



## PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

**Thursday, March 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

## REPORTS

- |    |   |                         |
|----|---|-------------------------|
| 2. | Manager, Utility Services, Special Projects – Regional Groundwater Task Force<br>- Consultation Report<br><b>(Voting – A, B, D, E, F, Sechelt)</b>  | Annex A<br>pp 1 – 24    |
| 3. | Manager, Planning and Development – Keats Island Park Dedication Update<br>District Lot 696<br><b>(Community Parks Service) (Voting – A, B, D, E, F)</b>  | Annex B<br>pp 25 – 27   |
| 4. | Senior Planner – OCP Amendments to Support Housing Densification -<br>Analysis of Public Consultation Input and Considerations for Second Reading<br><b>(Rural Planning Service) (Voting – A, B, D, E, F)</b> | Annex C<br>pp 28 – 69   |
| 5. | Senior Planner – Short Term Rental Policy Options<br><b>(Rural Planning Service) (Voting – A, B, D, E, F)</b>   | Annex D<br>pp 70 – 102  |
| 6. | Senior Planner – District of Sechelt Referral - OCP Amendment 3370-20 2018-<br>01 (Apartment Building)<br><b>(Regional Planning Service) (Voting – All)</b>   | Annex E<br>pp 103 – 117 |
| 7. | Planner – Provincial Referral # 98713150-001 for Intertidal Roadway to<br>Turnagain Island – Electoral Area B<br><b>Electoral Area B (Rural Planning Service) (Voting – A, B, D, E, F)</b>                    | Annex F<br>pp 118 – 123 |
| 8. | Agricultural Advisory Committee Minutes of January 23, 2018<br><b>(Rural Planning Service) (Voting – A, B, D, E, F)</b>   | Annex G<br>pp 124 – 126 |

## COMMUNICATIONS

- |   |                                 |
|---|---------------------------------|
| <p><b>9.</b> <u>Hon. Claire Trevena, Minister, Ministry of Transportation and Infrastructure, dated January 25, 2018</u><br/>Regarding UBCM Meeting Thank you.</p>  | <p>Annex H<br/>pp 127 – 128</p> |
| <p><b>10.</b> <u>Kevin Jardine, Associate Deputy Minister, BC Environmental Assessment Office, dated February 28, 2018</u><br/>Regarding Environmental Assessment Office reply to SCRD Comments on Environmental Assessment process for the BURNCO project.</p> | <p>Annex I<br/>pp 129 – 132</p> |

**IN CAMERA**

**ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** Dave Crosby – Manager, Utility Services, Special Projects

**SUBJECT:** REGIONAL GROUNDWATER TASK FORCE – CONSULTATION REPORT

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### RECOMMENDATION

**THAT the staff report titled Regional Groundwater Task Force – Consultation Report be received for information.**

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### BACKGROUND

The Board adopted the following recommendation at the meeting held on October 26, 2017:

300/17                      **Recommendation No. 1**      *Groundwater Investigation to Supplement Chapman Creek Water Supply*

THAT the report titled Groundwater Investigation to Supplement Chapman Creek Water Supply be received;

AND THAT recommendations from the Groundwater Investigation to Supplement Chapman Creek Water Supply Report be brought forward to the 2018 Budget process;

AND FURTHER THAT the SCRD consult with the Town of Gibsons, District of Sechelt, and Sechelt Indian Government District regarding proposed aquifer exploration identified in the report, prior to concluding the 2018 Budget process.

This report documents the outcomes of a consultation process between all four local governments regarding the potential management of groundwater sources within the context of the region's water supply concerns.

### DISCUSSION

The Regional Groundwater Task Force was composed of staff members from the SCRD, Town of Gibsons, District of Sechelt, Sechelt Indian Government District, Vancouver Coastal Health Authority, and Darren David of Waterline Resources Inc. (Hydrogeologist Consultant).

The Task Force met on three occasions between January 24 and February 21, 2018 to discuss concerns and potential solutions regarding the recommendations following the SCRD's Groundwater Investigation Phase 1 Report.

The report included in Attachment 'A' outlines the process and provides a summary of the key issues that were identified and discussed. Minutes from the three meetings are included in Attachment 'B'.

Following best practices and the SCRD Public Participation Framework, this report represents the consultation portion of the Task Force process.

Staff will provide a technical report and recommendations on the March 15, 2018 Infrastructure Services Committee agenda.

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

The attached Regional Groundwater Task Force Consultation Report is an example of intergovernmental collaboration, and a demonstration of the SCRD Public Participation Program.

Engaging with all four local governments, including the Sechelt Indian Government District, reflects the priority to Enhance Collaboration with the *shíshálh* and Skwxwú7mesh Nations.

### **CONCLUSION**

An intergovernmental staff task force was established to discuss concerns and potential solutions for the management of groundwater sources within the context of the region's water supply concerns.

Following best practices, this report represents the consultation portion of the Task Force process and a technical staff report on the March 15, 2018 Infrastructure Services Committee agenda will be provided.

This report is submitted for the Committee's information.

Attachment:

Attachment 'A' – Regional Groundwater Task Force Consultation Report

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – J. Loveys	Other	

# **Sunshine Coast Regional District**

## **Regional Groundwater Task Force Consultation Report**

Report to the Planning and Community Development Committee  
March 2018

## Regional Groundwater Task Force

Sunshine Coast, British Columbia

Report Date: March 2018

# SUNSHINE COAST REGIONAL DISTRICT TASK FORCE CONSULTATION REPORT



**Regional Groundwater Task Force  
Sunshine Coast, British Columbia  
March, 2018**

## Summary Report

The purpose of this report is to present the key findings of the Regional Groundwater Task Force. The task force was established to provide a forum for the staff of all four local governments to work towards solutions to address groundwater exploration concerns. The purpose of the task force as expressed through Terms of Reference was to:

- Review, analyze and discuss recommendations found in the SCRD staff report titled Groundwater Investigation to Supplement Chapman Creek Water Supply dated October 10, 2017;
- To share information and knowledge on the topic of groundwater as it relates to the *Water Sustainability Act* and to build a common understanding of the environmental, technical and legislative requirements;
- To identify all the local governments' water strategies, concerns and potential solutions; Provide an agreed upon written summary outlining the concerns and potential solutions for the elected officials of all four local governments for their consideration no later than March 15, 2018.

## Background – Regional Groundwater Task Force

The Chapman Regional Water System relies primarily on surface water from Chapman Creek to service residents. Chapman Creek provides approximately 98% of the water which is consumed by residents throughout the Chapman Creek System, with the remaining water coming from Gray Creek and the Chaster Well during summer months. The system is reliant on sufficient precipitation during the spring, summer and fall months to maintain usable water levels in Chapman Creek. The SCRD's Comprehensive Regional Water Plan outlines the need to investigate the feasibility of supplementing the Chapman Creek water supply with a reliable source of groundwater.

In order to secure a reliable long-term source of safe groundwater, the SCRD needed to identify the location(s) and relevant parameters of any aquifers in the vicinity of the Chapman Water System. The suitability of aquifers for use as drinking water supply is dependent on location relative to the service area infrastructure, anticipated yield, water quality, infrastructure costs and maintenance/operations costs, stakeholder concerns, and environmental impacts of groundwater extraction, including potential impacts on nearby surface water. Waterline Resources Inc. was selected to complete a Phase 1 desk-top study in December 2016.

## **Regional Groundwater Task Force**

Sunshine Coast, British Columbia

Report Date: March 2018

Waterline Resources Inc. completed the study and presented a report summarizing the results of the Phase 1 groundwater investigation to supplement Chapman Creek water supply at the October 19, 2017 SCRD Infrastructure Services Committee meeting. Twelve sites for potential groundwater production were examined using a decision matrix. The four sites which received the highest scoring in the decision matrix were recommended for test drilling to determine water quality, sustainable yield, and potential impact on adjacent water users:

- Site 1d: Mahan Road
- Site 3: Bridge at Gray Creek
- Site 4: Soames/Granthams
- Site 2b: Dusty Road (adjacent to District of Sechelt Operations Yard)

Concerns were raised during the presentation to the SCRD Board, which led to the creation of the Regional Groundwater Task Force. The task force is composed of staff members from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District, Vancouver Coastal Health, Waterline Resources Inc. and Sunshine Coast Regional District. It was assembled to provide a forum, in the spirit of cooperation and collaboration, to provide recommendations for the potential management of groundwater sources within the context of the region's water supply concerns.

The next step in the Groundwater Investigation Project is Stage 2 test drilling. Should test drilling yield promising results, wells will be selected to move to Stage 3 development of production wells.

### **General Observations on the Task Force Process**

- There was a high participation rate with delegates from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District, Vancouver Coastal Health, and Sunshine Coast Regional District attending all three meetings.
- The Town of Gibsons is opposed to the Mahan Road site that would target the Gibsons Aquifer.
- Some potential solutions reached consensus while others did not.
- There is a desire and agreement to continue staff level meetings with all four local governments on the topic of water.
- The Water Sustainability Act does not regulate investigative drilling, and approvals are not required to proceed with test wells.

## **Regional Groundwater Task Force**

Sunshine Coast, British Columbia

Report Date: March 2018

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### **Overview of the Task Force Process**

December 14, 2017	Task Force Terms of Reference adopted by the SCRD Board.
January 2018	Task Force representatives identified by respective local governments and drinking water authority. (Task Force comprised of two staff from each local government, one from Waterline Resources Inc. and two from Vancouver Coastal Health).
January 24, 2018	Task Force Meeting #1 – Identified concerns
February 14, 2018	Task Force Meeting #2 – Discussed concerns and potential solutions
February 21, 2018	Task Force Meeting #3 – Final wrap-up and summary report review.

### **Results**

The Task Force created a summary table of concerns and potential solutions. Not all potential solutions reached consensus.



## Concerns and Potential Solutions Expressed by Local Governments and Vancouver Coastal Health Authority

Concerns		Potential Solutions
1. Groundwater Management	Groundwater Management Zone for the Gibsons Aquifer recommended in the Town of Gibsons Aquifer Mapping Study has not been established.	1.1 Development of a Groundwater Management Zone beyond the Town of Gibsons Boundary. This includes sharing of information on what the Town of Gibsons has done and the SCRD Wellhead Protection Plan implementation.
		1.2 Establish a Groundwater Management Zone for the Gibsons Aquifer prior to allowing additional impacts on aquifer, including any additional production wells.
		1.3 Increase knowledge gained from existing monitoring and new test wells to better understand Gibsons Aquifer capacity and boundary.
2. Future Water Supply	Town of Gibsons' future water needs for Zone 1 and 2 may be compromised by water withdrawal from Gibsons Aquifer by SCRD.	2.1 Town of Gibsons' groundwater license in the Water Sustainability Act (WSA) may be able to be expanded to include some water volume needed in future years. Exact number of years is unclear and will ultimately be determined by the Province.
		2.2 Phase 2 of the SCRD Groundwater Investigation Project will provide the information to determine potential yields from the aquifer.
		2.3 Explore frameworks for protecting future water needs for all communities along the Sunshine Coast beyond the protections contained in the WSA.
3. Communication	Lack of communication and collaboration on water strategies and additional water supply plans between water purveyors and local governments.	3.1 Re-convene a staff level taskforce focused on groundwater development as part of Phase 2 of the SCRD Groundwater Investigation Project.
		3.2 Hold meetings amongst local governments' staff to discuss water issues in general and share information. Meetings could take place quarterly and could be held on a rotational basis.
4. Precautionary Principle	The thresholds for safe withdrawal of water from the Gibsons Aquifer are unknown considering future impacts of climate change and other as of yet determined circumstances.	4.1 Continuous monitoring of wells and updating of the Gibsons Aquifer model.
		4.2 Additional monitoring wells should be established in the Gibsons Aquifer prior to the development of new significant draw on the aquifer.

## Regional Groundwater Task Force

Sunshine Coast, British Columbia

Report Date: March 2018

Concerns		Potential Solutions
5.Focus Effort	Stakeholder concerns with individual wells will delay progress.	5.1 Prioritize test drilling on sites other than Gibsons Aquifer.
		5.2 Re-examine the ranking of stakeholder concerns for the sites for test drilling to find a location that can replace the site targeting the Gibsons Aquifer.
		5.3 Upon completion of the Phase 2 analyses, provide a report to the SCRD Board to describe recommended next steps including next technical and regulatory steps for any recommended production well.
		5.4 Mobilize the drill rig to the Sunshine Coast only once because it is more cost effective and drill four test wells to maximize the chance of finding a productive well.

## **Supporting Documents / Attachments**

The following documents are attached to this report:

- Appendix 1: Task Force Terms of Reference
- Appendix 2: Proposed well testing site maps
- Appendix 3: Regional Groundwater Task Force meeting minutes of January 24, 2018
- Appendix 4: Regional Groundwater Task Force meeting minutes of February 14, 2018
- Appendix 5: Regional Groundwater Task Force meeting minutes of February 21, 2018



## TERMS OF REFERENCE

### REGIONAL GROUNDWATER TASK FORCE

#### 1. Purpose

- 1.1 The purpose of the “Regional Groundwater Task Force” is to:
- a. Provide a forum for the staff at all 4 local governments on the Sunshine Coast to work towards – in the spirit of cooperation and collaboration – recommendations for the potential management of groundwater sources within the context of the region’s water supply concerns.

#### 2. Duties

- 2.1 The “Regional Groundwater Task Force” will:
- a. Review, analysis and discuss the recommendations found in the report titled Groundwater Investigate to Supplement Chapman Creek Water Supply dated October 10, 2017.
  - b. To share information and knowledge on the topic of groundwater as it relates to the *Water Sustainability Act* and to build a common understanding of the environmental, technical and legislative requirements.
  - c. To identify all the local governments’ water strategies, concerns and potential solutions.
  - d. Provide an agreed upon written summary outlining the concerns and potential solutions for the elected officials of all 4 local governments for their consideration no later than March 15, 2018.
- 2.2 The “Regional Groundwater Task Force” will be dissolved no later than March 15, 2018 or sooner if their objective has been met.

#### 3. Membership

- 3.1 The “Regional Groundwater Task Force” is comprised of the following members:
- a. No more than 2 staff from each local government on the Sunshine Coast.
  - b. No more than 2 Waterline Resources consulting staff
  - c. No more than 2 Vancouver Coastal Health staff
- 3.2 Additional Regional District staff will be assigned to serve in the following capacity:
- a. 1 staff member to facilitate and/or co-chair Task Force meetings;
  - b. 1 staff member to provide administrative staff to assist in writing minutes and the final summary report;

#### 4. Operations

- 4.1 The “Regional Groundwater Task Force” will hold no less than 3 meetings and with consensus of Task Force members, agree to hold additional meetings. The last meeting will be held no later than March 2, 2018 to allow for time to prepare the summary report by March 15, 2018.
- 4.3 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 The authority of the Committee is limited as follows:
- a. The “Regional Groundwater Task Force” does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
  - b. The “Regional Groundwater Task Force” may communicate with external organizations and agencies to collect information and make inquiries.
  - c. Where the “Regional Groundwater Task Force” wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.5 Task Force members are encouraged to:
- a. attend and participate in discussions in a meaningful and constructive manner
  - b. share experiences and ideas while maintaining an open mind to others’ perspectives
  - c. be able to dedicate approximately 6 - 10 hours to the work of the Task Force.
- 4.6 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.7 Task Force members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.8 Committee members must respect and maintain the confidentiality of the issues brought before them.

#### 5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

Approval Date:	December 14, 2017	Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	











## SUNSHINE COAST REGIONAL DISTRICT REGIONAL GROUNDWATER TASK FORCE

**Meeting #1  
January 24, 2018**

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MINUTES FROM THE MEETING OF THE REGIONAL GROUNDWATER TASK FORCE  
MEETING #1 HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT  
OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

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### **PRESENT:**

Darren Molder	Vancouver Coastal Health
Dave Newman	Town of Gibsons
Daniel Tardif	Town of Gibsons
Adam Bullock	District of Sechelt
Serge Fjetland	District of Sechelt
Les Jmaeff	Sechelt Indian Government District
Darren David	Waterline Resources Inc.
Dave Crosby	Sunshine Coast Regional District
Trevor Rutley	Sunshine Coast Regional District
Raph Shay	Sunshine Coast Regional District - Facilitator
Tracey Hincks	Sunshine Coast Regional District - Recorder

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**CALL TO ORDER**            10:00 a.m.

**AGENDA**                The agenda was adopted as presented.

### **WELCOME AND INTRODUCTIONS**

Introductions were made around the table.

### **REVIEW GROUNDWATER INVESTIGATION REPORT**

Darren David from Waterline Resources Inc. provided an overview presentation of the Groundwater Investigation to Supplement Chapman Creek Water Supply.

#### ***Preferred Site Selection Review***

Preferred drilling site in each of the focus areas:

- Electoral Area E: Site 1d on Mahan Road;
- Gray Creek: Site 3 located near the parking area south of the bridge;
- Soames/Granthams: Site 4; Drill a new well at higher elevation next to the storage reservoir; and
- Chapman/Sechelt: Site 2b located at the District of Sechelt Operations Yard.

All four sites will be assessed in the next phase.

**Water Sustainability Act – Protects Existing Users**

- WSA requires testing in Phase 2 to consider cumulative effects to existing users;
- Concept of First in time, First in Right (FITFIR)
  - Older licensees and household users have priority over the groundwater supply;
  - Monitoring conditions are included in the WSA license authorization;
  - Sets thresholds for water level decline in aquifer.

**REVIEW OF REGIONAL GROUNDWATER TASK FORCE TERMS OF REFERENCE**

The Groundwater Task Force Terms of Reference were reviewed and points clarified.

**REVIEW SCRD PUBLIC PARTICIPATION FRAMEWORK**

The Sunshine Coast Regional District's (SCRD) Public Participation Framework document was reviewed. It was noted that the document is to form a common point of understanding as the SCRD reaches out to seek the input of others in the decision-making process. The goal is to strengthen trust and support transparency.

