potential water and gravel onto beach	Use a vacuum flusher truck and isolate outfall from beach
Pressure wash and chip clean terminal 2 m of existing outfall pipe	Water and debris	Collect chips of debris and wash water
Install Tideflex checkmate inline plain end check valve	None	None
Excavate pit for lock blocks	Removal of 5 m2 area of beach sediment, to 1.5 m depth, to place bottom layer of lock blocks – has potential to kill forage fish eggs	Perform works during least risk work window of July 15 – September 15, 2017
Install lock blocks and grates	Change in gravel habitat to lock blocks	Perform works during least risk work window of July 15 – September 15, 2017
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

[\(Best management practices for sound\)](#)

Sound? ☒ Yes ☐ No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations / Management
Excavator, generator, pressure washer, trucks	Beach, noise from cars on nearby roads, boat traffic	Additional temporary noise during construction	Don't idle machinery, perform works as quickly as possible

Add Field

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☒ Yes ☐ No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations / Management
Excavator, generator, pressure washer, trucks	Beach, emissions from cars on nearby roads, boat traffic	Additional temporary emissions during construction	Don't idle machinery, perform works as quickly as possible

Add Field

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☒ Yes ☐ No

Describe the potential effect or impact and include plans for mitigation/management:

Effect	Potential Impacts	Proposed Mitigations / Management Plan
The project will improve land drainage through Sechelt	Decrease risk of flooding	None required

Add Field

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

(BC Wildlife Act)

☒ Yes ☐ No

Provide a description of any potential adverse effects to wildlife and wildlife habitat from proposed construction and operation (including seasonal considerations, potential adverse effects from changes to access by hunters and fishers, along with proposed measures to mitigate adverse effects).

Project Phase		Potential Impacts	Proposed Mitigations / Management Plan
Construction		Removal of 5 m2 area of beach sediment, to 1.5 m depth, to place bottom layer of lock blocks – has potential to kill forage fish eggs	Monitor for forage fish spawning prior to construction; perform works during least risk work window of July 15 – September 15, 2017
Construction		Construction equipment can compact beach sediments, reducing interstitial space	Minimize the footprint of construction equipment to minimize compaction of beach sediments
Construction		Spills of oil, grease, gas, or other deleterious substances onto substrate may harm invertebrates or fishes	Start work with clean equipment; use vegetable-based hydraulic fluids; service and refuel equipment 30 m back from beach; place generators and pumps on spill trays; keep a spill kit on site
Operation		Loss of 5 m2 of beach substrate for spawning forage fish	Unavoidable

Add Field

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☒ Yes ☐ No

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
Construction	Removal of 5 m2 area of beach sediment, to 1.5 m depth, to place bottom layer of lock blocks – has potential to kill forage fish eggs	Monitor for forage fish spawning prior to construction; perform works during least risk work window of July 15 – September 15, 2017
Construction	Construction equipment can compact beach sediments, reducing interstitial space	Minimize the footprint of construction equipment to minimize compaction of beach sediments

Project Phase	Impacts	Proposed Mitigations / Management
Construction	Spills of oil, grease, gas, or other deleterious substances onto substrate may harm invertebrates or fishes	Start work with clean equipment; use vegetable-based hydraulic fluids; service and refuel equipment 30 m back from beach; place generators and pumps on spill trays; keep a spill kit on site
Operation	Loss of 5 m ² of beach substrate for spawning forage fish	Unavoidable
Add Field		

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☒ Yes ☐ No

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
Construction	Excavation creates potential for erosion and sedimentation during rain events, high tide, and wave action during storms	-Work in periods of good weather -Avoid storm events -Carry out excavation and installation of lock blocks as quickly as possible -Use erosion and sediment control measures such as silt fences and poly sheeting where appropriate -Use a silt boom around the work area to keep sediment from excavation from being carried out into Trail Bay during high tide and from wave action
Operation	Potential for discharge from outfall to cause erosion of beach sediments	Bend in outfall using lock blocks and grate will reduce water velocity and limit erosion of beach sediments
Add Field		

Will the project (construction or operations phase) require water diversion?

☒ Yes ☐ No

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
Construction	Diversion of stormwater flows could cause erosion or nuisance	Work can only be undertaken during a limited period of low tide. Work should be planned for low tide events and no rain periods. Temporary blockage of storm sewer may afford sufficient storage within the pipe system during construction. Temporary plugs will be removed once tide elevations cover the work area. If diversion of

Project Phase	Impacts	Proposed Mitigations / Management
		stormwater from within the sewer is required during construction, discharge to a location that allows for infiltration without erosion or nuisance to public or property

Add Field

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

District of Sechelt: 9000 residents

Sechelt Band Lands (Sechelt First Nation) No. 2 is 200 m east of project site, and project is in Sechelt First Nation Territory.

In addition to the Sechelt First Nation, the provincial Consultative Areas Database also identifies the following additional First Nations who have treaty rights or asserted or proven rights or title in the project area:

- Cowichan Tribes;
- Lake Cowichan First Nation;
- Lyackson First Nation;
- Penelakut Tribe;
- Halalt First Nation; and
- Stz'uminus First Nation.

These six nations are collectively part of the Hul'qumi'num Treaty Group.

Trail Bay is accessible to the public and used for recreation.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☒ Yes ☐ No

Please list:

- District of Sechelt Official Community Plan Bylaw No. 492 (2010)
- Development Permit Areas 3: Marine, Foreshore and Shoreline Areas
- A Strategic Land Use Plan for the shishalh Nation (2007)
- Sustainable Resource Management Plan, Biodiversity Chapter for Sechelt Landscape Unit – Ministry of Sustainable Resource Management (2004)
- The District of Sechelt holds a 13.1 ha tenure for the purpose of environment, conservation, and recreation on the foreshore and land covered by water of Trail Bay (tenure document no. R122130, Crown Lands file no. 0204779)

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



Potential increase in demand on Sechelt Hospital and/or Sechelt Fire Department if there is an emergency during construction

END OF FORM

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Kasha Janota-Bzowska, Planning Technician

SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00027 (ARSENAULT) – ELECTORAL AREA F

Recommendations

THAT the report titled Development Variance Permit Application DVP00027 (Arsenault) – Electoral Area F be received;

AND THAT Development Variance Permit Application DVP00027 to vary the side lot setback from 1.5 metres to 0.75 metres, as per section 601.4(3) of Zoning Bylaw 310, be denied due to emergency access impediments.

BACKGROUND

SCRD has received a Development Variance Permit application for a property located at 473 Elphinstone Avenue, Grantham's Landing (as shown in Figure 1). The variance request is to reduce the side yard setback from 1.5 metres to 0.75 metres to allow for the existing deck extension to remain. No building permit was issued by the SCRd prior to construction. A stop work order was issued to the applicant on July 20, 2018 upon a complaint being sent into the Regional District which lead to the review of the zoning compliance consideration.



Figure 1 – Location Map

The property was purchased by the present owner in 2016. An addition was built off of an existing deck to allow for use of a hot tub on the property. The deck extends approximately 0.75 metres over the allotted 1.5 metre side lot setback after it was constructed (Attachment A and B).

Neighbours have complained to SCRD Bylaw Enforcement of noise issues.

A letter of complaint regarding the construction was received by SCRD.

After notifying the property owner of a complaint, a Development Variance Permit Application was submitted and received by the SCRD Planning department on November 27, 2018.

Below is a summary of the application:

Owner / Applicant:	Anna Arsenault / Michael Anderson
Civic Address:	473 Elphinstone Avenue
Legal Description:	Lot 8 Block 2 District Lot 687 Plan 2075
Electoral Area:	F- West Howe Sound
Parcel Area:	1,679 sq. m
OCP Land Use:	Residential
Land Use Zone:	R1
Application Intent:	To vary the side lot setback of the property from 1.5 metres to 0.75 metres, as per section 601.4(3) of Zoning Bylaw No. 310, to allow for an existing deck extension to remain.

Table 1 - Application Summary

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

The deck extension was constructed without a Building Permit application being submitted to the SCRD. A complaint was sent into the SCRD.

Letters of notification regarding the Development Variance Permit application were delivered to property owners and occupants within 50 metres from the applicant's property, as per the Planning and Development Procedures and Fees Bylaw 522, 2003 and Section 499 of the *Local Government Act*. SCRD received letters of support and in opposition to for the variance application (Attachment C).

Staff received a letter from the neighbour directly affected by the side lot setback request, stating they have no objections.

A major concern with allowing for a setback of only 0.75 metres is that Emergency Services do not have proper access to the entire side of the home.

Fire separation from adjacent dwellings along the side property lines is a specific concern with the placement of the deck. The side lot setbacks should remain clear of projections, other than the minor projections which are currently permitted within Zoning Bylaw 310, 1987.

Gibsons and District Volunteer Fire Department commented that emergency access is impeded by the deck extension where emergency responders may need to travel or work underneath the hot tub load. It was also noted that if this variance is approved, fire resistant decking will be required as an alternative to the current decking.

Zoning Bylaw No. 310, 1987

The property is zoned R1 (Residential One), which allows one single-family dwelling, an auxiliary dwelling or second dwelling depending on property size, a home office, a bed and breakfast, and horticultural product sales. The maximum permitted parcel coverage is 35%.

Section 601.4(3) of Bylaw 310 states that no structure shall be located within 1.5 metres of a side parcel line. There are some siting exceptions for bay windows, steps, porches (for entry ways), however there are no siting exemptions for sundecks. The owner has requested to have this 1.5 metre setback varied to 0.75 metres.