*Break 11:00 a.m. and resumed at 11:05 a.m.*

**COMPREHENSIVE REGIONAL WATER PLAN REVIEW**

A brief review of the Comprehensive Regional Water Plan (CRWP) and project status was discussed. The CRWP, which was adopted in June 2013, provides thorough exploration of water sources and options with consideration for growth, water quality and fire flows. The CRWP identifies the necessary key steps which balances demand side (conservation) and supply side (expansion) to meet the water needs for the Regional Water Service Area over the next 25 years.

The SCRD Board has adopted / or is considering the following water initiatives:

Project	Current Status
1. Water Meter Program	<ul style="list-style-type: none"> <li>• Completion of Rural Areas – awaiting grant approval for District of Sechelt and shíshálh Nation</li> </ul>
2. Chapman Lake Expansion Project	<ul style="list-style-type: none"> <li>• Awaiting permit application decision from BC Parks</li> </ul>
3. Groundwater Investigation	<ul style="list-style-type: none"> <li>• Stage 2 – test drilling – Budget Proposal</li> </ul>
4. Storage Lake Exploration	<ul style="list-style-type: none"> <li>• 2018 Budget Proposal</li> </ul>

**CRWP DISCUSSION**

- The Water Sustainability Act (WSA) was enacted in 2015. This changed the environmental flows required (200 L/sec), which reduced the storage capacity by 25-30 days from the Chapman system.
- Prolonged drought and climate variability has had a significant impact on water supply with droughts occurring in 2012, 2015 and 2017.
- The SCRD is currently awaiting grant approval for Stage 3 in the metering program.
- It was noted that the estimated growth factor in the CRWP is 2% per year. The 2016 census notes the growth rate at .9% per year.

**IDENTIFYING KEY ISSUES**

Task Force representatives were given an opportunity to identify key issues relating to the Groundwater Investigation – Stage 2 – drilling and testing:

**Waterline Resources Inc.**

- Monitoring data – it is an opportunity to collect more information.

**Town of Gibsons**

- Town of Gibsons has concerns related to protection of their water source for future development of Gibsons Aquifer.
- To what extent can future growth be integrated into a license?
- Water supply should be a regional issue. Would like ongoing meetings.
- Improve communication for future to consider water supply as regional issue. Why were the recommendations from the Town of Gibsons Aquifer mapping study ignored or not addressed? Specifically, the creation of a Groundwater Management Zone?
  - (It was answered that the SCRD has not been provided a copy of the recommendations from the mapping study.)
- There is a lack of harmonization between the Town of Gibsons Aquifer Study and the SCRD water strategies for future growth.
- It would be helpful to know how the SCRD water system works. Are there any other purveyors in the area?
  - (It was answered that Hopkins Landing Improvement District services approximately 240 parcels and there is a small system on Thormanby Island.)
- A lot of information already exists on the Gibsons aquifer. It would be worthwhile to learn more about other aquifers in other areas.
- If the SCRD started Stage 2 with a test well at Gray Creek – would testing stop if large supply found – What's the timeline?
- There are unknowns around future consumption, climate change, and other risks to aquifer that are hard to take into account.
- Did the SCRD deploy the siphon and go to Stage 4?
  - (It was answered that the SCRD did deploy the siphon on September 29, 2017 and it was in operation until October 13, 2017. Water restrictions were at Stage 4.)

**Vancouver Coastal Health**

- The Gray Creek Site would have minimal stakeholder impact.
- What is the timeline?
- The Dusty Road Site raises potential contaminant concerns considering the proximity to the landfill. These concerns are addressed in the Waterline Report.
- Chlorination would be the minimum treatment necessary for any of the wells.

**District of Sechelt**

- No concerns.

**Sechelt Indian Government District**

- Resource management is important to the Sechelt Indian Government District (SIGD).
- Collaboration within SIGD and SCRD is important.
- No concerns with Groundwater Stage 2 project.

**FURTHER DISCUSSION OF SCRD ACTIVITIES**

- Water meters were installed at all properties with water service connections in the areas of North and South Pender Harbour. The remaining regional Electoral Areas of *Halfmoon Bay, Egmont, Earls Cove, Roberts Creek, Elphinstone, and West Howe Sound* (excluding Hopkins Landing) were installed with water meters in 2016 and 2017. A few properties are still awaiting meter installations. The next phase is the District of Sechelt and the Sechelt Indian Government District.
- Siphon was deployed and utilized to ensure water supply to the community in the summer of 2017.

**DELIVERABLES – PRODUCE SUMMARY**

A Regional Groundwater Task Force Report Summary will be provided to a future SCRD Board Committee.

**NEXT STEPS AND TIMELINE**

A summary of today's notes will be provided for the next meeting.

**PROPOSED MEETING DATES**

- Meeting #2 – February 14, 2018
- Meeting #3 – February 21, 2018 (pending)

**COMMUNICATION**

A meeting request will be sent to the Task Force members with agendas and notes attached.

**ADJOURNMENT 12:00 p.m.**



## **SUNSHINE COAST REGIONAL DISTRICT REGIONAL GROUNDWATER TASK FORCE**

**Meeting #2  
February 14, 2018**

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MINUTES FROM THE MEETING OF THE REGIONAL GROUNDWATER TASK FORCE  
MEETING #2 HELD IN THE DOGWOOD ROOM OF THE SUNSHINE COAST REGIONAL  
DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

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### **PRESENT:**

Darren Molder	Vancouver Coastal Health
Dave Newman	Town of Gibsons
Daniel Tardif	Town of Gibsons
Adam Bullock	District of Sechelt
Les Jmaeff	Sechelt Indian Government District
Darren David	Waterline Resources Inc. – via conference call
Dave Crosby	Sunshine Coast Regional District
Trevor Rutley	Sunshine Coast Regional District
Raph Shay	Sunshine Coast Regional District - Facilitator
Tracey Hincks	Sunshine Coast Regional District - Recorder

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**CALL TO ORDER**            10:00 a.m.

**AGENDA**                The agenda was adopted as presented.

### **MINUTES**

The minutes of January 24, 2018 were reviewed. The following items were discussed:

- The Water Sustainability Acts has no protection for long term future water use.
- The impact of environmental flow needs of 200 L/sec in the Chapman system.
- The process of stakeholder engagement with regards to technical reports presented to the SCRD Board.
- Volumes at the Gray Creek site were discussed.
- Chlorination as secondary disinfectant would be necessary at a minimum for all sites, including the Gray Creek site.

## REVIEW OF CONCERNS

A list of concerns were distilled from the minutes of January 24, 2018 Regional Groundwater Task Force meeting and presented. The following concerns were identified and discussed:

Concerns	
1. Groundwater Management	Groundwater Management Zone for the Gibsons Aquifer recommended in the Town of Gibsons Aquifer Mapping Study has not been established.
2. Future Water Supply	Town of Gibsons' future water needs for Zone 1 and 2 may be compromised by water withdrawal from Gibsons Aquifer by SCRD.
3. Communication	Lack of communication and collaboration on water strategies and additional water supply plans between water purveyors and local governments.
4. Precautionary Principle	The thresholds for safe withdrawal of water from the Gibsons Aquifer are unknown considering future impacts of climate change and other as of yet determined circumstances.
5. Focus Effort	Stakeholder concerns with individual wells will delay progress.

Each participant was asked for additional concerns from their respective organizations regarding the Groundwater Investigation Stage 2. No further concerns were identified.

## POTENTIAL SOLUTIONS

As identified in the Groundwater Task Force Terms of Reference, potential solutions to the Groundwater Investigation Phase 2 concerns were discussed:

- Groundwater Management
  - Town of Gibsons has done work to protect the Gibsons Aquifer in their jurisdiction and would like to see the SCRD take similar steps in their jurisdiction.
  - Town of Gibsons can share relevant bylaws relating to aquifer protection with SCRD
  - SCRD proposed a commitment to collaborate be sought from respective organizations as this would have work plan implications for planning and engineering departments.
  - SCRD sees an opportunity to build upon the Well Head Protection Plan implementation which has started. It could require collaboration of the other local governments as well.
  - Town of Gibsons sees the creation of a Groundwater Management Zone (GMZ) as an essential step prior to putting additional impacts on the aquifer.
  - Town of Gibsons is opposed to an additional production well into the Gibsons Aquifer.
  - SCRD sees the test well as part of the Town of Gibsons Aquifer Mapping Study recommendations to have additional monitoring wells and would share learning. The test well would not impose any additional burden on the Gibsons Aquifer.
  - Waterline believes the existing production wells, including Chaster Well, can be used to monitor the impact and better understand the boundary of the aquifers in the area during phase two testing.

## 2. Future Water Supply

- Town of Gibsons believes monitoring wells are important to have before any development
- The Water Sustainability Act can include future water needs that can be assumed from existing OCPs. A five year planning horizon is likely acceptable to the Ministry. According to the Town of Gibsons, this is too short a planning horizon for full build out, and the needs for additional wells from the Gibsons Aquifer is only expected to happen in 25 to 30 years. There is also concern for meeting future needs beyond that.
- Town of Gibsons asked about resolution processes should future water use exceed the aquifer capacity beyond the existing water uses licensed under the Water Sustainability Act. This is far in the future so there was no clarity on what this could look like.

## 3. Communication

- The group discussed reconvening the Task Force or site specific Task Forces after Stage 2 test drilling has been completed to discuss the results and ways to move forward. Stakeholders could go beyond the current group.
- Consensus from everyone present that there is value in having these discussions and learning about each other's systems, projects, and opportunities to collaborate.
- Consensus on organizing meetings to discuss water more broadly with a rotational basis for hosting and organizing. Quarterly was proposed as there appears to be a lot of information to be shared between the local governments.
- Discussed coordinating timing for a drill rig as there might be opportunities to cost share if Town of Gibsons has new monitoring wells while SCRD drills Phase 2 test wells.
- Discussed sharing information from test wells.

## 4. Precautionary Principle

- Continued monitoring is essential to understand what is happening with the Gibsons Aquifer.
- Waterline believes their modeling is solid and can be improved with additional information. The Gibsons Aquifer is easier to model than many of the aquifers it is working with on Vancouver Island and in BC
- Town of Gibsons' Annual monitoring program is valuable and can be improved with additional monitoring wells.

## 5. Focus Effort

- Town of Gibsons proposed prioritizing the test wells.
- It is not economically feasible to mobilize a drill rig to the Sunshine Coast multiple times.
- Town of Gibsons proposed the stakeholder ranking could be redone to bring another well to higher prominence and replace the Gibsons Aquifer site.
- Waterline discussed the ranking and the reason why these four sites are the best chances of finding additional water.
- SCRD discussed Phase 2 as test wells that will yield the information needed to make an informed decision. It would be irresponsible to not test the best possible sources of water when the Chapman system is so water stressed.
- Vancouver Coastal Health and Town of Gibsons discussed the political barriers that will hinder the development of an additional well at the Gibsons Aquifer.

- SCRD and Waterline discussed the need for additional information that the test well will provide prior to talking about production wells.
- The Water Sustainability Act process for developing a new well was discussed and Waterline will share it.
- It was discussed that if a hierarchy of wells will be developed, then it will be a discussion for after the Phase 2 test wells provide information and inform how to proceed with the next steps.

**NEXT STEPS**

In keeping with the Terms of Reference, a draft Regional Groundwater Task Force Report Summary will be provided to the next Task Force meeting.

**PROPOSED MEETING DATE**

- Meeting #3 – February 21, 2018

**ADJOURNMENT 11:50 a.m.**





## **SUNSHINE COAST REGIONAL DISTRICT REGIONAL GROUNDWATER TASK FORCE**

**Meeting #3  
February 21, 2018**

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MINUTES FROM THE MEETING OF THE REGIONAL GROUNDWATER TASK FORCE  
MEETING #3 HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT  
OFFICES AT 1975 FIELD ROAD, SECHELT, BC.

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### **PRESENT:**

Darren Molder	Vancouver Coastal Health
Dave Newman	Town of Gibsons
Daniel Tardif	Town of Gibsons
Adam Bullock	District of Sechelt
Les Jmaeff	Sechelt Indian Government District
Darren David	Waterline Resources Inc. – via conference call
Dave Crosby	Sunshine Coast Regional District
Trevor Rutley	Sunshine Coast Regional District
Raph Shay	Sunshine Coast Regional District - Facilitator
Tracey Hincks	Sunshine Coast Regional District - Recorder

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**CALL TO ORDER**            10:00 a.m.

**AGENDA**                    The agenda was adopted as presented.

### **MINUTES**

The minutes of February 14, 2018 were reviewed. Clarification on the impact of environmental flow requirement of 200 L/second was provided.

### **REVIEW OF DRAFT SUMMARY REPORT**

Members of the Task Force reviewed the Regional Groundwater Task Force Consultation report and provided comments and input on the final report.

The final report presents the outcomes of a consultation process between all four local governments regarding the potential management of groundwater sources within the context of the region's water supply concerns.

### **NEXT STEPS**

The Regional Groundwater Task Force Consultation Report will be included in the March 8, 2018 Planning and Community Development Committee agenda package. Following best practices, this report represents the consultation portion of the process. A technical staff report will provide the analysis will be included in the March 15, 2018 Infrastructure Services Committee agenda package.

**WRAP UP**

SCRD staff thanked members of the Regional Groundwater Task Force for their participation and extended appreciation for their collaboration and input.

**ADJOURNMENT 10:40 a.m.**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** Andrew Allen, Manager, Planning and Development

**SUBJECT:** KEATS ISLAND PARK DEDICATION UPDATE DISTRICT LOT 696

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### RECOMMENDATIONS

**THAT** the report titled Keats Island Park Dedication Update District Lot 696 be received;

**AND THAT** SCRD respond to Islands Trust indicating no objection to the Nature Area Community Park (P1) zoning for the future Keats Landing Park dedication.

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### BACKGROUND

The following recommendation was adopted by the SCRD Board at the April 27, 2017 Regular meeting:

151/17 **Recommendation No. 3**     *Keats Island Park Dedication District Lot 696*

AND THAT the SCRD accept the proposed 1.1 hectare park dedication as proposed in Option 1 of the staff report, subject to an amendment of Islands Trust proposed Bylaw 143, Schedule 1, Part 4 – Zone Regulation Section 4.9 Community Service 1 (CS1) Zone as follows:

- a) Delete “outdoor recreation use is not permitted”
- b) Increase the maximum floor area of a community hall to 200 square metres
- c) Add “Trails and associated day use infrastructure is permitted”
- d) Add “Camping and fires are not permitted”

### DISCUSSION

The approval process for the Keats Island subdivision continues to evolve and the bylaw amendments are moving toward Public Hearing on April 18, 2018. The bylaw amendments have evolved since the previous referral in 2017.

A 2017, Q4 referral from Islands Trust requests comments from SCRD on a new approach for zoning of the land, which is proposed to become a park, potentially named as Keats Landing Park, as a condition of bylaw amendment and prior to registration of the subdivision of the lease-hold parcels surrounding Keats Camp. Rather than the detailed Community Service 1 (CS1) zone, which was proposed in 2017, Islands Trust now proposes that the future park area be zoned as Natural Area Community Park (P1).

The P1 zoning does not contain the level of specificity of the CS1 zone, however it is the base park zone for existing community parks on Keats Island. The P1 zone permits natural area parks and conservation, trails and auxiliary utility uses.

There was concern from the Keats Island community about the CS1 zone and what SCRD plans might be for park development. Staff are aware that a number of options exist from leaving park as greenspace to developing a community hall. SCRD confirmed that there were no immediate park development plans.

Islands Trust Planning staff confirmed the desire to constrain the focus at this time to planning for the current subdivision. Therefore the referral at this time is to proceed with a P1 zone rather than the previous CS1 zone. The P1 zone supports the focus to be placed on the intent of this development application, which is the more complex CD zone for the camp and strata lots, rather than to project future park uses on the park where there are no imminent proposals.

Islands Trust staff indicate that the P1 zone can be revisited in the future when there is a specific proposal for the park or a large community park planning process on Keats Island.

The diversity of opinions received by both SCRD and Islands Trust about park development is indicative of the need for a targeted and thoughtful community consultation process which is best suited as a separate project rather than combined with a complex rezoning application, such as the Keats Camp application.

#### *Options*

1. Respond to this referral with an indication of non-objection for the amendment of the zoning for the parkland to the Nature Area Park (P1) zone.
2. Request that Islands Trust maintain the Community Service 1 zone with site specific uses that were requested in the 2017 referral response.

#### *Organizational and Intergovernmental Implications*

The Gambier Island Local Trust Committee has indicated that it supports the park dedication option with the land owned by the SCRD. The 2017 referral process concluded SCRD's willingness to accept parkland as part of the bylaw amendment to enable the future subdivision. The referral also ventured into park planning by considering site specific zoning. Islands Trust now proposes the base park zoning and that future planning for the park either be done for a site specific proposal or a planning process for all Keats Island parklands.

#### *Financial Implications*

None at this time.

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

Transparency is a value within the SCRD Strategic Plan. Transparency promotes openness and clarity in decision-making.

**CONCLUSION**

A second referral from the Islands Trust has been received pursuant to Keats Landing Park which will be dedicated as part of the rezoning application for the Keats Camp and adjacent leasehold properties. The initial referral from 2017 included site specific zoning for the park. The referral at this time proposes a different zoning for the park, a zoning which is consistent with zoning for other parks on Keats Island.