Consultation

The development variance permit application has been referred to the following agencies, departments and parties, as outlined in the table below:

Referral	Comments
SCRD Building Department	The building department has not yet received a Building Permit application from the applicant for the building of the deck extension.
Gibsons and District Volunteer Fire Department	Emergency access is impeded by the deck extension where emergency services and responders may need to travel or work underneath the hot tub load. Fire resistant deck material will be required.
Skwxwú7mesh Nation	Referral sent on January 9, 2018. No comments have been received at this time.

West Howe Sound Advisory Planning Commission	The Area F APC recommended support for option one (issuing the permit) in light of surveying problems in Grantham's Landing as observed in many previous development variance permit applications to the APC.
Neighbouring Property Owners/Occupiers	Notifications were distributed to property owners and occupiers within a 50-metre radius on January 11, 2018.

Options

Possible options to consider:

Option 1: Deny the permit.

The proposed 0.75 metre setback does not allow for emergency services to access the entire side of the house. The 1.5 metre setback is in place so that there is access to all sides of the home for emergency services as and when needed. The property owner did not submit a Building Permit application to the SCRD.

Staff recommend this option.

Option 2: Issue the permit.

This would allow for the deck extension to remain as is.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

SCRD has received a Development Variance Permit application to vary the side lot setback from 1.5 metres to 0.75 metres, as per section 601.4(3) of Zoning Bylaw 310 to allow for the already built deck extension to remain as is.

The deck was constructed without a Building Permit and overhangs the allotted 1.5 metre side lot setback.

The deck was not built in compliance with the Zoning Bylaw.

Planning staff do not support this application.

Attachments

Attachment A – Survey of Subject Property

Attachment B – Photography of Deck Extension

Attachment C – Letters Submitted to Planning Staff

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

ATTACHMENT B





Anna Arsenault
473 Elphinstone Ave
Gibsons, BC V0N 1V1
[REDACTED]
[REDACTED]

January 23, 2018

Kasha Janota-Bzowska and Sven Koberwitz
Planning Technicians
1975 Field Road
Sechelt, BC V0N 3A1

Re: Development Variance Permit Application DVP00027 (Arsenault)

Dear Ms. Janota-Bzowska and Mr. Koberwitz,

I would like to tell you my side of the story. It was never my intention to build an addition to the deck that violated municipal zoning bylaws, and I regret not having applied for permits from the start. Since the stop work order was placed on my renovations July 20, 2017, I have worked hard to comply with all SCRD building application and permit regulations, and SCRD inspectors have approved my interior renovations. Building the deck 0.75 m too close to the eastern property line was an honest mistake, but I do not believe that it poses a risk to either the emergency services access to the house, nor does it cause noise or privacy issues.

The variance permit I am requesting is for the existing deck only, 11.45 feet long, not for the total length of the property. The total area of the deck that is encroaching the current bylaw setback by 0.75 m (2.55 feet) is just 28.75 square feet, representing 0.5% of the total lot size. Additionally, the house to the east is built behind mine on a double lot, and there are no structures on their property within a minimum of 10 metres. There is no extra risk of setting fire to any neighbouring structures.

The current deck extension does not hinder access to emergency services whatsoever. The space beneath the deck is completely open and not blocking access to the house. Moreover, it is also located in the SE corner of the lot, diagonal from the house, and well away from the gated entrances to the property, which are located centrally on the N side and SW corner, respectively. The three doors of the house are located midline, one on the north and two in the south. There is also a laneway at the south end of the property for additional vehicle access. Emergency services access to the entire building has remained unhindered with the addition to the deck.

I am a single, 34 year old woman living alone, and I am the widow of a fallen soldier killed while serving for the Canadian Armed Forces in the Middle East in 2014. I am a licensed Naturopathic Doctor and a good person. I moved here to make a new life for myself, and have been going through a tough transitional time made more difficult by difficult people. All I desire is a peaceful place to live, and to be free from persecution by my neighbours.

Thank you for your attention and consideration in this matter.

Sincerely,

Anna Arsenault

Kasha Janota-Bzowska

From: [REDACTED]
Sent: Sunday, January 21, 2018 5:15 PM
To: Kasha Janota-Bzowska
Subject: Fwd: DVP00027

----- Forwarded Message -----

From: [REDACTED]
To: "sven koberwitz" <sven.koberwitz@scrd.ca>
Sent: Sunday, January 21, 2018 5:08:28 PM
Subject: Re: DVP00027

Sven Koberwitz Planning Technician Planning and Development Division

Dear Sir,

The only person to benefit from this Variance Permit DVP 00027 would be the owner, and the insanity in our neighborhood will not only continue but be condoned.

For 14 years we have lived in a quiet peaceful neighborhood. Then in 2016 when this neighbor moved in, that all changed dramatically.

Shortly after this neighbor moved in she had her hydro rerouted to her garage. She then hung the hydro tech cable along our wooden fence and down into her house. For safety concerns, we asked her to remove the hydro tech cable. Her refusal to remove the cable resulted in us having to take down the fence. The fence was only built for privacy and not to bear weight. We contacted BC Safety Council and they ensured proper measures were taken by this owner so that this hydro tech cable was buried to meet code.

Since we reported to you her seemingly active renovations without a displayed permit, we have had the RCMP attend our property twice and an SPCA Cruelty to Animals Officer. The false allegations made against us are a serious waste of invaluable community resources. These are just a few documented examples of what we have been subjected to for over a year now.

We currently live with a surveillance camera pointed at our front door taking pictures of us on our property 24/7. We have sought legal advice and we were told unless the images of our family are found posted publicly there is nothing we can do.

We would be extremely grateful if your recommendations that DVP 00027 be denied is Approved. We are a retired couple who just want to live on our property in peace.

Thank You for your time and attention to this matter.

With Respect,
V.Kim Gregory and Sandra Cliffe
479 Elphinstone Ave.

This email was scanned by Bitdefender

Kasha Janota-Bzowska

From: [REDACTED]
Sent: Sunday, January 14, 2018 11:00 AM
To: Kasha Janota-Bzowska
Subject: Fwd: File#DVP00027

Apparently this needs to go to you since Sven is away till April.

Begin forwarded message:

From: Bjorn [REDACTED]
Subject: File#DVP00027
Date: January 13, 2018 at 10:53:23 AM PST
To: sven.koberwitz@scrs.ca
Cc: [REDACTED]

As the neighbours on the adjoining property line Lot A - 471 Elphinstone Ave- we are ok with the variance permit to enable the sitting of the deck .75 meters from the property line.

Cheers
Bjorn Enga
Joanna Mackenzie

This email was scanned by Bitdefender

-----Original Message-----

From: Hans nelson [REDACTED]
Sent: January-12-18 8:50 AM
To: Sven Koberwitz <Sven.Koberwitz@scrd.ca>
Subject: Anna Arsenault

Concerning Anna Arsenault's application for a variance permit "to enable the siting of an existing in- enclosed deck":

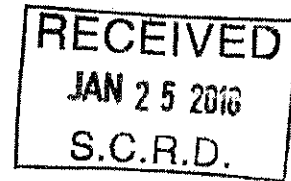
We are currently out of town and understand a letter has been sent by the SCRD requesting our input into Anna's application.

We have no problem with her deck and hot tub.
Anna is a responsible, good neighbour who has taken an active role in our Grantham's Wharf Association as a Board member.

If you have further questions, we can be contacted by e:mail.
Sincerely,

Hans and Gail Kuhlmann
482 Central Ave.
email: [REDACTED]

JANUARY 23, 2018



DEAR SVEN KUBERWITZ,

THANK YOU FOR THE OPPORTUNITY TO COMMENT ON ZONING APPLICATION/VARIANCE PERMIT DVP00027. I DO NOT SUPPORT THE APPLICATION BY THE PROPERTY OWNER TO VARY THE SIDE PARCEL LINE SETBACK.

THE PROXIMITY OF THE DECK AND HOT TUB TO LOT A PLAN 2075 MAY VIOLATE BYLAW 597.3 GENERAL REGULATIONS a and b.

THE VERY NATURE OF A DECK AND HOT TUB ARE FOR THE PERSONAL ENJOYMENT OF THE PROPERTY OWNERS AND GUESTS. SOUND THAT EMANATES FROM THAT ENJOYMENT AS WELL AS THE CONTINUOUS OR INTERMITTENT HOT TUB PUMP FUNCTION MAY BE IN CONTRAVENTION OF THAT BYLAW.

FUTURE OWNERS OF LOT A 2075 MUST ALSO BE CONSIDERED. CONSIDERATION MUST BE MADE FOR THE HOME(S) THAT ARE DIRECTLY ACROSS ELPHINSTONE AVENUE WHO MAY BE AFFECTED BY THE NOISE BEING TUNNELLED BETWEEN THE HOMES OF LOT 8 AND LOT A.

ADDITIONALLY, I AM CONCERNED ABOUT THE PRECEDENT IT MIGHT SET.