Staff recommend that the SCRD indicate that it does not object to this change in approach to the park zoning.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 8, 2018  
**AUTHOR:** Yuli Siao, Senior Planner  
**SUBJECT:** OCP Amendments to Support Housing Densification - Analysis of Public Consultation Input and Considerations for Second Reading

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### RECOMMENDATIONS

1. THAT the report titled OCP Amendments to Support Housing Densification - Analysis of Public Consultation Input and Considerations for Second Reading be received;
  2. AND THAT *Halfmoon Bay Official Community Plan Amendment Bylaw 675.4, 2017, Roberts Creek Official Community Plan Amendment Bylaw 641.8, 2017, Elphinstone Official Community Plan Amendment Bylaw 600.8, 2017 and West Howe Sound Official Community Plan Amendment Bylaw 640.2, 2017* be forwarded to the Board for Second Reading;
  3. AND THAT the bylaws are consistent with the SCRD's draft 2018-2022 Financial Plan and 2011 Solid Waste Management Plan;
  4. AND THAT a Public Hearing to consider the bylaws be scheduled for 7:00 p.m., Tuesday April 17, 2018 in the SCRD Board Room, located at 1975 Field Road, Sechelt, BC;
  5. AND THAT Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair for the Public Hearing;
  6. AND THAT the revised housing densification policies contained in this report, if adopted by the Board, be incorporated into the Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017 for consideration at Second Reading;
  7. AND FURTHER THAT feedback received from the public information meetings and agency referrals as summarized in this report be reviewed and considered through the Bylaw No. 310 review process.
- 

### BACKGROUND

On October 12, 2017, the Sunshine Coast Regional District Board adopted the following resolution:

272/17    **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 the proposed affordable housing policies be incorporated into the Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017 for consideration at Second Reading;

AND THAT this report be referred to:

- shíshálh and Skwxwú7mesh Nations;
- all Advisory Planning Commissions;
- Vancouver Coastal Health Authority;
- Town of Gibsons;
- District of Sechelt;
- Sunshine Coast Housing Committee;
- Roberts Creek Official Community Plan Committee; and
- Egmont/Pender Harbour Official Community Plan Review Committee

AND THAT Staff attend meetings of the Advisory Planning Commissions and Roberts Creek Official Community Plan Committee to discuss the proposed Official Community Plan Amendments;

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

AND FURTHER THAT comments received from the referrals and the public information meeting be incorporated into a report to be presented to a future Committee meeting for consideration of Second Reading of the proposed bylaws.

Pursuant to these recommendations, the first draft of these OCP amendment bylaws were referred to all Advisory Planning Commissions (APC) and agencies, and three public information meetings were held in three different locations. A February 2018 staff report provided the public participation report for these meetings. This report analyzes the feedback received and recommends Second Reading of the revised bylaws and holding of a public hearing.

## **DISCUSSION**

### Public Consultation Process

Following the introduction of a set of draft OCP Amendment bylaws at First Reading, staff attended meetings of all Advisory Planning Commissions and the Roberts Creek Official Community Plan Committee to discuss the proposed OCP amendments to support affordable housing densification. Meeting minutes and additional comments were subsequently received (Attachment A).

Three public information meetings were held in three locations – Pender Harbour, Roberts Creek and Gibsons for the West Howe Sound and Elphinstone Areas. A total of about 100 people attended these meetings. Subsequently staff also met with the Pender Harbour Chamber of Commerce and the Sunshine Coast Housing Committee to discuss the proposed bylaws and affordable housing issues. A summary of comments received from all consultation meetings can be found in Attachment B.

The proposed OCP amendments were referred to member municipalities, First Nations and agencies. Comments received from these referrals (Attachment C) are considered along with all other comments received from the public consultation process.

### Analysis of Feedback Received

Many citizens and groups actively participated in the discussion of affordable housing throughout the public consultation process. They provided valuable information and suggestions and expressed concerns from many different perspectives. Feedback received through the public consultation process makes it clear that there is a need for affordable housing on the Sunshine Coast. Comments that can be addressed by the SCRD through OCP policies can be distilled into a number of key topics. The following discusses how these key topics can be addressed and how the analysis of these issues can inform revisions to the proposed bylaws.

### *Role of the SCRD*

Many organizations and individuals play different roles in affordable housing. Governments, communities and individuals need to work cooperatively to solve the housing problem. The Federal and Provincial governments are the main sources of funding and programs for affordable housing, and they can set lending rules to influence the housing market. Not-for-profit organizations, such as Habitat for Humanity, act as facilitators and stewards of affordable housing projects.

The private sector, such as builders, architects, engineers and developers can contribute their technical expertise in more efficient and affordable building design and technology. Some individuals are coming up with creative solutions to housing challenges by simplifying and minimizing living space. For example, the “Tiny House” movement emphasizes quality instead of quantity and advocates simple living in very small houses or capsule-like buildings.

The role of the SCRD as a local government with planning authority in rural areas is to administer land use policies to direct affordable housing developments to the right places, engage the community through reviewing policies, regulations and development proposals affecting affordable housing, and to supply infrastructure, services and facilities to support affordable housing development.

The proposed OCP amendments and the public consultation process were intended to focus on how land use policies can play a role in affordable housing. SCRD staff conducted research including a comprehensive review of existing OCP policies to identify land use opportunities to increase and densify affordable housing in rural areas and how these policies can be strengthened to achieve that goal. The role of these land use policies is to guide densification to the right places and create favourable conditions and opportunities for all types of developments of affordable housing. These policies are not intended to control taxation, tenure, occupant, type, design or technology in housing development. The public consultation process played the



role of engaging the community in discussion of the issue, and seeking solutions that would balance diverse interests and needs.

### *Why Increase Density?*

Questions were raised regarding how increasing density in rural areas would improve housing affordability.

Density increase may not necessarily make housing more affordable for people at all income levels. However, density increase is a sustainable and economic way to reduce housing costs based on the principle of sharing space, structure, utility and amenity. Higher density has fundamental advantages over lower density in terms of the cost per residential unit for land, construction, infrastructure, servicing and maintenance. An apartment in a multi-unit building is more affordable to live in than a detached single-family house of similar floor area and condition on a large lot in the same neighbourhood. Higher density development also has a smaller footprint on the environment and helps to curb sprawl to natural resource and agricultural areas.

Densification is not the only solution, but well-designed densification in the right place creates opportunities for more housing choices and increases the supply of housing units.

### *Where Should Densification Go?*

While there was general support for focusing densification in existing residential lots and village hubs or similar settlement clusters as proposed in the OCP amendments, several requests were made for consideration of expanding residential densification and development to areas north of the Sunshine Coast Highway and to provincial lands.

Previous research indicates that there is an untapped potential for infilling additional dwellings in approximately 90% of the existing eligible residential lots in all electoral areas, and there is also a considerable amount of undeveloped land within village hubs and similar settlement cluster areas that are suitable for higher density cluster housing and mixed-use developments. Amenities and infrastructure are typically more available in these areas, making new developments less costly, and higher density will in turn support more amenities and infrastructure, such as public transit and community sewerage treatment systems.

The direction of the proposed policies is to fully utilize such development potential and advantage before exploring possibilities in other areas. The other areas as requested for consideration are primarily intended for resource-based industry, forestry, recreation, agriculture and environmental protection for watershed, ground water and wildlife. These areas are often un-serviced and have challenging terrain and geo-technical conditions that make intense residential development costly and difficult. Thus expanding residential development to such areas at the present time and in the near future should not be supported.

### *Neighbourhood Impact*

Infill development in residential parcels is perceived by some home owners to have undesirable impacts on their neighbourhoods, for example, loss of privacy and view, and crowdedness. Although these impacts are possible, they are not necessarily the result of an infill development. This can happen in any subdivision pattern regardless of density. It is true that infill will make buildings closer to each other, but the density standards of the current zoning bylaws still allow for ample space on a parcel to settle privacy and view issues. Residential infill is only permitted

on lots exceeding 2000 m<sup>2</sup>, and the maximum lot coverage of 35% for most residential zones ensures that there is space for building separation, outdoor amenity, parking and septic fields.

Neighbourhood impact of density increase in village hub areas can be addressed through the rezoning and OCP amendment process. This process will consult neighbouring property owners and devise optimal solutions to integrate new developments into the neighbourhood and to mitigate undesirable impacts.

#### *Coordination with Adjacent Municipalities*

The District of Sechelt raised concerns that densification in village hub areas may detract potential higher-density residential and commercial growth from Sechelt. Despite moderate growth potential, due to the lack of infrastructure, particularly community sewage treatment facilities, village hubs are unable to accommodate large-scale and intense residential or commercial developments, which are more appropriate for adjacent municipalities such as Sechelt or Gibsons. However village hubs are the right places to grow to create small but complete rural community centres where local residents have convenient access to housing, amenities, schools, small businesses and services without the need to relocate or travel to adjacent town centres. This aligns with the strategic direction of the Regional Sustainability Plan “We Envision” for creating complete and compact communities.

#### *Planning Application Process*

The idea of pre-designating certain areas for higher density and affordable housing development in the OCPs and zoning bylaws arose from the consultation process. Except for parcels that have been designated or zoned for additional density, any other areas intended for densification cannot be pre-designated without being evaluated through a fair and thorough process, which generally involves amendments to the OCPs and/or zoning bylaws. This process involves the development proponent, local residents, agencies, First Nations and the SCRD, and seeks to build consensus among all participants and reach optimal solutions. The process examines the suitability of the development and how to mitigate impacts on surrounding neighbourhoods, infrastructure and the environment. With the use of housing agreements, this process can also secure terms and conditions for affordability housing units.

#### *Concerns with Infrastructure*

One of the critical concerns surrounding densification is the capacity of existing infrastructure in the region, particularly, water supply, waste management, sewage treatment, transportation and public transit. The District of Sechelt, Advisory Planning Commissions and a number of participants of the public information meetings suggested that a comprehensive study on infrastructure or a regional growth strategy be completed before implementing any new policies to support densification.

It is recognized that infrastructure is one of many constraints on the Sunshine Coast that limit densification. On the other hand, economical improvement of infrastructure will rely on densification; for example, without sufficient density to support ridership, new public transit facilities will not be viable; without sufficient density to generate revenue, new community sewage treatment plants will not be economical. Density and infrastructure should be managed so that their growth occur incrementally and are on par with one another. Household resource

use trends and incentives to reduce resource demand can influence the relationship between growth and infrastructure.

Considering the importance of the concerns around infrastructure, staff recommend removing the previously proposed Policies d and h (Attachment D) in the proposed OCP amendment regarding small-lot subdivisions in un-designated areas, and limiting the scope of densification to existing eligible lots and designated village core areas to maintain a balance between potential growth and existing capacity. This approach is already supported by current OCP policies. As discussed previously, there is development capacity in those areas, therefore the existing capacity can be more fully utilized under the guidance of the current OCPs. These existing policies are warranted by existing infrastructure capacity. Any further densification beyond the current land use capacity and policy framework, for example, reducing the minimum lot size to 1000 m<sup>2</sup> to accommodate an in-house suite or auxiliary dwelling unit, or higher-density subdivision outside of designated areas, cannot be supported at the present time.

#### *Advanced Sewage Treatment Systems*

Most properties on the Sunshine Coast require septic systems to dispose of sewerage. Many innovative treatment systems (Type 2 and Type 3) have become available in recent years. These systems are compact and do not require a large absorption field. This offers a potential to make smaller lots and denser developments possible. However, as Vancouver Coastal Health Authority comments, these systems are also more complex and more costly to install and maintain than conventional septic field systems (Type 1), making them less affordable for individual dwelling units. Type 2 and type 3 systems are more suitable for multi-unit cluster housing development, but an accountable entity such as a strata or a local government must own and operate the system and ensure maintenance requirements are followed.

Vancouver Coastal Health Authority recommends that an operation and maintenance bylaw for Type 2 and Type 3 systems be developed prior to advocating the use of these systems. It also recommends developing a regional liquid waste management plan that specifically addresses the potential impacts of density increase. This could be part of a comprehensive study on infrastructure to cope with future growth and densification. In response to these comments, staff recommend removing Policy f in the previously proposed OCP amendment.

#### *Are Current Policies Adequate?*

Staff conducted a comprehensive review of current OCP policies pertinent to affordable housing. It was found that policies equivalent to most of the proposed policies are already in place in the OCPs. However there is a lack of consistency across all plans. The existing policies vary in level of detail and they are structured and worded differently in each plan based on the context of each electoral area. Therefore at the first reading of the proposed bylaws, a set of unified policies concentrated in a single section (Attachment D) was introduced with the intention to bridge the gaps between plans and strengthen existing policies.

The Advisory Planning Commissions commented that although the new policies convey the common principles of the existing policies, replacing them with a set of unified policies may not be the right approach, because each electoral area has its unique character and each plan was specifically tailored to that. Staff considered this input and recommend that rather than replacing or duplicating existing policies with similar ones, the new policies should focus on densification strategies to support affordable housing, which are an area not clearly emphasized in the

current OCPs. This approach will address APC concerns while meeting the strategic goal of supporting affordable housing through appropriate densification.

### *Technical Barriers*

Many comments received throughout the public consultation process are concerned with building and site design and technical barriers in SCRD regulations that may inhibit innovative design and practical implementation of affordable housing development. Tiny house, container home, secondary suite and carriage house are some examples of housing types that can pose regulatory challenges. Ideas of redefining what a dwelling is and residential density to permit flexible dwelling size and layout and more dwellings on a lot also arose.

These ideas deal with housing development at the technical and design level, and can be more effectively addressed by the zoning bylaws, rather than the OCPs. This indicates that the previously proposed Policy g regarding small building design can be removed and implemented by the zoning bylaw.

There are in fact regulations in the current zoning bylaws that hinder the implementation of some of these innovative ideas and flexible design. A number of subject areas have been identified for consideration of improvement as part of the review of Zoning Bylaw No. 310 currently underway. More areas for improvement can be identified through the review and public consultation process for the Zoning Bylaw update.

#### Minimum Building Width

The 6 m minimum width requirement for a building containing a dwelling was originally derived from the desire to exclude single-wide mobile homes on a property. This may be no longer suitable for today's demand for smaller building and flexible design.

#### Maximum Auxiliary Dwelling Size

The maximum auxiliary dwelling size of 55 m<sup>2</sup> may be more suited for a single person, but is impractical for a family or three people or more to live in. Allowing an auxiliary dwelling to have a larger size could provide more living space and more housing choices for a wider range of people.

#### Carriage House

A carriage house is a free standing building containing an auxiliary dwelling and a garage. It is normally more economical to build an auxiliary dwelling combined with a garage rather than a stand-alone one. This type of building is currently not permitted.

#### Multi-family Residential Zone Density

The current density limit for a multi-family residential zone is 750 m<sup>2</sup> per unit. A parcel 750 m<sup>2</sup> in size is large enough to accommodate a detached single family dwelling. Therefore such density is too low to effectively make multi-family cluster housing development such as low-rise apartment buildings and attached townhouses economical and affordable.

### Recommendations

The SCRD can play a part in tackling the affordable housing challenge by using land use planning policies and regulations to guide densification and create opportunities for affordable housing development.

In consideration of consultation inputs, including concerns with infrastructure capacity, feasibility of advanced sewage treatment systems and the need to maintain the contextual integrity of existing OCPs, staff recommend removing a number of the previously proposed policies and limiting densification to existing eligible and designated areas. Rather than replacing or duplicating similar existing OCP policies, the revised policies will form a new section in each OCP focusing on densification strategies to support affordable housing. The revised policies are as follows. The revised amendment bylaws can be found in Attachments E-H.

#### **Densification Strategies to Support Affordable Housing**

Densification is vital to increasing housing supply and providing diverse housing choices. Densification can create land use opportunities and favourable conditions for developing affordable housing through a number of strategies including residential infill and cluster and mixed-use developments in appropriate areas.

##### Objectives

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to village hubs or similar settlement cluster areas.
- c. Integrate housing development with the rural context.
- d. Use housing agreements to secure affordable housing.

##### Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units can be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing minimum parcel size requirements to qualify for multiple dwellings on a parcel, as defined in the zoning bylaw, shall be maintained.
- b. Village hubs or similar settlement cluster areas shall be prioritized for multi-family cluster residential development which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Amendments to the land use designation within residential areas outside of village core or similar settlement cluster areas, affecting the subdivision district in the zoning bylaw,

may be considered for residential subdivisions where the resulting subdivision creates three or fewer new parcels.

- d. Larger scale subdivisions outside of village core or similar settlement cluster areas, creating more than three new parcels and exceeding density limits of the zoning bylaw, shall not be permitted.
- e. Affordable or higher-density housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- f. Housing agreements pursuant to the *Local Government Act* shall be used as a tool to secure the provision of affordable housing in appropriate areas and the long term affordability of housing.

These policies will help strengthen existing policies and serve as interim guidance for densification development within the current policy framework and development capacity. Further OCP updates to cope with densification beyond the existing capacity will need to be considered along with a comprehensive plan for future growth.

It is recognized that the zoning bylaw is a more effective tool to augment the many affordable housing design ideas received through the public consultation. Staff will proceed with reviewing these ideas and devising appropriate zoning regulations to remove technical barriers and help implement more efficient and practical housing design and layout through the Zoning Bylaw No. 310 update process currently underway.

#### *Organization and Intergovernmental Implications*

Pursuant to Section 477 (3) (a) (i, ii) of the *Local Government Act* an amendment to the Official Community Plan requires a review of the bylaw in conjunction with the local government's financial and waste management plans. Planning Staff have discussed the proposal with relevant departments and determined that the amendments to the Official Community Plans have no negative impact on either plan. It is therefore recommended that OCP Amendment Bylaws be considered consistent with the draft 2018-2022 Financial Plan (at time of this report) and 2011 Solid Waste Management Plan of the Sunshine Coast Regional District.

#### *Financial Implications*

None at this time.

#### *Timeline for next steps*

Upon Second Reading of the proposed bylaws a public hearing will be held. Comments received from the public hearing along with recommended conditions will be presented to the SCRD Board for consideration of Third Reading of the bylaws. Upon fulfillment of conditions (if any) approved by the Board the bylaws will be adopted.

In a separate process for updating Zoning Bylaw No. 310, staff will review feedback received from the public consultation process and devise appropriate zoning provisions to support affordable housing design and infill developments.

### *Communications Strategy*

Information on this application will be posted on the SCRD website. Public hearings will be advertised in the local newspaper.

## **STRATEGIC PLAN AND RELATED POLICIES**

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

- Incorporate land use planning and policies to support local economic development.
- Collaborate with community groups and organizations to support their objectives and capacity.
- Land use policies and regulations are supporting affordable housing.

The subject of this report is aligned with the sustainable land use principles that were developed in 2016, which were expanded upon from the Regional Sustainability Plan: 'We Envision' for the Sunshine Coast.

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 complete, compact, low environmental-impact communities based on energy-efficient transportation and settlement patterns.

## **CONCLUSION**

The public consultation process provided valuable input from the community. Staff recommend that the scope of the proposed OCP amendments be reduced and focused on densification strategies to support affordable housing development within the current OCP policy framework. The SCRD will carry on the course of reviewing Zoning Bylaw No. 310 to identify opportunities to support affordable housing design and development at the technical level.