MANY THANKS,
ELAINE BOCKING
495 ELPHINSTONE AVE.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Julie Clark, Planner

SUBJECT: PROVINCIAL REFERRAL 2427430 FOR SESHAL CREEK LOG DUMP IN JERVIS INLET-
ELECTORAL AREA A

RECOMMENDATIONS

1. THAT the report titled Provincial Referral 2427430 for Seshal Creek Log Dump in Jervis Inlet – Electoral Area A be received;
2. AND THAT the following comments be forwarded to Interfor Corporation and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:
 - a. Subject to the following conditions, SCRD has no objections to the rural resource use on Jervis Inlet at Seshal, Provincial Referral 2427430:
 - I. SCRD will require a building permit and / or development variance permit if any structures are constructed to access the moorage facilities.
 - II. An environmental monitoring plan should be implemented during the construction and operation of the site.
 - III. SCRD mapping does not indicate any eelgrass beds in the vicinity. Eelgrass beds in or near the tenure area should be identified and protected.
 - IV. Include potential navigational concerns resulting from escaped logs or related wood debris and the collection of any lost wood debris in a management plan.
 - V. Include measures to protect recreational and visual values in the management plan.
 - VI. Ensure *shíshálh* Nation comments are addressed and that any work undertaken complies with the *Heritage Conservation Act*.
 - VII. Water quality should not be impacted by maintenance or construction activities, materials or fuel storage.
 - VIII. The proponent should implement both Provincial and *shíshálh* Nation's Best Management Practices for building and maintaining moorage facilities and apply the most stringent of any overlapping policies to protect the foreshore ecosystems.

- IX. Complete restoration of the tenure area should be undertaken upon closure of the log booming sites, including the removal of all industrial equipment and potential contaminants to be disposed of in accordance with all provincial and SCRD regulations at the time.

AND THAT this recommendation be forwarded to the February 2018 Egmont/Pender Harbour Advisory Planning Commission and comments be forwarded to Interfor and FLNRORD as late information;

AND FURTHER THAT this recommendation be forwarded to the February 8, 2018 Regular Board meeting in order to meet the comment deadline.

BACKGROUND

The Regional District received a referral from Interfor Corporation on behalf of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) requesting comments on an application for industrial log handling, at Seshal Creek in Jervis Inlet (Figure 1). The referral is enclosed for reference as Attachment A. The Management Plan indicates that the site is being re-activated, and was a log dump site in the past. A small section of road building is proposed to access the foreshore.

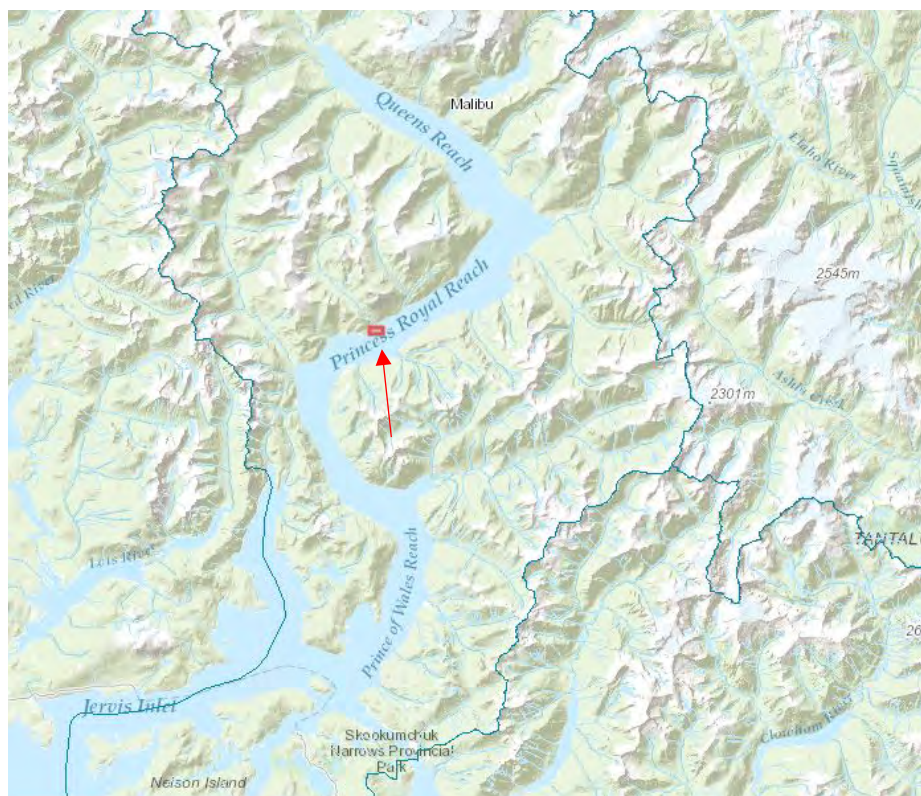


Figure 1: Location Map

An application summary is provided in Table 1.

The purpose of this report is to provide the Planning and Community Development Committee with information on the referral and provide a response to Interfor Corporation and FLNRORD.

Table 1: Application Summary

Proponent:	Interfor Corporation
Tenure Type:	Licence of Occupation
Purpose:	Industrial log handling
Legal Description:	foreshore – no legal description
Civic Address:	Seshal Creek, Jervis Inlet
Electoral Area:	Area A – Egmont / Pender Harbour
Size (Area) ha (approx):	3.03ha +/-
Schedule/Term Of Proposal:	No term, seasonal schedule
Zoning:	None on foreshore, Upland RU2 (Rural Resource)
OCP Land Use Designation:	none
Response Due:	February 15, 2018

DISCUSSION

Egmont/Pender Harbour Official Community Plan (OCP)

The Sechel Creek area of Jervis Inlet does not have a land use designation as it is outside the boundary of the Egmont / Pender Harbour Official Community Plan. OCP policies are not applicable in this area.

Zoning Bylaw No. 337, 1990

The surface of water is not zoned under Zoning Bylaw No. 337. The upland zone is RU2 (Rural Resource), which permits storage of no more than four licensed vehicles or pieces of heavy equipment associated with the logging or construction industries. Where the water is not zoned, the foreshore use should reflect the upland use. Forest management is a land use permitted in all zones.

This application appears to comply with the upland RU2 zoning.

The proposed dock structures on the upland parcel to access the log handling and storage may require a building permit and/or a development variance permit, depending on the size and location.

Archaeological Sites

There are known archaeological sites identified near the application area. The proponent has sent the referral to the *shíshálh* Nation. The proponent is required to ensure the *shíshálh*

Nation's comments are addressed and that any work undertaken complies with the *Heritage Conservation Act*.

Additional Staff Comments

- A Marine Assessment has been completed by a qualified professional to ensure impacts to the sea bed as a result of the log dump are addressed and remediation measures are implemented. An environmental monitoring plan should also be implemented during the construction, operation and decommissioning phases of the site.
- SCRD mapping does not indicate any eelgrass beds in the vicinity. Eelgrass beds in or near the tenure area should be identified and protected.
- A management plan should address potential navigational concerns resulting from escaped logs or related wood debris. Any lost wood debris should be collected.
- Jervis Inlet is frequently used for recreational purposes. The recreational and visual resources within the Inlet are very important. The management plan should include measures to protect recreational and visual values.
- Upon the closure of the log booming sites, complete restoration of the tenure area should be established, including the removal of all industrial equipment and potential contaminants.

Options

Although this referral was sent from Interfor, standard procedure for response to the Province is for SCRD to decide on 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 Option 3, subject to comments outlined in the Recommendations.

Consultation

The Ministry of Forests, Lands and Natural Resource Operations and Rural Development generally refers applications such as these to the SCRD. However, this application was referred to the SCRD by the proponent, Interfor Corporation.

This referral was also sent to *shíshálh* Nation.

Timeline for next steps or estimated completion date

The deadline to comment on this application is February 15, 2018. Staff recommend that Planning and Community Development Committee recommendations be forwarded to the Board on February 8, 2018 in order to meet the comment deadline, in addition Egmont/Pender

Harbour Advisory Planning Commission comments be forwarded to Interfor and FLNRORD as late information.

STRATEGIC PLAN AND RELATED POLICIES

Embed Environmental Leadership

Protecting water quality, environmental protection and supporting best management practices for building, maintaining, and decommissioning moorage facilities is aligned with SCRD's Strategic Plan Value of Embedding Environmental Leadership.

CONCLUSION

The SCRD received a referral from Interfor Corporation on an application for industrial log handling at Seshal Creek, in Jervis Inlet.

Staff recommend responding with no objection to the rural resource use, subject to conditions outlined in the recommendations. Comments received from Egmont/Pender Harbour APC will be provided to Interfor and FLNRORD as late information.

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

Attachments:

Attachment A – Interfor Referral Request

MANAGEMENT PLAN
FILE #2411988
LOG DUMP, BOOMING & STORAGE
SESHAL CREEK (JERVIS INLET)
November 3, 2017

Project Overview:

A new licence at the mouth of Seshal Creek in Jervis Inlet is required to provide market access to timber in Forest Licence A19220. The proposed log dump, booming and storage site will be located at the base of the proposed road system for timber access and there are no viable alternate locations for this facility. It is anticipated that operations will occur on this site for approximately four consecutive months per year from spring to fall.

As shown on the attached map, the facility will be comprised of a log dump, booming & storage area, barge grid and dock. The infrastructure required will include rock anchors and boomsticks to delineate boom assembly and log storage areas, a log skidway, armouring for the log dump, a dock for boat tie up and crew access and a barge tie up.

First Nations:

The location of this facility falls within the asserted traditional territories of the shíshálh Nation. Information sharing with the shíshálh Nation is an integral part of **Interfor's land management commitment. This, and all harvest related licence applications and renewals, are forwarded to the Nation for review.**

Environmental Issues:

- a) Land: During construction of the facility works are to include clearing vegetation, blasting and excavating rock and organic matter, installing skids and anchors, and ditching & surfacing of dump area. No fish streams are located adjacent to the log dump location. No documented archaeological sites are located within the application area.
- b) Atmosphere: Sound and fuel emissions are restricted to log dumping and booming activity.