### *Attachments*

Attachment A – Comments from Advisory Planning Commissions and Roberts Creek OCP Committee

Attachment B – Summary of comments received from public consultation meetings

Attachment C – Comments from agencies

Attachment D – Previously proposed Affordable Housing Policies for First Reading

Attachment E – Revised Halfmoon Bay Official Community Plan Amendment Bylaw 675.4

Attachment F – Revised Roberts Creek Official Community Plan Amendment Bylaw 641.8

Attachment G – Revised Elphinstone Official Community Plan Amendment Bylaw 600.7

Attachment H – Revised West Howe Sound Official Community Plan Amendment Bylaw 640.2

Reviewed by:			
Manager	X – A. Allen	CFO/Finance	X-T.Perreault
GM	X- I. Hall	Legislative	X- A. Legault
CAO	X- J. Loveys	Solid Waste	X-R.Cooper



## Attachment A

### Comments from Advisory Planning Commissions and Roberts Creek OCP Committee

#### Egmont / Pender Harbour APC

The APC would like to see diverse housing for all segments of the population and recommends the approval process be streamlined wherever possible so as to encourage development.

#### Halfmoon Bay APC

- Some areas might have wastewater issues for septic; try to look at areas that are appropriate for septic; don't see SCRD paying for treatment plants.
- Glad to see suggestions for the use of alternative septic treatments because technology has changed and we have to look at current technologies.
- How does this fit into the OCP? Like idea of pilot projects; this bylaw may allow consideration of proposals through re-zoning applications and not require a Community Plan amendment.
- Think taking it one step at a time with pilot projects is good; with the bylaw in place, we won't need to go back to OCP amendments.
- If the bylaw is put in place, that would allow any new subdivisions to potentially have new second house.
- This seems to be a plan for a town: don't know how you fit infill into our rural community.
- Have a question about the definition of affordable: Is this ownership or rental?
- The document doesn't have any nuts and bolts; the policies are the closest to the 'how to'.
- Do support affordability and infill but only hesitation here is making sure that whatever happens is consistent with the OCP.
- Members would probably be interested in the public information meeting in November so maybe this item could come back to the APC for further review after the public info meeting.
- Bylaw should be rolled out in a way that the public can understand.
- Refer to policy item d, density bonus: show some examples of where this type of development could feasibly occur. Does this include rezoning in the Resource Areas of Sechelt Inlet for example?
- Refer to policy item f: Encourage innovative Sewage treatment systems that do not require an absorption fields. To be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority. However, don't set a precedent for small lot subdivisions all over the place!
- Refer to policy item g: Infill with small buildings for infill, small-lot and cluster development.
- Refer to policy item h: Concern that the Regional District would not have the funds to improve infrastructure and servicing in affordable locations.

- The timeline and next steps should carefully consider how the public will perceive the topic of "affordable housing". Suggest to take a cautious approach with some pilot projects, and supporting/encouraging affordable development where there is interest and need.

### Roberts Creek APC

While APC is in support of trying to supply affordable housing on the Sunshine Coast, there are still many questions to be answered and we are unsure that the route proposed in this report is the best way to go. SCRD should be very clear that they have a realistic solution before changing Official Community Plans.

- The idea of creating small lots to increase density is an expensive solution to the affordable housing problem and really does not address the issue in a significant way. In the plan, only 20% of the small lots created on a site would be affordable. Therefore, if 5 small lots were created, only 1 would be affordable. There would have to be 10 lots created to get 2 affordable lots. The percentage of affordable lots is obviously much too small.
- Simply stating that spending 30% of household income on housing is considered affordable does not give any idea what range of dollars might be available for affordable housing. Would this be enough to buy land, do the site preparation, and build a house?
- Small houses may only be slightly less expensive than a standard house, because there are fixed costs that apply to both: survey costs, site preparation, septic field, foundation construction, utilities and appliances. If you add these costs to the small house package, the cost will still be at minimum \$250,000.
- A small, non-waterfront lot, within 1 km of the village core on Beach Ave. (696 m<sup>2</sup>) recently sold. The lot alone had an assessed value over \$300,000.
- Compact septic fields are more expensive than full size fields.
- There are other ways to increase density without individual self-contained lots. Strata development with a shared field, lease-lots without land ownership, duplexes without individual home ownership, and rental properties, all reduce cost to the purchaser. Ideas like these are found in section 17.9i of the Roberts Creek OCP and should have been explored.
- SCRD should consider spot rezoning to allow density increases for rent controlled duplexes, triplexes, etc. with secondary suites - building in multiples helps to keep construction costs down for proponent, so rents can be lower and more affordable.
- Infill housing has been touted as a solution to affordable housing. However, the hundreds of 'eligible parcels' that do not have an allowed second dwelling have been held by families for many years without need for a second dwelling. What incentive is there to encourage landowners to build a second dwelling for affordable housing?
- It could be that property owners would consider building rental accommodation over a garage or some other structure that they need on their property. In many cases, building on existing secondary structures would contravene the SCRD's bylaws and building permit terms, especially regarding distance to property lines. Therefore, to allow this option, the SCRD would have to either amend its bylaws or be prepared to waive or bend the existing rules.

- How many 'eligible parcels' for infill or subdivision are close to the Roberts Creek village core and has any attempt been made to contact property owners and discuss these proposals with them, individually or as a group. SCRD may be surprised to find there is not an 'ample supply of eligible parcels' for infill housing. You are talking about other people's property - maybe a reality check is in order.
- The comment at the meeting that reducing the cost of a building permit could be used as an incentive to promote infill housing demonstrates an unrealistic understanding of the real cost of development.
- Concern was expressed about the strength of the 'housing agreement' and that the SCRD needs to ensure that housing agreements contain clear definitions and emphatic language to prevent unlawful use of affordable housing as short-term rentals. To enforce lawful usage, the SCRD would need closer monitoring and more bylaw officers than what exists now.
- It is important to have these proposed small lots zoned as 'residential only', as currently exists in Bylaw 310, for the R1 zone, and especially those under 2000 m<sup>2</sup>. Otherwise these small lots created will be snapped up for short-term rental and just add to the long-term rental problems we have today.
- Any new developments built above the highway in Area D should include transportation incentives and/or bus service and more frequent bus service.
- For this scheme to work, density has to be increased to the point where the owner can see a return on investment. But people who live and vacation in Roberts Creek value the semi-rural environment, green spaces and natural beauty of the place. How is twelve small lots of 700 m<sup>2</sup> each on a 2-acre parcel compatible with this?
- The term "rural character" should be clearly defined and determined by the community and SCRD, not by a developer. Otherwise, there is too much latitude to allow for wood trim or some superficial exterior components to constitute "rural character."
- The SCRD should check out the model used by the City of Vancouver in creating co-ops in the 1980's. The City created a specific 'Social Planning' department within the Planning Department to work on innovative solutions concerning affordable housing. This department worked closely with its provincial – and more specifically its federal counterparts. It was a tremendous successful.
- SCRD should also explore ways of delivering affordable housing directly using the current federal and provincial government infrastructure and housing programs.
- Roberts Creek OCP section 17.9i cannot simply be replaced by a standard dogmatic definition of affordable housing.
- The Roberts Creek Official Community Plan Policies were more focused & targeted.
- New amendments deal in generalities. They repeat basic planning principles & policies about density, location, etc. outlined elsewhere in the Roberts Creek OCP (in the proper context) while, ironically, eliminating specific strategies for affordable housing made in Section 17.9i.

- Sections 17.8, 17.9i succinctly outline affordable housing options, mention special needs housing in the context of housing affordability and emphasizes the importance of ensuring permanent affordability. Section 17.9i should remain within the Roberts Creek OCP and could be used as a template for other SCRD Areas.

## **Elphinstone APC**

- Cluster housing areas designated in Area E OCP have not been taken advantage of.
- In the past SCRD has made some moves to restrict affordable housing, such as with the “residence for a relative” bylaw.
- Would like to see what planners envision for a hub in our area. Elphinstone does not have a village hub.
- There is a rental crisis on the Sunshine Coast; rentals are reasonable compared to the city, but there are not a lot of them. There is not a lot of product available if looking to buy a house.
- Need to look at providing infrastructure before increasing density. Would like more studies of infrastructure before we go ahead; need to be able to support increased density.
- Short term rental impact on housing availability
- People in the Lower Mainland want to come here. This is a way of meeting modern standards. An issue is affordability.
- The plan for affordable housing should be more comprehensive. More planning is needed.
- There is so much land in Gibsons that could be utilized in this way. Elphinstone is providing more affordable housing than Gibsons is. Would like to see more of this kind of development in Gibsons before it expands outside.
- In Elphinstone, a large number of people are staying in RV parks and mobile home parks.
- If increasing density, there is a need for the land to be able to support that demand; for example, capacity for wastewater disposal.
- Rezone or designate a block of land with suitable drainage for higher density.
- Do a further study of the services that are available before increasing density.
- More discussion is needed.
- Would like to see densification around the bus route.
- The OCPs for each community were set up by those specific communities to try to meet needs and desires of that neighbourhood. It could be different for other areas. If this is a blanket change to all OCPs, not sure I am in favor of that.
- It is so broad and so vague and doesn't seem to apply to Area E in the way it is worded, so how does it apply to our OCP?
- If putting anything in the OCP, it should be specific.

The APC recommended that there be further study and further discussion with both the Advisory Planning Commissions and the community in defining what affordable housing is and what our overall development strategy is;

And that more definition be provided in how that is sustainable in the overall development of the Sunshine Coast, for current and future generations;

And that this recommendation is based on the following reasons:

- We feel that this is too broad and vague to be brought into the OCP, and that how it is worded doesn't actually fit our area, because we do not have a village core or areas of densification, and it is difficult to imagine how this will be applied within our current OCP because we don't have the structure for it.
- Before we do any more development on the Sunshine Coast, we need comprehensive studies around infrastructure, what is needed and what we need to have in place in order to sustain more development; we currently cannot support the population that we have, with our sewer, our septic systems and our water system, so how can we talk about densification?
- It would be helpful to have a clear definition of affordable housing, and of what is being envisioned, and to see this specifically tailored to each OCP.

We all do support the concept of affordable housing and recognize the need for affordable housing on the Sunshine Coast. There needs to be a comprehensive study that includes the Town of Gibsons and the District of Sechelt in how we develop as a whole on the Sunshine Coast.

### **West Howe Sound APC**

- Executing, tracking, monitoring and enforcing housing agreements to ensure affordable housing in the long term;
- Whether proposed OCP amendment bylaws would actually create affordable housing; higher density does not guarantee affordability;
- Impact of market forces on affordability; financial feasibility for landowner considering building a second dwelling; alignment of tax laws, such as those related to capital gains, and mortgage laws/rules; owner unlikely to rent out a second dwelling at an affordable rate if they have to pay off a mortgage;
- Cost of construction; includes land costs, development permit costs, and lack of available local trades and construction workers (partly due to lack of housing available on the coast), who often are brought in from the Lower Mainland;
- Impact on privacy or sense of space with increased density;
- Impact on affordability of the lot for future buyers if a second dwelling is added to a property;
- Availability of infrastructure and water to support infill development;
- Opportunity for property owner to build a second dwelling to support a relative or

mortgage (currently not permitted);

- Need incentives for developers to construct affordable housing, such as access to buildable land; maybe SCRD could assist in making land available.

### **Roberts Creek OCP Committee**

- Increased density in the community core
- Cluster housing
- Alternative residential developments
- Affordable market ownership/non-market ownership
- Innovative green building

The RC OCPC supports increased densification but not smaller lot sizes. We recommend the following:

- Home owner incentivization for densification
- Increased land use flexibility
- That Crown land within a certain distance (e.g., 2 km) to facilities be considered for affordable housing, including areas above the highway
- That community sewage systems be supported
- That more buildings on lots, such as suites and duplexes, be supported
- That alternative, green, and off-grid building be promoted
- That affordable housing for individuals living below the poverty line be explored
- That affordable housing be accessible and not-for-profit based

**Attachment B      Summary of comments received from public consultation meetings**

Pender Harbour meeting

People moved up here for the life style and space. Some don't mind living in a shack in the woods.

The terrain is difficult for higher density development.

There are creeks, steep slopes, and large space that can contain 4 houses per lot.

More cluster home developments in the village centre.

Transit is not available here. Fancy houses don't want cluster housing nearby.

Campgrounds and floating homes for affordable housing.

You have not reached out to those living in boats, woods and trailers.

Change definition of dwelling to allow small living or sleeping units detached from the main building. Limit the units with lot coverage.

We have ride share pickup points here.

New village hubs are being proposed for the new OCP.

Some houses are in the middle of the lot, making it impossible or difficult to build another dwelling even if it is permitted.

Gibsons meeting

Enlarging auxiliary dwelling floor area is the right direction to take.

A 6' deep basement costs 10% more, but can provide a suite. It is much cheaper than an auxiliary dwelling above ground and standing alone.

Ensure vacant properties are taxed at a higher level to discourage holding them too long for speculation purposes.

Don's bud to NIMBYs. Stay the course, get all governments on the Coast working together to support each other's efforts to increase affordable housing stock.

Keep the materials affordable, find a contractor or designer to design with affordable products.

Bylaws need for new developers to ensure a percentage of development be affordable and an application process to ensure it's going to the right people.

\$1000 is the market rent for a studio, 2 bedroom is \$1650+, one bedroom is \$1400+

Cluster development is most important. Residential infill is not welcome in my backyard.

Bylaws change for rezoning need to ensure housing is affordable.

Row houses at least with 3 rooms need to be built for families to have yard/garden, 1 room for adult, 1 room for boys, 1 room for girls.

Long-time local property owners are cashing in by selling their properties. Those who buy these properties are from off coast.

Designate commercial uses in village centres.

Allow tiny home parks above the highway.

Replicate Roberts Creek co-housing in smaller scale.

Restriction in height proposed by SCRD is limitation on having second level for tiny homes.

Looking at having 38 cluster tiny homes on 10 acres.

We need row houses with small yards and 3 bedrooms.

Mandate 20% rental in new developments.

Developers coordinate with non-profits to have affordable housing within development.

Accommodate social needs in the community.

Elected officials should speak for the community to the province, recognizing the needs.

OK with cluster development, prefer rural fill:

- Provide density in village centre
- Concern about size of second dwelling
- Concern about losing forest cover
- Impact on drainage, storm water

Ideas of facilitating infill:

Tiny home park for owners who could have tiny homes.

Tiny homes can tie into septic fields.

Zoning has been developed in Grand Forks for tiny homes.

#### Roberts Creek meeting

Distilled down, the idea is to increase density in our area by allowing a second rental dwelling on lots 2000 m sq to 3,500 m sq, both sharing the same septic system (one system less capital outlay). Only current property owners will be providing the bonus i.e. a small rental house, say



850 sq feet, costing approx. \$350,000 at today's construction rates (amortized 20 yrs at \$ 2000 plus month). Consider how much the tenant will pay?

SCRD should put forward an incentive for property owners to shoulder such debt. He suggested allowing an RV/Trailer Hookup on larger lots which could be rented out. The revenue would go toward the first or second house mortgage. None of the above will lead to new people owning homes, renting yes.

Perhaps consideration for smaller quarter acre (1011 m sq) is now in order? Technology is readily available for mini self-contained septic systems. The smaller lots would be less expensive and allow blue collar workers to own a home.

Not taxing the 'new smaller home' for 5 years would be a concrete incentive. Regarding subdivisions: decreasing development costs, not requesting park land dedication or cash in lieu would also spur on development to partially alleviate the housing crisis.

Why not consider creative applications above the highway?

Over regulation stops people from wanting to be landlords.

More considerations around alternative sustainable housing.

Incentives for property owners to develop alternative housing.

Septic bylaws limiting development for tiny houses. Can SCRCD work with health authority?

Consider total floor area for zoning instead of number of dwellings.

5-acre lots above the highway are susceptible to large developments.

Reduce minimum floor area.

Some people sell secondary dwellings for retirement. New people are coming to the coast.

Could the minimum inhabitable house size be reduced to 200 sqf?

Increase in density must take water availability into consideration.

Private sector incentives:

Creation of new rentals by private sector.

- Incentive rather than tax grab (i.e. failed land way home program)
- Utility break for newly created rentals
- Tax break on newly created rentals
- Upper Roberts Creek low density increase
- Consider rural zoned dwellings
- Permit one RV connection for each primary house permitted

Other comments

- Why not have a flexible floor space led policy regulation e.g. 1x1000 sq. m or 2x500 sq. m or 4x250 sq. m
- Need to allow for/support age in place such as allow family to move in for example secondary suite in the house
- How can a parcel allow B&B but not a secondary suite
- Limit the number of people in bylaw then why not have policy to allow flexible dwelling size e.g. 2x5 person home or 5x2 person homes or 10x1 person homes
- Where is the housing that someone earning \$12,000 (about what disability benefit is)

Pender Harbour Chamber of Commerce

1. I have invested in furnished properties and then rented them out very successfully on a weekly and monthly basis vs long term year after rentals. Medium term furnished rentals work out well (weekly to 3 month) while long term unfurnished rentals seldom work and generally cause lots of problems.
2. Need to find ways to house workers for seasonal work. Many business owners have found they need to purchase a house to use as staff accommodation. EG: We have been charging our staff \$10 a night for accommodation. That's \$300 per month – which doesn't go far when a business owner needs to pay a mortgage, utilities, upkeep, etc.
3. Property here is fairly inexpensive but building on it is not. Are we considering what it takes to successfully establish neighbourhoods that can be used for mini houses, container homes or pre-built move on homes?
4. Very negative experience for investors as they always feel that rental laws are pro the renter, hence very little investment in rental multi units as a result (talking about duplexes/two residences in one building).
5. Some general comments were perhaps some tax incentives for investors to build rental units or to help seasonal workers pay for accommodation.

## GT Home Design

### **A NEIGHBORHOOD FRAMEWORK FOR MORE AFFORDABLE HOUSING IN THE SCRD** 24Jan'18 [www.gtremblaydesign.com](http://www.gtremblaydesign.com)

#### **Why is accommodation unavailable or unaffordable on the Coast for wage earners?**

1. OBVIOUSLY, the price of real estate is rising.  
<Some possible local solutions for the causes>
  - a. Lower the cost of construction;  
<Build ourselves, build small.  
Possible Rental Exemption from BC Housing requirements>.(1)
  - b. Lower the cost of financing;  
<Take back mortgage by landowner.>
  - c. Remove or reduce the cost of land in the real estate transaction;  
<Use a buy back agreement or let a community land trust hold title and lease the land at below market rate>.(2)
2. NOT SO OBVIOUSLY, government policy discourages the incentive to provide rentals.
  - a. Federally, Capital gains tax applies to the part of one's property that is rented. (3)  
This adds to the cost of renting as well as discouraging supply by local landowners.  
Local development gets replaced by higher level government social housing programs.
  - b. Provincially, the Residential Tenancy Act BC does not protect landlords adequately against damage by tenants, or guarantee payment of rent. Why should a landlord risk a long term rental when short term rental booking agencies (4) offer the safeguards that the Residential Tenancy Act lacks? It needs amendment and updating.
  - c. Locally, our zoning bylaws do not allow sufficient or acceptable additional accommodation unless contained within the principal residence, or is on a larger property.(5)

Individually, we are subject to all these levels of government, whether their policies are compatible with each other or not. It is up to the individual to sort it all out and comply.

#### **AN EXISTING SOLUTION**

It was stated at the SCRD affordable housing public information meetings in November that the affordable housing supply could grow organically through build out of the 2458 lots in the SCRD > 2000m<sup>2</sup>, of which only 10% have an auxiliary or second dwelling on them. This is entirely possible, and it probably eventually will happen as the properties build out. But will it happen fast enough to address the housing shortage?. If we are to solve the supply issue at a local level, something is needed that will motivate existing or new landowners to develop less expensive housing.

#### **DENSIFICATION OF NEIGHBORHOOD HUB**

Neighborhoods in the SCRD are far flung and scattered throughout the rural land base as low density subdivisions composed of lots that are typically ½-1 acre, in a field of even lower density. However, the typical neighborhood lacks a cohesive center, a common ground for meeting , and sharing activities and services.

Just as the Official Community Plans (OCP) have recognized community hubs, they are still at the scale of the automobile; neighborhoods need a similar center on a smaller walk-able scale. In every neighborhood, there is usually already the beginning of an activity center. It could be a group of mailboxes with a pullout, a bus stop, a water access road allowance, a park.



## DEVELOP THE OPPORTUNITY

1. Recognize the neighborhood activity center in the OCP, as a potential spot zone for;
  - Tourist accommodation (Short term rentals)
  - Cafe/ shared kitchen/ meeting place
  - Office space for neighborhood projects, rentals, administration
  - Local storage (boat/kayak, bicycle racks),
  - Equipment share shed/ repair shop
  - Recycling,
  - Ride sharing, car pickup point,
  - Future transit stop
2. Allow increase in density of surrounding land to allow small scale affordable housing.
  - Leave all other zones as is to preserve rural character.
  - a. Around core, increase density to 8-10 units per acre. Limit unit size by lot coverage. For short or long term housing with owner living on site. Supports the core.
  - b. Reduce density the further removed a property is from the neighborhood core.
  - c. Reduce parking requirements where there are shared vehicles or transit services.
  - d. Except for the core, let the existing services limit the practical extent of development.
3. In all zones;
  - a. Define 'single family dwelling' so that the definition doesn't restrict uses to one principal dwelling. Allow additional bedrooms to be separate from the main living/dining area, yet connected by walkways to allow greater versatility for shared accommodation, and changing family needs.
  - b. Redefine 'auxiliary dwelling unit' when more than one is allowed, so max. size is a function of lot coverage and density, but restricted by building height. If only one is allowed, let it be restricted by building area (as defined for lot coverage) and building height, rather than floor area.

## A NOTE ON TENURE

The following forms of tenure work without sharing the title (joint tenancy, co-op), or subdividing for strata or other complicated forms of development.

The last two require equity that not everybody has. But it is a step towards ownership.

- a. Month to month Rental . Tenant does not accrue equity.
- b. Tenant moves own prefab modular or mobile home onto property and pays for use of land and services with a land lease, like a mobile home park. At end of lease, tenant still owns home, if lease is not renewed.
- c. Tenant buys dwelling only and pays for use of land and services with a land lease. There is a pre-arranged buy out at the end of the lease, if no guarantee to renew the lease.

- (1) [/www.bchousing.org/licensing-consumer-services/builder-licensing/rental-exemption](http://www.bchousing.org/licensing-consumer-services/builder-licensing/rental-exemption)
- (2) <http://communityrenewal.ca/affordability-locked-in>
- (3) <https://www.biv.com/article/2017/7/cra-tax-shift-collides-municipal-rental-incentives/>
- (4) [https://www.airbnb.ca/host/homes?from\\_footer=1](https://www.airbnb.ca/host/homes?from_footer=1)
- (5) The SCRD recognizes this and is already changing it.

Attachment C      Comments from Agencies



Sechelt Public Health  
PO Box 1040 5571 Inlet  
Sechelt, BC V0N3A0  
PH: (604) 885-5164  
Fax: (604) 885-9725

Yuli Siao, Senior Planner  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC  
V0N 3A1

October 31<sup>st</sup>, 2017

**RE: VCH Referral – OCP Amendment Bylaws (Affordable Housing Policies)**

Dear Mr. Siao:

We have reviewed this document and can offer the following comments.

Sewage Treatment

Many innovative treatment technologies for sewerage systems have become available in recent years, providing solutions to previously challenging liquid waste disposal scenarios. However, it should be noted that even advanced Type 2 and Type 3 systems regulated under the Sewerage System Regulation (SSR) do ultimately produce treated effluent that is discharged into the ground in a similar manner as a conventional absorption field. Systems that discharge to water, or produce more than 22,700L daily domestic sewage flow are regulated by the Ministry of Environment under the Municipal Wastewater Regulation and would be subject to their requirements.

It should also be noted that Type 2 and 3 systems have significantly higher principal and maintenance costs, which will have implications in an affordable housing context. Type 2 and 3 systems that are not properly maintained can be prone to failure, and are more complex than Type 1 systems. This additional complexity demands ongoing maintenance from qualified professionals, and assurances that systems are functioning properly. An appropriate accountable entity, such as a strata, Regional District, or Municipality must own and operate community sewerage systems, and ensure maintenance plan requirements are diligently followed.

Furthermore, VCH does not confer approval to sewerage systems under the SSR. Systems are designed by 'Authorized Persons' as defined in the Sewerage System Regulation, and installed according to the processes outlined therein.

Given these points, VCH recommends that the Regional District:

- Modify the information in point "P" to represent the facts outlined above. Sample proposed wording is provided below.
- Develop an Operations and Maintenance bylaw which includes Type 2 and 3 Systems and Holding Tanks prior to advocating for the proliferation of these systems, and;
- Develop a regional Liquid Waste Management Plan that specifically addresses the potential impacts of proposed increases in density in specific areas.
- Refer applications they receive that involve a significant increase population density or advanced treatment systems to Vancouver Coastal Health for comment.

*Promoting wellness. Ensuring care. Vancouver Coastal Health Authority*





Sechelt Public Health  
PO Box 1040 5571 Inlet  
Sechelt, BC V0N3A0  
PH: (604) 885-5164  
Fax: (604) 885-9725

#### Water Supply

The protective measures outlined above relate to the protection of existing and future drinking water supplies. A proliferation of sewage systems can have numerous impacts, such as increased levels of nitrates, on nearby creeks, rivers, lakes, and groundwater. These impacts can cause serious health effects in humans and potentially render drinking water supplies unusable. Although much of the Regional District is serviced by community water supplies that are protected, it is noted that there is desire to increase capacity, namely by drilling new wells in various locations in the Regional District. This should be considered when assessing suitability of areas for increased density.

#### Housing Affordability

VCH generally supports the content of this proposal and believes that it will help enhance housing equity in the region. As one of the principal Social Determinants of Health, VCH is eager to be a partner in future developments related to affordable housing on the Sunshine Coast. Careful attention to specific policy details is critical to ensuring affordable housing stays affordable, and accessible to all. Encouraging private developers to produce housing units at the lower end of market prices through financial incentives and concessions is advisable, and we look forward to working with the Regional District on such proposals.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Morse".

Chris Morse, C.P.H.I.(C)  
Environmental Health Officer  
604-885-8701  
[chris.morse@vch.ca](mailto:chris.morse@vch.ca)

#### Sample Wording To Replace Point 'F'

"Community sewage systems using advanced treatment can be considered for smaller lot or cluster development. These systems must be owned and operated by an accountable entity, such as a strata corporation, municipality, or Regional District. Operations and maintenance plan requirements will be clearly outlined in a bylaw which will in turn increase the efficiency and affordability of these systems over time. Proposed community sewage systems in areas experiencing an increase in density of 5 or more dwellings will be referred to VCH for comment"



## REQUEST FOR DECISION

**TO:** Mayor and Council

**REPORT DATE:** October 18, 2017

**TARGET DECISION DATE:** November 1, 2017

**FROM:** Angela Letman, Municipal Planner

**RE:** Sunshine Coast Regional District (SCRD) Referral –  
OCP Amendment Bylaws (Affordable Housing  
Policies)

**FILE NO:** 3010-10

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### RECOMMENDATIONS

1. That the report from the Municipal Planner dated October 18, 2017 regarding Sunshine Coast Regional District (SCRD) Referral – OCP Amendment bylaws (Affordable Housing Policies) be received.
2. That the District of Sechelt send a letter to the SCRД with the District of Sechelt report titled SCRД Referral OCP Amendments (Affordable Housing Policies) with a recommendation to approve, subject to the following conditions and comments:
  - a. That a requirement for public transit be added to Policy d.
  - b. That Policy f. include “or the BC Ministry of Environment”.
  - c. That Policy g. replace the word “construction” with “smaller building”.
  - d. That the SCRД be encouraged to define and map growth containment boundaries within each rural area similar to the District of Sechelt’s Urban Containment Boundary;
  - e. That any increased density, whether it includes affordable housing or not, be located in close proximity to public transportation;
  - f. Consider including mandatory affordable housing contribution with any residential / multi-family/ mixed use rezoning application;
  - g. Consider a requirement that any affordable housing development applications be referred to the Sunshine Coast Affordable Housing Society for comment and possible involvement;



- h. That any increased housing density should be located in close proximity to public transportation;**
    - i. The proposed SCRD amendments have no direct negative impacts on the District of Sechelt's land use policies.**
- 3. That due to consistent annual growth of the region that the SCRD, Town of Gibsons, District of Sechelt, and Sechelt Indian Government Band begin a Regional Growth Strategy Plan and appeal to the provincial government for funding to produce the Plan in consultation with the community.**
- 4. That staff be directed to develop a Council Policy around the processing and administration of outside agency referrals to the District of Sechelt.**

### Analysis/Application of Recommended Course of Action

The SCRDS OCP's have limited policies on Affordable Housing. The proposed OCP amendments strive to provide common definition, objectives and policies about Affordable Housing for most of their rural areas.

Policy a. speaks to limiting the increase of affordable housing units - guest cottages, secondary suites and duplexes to existing parcels.

Policy b. speaks to multi-family residential development and mixed use developments at neighbourhood hubs example- Roberts Creek centre. Committee and Council may wish to consider the effect of more intensified growth in the Rural Areas. Will it detract from potential residential, commercial and service industrial growth in Sechelt and also detract from the rural nature SCRD Areas?

Policy c. speaks to integrating the form and character of affordable housing into the existing neighbourhoods.

Policy d. Staff recommend that a requirement for public transit, following “traffic circulation” be added so that growth occurs where services exist.

Staff recommend for Policy f. to include “or the BC Ministry of Environment” since Vancouver Coastal Health is limited in the sewage treatment plant size of approval.

Staff recommend Policy g. replace the word “construction” with “smaller building”. Small homes are not a type of construction - they are a building type.



Policy h. speaks to the SCRD improving infrastructure servicing, transit and neighbourhood amenities in areas identified as “affordable locations”.

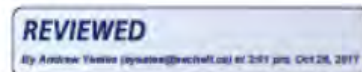
Based on the SCRD's research, community feedback and the Board's direction, SCRD staff have recommended OCP amendments to incorporate affordable housing policies across five applicable electoral areas.

Once adopted, the SCRD will incorporate provisions to support these policies into the zoning bylaws and any other relevant bylaws through bylaw reviews and updates. There are areas in the zoning bylaws that can be updated to support affordable housing policies; for example, increasing the maximum size of an auxiliary dwelling beyond 55 m<sup>2</sup> can provide more living space for an affordable unit where it can be adequately accommodated; reducing the minimum building width of a dwelling below 6 m can offer more flexibility in developing smaller lots, designing efficient living space and facilitating the placement of infill units or structures where appropriate.

Staff supports the creation of affordable housing policies for the rural areas. Such policies can complement the District of Sechelt's affordable housing policies and provide a region-wide response to this important issue. However, any policies which involve increasing housing density in the rural areas should be undertaken with caution, to control urban sprawl. The District suggests controls could be put in place by delineating urban containment boundaries for each of the neighbourhood 'hubs', or by stating which zones increased density will not be permitted. This could better be achieved through the creation of a Regional Growth Strategy for the entire Sunshine Coast.

Respectfully submitted,

Angela Letman, Municipal Planner



*Attachments*

1. *SCRD Agency Referral*
2. *SCRD Planning & Community Development Committee Staff Report – September 21, 2017*

## **Attachment D      Previously Proposed Affordable Housing Policies for First Reading**

### **Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross median household income. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. The following policies seek to create land use opportunities and favourable conditions for the provision of affordable housing through a number of strategies including infill development and density increase in appropriate areas and use of efficient design and technology.

#### **Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to affordable locations, such as village core areas.
- c. Integrate affordable housing within the rural context.
- d. Encourage small-lot subdivisions with density bonusing and adequate utility servicing.
- e. Encourage the use of advanced sewage treatment systems and efficient building and site design.
- f. Enhance affordability by improving infrastructure and servicing in affordable locations.

#### **Policies**

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
- b. Affordable location is key to locating medium-density and mixed-use development. Affordable locations are normally those near village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to major collector roads and public transportation. These areas shall be prioritized for multi-family residential development, which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.

- c. Affordable housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- d. In areas not designated by any other policies of the Official Community Plan for comprehensive development to support affordable housing, rezoning may be considered to allow a density bonus for subdivisions with a minimum lot size of 700 m<sup>2</sup>, provided that there is provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, storm water management, sewage treatment facility and traffic circulation. The density bonus provides an opportunity to integrate affordable housing with market-priced housing. This type of subdivision is generally intended for detached or semi-detached single-family homes. It helps to fill the gap between conventional low-density residential development and medium-density residential development. It offers an alternative for those who desire detached or semi-detached housing but cannot afford large lots. This type of development can increase residential density in rural areas and effectively blend into the rural landscape without affecting community character.
- e. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site-specific provisions to enhance long-term affordability of the development which can include energy and resource efficient building design, durable construction, and innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.
- f. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
- g. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
- h. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service.

**Attachment E**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 675.4**

A bylaw to amend the *Halfmoon Bay Official Community Plan Bylaw No. 675, 2013*

---

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 *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017*.

**PART B – AMENDMENT**

2. *Halfmoon Bay Official Community Plan Bylaw No. 675, 2013* is hereby amended as follows:

Insert the following section immediately following Section 28:

**29. Densification Strategies to Support Affordable Housing**

Densification is vital to increasing housing supply and providing diverse housing choices. Densification can create land use opportunities and favourable conditions for developing affordable housing through a number of strategies including residential infill and cluster and mixed-use developments in appropriate areas.

**29.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to Community Hubs.
- c. Integrate housing development with the rural context.
- d. Use housing agreements to secure affordable housing.

## 29.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units can be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing minimum parcel size requirements to qualify for multiple dwellings on a parcel, as defined in the zoning bylaw, shall be maintained.
- b. The Community Hubs shall be prioritized for multi-family cluster residential development which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Amendments to the land use designation within residential areas outside of the Community Hubs, affecting the subdivision district in the zoning bylaw, may be considered for residential subdivisions where the resulting subdivision creates three or fewer new parcels.
- d. Larger scale subdivisions outside of the Community Hubs, creating more than three new parcels and exceeding density limits of the zoning bylaw, shall not be permitted.
- e. Affordable or higher-density housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- f. Housing agreements pursuant to the *Local Government Act* shall be used as a tool to secure the provision of affordable housing in appropriate areas and the long term affordability of housing.

## PART C – ADOPTION

READ A FIRST TIME this	12 <sup>th</sup> DAY OF	OCTOBER	2017
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this			
	DAY OF	MONTH	YEAR
READ A SECOND TIME this	DAY OF	MONTH	YEAR

CONSIDERED IN CONJUNCTION WITH THE

SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE WASTE  
MANAGEMENT PLANS PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

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Corporate Officer

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Chair

**Attachment F**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 641.8**

A bylaw to amend the *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**

1. This bylaw may be cited as the *Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017*.

**PART B – AMENDMENT**

3. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended as follows:

Insert the following section immediately following Section 19:

**20. Densification Strategies to Support Affordable Housing**

Densification is vital to increasing housing supply and providing diverse housing choices. Densification can create land use opportunities and favourable conditions for developing affordable housing through a number of strategies including residential infill and cluster and mixed-use developments in appropriate areas.

**20.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to the Village Amenity / Density Bonus Area.
- c. Integrate housing development with the rural context.
- d. Use housing agreements to secure affordable housing.

## 20.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units can be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing minimum parcel size requirements to qualify for multiple dwellings on a parcel, as defined in the zoning bylaw, shall be maintained.
- b. The Village Amenity / Density Bonus Area shall be prioritized for multi-family cluster residential development which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Amendments to the land use designation within residential areas outside of the Village Amenity / Density Bonus Area, affecting the subdivision district in the zoning bylaw, may be considered for residential subdivisions where the resulting subdivision creates three or fewer new parcels.
- d. Larger scale subdivisions outside of the Village Amenity / Density Bonus Area, creating more than three new parcels and exceeding density limits of the zoning bylaw, shall not be permitted.
- e. Affordable or higher-density housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- f. Housing agreements pursuant to the *Local Government Act* shall be used as a tool to secure the provision of affordable housing in appropriate areas and the long term affordability of housing.