- c) Fish & Wildlife: Interfor maintains a Herring Spawn Management and Monitoring Program. Should signs of herring spawn activity be observed within close proximity of the site, operations will be suspended until a qualified professional determines they can resume.

Interfor employs Approved Work Practices in minimizing sediment flow into the ocean, including the use of machines to pull back bark waste.

Interfor is certified under Sustainable Forestry Initiative and has an Oil Pollution Emergency Plan in place as part of this certification.

Socio - Community:

The site is far-removed from residential areas. No known land use activities are compromised by the operations at this facility nor does the facility compromise access to the area. As the site is remote, there is no demand for emergency services.

The Interfor Sunshine Coast Forest Stewardship Plan (FSP) outlines Interfor's commitment to conserve the following resources and values: soils, wildlife, water, fish, biodiversity within riparian areas, community watersheds, cultural heritage resources and visual quality objectives set for scenic areas. All operations that occur within tenure covered by the Interfor Sunshine Coast FSP will be consistent with the FSP.

Completed by:

Linda Harris, Administrator
Interfor Corporation

123°55'36"W

123°55'24"W

123°55'12"W



Log Dump Management Plan Seshal Creek

Scale: 1:3,000 Date: Jan 23, 2018 Map By: linda.harris

- | | |
|--------------|------------------------------|
| | Licence Application Boundary |
| | Ramp |
| | Dock |
| | Log Storage Area |
| | Barge Grid |
| | Dump Skid |
| Roads | |
| | Proposed |
| | Engineered |
| | Built |



50°1'36"N

50°1'36"N

S2

Seshal Creek

S2

S6

S6

S6

S6

100m

253m

100m

123°55'36"W

123°55'24"W

123°55'12"W

166

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: MEETING WITH MINISTER OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY –
FEBRUARY 27, 2018

RECOMMENDATION(S)

THAT the report titled **Meeting with Minister of Environment and Climate Change Strategy** be received;

AND THAT the following Directors and staff attend a meeting with Minister Heyman with respect to the SCRD's Chapman Lake Expansion Project scheduled for Tuesday, February 27, 2018 in Victoria B.C.:

Chair Milne
Vice Chair Winn
Chair of Infrastructure Services, Director Nohr
CAO Loveys

AND FURTHER THAT staff prepare a presentation and technical materials for the meeting.

BACKGROUND

At the 2017 UBCM conference, the SCRD Board met with the Minister of Environment and Climate Change Strategy on September 26, 2017.

On November 8, 2017, the SCRD Chair and Vice Chair (at the time) held a conference call with MLA Simons on SCRD water projects including the Chapman Lake Expansion Project and impacts of the *Water Sustainability Act*.

As a follow up to the meeting at UBCM, staff were provided a date and time of Tuesday, February 27, 2018 at 2pm to meet with Minister Heyman, Deputy Minister Zacharias and Assistant Deputy Minister Standen (BC Parks).

DISCUSSION

The Sunshine Coast Regional District has been provided an opportunity to meet with Minister George Heyman and his staff to discuss further the Chapman Lake Expansion Project.

The meeting is scheduled for 2pm on Tuesday, February 27th at the Minister's Office in the Provincial Legislature in Victoria.

This meeting is 30 minutes in length with 20 minutes for a technical presentation and 10 minutes at the end of the meeting for discussion.

Staff subsequently contacted Provincial staff to gain a better understanding of what should be incorporated into the presentation. The following was recommended.

- What the broader public consultation has been
- Technical information on the project and environmental impacts

Staff have started to prepare the required presentation and materials.

Staff recommend that the Board accept the meeting invitation and continue the dialogue with Minister Hayman with respect to Chapman Lake as it was identified as the Board's top priority for UBCM. Furthermore, staff understand MLA Simons will also be in attendance.

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: Embed Environment Leadership.

CONCLUSION

At the 2017 UBCM conference, the SCRD Board met with Minister of Environment and Climate Change Strategy on September 26, 2017.

Staff recommend the Board approve sending Directors and the CAO to meet with Minister Heyman and his staff to continue the dialogue with respect to furthering the work on the Chapman Lake Expansion Project.

**SUNSHINE COAST REGIONAL DISTRICT
POLICING COMMITTEE
January 18, 2018**

MINUTES OF THE SUNSHINE COAST POLICING COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT 1975 FIELD ROAD, SECHELT, BC.

PRESENT:

(Voting Members)

Director, Electoral Area E, Chair	Lorne Lewis
Director, Electoral Area A	Frank Mauro
Director, Electoral Area D	Mark Lebbell
Director, Electoral Area B,	Garry Nohr
Director, Electoral Area F	Ian Winn
Alternate Director, District of Sechelt	Alice Lutes
Director, District of Sechelt	Darren Inkster
Director, Town of Gibsons	Jeremy Valeriote
Director, Sechelt Indian Government District	Keith Julius

ALSO PRESENT:

(Non-Voting)

RCMP	Sgt. Mike Hacker
Crimestoppers	Mary Bitroff
SCRD Chief Administrative Officer	Janette Loveys
SCRD, Admin. Assist. Infrastructure Services	Tracey Hincks
Media – Coast Reporter	Sofie Woodrooffe
Media – The Local	Donna McMahon

CALL TO ORDER 1:30 p.m.

AGENDA The agenda was adopted as presented.

PETITIONS AND DELEGATION

MINUTES

Recommendation No. 1 *Minutes*

The Sunshine Coast Policing Committee recommended that the minutes of October 19, 2017 be received as presented.

COMMUNICATIONS

REPORTS

Recommendation No. 2 *Monthly Crime Statistics – October 2017*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for October 2017 be received.

Recommendation No. 3 *Monthly Crime Statistics – November 2017*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for November 2017 be received.

Recommendation No. 4 *Monthly Crime Statistics – December 2017*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for December 2017 be received.

Recommendation No. 5 *RCMP Monthly Report*

The Sunshine Coast Policing Committee recommended that RCMP Monthly Report for the period 2017-10-01 to 2017-12-31 be received.

Sergeant Hacker gave a verbal report on crime on the Sunshine Coast.

Highlights of Reporting Period:

- *A lost hiker in Soames Hill Park was located and escorted back to the trailhead.*
- *Logging by the Community Forest in cutblock EW28 will commence this week after a temporary injunction.*
- *RCMP, Transport Canada and District of Sechelt Bylaw Officers worked together to conduct an inspection of a derelict vessel in Porpoise Bay. Transport Canada will be returning to the vessel to conduct further inspections.*
- *A boat fire was reported off Francis Peninsula. The fire was eventually put out however a man in his 60's did not survive.*
- *Transport Canada will be returning to the Pender Harbour area to review the derelict boat issue.*
- *A stolen truck was located on a logging road off Field Road. Two occupants were taken into custody.*
- *There were numerous reports of break-ins to Canada Post mailboxes in Sechelt, Halfmoon Bay and Madeira Park over the holidays.*
- *There was a break and entry in a West Sechelt home. The house was ransacked and many items were missing. No arrests have been made.*
- *A search warrant of a residence in West Sechelt was executed and a substantial amount of drugs were seized.*
- *Several roadblocks were set up in late November and December resulting in multiple 90 day immediate roadside prohibitions.*

NEW BUSINESS / ROUNDTABLE

Short-term Rentals

There are public safety concerns regarding short-term rentals such as Airbnb's.

Speeding

Speeding in Davis Bay remains a concern.

ADJOURNMENT 2:01 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
AGRICULTURAL ADVISORY COMMITTEE**

November 28, 2017

NOTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD IN THE BOARD ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Members	Jon Bell Faye Kiewitz Gretchen Bozak Gerald Rainville Paul Nash Erin Dutton David Morgan
ALSO PRESENT:	Planner, Planning and Development GM, Planning and Community Development Recording Secretary	L.A. Staats (Chair) I. Hall A. Ruinat
REGRETS:	Member Manager, Planning and Development	Barbara Seed A. Allen
ABSENT:	Member	Rupert Adams

CALL TO ORDER 3:30 p.m.

INTRODUCTIONS

Lesley-Ann Staats, Planner acted as the Chair for the meeting. It was agreed upon by the Committee members that the Chair will be elected at the next meeting.

Roundtable introductions of the Agricultural Advisory Committee members and staff present at the meeting.

The Planner discussed the SCRD Public Participation Framework utilized by the SCRD for community public engagement and citizen advisory committees.

ITEMS FOR DISCUSSION

Agricultural Advisory Committee Terms of Reference

The AAC Terms of Reference were reviewed in detail with the Committee.

Regarding specific points in the Terms of Reference:

- The Committee agreed to conduct the Chair and Vice-Chair elections at the next meeting.
- Electronic copies of the agenda will be circulated to Committee members one week prior to the meeting. Staff will look into the possibility of posting the agenda packages on the AAC webpage.
- The SCRDP Policy on Committee Volunteer Meeting Expenses (referenced in section 4.12 of the Terms of Reference) was distributed and summarized to AAC members.

Orientation Binders

Orientation Binders will be provided to AAC members at the next meeting with background information and reference documents.

Process Flowcharts for Planning Applications

The Planner summarized the review process for the Planning and Development applications that are referred to the AAC:

- Agricultural Land Commission
- Provincial Referral
- Development Variance
- OCP and Zoning Bylaw Amendment

The AAC discussed the application process in relation to the Committee's roles and responsibilities.

The roles and responsibilities of the AAC were compared to the Electoral Area Advisory Planning Commissions (APC). The AAC reviews and provides recommendations on referrals using an agricultural lens, whereas the APC applies a planning and development lens.