## PART C – ADOPTION

READ A FIRST TIME this	12 <sup>th</sup> DAY OF	OCTOBER	2017
PURSUANT TO SECTION 475 OF THE LOCAL			
GOVERNMENT ACT CONSULTATION			
REQUIREMENTS CONSIDERED this	DAY OF	MONTH	YEAR
READ A SECOND TIME this	DAY OF	MONTH	YEAR



CONSIDERED IN CONJUNCTION WITH THE  
SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE WASTE  
MANAGEMENT PLANS PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

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Corporate Officer

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Chair

**Attachment G**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 600.8**

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as the *Elphinstone Official Community Plan Amendment Bylaw No. 600.8, 2017*.

**PART B – AMENDMENT**

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

Insert the following section immediately following Section B-12:

**B-13 Densification Strategies to Support Affordable Housing**

Densification is vital to increasing housing supply and providing diverse housing choices. Densification can create land use opportunities and favourable conditions for developing affordable housing through a number of strategies including residential infill and cluster and mixed-use developments in appropriate areas.

**B-13.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to the Comprehensive Development Cluster Housing Areas.
- c. Integrate housing development with the rural context.
- d. Use housing agreements to secure affordable housing.

## B-13.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units can be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing minimum parcel size requirements to qualify for multiple dwellings on a parcel, as defined in the zoning bylaw, shall be maintained.
- b. The Comprehensive Development Cluster Housing Areas shall be prioritized for multi-family cluster residential development which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Amendments to the land use designation within residential areas outside of the Comprehensive Development Cluster Housing Areas, affecting the subdivision district in the zoning bylaw, may be considered for residential subdivisions where the resulting subdivision creates three or fewer new parcels.
- d. Larger scale subdivisions outside of the Comprehensive Development Cluster Housing Areas, creating more than three new parcels and exceeding density limits of the zoning bylaw, shall not be permitted.
- e. Affordable or higher-density housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- f. Housing agreements pursuant to the *Local Government Act* shall be used as a tool to secure the provision of affordable housing in appropriate areas and the long term affordability of housing.

## PART C – ADOPTION

READ A FIRST TIME this 12<sup>th</sup> DAY OF OCTOBER 2017

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

DAY OF MONTH YEAR

READ A SECOND TIME this

DAY OF MONTH YEAR

CONSIDERED IN CONJUNCTION WITH THE  
SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE WASTE  
MANAGEMENT PLANS PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

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Corporate Officer

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Chair

**Attachment H**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 640.2**

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

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

**PART A – CITATION**

1. This bylaw may be cited as the *West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017*.

**PART B – AMENDMENT**

5. *West Howe Sound Official Community Plan Bylaw No. 640, 2011* is hereby amended as follows:
  - i. Insert the following section immediately following Section 11:

**12. Densification Strategies to Support Affordable Housing**

Densification is vital to increasing housing supply and providing diverse housing choices. Densification can create land use opportunities and favourable conditions for developing affordable housing through a number of strategies including residential infill and cluster and mixed-use developments in appropriate areas.

**12.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to the Langdale Neighbourhood Village Centre.
- c. Integrate housing development with the rural context.
- d. Use housing agreements to secure affordable housing.

## 12.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units can be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing minimum parcel size requirements to qualify for multiple dwellings on a parcel, as defined in the zoning bylaw, shall be maintained.
- b. The Langdale Neighbourhood Village Centre shall be prioritized for multi-family cluster residential development which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Amendments to the land use designation within residential areas outside of the Langdale Neighbourhood Village Centre, affecting the subdivision district in the zoning bylaw, may be considered for residential subdivisions where the resulting subdivision creates three or fewer new parcels.
- d. Larger scale subdivisions outside of the Langdale Neighbourhood Village Centre, creating more than three new parcels and exceeding density limits of the zoning bylaw, shall not be permitted.
- e. Affordable or higher-density housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- f. Housing agreements pursuant to the *Local Government Act* shall be used as a tool to secure the provision of affordable housing in appropriate areas and the long term affordability of housing.

- ii Renumber Sections 12, 12.1 and 12.2 as Sections 13, 13.1 and 13.2.

## PART C – ADOPTION

READ A FIRST TIME this	12 <sup>th</sup> DAY OF	OCTOBER	2017
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this	DAY OF	MONTH	YEAR
READ A SECOND TIME this	DAY OF	MONTH	YEAR

CONSIDERED IN CONJUNCTION WITH THE  
SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE WASTE  
MANAGEMENT PLANS PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF MONTH YEAR

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

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Corporate Officer

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Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** David Rafael, Senior Planner

**SUBJECT:** SHORT TERM RENTAL POLICY OPTIONS

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### RECOMMENDATIONS

1. **THAT the report titled Short Term Rental Policy Options be received;**
  2. **AND THAT a report be provided to a Q4 Committee with draft bylaw amendments that include:**
    - i) **Definition of Short Term Rental (STR) in Zoning Bylaw No. 310 and Zoning Bylaw No. 337;**
    - ii) **Consideration of Temporary Use Permits (TUP) for STR with regulations to be noted in the general use provisions of the Zoning Bylaws;**
    - iii) **Proposed fines for “unauthorized Bed & Breakfast or Short Term Rental establishments” in *Municipal Ticket Information (MTI) Bylaw No. 558* and *Bylaw Notice Enforcement (BEN) Bylaw No. 638*.**
- 

### BACKGROUND

At the October 12, 2017 Regular Board meeting the following resolution was adopted:

272/17     **Recommendation No. 11**     *Short Term Rental – Public Consultation*

THAT the report titled Short Term Rental – Public Consultation be received for information.

AND THAT the Short Term Rental – Public Consultation Report be provided to the Sechelt Indian Government District, District of Sechelt and Town of Gibsons for informational purposes.

At the December 14, 2017 Regular Board meeting the following resolution was adopted:

347/17     **Recommendation No. 5**     *Municipal Ticket Information and Bylaw Notice Fine Review*

THAT the report titled Municipal Ticket Information and Bylaw Notice Fine Review be received;



AND THAT staff prepare amendments to the Municipal Ticket Information (MTI) Bylaw No. 558 and Bylaw Notice Enforcement (BEN) Bylaw No. 638 to:

1. Increase penalties for obstructing SCRD staff to \$500;
2. Increase penalties for building bylaw contraventions to \$250;
3. Increase all \$50 penalties to \$100;
4. Increase penalties for zoning contraventions from \$100 to \$150;
5. Add offence for land use contrary to zoning with a \$150 penalty;
6. Add offences for obstructing SCRD staff in relation to zoning and dog regulation bylaws with a \$500 penalty;
7. Add offences related to parks regulations for disorderly/offensive conduct, noise which disturbs and use contrary to regulations with a \$150 penalty;
8. Add offence for interfering with waterworks appurtenances with a \$500 penalty under BEN and \$1,000 penalty under MTI;
9. Harmonize schedules of offences and penalties.

*AND THAT fines for unauthorized Bed & Breakfast establishments be reviewed in the context of a staff report on short term rentals.*

As the STR Project is related to the proposed Affordable Housing Policies, public meetings were held in November 2017 to consider both projects. At the February 22, 2018 Regular Board meeting, the following resolution was adopted:

075/18      **Recommendation No. 3**      *Housing Policy - Public Participation Report*

The Planning and Community Development Committee recommended that the report titled Housing Policy - Public Participation Report be received for information.

An extract from the *Housing Policy - Public Participation Report* regarding input for the STR Project is included in Attachment A.

Staff met with the following stakeholders:

- All Advisory Planning Commissions (minutes in Attachment B);
- Roberts Creek Official Community Plan Commission;
- Sunshine Coast Housing Society;
- Pender Harbour Chamber of Commerce;
- Gibsons and Area Chamber of Commerce;
- Sechelt Chamber of Commerce;
- Sunshine Coast Tourism; and
- Habitat for Humanity;

## DISCUSSION

### *Analysis*

#### A. Additional Analysis of the STR Questionnaire Results

The report titled *Short Term Rental – Public Consultation Report* provided to the September 21, 2017 Infrastructure Services Committee summarized results from a questionnaire that was available on-line from June 19, 2017 to August 15, 2017 (respondents self-selected to participate).

Staff provided detailed analysis and summary of the questionnaire results at the November 2017 public meetings. Questionnaire results as provided at the November meetings are included in Attachment C.

#### B. Loss of Long Term Rental Supply and Impact on Affordability

No detailed, quantitative information exists about the impact STRs have on availability and affordability of Long Term Rental (LTR) on the Sunshine Coast. The questionnaire, public and stakeholder meetings provided a lot of qualitative information.

Feedback suggests that the number of available LTR options has been limited for a long time. Comments made at the public and stakeholder meetings stated that availability is particularly limited during periods when the real estate market is active, as it has been for the last few years. Information provided by staff at the public meetings regarding affordable housing noted that, based on the 2016 Census, 50% of households who rent are in unaffordable accommodation (Attachment D). This is compared to approximately 20% for those who own the housing. Affordability is commonly defined as less than 30% of gross (before tax) household income being spent on housing.

Several public meeting participants referenced having to leave LTR accommodation when the properties were sold or the property owners chose to use the dwelling for another purpose (personal use or operate an STR). Several participants noted experiences of LTR in their neighbourhood becoming STR. Some renters commented that the legislation is balanced too far in the property owners' perspective. The BC *Residential Tenancy Act* does not apply to living accommodation occupied as vacation or travel accommodation.

The questionnaire also gathered information from STR operators. Less than 5% of those choosing to respond indicated that if the dwelling was not used as STR it would be available as LTR. Most responding operators stated that the dwelling would be vacant or be available for friends and family to use. Several operators noted that the *Residential Tenancy Act* is balanced too far in the tenants' direction and they have experienced problems using their property as an LTR in the past due to difficult tenants. Flexibility is another aspect that makes STRs attractive for the property owner as the STR can be taken off the rental market when the dwelling is wanted for personal use or for family and friends. Issues related to the *Residential Tenancy Act* and flexibility provided by STRs were also noted by some participants at the public and stakeholder meetings.

Other feedback received at public and stakeholder meetings noted that conversion of LTR to STR is likely to impact affordability on the basis of reducing supply. There are other factors that impact affordability including property values and mortgage rates. Several comments stated that there is no guarantee that conversion to LTR would deliver affordable rentals and that other actions are needed to deliver affordable rental. Suggested actions include Federal/Provincial funding, changes in legislation or tax rules, housing agreements linked to allowing increased density and development on provincial or local government owned land. Such action would allow targeting resources to those most in need while also assisting those that are being priced out of the housing market or being forced to spend a high proportion of income for housing.

Another discussion point was that the impact of reducing the number of STR could increase the number of LTRs as owners of secondary homes will still want some income. While there is not a mechanism to ensure this would result in affordable LTRs it was felt that more supply would be beneficial.

#### C. Provincial Sales Tax (PST) / Municipal and Regional District Tax (MRDT)

The Province on February 7, 2018, announced an agreement with Airbnb regarding collection of the PST and MRDT. Airbnb will collect taxes and remit them to the Province on behalf of their STR operators. The Province also noted in this announcement that in the near future it will be looking to move forward with similar arrangements with other accommodation (STR) platforms.

Consistent taxation will help to create a more level playing field between STR and hotels. The lack of a level playing field is a concern that was expressed by Sunshine Coast Tourism and the Chambers of Commerce and also seen in questionnaire responses.

The 2018 Provincial Budget includes a plan for housing which notes that the additional STR taxation revenue “will help the Province and local governments ease housing affordability” and that local governments will have access to the additional MRDT revenue. The plan can be found at: [http://bcbudget.gov.bc.ca/2018/homesbc/2018\\_Homes\\_For\\_BC.pdf](http://bcbudget.gov.bc.ca/2018/homesbc/2018_Homes_For_BC.pdf).

#### *Options*

The following nine options are set out in more detail below for consideration:

- A. STR as a Permitted Use
- B. Amend Zoning Bylaws to Define Short Term Rental
- C. Establish General Regulations
- D. General Zoning Amendment
- E. Business Licensing or Registration
- F. Site Specific Rezoning and Temporary Use Permits
- G. Bylaw Enforcement
- H. Other Suggestions
- I. Maintain Status Quo

These options are not mutually exclusive - some support others and different options could be provided in different locations.

**A. STRs as a Permitted Use**

Currently STR is not a permitted use and no definition of STR is included in Zoning Bylaws Nos. 310 and 337.

Over 70% of questionnaire responses supported allowing STRs with most in support of setting conditions. Feedback received at the public and stakeholder meetings, stated that it would not be possible, without significant enforcement action to prevent STRs from operating within neighbourhoods.

Other points raised at the public and stakeholder meetings included:

- B&Bs are permitted, with regulations, so why not STR with similar regulations;
- Types of regulations that could be applied; and
- STRs are not a permitted use yet they do exist,

In order for STRs to be a permitted use definitions and specific regulations must be added to the zoning bylaws. Additional detail is provided below as to whether STRs should be permitted in specific zones, be subject to site specific zoning amendments or subject to temporary use permits.

**B. Amend Zoning Bylaws to Define Short Term Rental**

A review of BC local government approaches to STRs found that the short term rental period is commonly defined as less than 30 days and the type of accommodation can be part or all of a dwelling. The questionnaire provided feedback regarding a definition for short term rental with respect to length of stay. Over 60% of EA responses agree with the 30 day limit. A range of alternatives were suggested with no clear consensus. Most operators responded that the rental period was normally less than one week.

Feedback from the public and stakeholder meetings did not focus on the length of stay as a means of reducing potential impacts.

At this time staff recommend that bylaw amendments to Zoning Bylaw No. 310 and Zoning Bylaw No. 337 be initiated to set out a definition for STR meaning the rental of whole or part of a dwelling for periods of less than 30 days.

In preparing a definition, staff would consider the distinctions between STRs and B&Bs.

**C. Establish General Regulations**

Additional regulations could be included within the zoning bylaws. Staff recommend that if bylaw amendments are prepared to permit STRs then regulations should be included for consideration. The following are options for regulations:

**i) On-Site Operator**

This requirement was one of the most often noted suggestions. The most frequent suggestion was that the contact would be the property owner living on-site to manage the STR and be a point of contact if neighbours have complaints. An alternative

suggestion was that the operator live within a reasonable distance to respond to issues in a timely manner.

The Roberts Creek Official Community Plan policy 6.3.3 states that short term home rental where the owner or property manager is not present shall be discouraged.

Staff note that some municipalities make it a requirement of the business licence that the name and contact details of the STR operator be posted on-site so that neighbours can see the information without needing to go onto the property. This also provides the local government with a contact. The District of Sechelt *Business Licence Bylaw No. 520, 2012* has such requirements and specifies that the local contact needs to live within the District.

SCRD zoning bylaws include regulations that B&Bs be operated by the principal resident. There is no requirement to post the contact name on-site for the public.

Staff recommend that the need for a responsive and contactable operator is a key regulation that should be included in a proposed amendment to the two zoning bylaws.

ii) Dwelling Consideration

Another aspect is whether all or part of a dwelling should be used for the STR. Questionnaire responses indicate that over half of STRs make use of the entire house, cottage or a second house on the property. Less than a quarter of STRs only use rooms within a house. About one third of questionnaire respondents suggested there should be no limits on what type of space should be rented; there is no clear consensus for other options.

The City of Vancouver recently adopted regulations that restrict STRs to the principal residence (where owner lives), or in LTR where the landlord allows subletting as an STR.

SCRD zoning bylaws do not limit B&Bs to just a single dwelling and if a property is zoned for two or more dwellings they can operate in all dwellings on a parcel. Many residential and rural zoned properties allow for two dwellings, if large enough.

Staff recommend that STRs be limited to no more than one dwelling on a parcel. This will prevent multiple dwellings on a property being used as STRs and assure that at least one dwelling is used in whole or in part as a residence for the operator. This would support both responsiveness to STR issues and protection of housing supply for owner occupation or LTR. If the property owner wants to rent out an entire dwelling as an STR then two dwellings are needed on the parcel (one for the operator and one for the STR). Where two dwellings are permitted then this will allow the property owner to determine which dwelling should be used. No bedroom limit is suggested at this time. Thus the STR could be a few rooms or the entire dwelling.

Consideration could be given to whether B&B use should also be permitted in the other dwelling or more than one dwelling.

Staff note that the affordable housing policy project found that few parcels (about 10%) have two dwellings where zoning permits a second dwelling. Allowing property owners flexibility may encourage development of second dwellings.

iii) Limitations on Number of Guests

Several questionnaire respondents commented on limiting the number of guests staying in the STR as a means to reduce noise and parking impacts. Support for occupancy limits was also raised at the public and stakeholder meetings as a means of reducing impacts.

Zoning Bylaw No. 337 limits the number of B&B guests at two per bedroom with a limit of two bedrooms allowed in a B&B Home and five bedrooms in a B&B Inn. Zoning Bylaw No. 310 does not limit the number of guests, it limits the maximum floor area of a bedroom to 28 square metres and the number of bedrooms at two.

Staff recommend that a limit of the number of guests staying at an STR be considered as part of bylaw amendment drafting.

Consideration could be given to establishing a similar guest limit for B&Bs in Zoning Bylaw No. 310 and removing the floor area limit for bedrooms, for consistency.

iv) Parcel Size

The questionnaire gathered information as to an appropriate parcel size for STRs. Almost 40% of respondents recommended no size limit and 20% suggested over 4000 square metres (with about half of these supporting over one hectare).

Zoning Bylaw No. 310 sets minimum parcel size of over 2000 square metres for a B&B in the Residential One zone, there is no minimum in other zones where B&Bs are permitted.

Zoning Bylaw No. 337 sets a minimum parcel size of over 2000 square metres in the R1 and R1A zones for B&B Homes. There are a range of minimum parcel sizes for B&B Inns that correspond to when a second single family dwelling is permitted. No minimum parcel size is set for Commercial zones.

Consideration can be given in the bylaw amendments respecting parcel size for STRs, for example should it be on a parcel of any size or restricted to parcels where the zoning permits a second dwelling.

At this point, Staff recommend that STRs be permitted only on parcels large enough to allow a second single family dwelling. Parcel widths and setbacks can also be utilized to create larger buffers between dwellings. In some cases parcel size is not the true indicator to allow buffering between parcels. For example, if the parcels are long and narrow, the size might qualify in the zoning but dwellings in adjacent parcels can be in close proximity. All options can be considered should bylaw amendments proceed.

v) Other Regulations

Although these were not raised in questionnaire responses or at the public and stakeholder meetings there are zoning regulations set out for B&Bs related to maximum sign size, septic field capacity and number of employees.

Staff recommend that the same regulations should apply to STRs.

D. General Zoning Amendment

Information gathered by the questionnaire and feedback at the public and stakeholder meetings provided a range of divergent perspectives on preferred locations for STRs. There was a slight preference for being near commercial areas with some questionnaire respondents and meeting participants stating that STRs should not be in residential areas. This was due to concerns that included noise impact and impact on neighbourhood character. Rural areas with large parcels may be more suitable as density, in terms of numbers of dwellings in an area, is relatively low.

The Roberts Creek OCP identifies the Village Core area and locations nearby as appropriate for slight increases to commercial activity, such as allowing an additional bedroom for a B&B. The Halfmoon Bay APC noted that the Halfmoon Bay OCP was developed with a vision of “Rural by Nature” and some concern was expressed by the APC about increasing commercial activity in residential areas.

As there was no clear consensus regarding appropriate location and very local factors (such as parcel size and area character) affect suitability for STR, staff do not recommend amending the zoning bylaws to permit STR in specific zones or locations.

E. Business Licensing or Registration

Questionnaire feedback indicates use of business licences is a preferred regulatory method. This was supported by feedback at public and stakeholder meetings. The meetings allowed for more discussion and issues such as impact of non-STR businesses needing a licence and the benefit of having a strong regulatory tool were explored.

SCRD, like most regional districts, does not currently have authority to provide a business license service. If SCRD was to receive provincial approval to implement a business licence service, a process would be required to establish a new service (i.e. adopt a service area establishment bylaw after it undergoes an approval process) and also develop, adopt and resource a regulatory framework. It is not possible to limit a business licence service to just STR; all businesses within Electoral Areas would need to be licenced.

Staff recommend that due to provincial legislation and possible impacts on non-STR businesses that this option not be pursued.

An alternative would be to establish a voluntary register of STRs. In order for SCRD to maintain a list of operator contacts and know how many STRs are operating. This idea was suggested at public and stakeholder meetings. Staff consider that there is merit to this if STRs were to become a permitted use. Resources will be needed to establish and maintain

a register. This may be an option that can be pursued with agencies such as Sunshine Coast Tourism or the Chambers of Commerce at a later date.

F. Site Specific Rezoning and Temporary Use Permits

i) Rezoning

Rezoning was one of the main regulatory options suggested by questionnaire respondents, slightly behind temporary use permits (TUP). Site specific rezoning applications would allow for significant local input and allow consideration of local issues, such as the number of STRs already operating or previously the subject of rezoning applications.

This option is currently available to STR operators. However there are few guidelines set out in OCPs that would guide proposal review.

Amendments could be introduced to the OCPs that set out minimum requirements, based on the regulations set out previously in Sections B and C of this report, for considering a rezoning application to allow a site specific amendment to the zoning bylaws.

While the rezoning process can be complex, the advantage to the operator is that if the site specific bylaw amendment is adopted the use would be permanently permitted for the property, subject to the non-conformance section of the *Local Government Act*.

ii) Temporary Use Permits

A TUP may allow any use that is not permitted by a zoning bylaw to take place. A TUP can set conditions to be met and the length of time that it is valid for up to a maximum of three years. A TUP can be renewed for another period of up to three years; there is no obligation for the local government to renew a TUP.

This option would require amendments to OCPs or zoning bylaws to allow SCRD to consider issuing TUP on a site by site basis. The amendments may establish criteria for considering applications and could be based on the regulations set out in Sections B and C.

The TUP process allows for public consultation although there is no need for a public hearing. The process is less complex and the advantage for the community is that the use is not permanently permitted. Feedback from the public and stakeholder meetings considered TUPs as a useful option in part because there is an emphasis placed on the operator to work with the neighbourhood and the SCRD to minimize negative impacts. If this cooperation does not happen the TUP is not likely to be renewed or re-issued.

TUPs will provide the SCRD with a record of STRs and allow for targeted enforcement of infractions and dissemination of guidance to address nuisances.

Staff recommend introducing bylaw amendments to allow for consideration of TUPs. The bylaws will need to be the subject of referrals and a public hearing.



#### G. Bylaw Enforcement

Questionnaire analysis indicated that less than 20% of respondents considered the \$100 fine for zoning bylaw contravention or noise to be appropriate. The public and stakeholder meetings also provided feedback that the \$100 fine is likely too low to be a significant deterrent.

SCRD has recently increased fines set out in the *Municipal Ticket Information (MTI) Bylaw No. 558* and *Bylaw Notice Enforcement (BEN) Bylaw No. 638*. The relevant fines for STRs was increased from \$100 to \$150 (penalties for zoning contraventions) and a new offence was added for land use contrary to zoning with a \$150 penalty. The fine for 'unauthorized Bed & Breakfast establishments' was identified as needing review.

Staff note that there is a BEN maximum fine of \$500 per event and MTI maximum fine of \$1000. Additional research will be conducted to find out if local governments are introducing specific fines for STRs, as new policies/regulations are adopted or, for municipalities, if the focus is on fines related to business license infractions.

If the zoning bylaws are amended to define STR and include them as permitted uses then the infraction could be amended to "unauthorized Bed & Breakfast or Short Term Rental establishments."

#### H. Other Suggestions

Several suggestions were received at the meetings or provided in responses to the questionnaire. Some of these are:

- Provide guidance for operators to give to their clients such as date/time of garbage pickup, how to be bear aware, location of leisure facilities such as parks/recreation centres/shopping, good neighbour guide and burning restrictions. This may assist in reducing some of the negative impacts from tourists.
- There should be regular publicity that explains the rules.
- Work with companies such as Airbnb to ensure that any STRs that are on its website meet local regulations.
- Limit the total number of STRs in neighbourhood or set minimum distances between STRs to prevent areas becoming "transient hotel zones".
- Establish a maximum number of days per year that a dwelling could be used as an STR.

These suggestions will be considered during bylaw amendment drafting and shared with agencies such as Sunshine Coast Tourism for their consideration.

#### I. Maintain Status Quo

STRs can negatively impact neighbourhoods and there is feedback that they impact rental housing. There are, however, actions that the SCRD can take to address infractions on a

complaint-based enforcement process. Affordable housing opportunities may increase if enforcement action results in an STR closing and the space being used for LTR.

Staff do not recommend maintaining the status quo as this will remove the opportunity to clarify what the parameters are for what an STR is and establish locations where or under what regulations they are permitted.

#### *Organization and Intergovernmental Implications*

Amendments to bylaws require staff resources. If the use of TUPs or site specific zoning becomes prevalent then there could be a significant workload to process applications. However this will allow for public input to consider site specific issues. Use of bylaw amendments to permit STRs in specific zones will reduce the longer term workload but is likely to require significant public consultation. The status quo includes community friction and confusion about rules. Clarity around STR regulation could help channel positive STR impacts appropriately.

#### *Financial Implications*

Staff resources will be dedicated to move forward with any bylaw amendments.

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

The timeline proposed for amendment drafting (Q4) ensures alignment with work underway for the review of Zoning Bylaw No. 310.

If the Board adopts the recommendations then a future report will be provided with draft bylaws for consideration of First Reading and referrals will commence.

#### *Communications Strategy*

If Bylaws amendments are pursued then referrals will be sent to:

- Advisory Planning Commissions;
- *shíshálh* and Sk̓wx̓wú7mesh Nations;
- District of Sechelt and Town of Gibsons
- Agencies that were consulted during the STR project; and
- Public through public information meeting(s).

Information will be posted on the SCRD website and requests for input can be advertised through SCRD social media.

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

The STR project meets the Strategic Plan Values of:

- Collaboration
- Respect and Equality, and
- Transparency

## CONCLUSION

Staff have conducted research on Short Term Rental operations on the Sunshine Coast. This included a questionnaire and public and stakeholder meetings. There appears to be overall support for permitting STRs subject to establishing regulations that minimize negative impacts. Several options are available for addressing STRs.

Staff recommend that a report be provided to a Q4 Committee with draft bylaw amendments that include:

- i) Definition of Short Term Rental (STR) in Zoning Bylaw No. 310 and Zoning Bylaw No. 337;
- ii) Consideration of Temporary Use Permits (TUP) for STR with regulations to be noted in the general use provisions of the Zoning Bylaws; and
- iii) Proposed fines for “unauthorized Bed & Breakfast or Short Term Rental establishments” in *Municipal Ticket Information (MTI) Bylaw No. 558* and *Bylaw Notice Enforcement (BEN) Bylaw No. 638*.

## Attachments

Attachment A - Extract from Public Participation Report – Housing Policy (dated February 2018)

Attachment B - Extracts from APC Minutes

Attachment C – Posters Provided at Public Meetings

Attachment D – Housing Affordability on the Sunshine Coast

Attachment E – Stakeholder Feedback

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

## ATTACHMENT A

Extract from Public Participation Report – Housing Policy (dated February 2018)

### 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

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

## ATTACHMENT B

### Extracts from APC Minutes

#### **EGMONT / PENDER HARBOUR ADVISORY PLANNING COMMISSION January 24, 2018**

##### 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.

#### **HALFMOON BAY ADVISORY PLANNING COMMISSION January 23, 2018**

##### 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.

#### **ROBERTS CREEK ADVISORY PLANNING COMMISSION January 15, 2018**

##### **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.”

## **ELPHINSTONE ADVISORY PLANNING COMMISSION – January 24, 2018**

### **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.

### **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.
- SCRD 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.

**WEST HOWE SOUND ADVISORY PLANNING COMMISSION January 23, 2018**

**DELEGATIONS**

The 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**

**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.

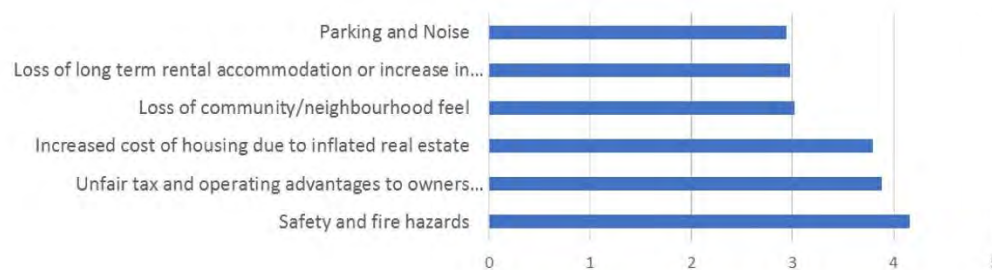
## ATTACHMENT C

# Short Term Rental

## Questionnaire Results Electoral Areas Only



### Impacts (lowest number is the most important) Rural Electoral Area Responses

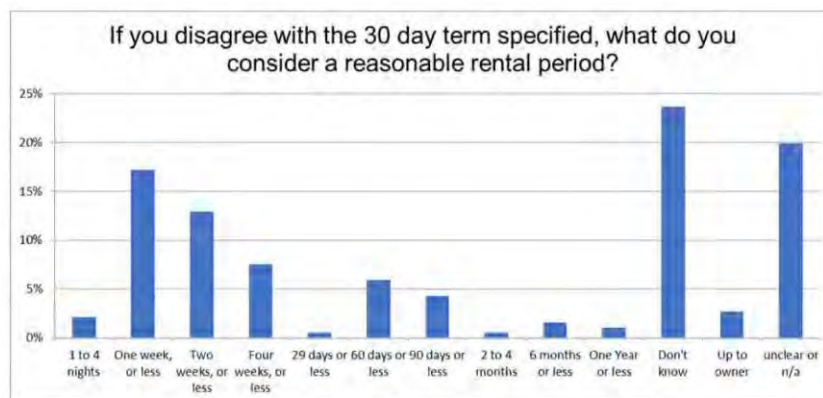
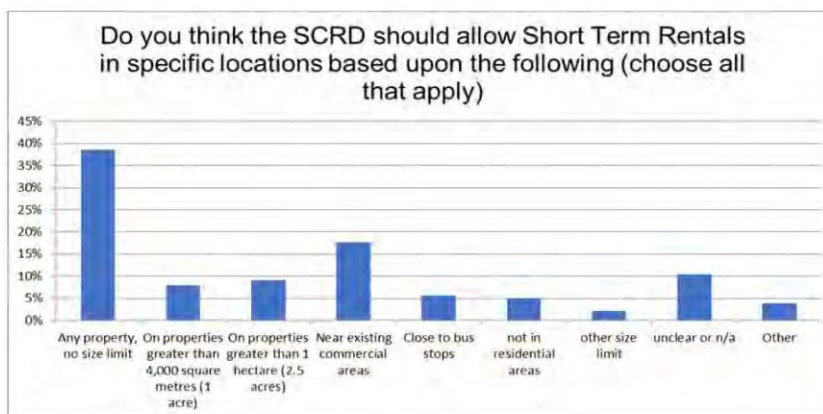
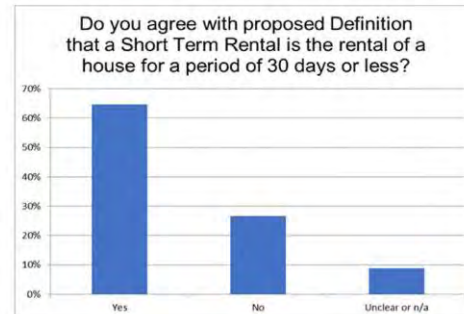
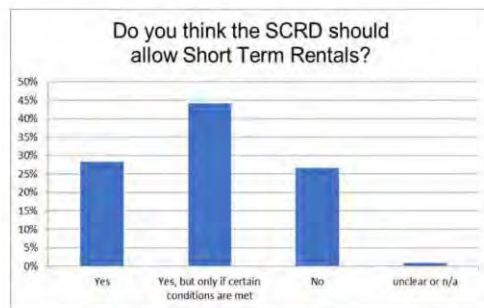


### Benefits (lowest number is the most important) Rural Electoral Area Responses



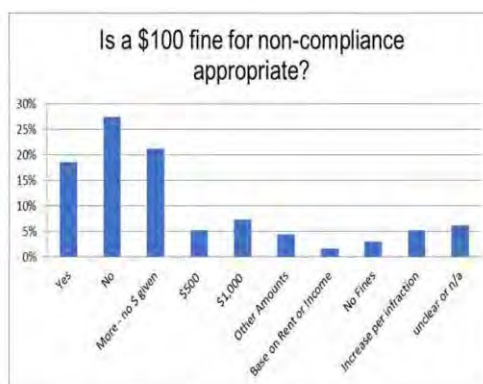
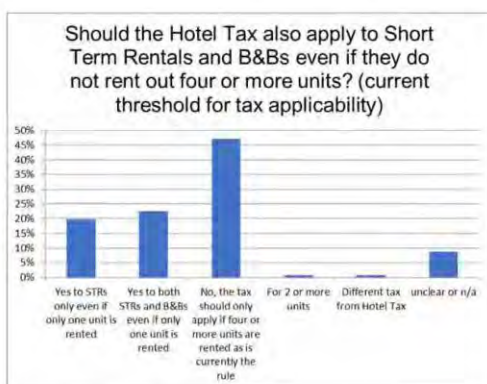
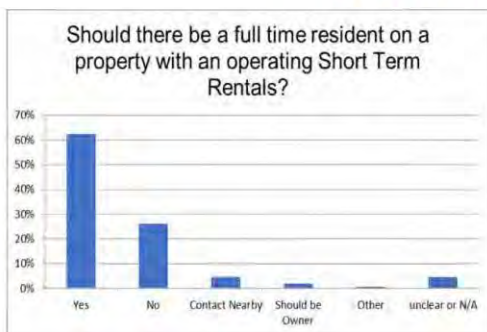
# Short Term Rental

## Questionnaire Results Electoral Areas Only



# Short Term Rental

## Questionnaire Results Electoral Areas Only



Note: Hotel Tax (Municipal and Regional District Tax) and funds Sunshine Coast Tourism to promote the Coast as a tourist destination

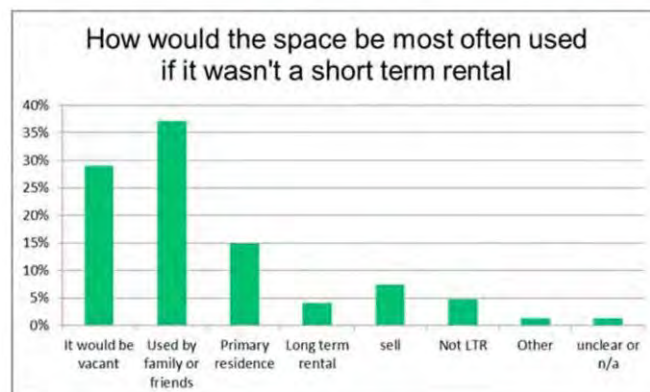
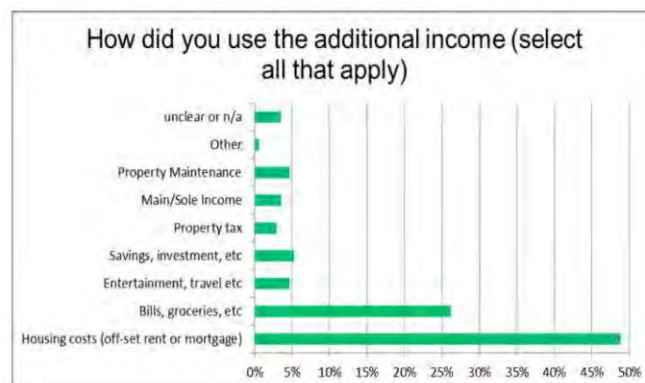
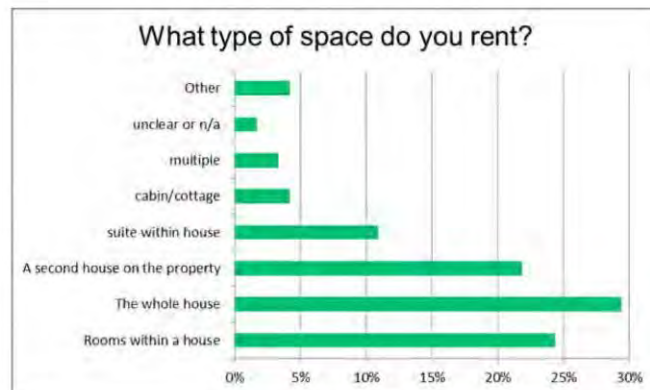
Current SCRD Bylaws allow for more than one fine to be issued if the complaints continue or the issues are not resolved





# Short Term Rental

## Questionnaire Results Operators Only

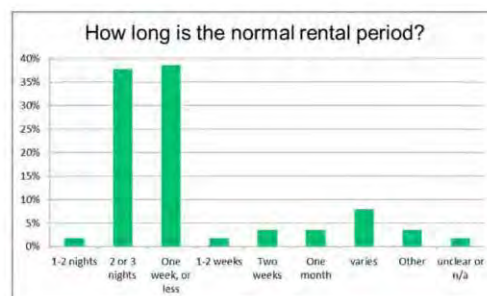
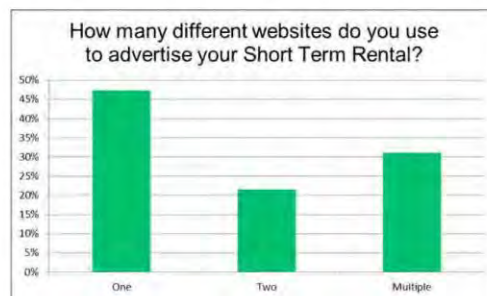
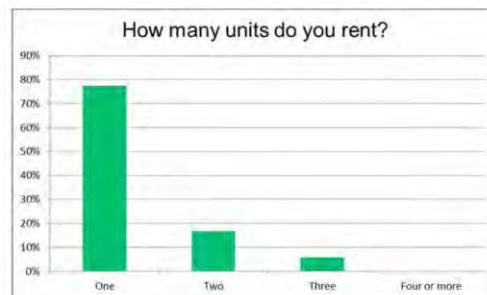


[www.scrd.ca](http://www.scrd.ca)



# Short Term Rental

## Questionnaire Results Operators Only





# Short Term Rental

## Questionnaire Results Some of the Comments

STR are too disruptive in all but the most secluded areas.