The Committee asked if there was a process for knowing the result of AAC recommendations to the SCRDP Board. The Planning and Community Development Committee (PCD) receives AAC recommendations and may choose to accept or amend the recommendations prior to it being adopted at the SCRDP Board. The minutes of the PCD Committee are included on AAC agendas as a standing item.

The Committee would find it beneficial to receive a presentation on SCRDP Land Use Zoning and the Agricultural Zone. The Committee would like to see a visual representation of the ALR areas on a map.

The Committee suggests that application referrals to the AAC contain surrounding geographical area information, including proximity to ALR and Agricultural Zone lands.

NEXT MEETING January 23, 2018

Gretchen Bozak noted her regrets for next meeting.

ADJOURNMENT 4:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT**EGMONT / PENDER HARBOUR (AREA A)****ADVISORY PLANNING COMMISSION****January 24, 2018**

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
	Members	Janet Dickin Gordon Politeski Alex Thomson Sean McAllister Gordon Littlejohn Dennis Burnham
ALSO PRESENT:	Area A Director	Frank Mauro
	Senior Planner	David Rafael
	Recording Secretary	Kelly Kammerle
REGRETS:	Members	Tom Silvey
		Catherine McEachern
		Peter Robson
		Yovhan Burega
		Jane McOuat

CALL TO ORDER 7:00 pm**AGENDA** The agenda was adopted as presented.**DELEGATIONS**

David Rafael, Senior Planner – Short Term Rentals

ELECTIONS

Alan Skelley was nominated as Chair and was elected by acclamation
Janet Dickin was nominated as Vice Chair and was elected by acclamation

MINUTESArea A Minutes

The Area A APC minutes of November 29, 2017 were approved as circulated.

The following minutes were received for information:

Halfmoon Bay (Area B) APC Minutes of November 28, 2017
Roberts Creek (Area D) APC Minutes of November 20, 2017
Elphinstone (Area E) APC Minutes of October 25, 2017
West Howe Sound (Area F) APC Minutes of November 28, 2017
Planning and Community Development Committee Minutes of November 9, 2017

REPORTS

Short Term Rentals – APC Consultation

The Senior Planner attended the meeting to give a presentation and answer any questions.

The APC while reluctant on one hand to recommend further regulation, on the other hand recognizes the need to have an actionable response to neighbourhood complaints about noise and nuisance, and would support a requirement for a resident owner or agent if licensing is pursued.

Provincial Referral 2411961 for a Community Institutional Use (Scouts Properties)

The APC recommends Approval of the Provincial Referral 2411961 for a Community Institutional Use (Scouts Properties) with the following comments:

- SCRD requirements are met

Crown Referral 2411731 (CRN00048) for Moorage (Launder – Jervis Inlet Road)

The APC recommends Approval of Crown Referral 2411731 (CRN00048) for Moorage (Launder – Jervis Inlet Road) with the following comments:

- SCRD requirements are met

Subdivision Application Referral SD000031 (Walker) 2017-07198

The APC recommends Approval of Subdivision Application Referral SD000031 (Walker) 2017-07198 with the following comments:

- SCRD requirements are met

NEW BUSINESS

Invitation to APC Members – BC Timber Sales Forest Management Workshop Series

- Gordon Politeski and Catherine McEachern to attend all three Sessions. Alan Skelley and Dennis Burnham to attend Session 3.

There will be an Open House Information Gathering Session at the Pender Harbour Health Center February 4th, 2018 from 2-5 pm

The APC is looking for a location for APC packages to be picked up to better serve everyone's needs.

DIRECTOR'S REPORT

Area A Director Mauro provided a verbal report of his activities.

NEXT MEETING Wednesday, February 28, 2018

ADJOURNMENT 9:05 pm

SUNSHINE COAST REGIONAL DISTRICT**AREA B - HALFMOON BAY
ADVISORY PLANNING COMMISSION****January 23, 2018**

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 Jim Noon Elise Rudland Joan Harvey Barbara Bolding
ALSO PRESENT:	Recording Secretary Senior Planner Public	Katrina Walters David Rafael 2
REGRETS:	Members	Eleanor Lenz Lorn Campbell Alda Grames Marina Stjepovic
	Electoral Area B Director	Garry Nohr

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted with the following amendments:

- Reports: #9 'Short Term Rentals' moved to the end of the report items.
- New Business: New item #14 'Membership Terms' added.

MINUTESArea B Minutes

The Area B APC minutes of Nov 28, 2017 were adopted as presented.

Minutes

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes, Nov 29, 2017
- Roberts Creek (Area D) APC Minutes, Nov 20, 2017

- Elphinstone (Area E) APC Minutes, Oct 25, 2017
- West Howe Sound (Area F) APC Minutes, Nov 28, 2017
- Planning and Community Development Committee Minutes, Nov 9, 2017

REPORTS

Subdivision Application Referral SD000032 (Buccaneer Marina) 2017-07197

The APC discussed the staff report regarding Subdivision Application Referral SD000032 (Buccaneer Marina). The following concerns/points/issues were noted:

- The road for commercial use (Remainder Lot 18) crosses Proposed Lot A; why don't they leave the lower road as part of Lot 18? There will have to be a right of access across the Proposed Lot A as this road access is critical for the viability of the marina.
- Don't know that moving the parcel line makes a lot of sense; makes sense where it is, so don't know I would support any of those options (Options 1-3, page 20). Think staff should support the application and work with the applicant to fine tune the South West boundary.
- Support the application flagging that the present lane way is within this proposed property: establish a covenant for the lane way to pass through Proposed Lot A from San Souci across to Lot 18.

Recommendation No. 1. Subdivision Application Referral SD000032 (Buccaneer Marina)

Regarding Subdivision Application Referral SD000032 (Buccaneer Marina), the APC recommends that the SCRD support the application and work with the applicant to resolve concerns regarding the proposed location of the South West property boundary line.

Subdivision Application Referral SD000026 (Penonzek) 2017-06029

The APC discussed the staff report regarding Subdivision Application Referral SD000026 (Penonzek). The following concerns/points/issues were noted:

- Only concern is that the 160 acre property across the highway (formerly 3L Developments) has ponds, and think they may be draining into the property, not sure where the culvert is under the highway, but it (3L) is draining somewhere in the area of the proposed subdivision.
- Support the application subject to a review of drainage concerns from across the highway to the North.

Recommendation No. 2. Subdivision Application Referral SD000026 (Penonzek)

Regarding Subdivision Application Referral SD000026 (Penonzek), the APC recommends that the SCRD support the application subject to addressing concern regarding groundwater runoff from across the highway and to the North.

Subdivision Application Referral SD000030 (Halfmoon Waterfront Properties Inc.) 2017-06217

The APC discussed the staff report regarding Subdivision Application Referral SD000030 (Halfmoon Waterfront Properties Inc.). The following concerns/points/issues were noted:

- There is some history with this property. Don't understand why the properties are

hooked; would normally want a covenant to make sure they can't be unhooked in the future.

- Reason for the hooked properties was to meet the minimum lot size.
- Will give buyers two options for building sites, giving opportunity for staggering buildings.
- Recommend that it would be nice to have a trail from Redroofs going down to the beach.
- Restrictions for cutting trees along the slope would be addressed through development permit areas.
- There is the question of an existing eagle or heron nest requiring preservation.
- In the past our OCP said it would try to prevent individual docks in favour of a common dock.
- Here there is only one area (for a dock) that is semi-protected, which is near the 'REM' property.
- Could it be registered on title that a common dock is permitted and that future individual docks are restricted?
- Recommend a motion referencing the OCP that common docks are the best practice and that the SCRD look at how this could be implemented.
- First motion would be to support the strata development noting the above concerns: minimize hooked lots if possible; retention of trees along the slope; preserving bird nesting sites. Building site locations (that they be staggered) is more of a strata management issue through building schemes.
- Question: there is a lot of rock here: people will try to redesign by blasting: is there a way of limiting the re-structuring of rock blasting when the lots are only 60' wide?

Recommendation No. 3. Subdivision Application Referral SD000030 (Halfmoon Waterfront Properties Inc.)

Regarding Subdivision Application Referral SD000030 (Halfmoon Waterfront Properties Inc.), the APC recommends supporting the application subject to addressing the following concerns:

1. Control of tree clearing along the slope.
2. Minimize hooked lots.
3. Preserve nesting trees.

Recommendation No. 4. Subdivision Application Referral SD000030 (Halfmoon Waterfront Properties Inc.)

Regarding Subdivision Application Referral SD000030 (Halfmoon Waterfront Properties Inc.), the APC recommends that the OCP be referenced in permitting a common dock instead of individual docks and that the SCRD look at how this could best be implemented.

Short Term Rentals

The APC discussed the staff report regarding Short Term Rentals (STR) following a short video presented by SCRD Senior Planner. The following concerns/points/issues were noted:

- STR's change the character of the neighbourhood; with houses vacant in the winter and parties in the summer; there is a loss of community.
- Firmly believe that owners should be required to be on the site in order to operate an STR.
- STR definition: would be less than one week: two to three nights; think a limit is important.

- The character of the neighbourhood changes.
- Control: use bylaws to impose fines.
- Would be interested as to what other jurisdictions have done.
- Would it work better for the SCRD to be consistent with the Town of Gibsons and the District of Sechelt? No because we don't have business licence capabilities.
- How can the SCRD monitor STR's? Bylaw enforcement notices; issuing tickets: do you increase fees? Complaint driven now.
- Allowing STR's: there are problems with the regulation of clam digging, fishing, etc.
- The two key issues so far are: 1. Economic impact 2. Community impact. The OCP said they want to keep Halfmoon Bay 'Rural by Nature', Halfmoon Bay' and 'affordable housing' is hard to achieve due to cost and lack of local service requiring car-based travel to Sechelt.
- Support on-site operators.
- Request this be brought back to next APC for discussion and recommendations at the next meeting.

Recommendation No. 5. Short Term Rentals

Regarding Short Term Rentals, the APC requests that this item be brought back to the February APC meeting for further discussion and will provide additional comments and/or recommendations at that time.

NEW BUSINESS

Invitation to APC Members- BC Timber Sales Forest Management Workshop Series

The APC received the Invitation to APC Members- BC Timber Sales Forest Management Workshop Series. Two Area B APC members have volunteered to participate in the workshops and will contact Susan Hunt to confirm attendance. An alternative member has also been chosen.

Recommendation No. 6.

Regarding BC Timber Sales Forest Management Workshop Series, the Area B APC recommends that Elise Rudland and Alda Grames with alternate Barbara Bolding represent the APC.

Recommendation No. 7.

Regarding BC Timber Sales Forest Management Workshop Series, the Area B APC strongly recommends that an invitation for participation be extended to the Trails Society.

Membership Terms

In advance of next month's elections, Joan Harvey informed members that she is resigning from the APC. The APC extended their gratitude for her many years of service to the community of Halfmoon Bay. Jim Noon, Barbara Bolding, Frank Belfry and Bruce Thorpe confirmed their intention to return for another term.

NEXT MEETING February 27, 2018

ADJOURNMENT 9:10 p.m.

SUNSHINE COAST REGIONAL DISTRICT**ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION****January 15, 2018**

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD IN THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, B.C.

PRESENT:	Chair	Bill Page
	Members	Gerald Rainville Marion Jolicoeur Dana Gregory
ALSO PRESENT:	Electoral Area D Director Senior Planner Recording Secretary Public	Mark Lebbell David Rafael Vicki Dobbyn 0
REGRETS:	Members	Heather Conn Barry Morrow
ABSENT:	Members	Nicola Kozakiewicz

CALL TO ORDER

The meeting was called to order at 7:03 p.m.

AGENDA

The agenda was adopted as presented.

3.1 Area D minutes

The Area D APC minutes of November 20, 2017 were approved as circulated.

3.2 Minutes

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes of November 29, 2017
- Halfmoon Bay (Area B) APC Minutes of November 28, 2017
- West Howe Sound (Area F) APC Minutes of November 28, 2017
- Planning and Community Development Committee Minutes of November 9, 2017

REPORTS

The report titled “Short Term Rental – APC Consultation” was received.

DELEGATIONS

SCRD Senior Planner David Rafael gave a PowerPoint presentation on Short Term Rental (STR), and brought display posters on this topic. The Senior Planner summarized the results of an on-line questionnaire. There is currently no official definition of STR but the SCRD is looking at establishing a local definition that differentiates STR from the definition of Bed and Breakfast (B&B).

There are currently no regulations for STR and they are an unpermitted use in all zones. The survey identified perception of harmful impacts and benefits. Most concerning to survey respondents was the potential impact on affordable rental housing, and the benefit most cited was the income it provided to enable home ownership. Next step for the SCRD is discussion at the Planning and Community Development Committee. A staff report with recommendations is slated for March 2018. The survey results will be posted on the SCRD website probably within the next month, along with the affordable housing report.

DISCUSSION

- STR should have someone onsite or nearby to minimize and deal with any problems, such as noise and parking, in a timely manner.
- The difference between STR and B&B is becoming blurred, as many legitimate B&Bs advertise on STR sites and often have a small cottage on their property that is rented, rather than a room in the primary residence.
- It was noted that sites such as Airbnb have guest ratings which helps to alleviate the issue of problem guests.
- There are examples of how STR allow families to hold on to a family property and have a neighbour to manage the property.
- STR are supposed to have rental insurance for use that would include insurance for fire and liability. There is also the insurance issue of how long a house can be vacant.
- There is an example of a BBQ at a STR not being cleaned and causing excess smoke, and neighbours having to call an off-coast owner in the middle of the night with noise complaints.
- One suggestion was to treat all STRs the same as B&Bs, with the requirement to have a responsible person on site or nearby. One difference is that B&Bs require some breakfast options.
- There is an issue with STRs that are not in compliance with Bylaw 310 in R1 zoned properties under 0.5 acre, which only allow residential use and home office, but no businesses and no B&Bs.
- On a small property where there is inadequate parking, the septic field is used for parking.
- Roberts Creek OCP states that STRs are discouraged when property owner is not present.
- The issue of the Tenancy Act was discussed. It comes into effect after 30 days of occupation. Some property owners prefer STR as it avoids dealing with long-term problem tenants. As well, the income from STR vastly exceeds what is generated through monthly rental.
- STRs create employment opportunities in jobs such as cleaning, landscaping and property management. Local merchants appreciate the increased traffic generated by tourism through the STRs. However, the flip side is that the required staff, who are often paid minimum wage, have no affordable housing options.

- The impact on affordable rental housing was discussed. 50% of renters on the Sunshine Coast are not in affordable housing. There is no data to determine the impact of STRs on affordable rental housing; there is only anecdotal information.
- One option is to treat STRs as B&Bs with the host on the property or nearby and with a set of regulations, with inspections to ensure compliance with building code and property use standards, and the SCRD would maintain a list of approved STRs (and approved B&Bs).
- One option is to increase the number of bedrooms allowed in B&Bs.
- There is concern that property intended to be strictly residential is used to run a business.
- The Senior Planner thinks there were 20+ complaints about STR's in the last year, an increase over previous years. Complaints have to be from someone with close proximity to the STR and some complaints may not be lodged if neighbours fear reprisals.
- It was suggested that SCRD make a formal connection with Airbnb to consult on regulations. This is being done in some cities, and a local Chamber of Commerce is looking into this.
- It was noted there are other sites besides Airbnb, such as VRBO (Vacation Rental by Owner) and some property owners do their own advertising or use word of mouth. So one agreement (for example with Airbnb would not solve all problems)
- How can STRs be incentivized around providing rental housing, e.g., creating a rental unit where the long-term tenant can oversee the STR.
- It was noted that the regulation regarding the 55 square metres maximum for auxiliary building is limiting in regard to creating affordable housing.
- The other side of the affordable housing argument is that STRs allow young couples and fixed income seniors to afford or maintain home ownership.
- There was discussion about the possible use of annual temporary use permits to address some of the concerns about STRs.

Recommendation No. 1

The APC supports Section 6.3.3 of the Roberts Creek OCP that states “Short term home rental where the owner or property manager is not present shall be discouraged.”

NEW BUSINESS

Invitation to APC Members - BC Timber Sales Forest Management Workshop Series

APC member Dana Gregory will attend all three sessions.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING February 19, 2018

ADJOURNMENT 8:57 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA E – ELPHINSTONE
ADVISORY PLANNING COMMISSION****January 24, 2018**

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

PRESENT:	Chair	Mary Degan
	Members	Rod Moorcroft Dougald Macdonald Jenny Groves Lynda Chamberlin Bob Morris Rob Bone
ALSO PRESENT:	Electoral Area E Director Electoral Area E Alternate Director Senior Planner Recording Secretary Public	Lorne Lewis Laurella Hay Yuli Siao Diane Corbett 2
ABSENT:	Member	Patrick Fitzsimons

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as amended:

- Add under Business Arising from Minutes and Unfinished Business:
Increasing size of auxiliary dwellings for affordable and rental housing

It was noted APC member Kasha Janota-Bzowska had resigned due to having accepted a temporary posting in the SCRD Planning Division, thus ineligible for APC membership.

DELEGATIONS

The Senior Planner, presented information on public consultations on affordable housing and short term rentals (STRs) on the Sunshine Coast that were conducted in 2017, including an on-line survey/questionnaire and three public events. Topics included:

- Overview of questionnaire responses
- Harmful impacts and benefits of STRs
- Possible response to short term rentals, such as business license, hotel tax

- Next steps: staff continuing research; will present to Planning and Community Development Committee in early 2018.
- Key messages on STRs included: impact on long-term rentals; revenue potential to enable home ownership; having a person to manage STR.

Discussion ensued; see reports below.

MINUTES

Area E Minutes

The Area E APC minutes of October 25, 2017 were approved as circulated.

Minutes received for information

- Egmont/Pender Harbour (Area A) APC Minutes, October 25, 2017 and November 29, 2017
- Halfmoon Bay (Area B) APC Minutes, October 24, 2017 and November 28, 2017
- Roberts Creek (Area D) APC Minutes, October 16, 2017 and November 20, 2017
- West Howe Sound (Area F) APC Minutes, October 24, 2017 and November 28, 2017
- Planning and Community Development Committee Minutes, October 12, 2017 and November 9, 2017

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Increasing size of auxiliary dwellings for affordable and rental housing

A member inquired as to what was happening in SCRD discussions around expanding the size of the auxiliary dwelling, a topic supported by the APC in its discussions the previous year. There is an extreme shortage of long-term rentals; there are people here with no place to live or who are living in squalor. The member supported expanding the auxiliary dwelling size, noting 592 square feet is small for living accommodation. An update on this topic was requested.

The Director commented on auxiliary dwelling size.

Staff reported the SCRD was working with a consultant to update the zoning bylaw. Auxiliary dwelling size is one area being looked into; staff thought that expanding from 55 to 90 square metres was reasonable. There will be public information meetings on the proposed updated zoning bylaw this year.

Points and concerns from ensuing discussion included:

- Concerns: impacts of increased size of auxiliary dwelling on privacy and view of neighbour, drainage, water supply.
 - One member, with an L-shaped property, was concerned that an increased auxiliary dwelling size could potentially lead to three new houses adjacent to his property; two of those locations would impact the view. An expanded auxiliary dwelling would become an attractive option to develop for income generation, with potential impacts on neighbour's view and privacy, property value, drainage. Concern about suddenly being surrounded with rental housing.

- Construction of auxiliary dwellings should have consideration for effect on surrounding properties.
- Concern: impact of increased housing on water supply.
- When you have an auxiliary dwelling, you have zero land cost, making it a viable rental.
- Could have restrictions on R1 for auxiliary dwellings, and expand the size in R2 or R3.
- Suggestion that the size of the auxiliary dwelling be proportional to the size of the lot.

REPORTS

Short Term Rentals – APC Consultation

The APC discussed the staff report regarding Short Term Rentals – APC Consultation. The following concerns and issues were noted:

- If you live in a desirable location and build a 1000 square foot home, it becomes attractive for short term rental. An extra dwelling can increase the desirability of the lot, and the value of the lot.
- Definition of short term rental. The definition in the *Residential Tenancy Act* cites minimum one month tenancy; anything that does not fit into terms of the *Act* must be a short term rental.
- Issues/concerns regarding Short Term Rentals:
 - noise;
 - parking;
 - garbage;
 - new neighbours every few nights;
 - lack of enforcement;
 - non-resident owner renting out whole house, used as a party house;
 - increase in vehicle traffic on steep gravel roads typical of Gower Point area;
 - effect of STRs on long term rentals;
 - excessive water use of STR users in the summer while coast residents are conserving it;
 - sewage issues.
- There have been a number of successful noise complaints against some of the short term rental party houses through ticketing under the Bylaw Enforcement Notification (BEN) system; unpaid ticketing for infractions goes on the owner's property tax bill.
- One member knew at least twenty-five people who had been evicted from their long-term rental when it was turned into a short term rental.
- Because of our climate, there are people from places like Ontario who want to spend the winters here. If you rent out for seven months of the year on a short-term basis you can make more money and do not have to deal with the *Tenancy Act*.
- For some people who do Air BnB, it is part of their house. On the Sunshine Coast, it is harder and harder to find a home to buy; that is another piece of affordability. Some people rent an Airstream trailer in their back yard. It isn't always a big vacant house; there are lots of different options.

- Currently there is no way of determining how many STRs are out there. There is no enforcement. If it is in your house, it can be considered a B&B.
- Possibility the online survey could have been tainted by supporters of STR.

Staff asked for comments on the STR presentation and what next steps could be taken to address issues raised through the previous public consultation process. The response so far had shown there is a benefit for STRs to stay; it would be unreasonable to ban. They do have an effect on long term rentals. The affordable housing issue cannot be solved by getting rid of STRs. There is a need to deal with more practical issues: noise, parking, garbage, and enforcement. "Short term rental" is not defined in the zoning bylaw.

Ideas for moving forward included guidelines, regulations, enforcement (including on weekends), licensing, tax:

- Guidelines on how you can do STRs. There are guidelines for having a B&B.
- Have a way for people who are living adjacent to STRs who have a complaint to go to an authority who will regulate the STRs, who will listen and check out the operation.
- In some jurisdictions, if you have a suite in your home, it needs to be inspected and licensed as a suite to be able to rent it out.
- There is already a structure for short term rentals: bed and breakfast (B&B). It is a way to deal with STRs with some kind of regulation, like the requirement that someone is there to avoid party house problems. It needs to be a separate licensing body; meet certain criteria to be a STR, through some kind of licensing process.
- SCR D should have an on-call weekend bylaw enforcement officer to look after infractions. Costs could be captured by license fees or fines. Enforcement should not be a deficit.
- Have some kind of licensing system or process to do a STR, in terms of controlling the number of these. You could be ticketed if you don't do licenses.
- Concern: STR is looking like a commercial operation, but paying residential rates. There are a lot of positives with Air BnBs. They should pay some sort of tax.

The Chair thanked the Senior Planner for attending the meeting.

Recommendation No. 1 *Short Term Rentals – APC Consultation*

The APC recommended that short term rentals be controlled with some form of rules and regulations, perhaps similar to bed and breakfasts, by way of licensing, and that staff should come up with something and bring it back to the APC.

Subdivision Application Referral SD000027 (Soprovich and Co.) 2017-05919

Linda Iverson of Soprovich & Co. was present on behalf of the applicant, and responded to APC inquiries and offered comment.

The APC discussed the staff report regarding Subdivision Application Referral SD000027 (Soprovich and Co.) 2017-05919. Points included:

- Purpose of the layout: views;
- Trail access through the area, trail use and connectivity;
- Drainage.

Recommendation No. 2 *Subdivision Application Referral SD000027 (Soprovich and Co.) 2017-05919*

The Elphinstone Advisory Planning Commission recommended that a trail be considered for the purpose of community connectivity.

NEW BUSINESS

Invitation to APC Members - BC Timber Sales Forest Management Workshop Series

Members were requested to advise the SCRD and Chair Degan if they plan to attend the BCTS workshops, scheduled for February 6 (7-9 pm), March 12 (7-9 pm), and April 21 (10am-3pm) at the SCRD Field Road office.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING **February 28, 2018**

ADJOURNMENT 8:50 p.m.

SUNSHINE COAST REGIONAL DISTRICT**WEST HOWE SOUND – AREA F
ADVISORY PLANNING COMMISSION****January 23, 2018**

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	Fred Gazeley
	Members	Bob Small Laura Houle Doug MacLennan Maura Laverty
ALSO PRESENT:	Director Senior Planner Recording Secretary Public	Ian Winn Yuki Siao Diane Corbett 4
REGRETS:	Members	Sue Fitchell
ABSENT:	Members	Lee Selmes

CALL TO ORDER 7:00 pm

AGENDA

The agenda was adopted as amended:

- Move the following reports to before “Delegations”, for the convenience of the Public:
 - Development Variance Permit Application DVP00027 (Arsenault)
 - Application for Subdivision in the Agricultural Land Reserve (ALR00009) for Elphinstone Crossing Estate Phase Two

REPORTS**2.1 Development Variance Permit Application DVP00027 (Arsenault)**

Owner/applicant Anna Arsenault and relation Steven Arsenault were present and responded to inquiries regarding Development Variance Permit Application DVP00027, a request to vary the side setback from 1.5 metres to 0.75 metres to allow an existing deck extension. The builder of the deck joined the meeting and offered input regarding the construction of the deck extension with hot tub.

Upon a request from the Chair, the Secretary read aloud correspondence submitted by the applicant to the Chair at this meeting, dated January 23, 2018, also sent by email to SCRD Planning staff on this date, that provided background information pertaining to circumstances related to the application. The applicant noted that four neighbours had submitted letters of support for the variance to the Regional District. The lot line recently had been surveyed.

Discussion ensued and included the following points:

- Applicant had not obtained a building permit, which would have identified if the deck extension were too close to the property line. An APC member advised the applicant to apply for a permit for the deck. The builder indicated he considered the deck extension “landscaping” (i.e., no permit needed) as it was built with spaces between the boards and was not a roof. The member noted the extension was attached to the deck, which was attached to the house, so a permit was needed.
- It was observed that, at the time of the staff report, SCRD staff did not know about issues mentioned in the above-noted correspondence.
- An APC member indicated having no issue with the application; the APC had received many of these variance requests in Granthams previously because of the problems with the land surveys.
- Issue of emergency services access
- Inquiries about possibility of altering the deck: moving support posts and the hot tub location; or moving the extension away from the side lot line and to the south
- Discussion of installing screening or fencing

Recommendation No. 1 *Development Variance Permit Application DVP00027 (Arsenault)*

West Howe Sound Advisory Planning Commission recommended support for option one, issue the permit, in light of surveying problems in Granthams Landing as observed in many previous development variance permit application referrals to the APC.

(3 in support of issuance of the permit; 2 in support of denying the permit)

2.2 Application for Subdivision in the Agricultural Land Reserve (ALR00009) for Elphinstone Crossing Estate Phase Two

Tim Radford, applicant/owner and developer, was present and responded to inquiries regarding the Application for Subdivision in the Agricultural Land Reserve (ALR00009) for Elphinstone Crossing Estate Phase Two.

The APC discussed the staff report regarding the Subdivision in the Agricultural Land Reserve (ALR00009) application, which applied to a portion of the Elphinstone Crossing Estate Phase Two development.

The following points were noted:

- The staff report indicated marginal agricultural capacity; the land could have been removed from the ALR. A member had no problem with this subdivision proposal.
- There are headwaters of some creeks in the northeast corner of the property; care needs to be taken around those streams.
- Questions and discussion regarding the location being outside the regional fire

protection district and regional water infrastructure.

- Inquiry about proponent's plans for water storage and infrastructure for the community at large and for the future.
- Inquiry about how people who buy these properties become aware they do not have protection services.
- To extend the boundary of the fire protection district north, a satellite fire department, equipment, and staffing would be required. It was thought there would need to be a significant build-out to contribute to a bigger tax base to support another fire hall.
- With no fire protection services in the area, there was a question of whether properties would be better served with a community water system and a suggestion that the developer consider whether to provide some form of fire protection.

Recommendation No. 2

Application for Subdivision in the Agricultural Land Reserve (ALR00009) for Elphinstone Crossing Estate Phase Two

The West Howe Sound APC recommended support for Application for Subdivision in the Agricultural Land Reserve (ALR00009) for Elphinstone Crossing Estate Phase Two, as affordable agricultural land is rare on the coast; parcels are usually too large; this case makes smaller agricultural parcels available, creating opportunities.

DELEGATIONS

3.1 Yuli Siao, Senior Planner, regarding Short Term Rentals – APC Consultation

Yuli Siao, Senior Planner, addressed the APC regarding Short Term Rentals (STRs). The presentation commented on the following:

- Overview of results of SCRD survey on short term rentals conducted in 2017
- November public consultation meetings on affordable housing and short term rentals
- Why STRs are of interest to the SCRD
- Impacts of STRs
- Possible courses forward and next steps for SCRD with respect to STRs
- Key messages coming out of the consultation

REPORTS

4.1 Short Term Rentals – APC Consultation

Staff consultation with the APC on Short Term Rentals followed the presentation by the Senior Planner.

The following points on Short Term Rentals were noted:

- Economic benefits of STRs: financial benefit for property owner, businesses, jobs, groceries, car rental, etc.
- Issues of STRs: noise; parking; quality of life impacts; party houses; impact on housing affordability for young families; lack of available long term rental housing; impact on solid waste diversion rate to landfill (lack of recycling); lack of consideration for the community or environment ("short-term thinking"); no regulation

- of STRs in SCRD
- Question on accuracy of on-line surveys
- Proposed ways forward:
 - Need for rules and regulations
 - It is a lost revenue opportunity. Have a tiered solution for STRs. Need traceability and enforcement. Start somewhere reasonable and small like a business license, \$50 per year; include Bed and Breakfasts. Determine the number that there are, to be able to work on a solution. Earmark license fees for waste management or bylaw enforcement. Have STRs conform to safety regulations.
 - Don't believe eradicating is a solution.
 - Business license seems easier than hotel tax.
 - Have somebody on site.
 - Make the owner of the property responsible. Having someone onsite is not realistic.
- Affordable housing – Regulating STRs will not solve the housing crisis. Build affordable housing. SCRD could give land to a developer, and not charge development fees; have developers put forward a package with smaller lots and small homes.

There will be a summary report of public comments on STRs forwarded to the Planning and Community Development Committee in March.

MINUTES

5.1 West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of November 28, 2017 were approved as circulated.

5.2 Minutes

The following minutes were received for information:

- Egmont Pender Harbour (Area A) APC Minutes of November 29, 2017
- Halfmoon Bay (Area B) APC Minutes of November 28, 2017
- Roberts Creek (Area D) APC Minutes of November 20, 2017
- Planning & Community Development Committee Minutes of November 9, 2017

NEW BUSINESS

6.1 Invitation to APC Members – BC Timber Sales Forest Management Workshop Series

Members discussed their intentions around attending the BCTS workshops.

DIRECTOR'S REPORT

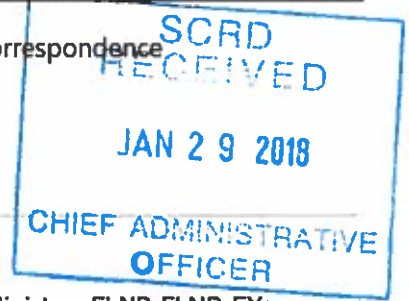
Director Winn gave his report.

NEXT MEETING February 27

ADJOURNMENT 9:17 pm

Susan Hunt

Subject: FW: Provincial Government Response to DL1313 Email Correspondence
Attachments: DL1313_Response.pdf



From: FLNR BCTS TCH Powell River FLNR:EX <BCTS.Powell.River@gov.bc.ca>
Sent: Friday, January 26, 2018 4:44 PM
Cc: Simons.MLA, Nicholas LASS:EX; Lorne Lewis; Janette Loveys; Minister, ENV ENV:EX; Minister, FLNR FLNR:EX; Minister, IRR IRR:EX
Subject: Provincial Government Response to DL1313 Email Correspondence

Good Afternoon:

Please find attached a response to your email regarding proposed forest harvesting and DL1313.

Thank you,

BC Timber Sales
Ministry of Forests, Lands, Natural Resource Operations, and Rural Development
Chinook Business Area

This email was scanned by Bitdefender



Dear Stakeholder:

Thank you for your correspondence regarding the Mount Elphinstone area. I am responding on behalf of Minister Doug Donaldson, the Minister of Forests, Lands, Natural Resource Operations, and Rural Development.

Through its information sharing process BCTS refers operating plans to First Nations and stakeholders on the Sunshine Coast annually; this information sharing process is a venue to provide direct feedback to the professionals responsible for preparing our plans. Timber Sale Licence A91376 (DL1313) was first shown on our Operating Plans in 2013 and BCTS has had ongoing and regular dialog with the Sunshine Coast Regional District, local environmental groups and residents.

BCTS has a signed communication protocol with the SCRD and reviews proposed harvesting annually. The auction of TSL A91376 has been delayed on multiple occasions to allow further discussion with the SCRD and other stakeholders. No decision will be made on logging of A91376 prior to further conversation with the SCRD. My staff are committed to maintaining and enhancing relationships in the communities in which we work and they place the utmost importance on forest stewardship. We will be sharing additional information on proposed TSL A91376 with the SCRD through our 2018 information sharing process, and encourage you to share your concerns with us through the email address at the end of this letter. Information related to concerns received to date is as follows:

- **Protection of water and prevention of landslides:** BCTS has commissioned an independent professional assessment of terrain stability, sedimentation, and hydrologic hazard associated with its harvest plans. We will be reviewing the results of this assessment with the SCRD and other stakeholders over the coming months, and remains open to feedback and questions. In summary, the hazards associated with harvesting TSL A91376 for terrain stability, sedimentation, and hydrology (to downstream water licenses and wells) has been assessed to be very low to low, and measures to protect these features will be incorporated into cutblock and road designs. Drainage issues associated with existing forestry roads built to historical standards will be ameliorated, thereby mitigating ongoing risk factors in the area.
- **Biodiversity and Parks:** The *Sunshine Coast Regional District (SCRD) Parks and Recreation Master Plan* (September 10, 2013) identifies the supply of parkland and open space available for recreation across the SCRD at 15,400 hectares. Approximately, 12,200 hectares of that amount is classified as Provincial Park and 1,800 hectares is Crown land available for the use, recreation, and enjoyment of the public. In addition to parks, the existing network of non-harvestable areas is used to assist in achieving biodiversity targets on the land base. For example, in the Mount

Page 1 of 2

Ministry of Forests, Lands and
Natural Resource Operations

Timber Operations, Pricing and
First Nations Division

Mailing Address:
46360 Airport Rd.
Chilliwack, BC V2P 1A5

Telephone: 604 702-5700
Fax: 604 702-5711
Website: www.gov.bc.ca/for

Elphinstone area alone, there are more than 2,900 hectares of Old Growth Management Area.


- **Recreation:** BCTS works closely with local user groups to manage and maintain recreational experience within the working forest and to balance recreation with other uses. We support collaborative engagement with the SCRD and recreational groups and consider the *Sunshine Coast Regional Trails Strategy* during our planning process.
- **Increased fire risk due to logging:** The *BC Wildfire Regulation* requires that industrial users not increase the fire risk on a site. BCTS is committed to ensuring that all operational activities are compliant with regulation through monitoring and collaboration with other agencies.

BCTS remains dedicated to science-based decision making and open and transparent dialog with potentially effected stakeholders. I encourage you to participate in the BCTS information sharing process so that you can discuss your concerns with the professionals responsible for our planning. Our professional staff are highly trained and committed to responsible management of public forests. We have consistently worked with local governments and other stakeholders to develop mitigation strategies and address concerns related to our operations.

We are initiating our annual information sharing and feedback period in February 2018. To be notified of the upcoming operating plan release, please request to be added to the annual referral list by emailing: BCTS.Powell.River@gov.bc.ca.

Thank you for writing and sharing your views.

Sincerely,



Kerry Grozier
Timber Sales Manager
BCTS – Chinook Business Area

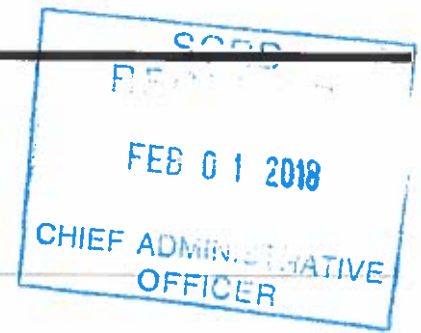
Pc: Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations, and Rural Development

Honourable Nicholas Simmons, Member of Legislative Assembly, Powell River-Sunshine Coast

Lorne Lewis, Director for Area-E, Sunshine Coast Regional District

Susan Hunt

Subject: FW: Have Your Say on Rural Development
Attachments: 5814_RuralDevelopment_Poster.pdf



From: Lachman, Kathy FLNR:EX <Kathy.Lachman@gov.bc.ca>
Sent: Thursday, February 1, 2018 1:18 PM
To: Lachman, Kathy FLNR:EX
Subject: Have Your Say on Rural Development

Have Your Say on Rural Development

The B.C. Government has committed to developing a broad, more comprehensive Rural Development Strategy in 2018. The new strategy will help rural communities build their capacity to create resilient, sustainable futures. Join the online discussion before February 28 at 4 p.m. and help shape B.C.'s new Rural Development Strategy.

<https://engage.gov.bc.ca/ruraldevelopment/>

Thanks, Kathy

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Rural Development Engagement



BRITISH
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Help shape B.C.'s rural
development strategy.

Join the conversation by
February 28 at 4 p.m.

***[engage.gov.bc.ca/
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