Most of the customers visit my store are staying at regular homes through AirBnb or Vacation Home rentals by owners because hotels and resorts are all booked up or they simply prefer those type of accommodations.

Often at night, the renters will be outside drinking, playing music, shouting, and having campfires long into the early morning hours.

It helps our young family survive the increasingly high rents on the coast...

I believe that short term rentals bring much-needed off-coast money into our community.

Why is SCRD considering changing bylaws to appease those who have no respect for existing bylaws?

To have a second property is a lifestyle choice. Sure, there may be a financial hardship in having two or three or more properties, but do we (as a community) have any obligation to change our bylaws to make this lifestyle choice more affordable?

Often, many more people show up than have been agreed to in the rental contract.

...young people have nowhere to rent...

We bought in this area for the peace and quiet. It's becoming out of control.

...benefits of this kind of rental far out ways the cons for all the community...

Should be in commercial zoning areas.

I don't think STR should be allowed in residential areas.

...the most important issue is the number of "guests" allowed per unit...

Lots of STR operators are real estate speculators.

I think a mandatory Business License would enable keeping track of B&Bs and STRs effectively...

...stay in short term rentals as they are often better equipped and more suitable to families due to a lack of proper hotel accommodation.

Using airbnb is a simple way to rent out space in our home when it is unused.

Allowing only 1-2 bedrooms would not facilitate tourism as most renters are looking for an entire house.

Many homeowners use their suites for family and friends and do not want full time renters.

Short term rentals help animate the Sunshine Coast.

On our little grassy path road of about 12 homes there are already 5 short term rentals with 1 more being planned!

Within 80 yd. stretch of our home there are 4 STR. Two other homes are renovating and will become STRs once completed and neither will be occupied by the new owner.

I attribute the sever reduction in rental units and equally severe increase in price to a considerable degree to tourist rental

Stay out of our lives, taxation is theft.

This should not be allowed period

STR's are spoiling the character of our neighbourhood

Being able to rent a few week of the summer is what enables me to continue to spend time here on the coast myself

There is a desperate shortage of long term rental accommodation on The Coast

STR's are important today because of the lack of any significant hotel presence

The operators can make money by renting to long -term residents.

There is not enough accommodation on the Coast and Sunshine Coast Tourism is working very hard to increase travel to this area.

We have probably a dozen small motels sitting nearly empty and if STR closed these could be active again.

The damage they do far outweighs any benefits to the community so they should be closed.



# Short Term Rental

## Questionnaire Results Some of the Comments

There are big differences between renting out houses, rooms in houses, cabins and micro-cabins

It has been an advantage to be on the same property to manage guests

SCRD has too many things to deal with, fine the noisy ones

Our realtor said that no one wants to buy next to a STR.

These STR are operating businesses within their homes that impact neighbors and currently do so without having to meet requirements that hotel/motels need to meet to provide accommodation.

The tenants have all the rights and the homeowner has none. We had rented out our property long term and have had nothing but problems.

Operating an STR my neighbours have never, not even once, found it necessary to complain about noise or anything else. BUT I have had to call the police several times to complain about my neighbours making excessive noise after 11 pm and disturbing me and my guests

I hope a lot will be done to try to stop STRS so our rental market isn't decimated and people renting like me can find stability and set down roots

My apartment has been changed to a STR and now finding a rental apartment or basement suite is nearly impossible because monthly rentals on basement suites seems to have gone up

Too many places to rent now rent only between October and April so they can be rented in the summer as STRs

B&B is hands-on & less likely to cause issues.

We had to be out for summer because they make in one week what we paid in a month apparently. We could not find summer housing. Slept in a tent with 2 kids all summer...

Our realtor said too many areas are becoming what she termed "transient hotel zones".

I live up here because I value being able to call on neighbours for a helping hand and to be able to do the same for them. Businesses in our residential neighbourhoods is destroying neighbourhood cohesion.

You need to be more aware of empty homes by foreigners causing housing shortage

Licence, Regulate and ENFORCE

While there have been some complaints about noise that can easily be addressed with existing bylaws

Allowing a homeowner to engage in STRs creates a revenue stream which allows them to upgrade their property.

Short term rentals should be allowed in housing accommodations that are occupied by a homeowner and made available as a short term rental when that homeowner is away

This better be about more than just creating another way to tax/ fine people. Money grab.

STRs remove a large number of housing options for everyone. Without available housing the local economy suffers.

I don't know who is stirring this up but there is something sadly wrong with local government dictating how housing can be used for housing.

I really can't think of anyone I know that isn't or hasn't been affected by the housing crisis and many of those who haven't worry about losing their housing for one reason or another.

Our purpose built (STR) units allowed us to afford the property on the coast.

What a home owner does on their property is none of your business.

B and B's and short term vacation rentals do not influence the availability of long term rental accommodation - the economics and motivation are totally different - in fact, bureaucratic intervention may well reduce the economic benefits to the Sunshine Coast ! Better to encourage long term rental by other means.

They should be limited to how many in a neighbourhood.





# Short Term Rental

## Questionnaire Results Some of the Comments

Focus on proper hotel accommodation, high rise apartments, seniors housing complex and the STR issue will disappear.

Allowing STR's essentially permits residential communities to be rezoned by the property owners themselves without any public consultation or restrictions.

Tourism is the most important economic sector on the Sunshine Coast - but the STRs must be regulated to ensure sustainability.

Fines should be escalating to discourage future and chronic abuse. STR should not have a negative effect on neighbours. STR have many pluses, but when the neighbourhood is negatively affected who do you call? The SCRD? Good luck with that.

A "bad" STR is gone in a few days, where a "bad" LTR has a longer lasting, and a greater impact on a community

Many STRs that I have spoken to would not continue to rent if they were no longer allowed. The problems we have seen due to poor quality tenants have made many, including myself, unwilling to rent full-time.

I do not understand why STRs have been allowed in zones which clearly do NOT allow them in SCRD bylaws

You must look at long term rental units as a priority I am a business owner and my staff are being out priced by STR it will lead to critical staff shortage in many business as is becoming the case now

I think the owner should be present at least on the property (i.e., okay to rent out a bunkie or cabin on the property)

I am a senior with disabilities on a fixed income. Prices for rental units on the coast have risen sharply in the last few years especially.

I think STRs should be allowed, but they are very disruptive to full time residents when the STR is too close to your own house

Hire more bylaw officers and deal with the specific problems rather than lumping everyone into a problem that is very specific

The rates/accommodation for a short term rental are better than the unacceptable conditions of your so-called hotels...Your B&B's are over priced and some owners are busy bodies -

STRs are destroying our communities and turning our neighbourhoods into transient motel zones.

My biggest concern is the lack of stable rental housing for residents of the sunshine coast. I'm not sure that any regulation of STRs will actually have an impact on this shortage

STRs are destroying the few real B&Bs that are left.

The SCRD should investigate how to emulate the protections that AIRBNB, VRBO and others offer the home owner. If the same assurances were available under the landlord-tenant act, many more homeowners would be more comfortable providing the much needed medium/long-term rental housing

Personally, when I travel, I look for short term rentals. I have many food intolerances and need to have cooking facilities.

Vacation rental owners decide on offering short-term rentals over traditional long-term tenants not because it generates more money but because the tenancy act doesn't do enough to protect landlords...If the SCRD clamps down on vacation rentals, owners won't offer the properties to long-term tenants.

STR's could be regulated for a maximum amount of nights per annum

STRs do add to the diversity of accommodation for tourists and other visitors but having lived in Vancouver up until 1.5 years ago, I can say that they present a slippery slope to unaffordability and housing inequality.

As I said earlier, it is lack of affordable long term rental properties that is my main concern. Having read all the background etc., I now wonder whether that issue is better attacked with positive regulations that encourage that, rather than rules that discourage this (str).



[www.scrd.ca](http://www.scrd.ca)



# Short Term Rental

## Questionnaire Results Some of the Comments

The most important issue for me is addressing the noise from STR.

Neighbourhood approval on a continuing basis must be provided to ensure negative effects do not occur or remain in place once noted.

There also appears to be an assumption that the 'STR' would become long term rentals which we believe is not true. Some situations, property arrangements, lend themselves to shorter rental times.

The fine should be more than \$100 as that would simply become part of the cost of doing business.

Residents buy a house in a residential neighbourhood for community reasons and do not expect to have a business spring up next door to them.

Homeowners should not have to provide affordable rental housing. Governments mandate.

Our landlord/tenant laws are so one sided it is a wonder that any home owner chooses to rent long term (LTR) at all

The area that we use for a STR is also used by family and friends that visit (and contribute to the local economy). If we were unable to do a STR, we would not have a full time renter in the space as it is not flexible for when we want to have visitors.

Long term rentals are greatly affected by this. We are losing local housing and putting people on the street. We may get more tourists, but no working resident can afford to live here.

Would suggest considering incentives for people to create/offer long term rental units on their properties - e.g.: tax rebates, construction grants

We never know who the homes are rented out to, so we have a constant change of neighbors...some are reasonable others are very noisy party animals from the City with absolutely no consideration for local residents then off back to town again anonymously ruining a quiet area.

Restricting the use of private property will not increase long term rental accommodations. The Landlord and Tenant legislation is the main cause of the shortage on long term rental accommodation

Working in the rental and housing sector on the coast I can assure you that STR's are ruining this community. Ridiculously inflated rents, lack of rental housing, inflated property values, lack of community, poverty creating...

I have staff who are forced to squat in the forest because there is nowhere they can afford and they work full time at \$17/hr. We are being priced out of this place.

It's embarrassing that we are even concerned with STRs when people are living in their cars, in tents, and other unacceptable circumstances.

I know at least 20 families that have been evicted in the last two years so that the owners can have a short-term rental.

I would like to build a second dwelling on my property to have available for family and friends when they visit. When they are not in town, I would like to use it as a short term rental to help pay for it.

Personal residence and investment. How dare you consider regulating my investment.

There should be a limit of STRs in a given area, e.g. 25. Permits can be issued on a lottery system every year.

If STRs are restricted to homes where a resident is present, there will be a level of control on these guests to reduce potential problems among neighbours.

Our neighborhood has been severely disrupted by so called "B&B" rentals, which take in up to 40 people at once on occasion... Set a limit for each property to have, as a maximum number of people at any given time.

I don't think it is fair to residents in a neighbourhood to have a B & B or STR operating without them paying a different tax and water rate.

Build more tourism accommodation, so STR will not be such an issue.





**ATTACHMENT D**

Electoral Area	Owned Housing			Rented Housing	
	Median household gross income	Median dwelling value \$	% of households spending 30% or more on housing cost	Median monthly rent \$	% of households spending 30% or more on housing cost
A	52,512	525,198	18.7%	781	51.1%
B	66,011	501,741	22%	1,085	54.5%
D	62,976	591,519	20.9%	1,067	49.3%
E	70,286	466,331	17.1%	925	51.9%
F	68,813	501,741	19.7%	1073	51.4%
Canada	70,336	341,556	16.6%	910	40%

Source: Sunshine Coast Profile 2016 Census (Statistics Canada)

## ATTACHMENT E



**Letter of Support for SCRD for finding a Short Term Rental resolution for the Lower Sunshine Coast**

As British Columbians continue to embrace the sharing economy, short-term residential rental companies, such as Airbnb and Vacation Rental by Owner (VRBO), and Online Travel Agents (OTAs) such as booking.com are gaining a larger presence across British Columbia. Currently, these companies or "Booking Agents" do not fall under any of the regulatory, legal, taxation, health and safety or insurance laws of traditional accommodation providers.

While these online platforms have the potential to be valuable conduits for bringing visitors to British Columbia and bolstering the tourism industry, there needs to be further management of this emerging sector. Currently, these commercial transactions are not generating the tax revenue they should but also short-term accommodations are possibly affecting the ability for those wanting to rent or purchase affordable housing.

**THE CHAMBER RECOMMENDS:**

The District of Sechelt and SCRD:

- create a level playing field for both traditional accommodation providers and short-term rentals
- re-visit zoning bylaws to determine if updates are required for short-term/long-term rental use of property
- enforce the requirement of holding a Business License for operating short term rentals
- develop a partnership with Airbnb etc. to place the onus on these online market places to ensure each short-term rental holds a valid Business Licence and is correctly zoned before listing on their platform.

That the Provincial Government:

- Ensure that appropriate PST and applicable MRDT be collected and remitted at the point of purchase of room nights on short-term residential rentals; and
- Ensure that all operators, managers and/or booking agents of 4 or more rooms be subject to collection and remission of PST and applicable MRDT taxes.

Sincerely,

Sechelt & District Chamber of Commerce

Sechelt and District Chamber of Commerce  
P.O. Box 360 Sechelt, BC  
Telephone: 604-885-0662  
Website: [www.secheltchamber.bc.ca](http://www.secheltchamber.bc.ca) Email: [exec@secheltchamber.bc.ca](mailto:exec@secheltchamber.bc.ca)



Sunshine Coast Tourism  
PO Box 1883  
Gibsons BC  
V0N 1V0  
T: 604-618-1963  
E: paul@sunshinecoastcanada.com

August 15, 2017

Chairman and Directors  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1

Dear Chairman and Directors,

**RE: SHORT TERM ROOM RENTAL POLICY**

I write this letter on behalf of the Sunshine Coast Tourism board of directors to provide some input from our organization to the Sunshine Coast Regional District on the impacts of Short Term Rentals (STR) in our communities.

First off, I would like to thank the SCRD for proactively engaging in the discussion around Short Term Rentals.

*Definition: “**Sharing Economy**” an economic system of decentralized networks and marketplaces that unlocks the value of underused assets by matching needs and haves, in ways that often bypass traditional providers.*

The ‘sharing-economy’ is here to stay and it is growing rapidly world-wide; industry analysts are predicting the global vacation rental market will close in on \$170 billion by 2019.

This rapid rise is forcing policy makers at all levels of government to evolve as the internet continues to transform our society. Getting ahead of this issue with the advantage of learnings from other jurisdictions, will help us best facilitate a balanced policy that both realizes the positive values and potential of STR’s in our region while mitigating many of the negative effects.

There are valid concerns about STR effects within the SCRD, in particular, around the decline of affordable housing, increasing commercial activity within residential zoned neighbourhoods, a lack of administrative oversight for safety and insurance, and the need to create a ‘fair and balanced playing field’ for the entire accommodation sector, which collects the MRDT on behalf of the tourism industry to fund the local Destination Marketing Organizations (DMO). In this regard, we are on record supporting the removal of 78(1)b from





Sunshine Coast Tourism  
PO Box 1883  
Gibsons BC  
V0N 1V0  
T: 604-618-1963  
E: paul@sunshinecoastcanada.com

the Provincial Tax Code, which exempts operators of less than four rooms from collecting the 8% Provincial Hotel Room Sales Tax and the 2-3% Municipal & Regional District Tax (MRDT).

Many factors beyond just STR's contribute to these larger issues, which points to the need for all levels of government to be engaged together in solving them.

There are also benefits of STR's being allowed in our community and these positive contributions should be recognized. The new web-based platforms such as AirBnb, FlipKey, HomeAway, VRBO to name a few, have provided a quick and easy platform to allow homeowners to market and manage their accommodation offerings. This has provided much needed economic activity in our region as well as a diverse and expanded accommodation capacity for visitors without the need for a major capital investment such as a hotel, which can take decades to produce. This has not only helped grow the tourism sector directly, but also other parts of the visitor economy that require more capacity beyond the traditional accommodation providers like when large events take place such as sports tournaments, conferences, and festivals.

In closing, Sunshine Coast Tourism will continue to support a 'level-playing field' for the entire accommodation sector and for prudent regulation by the local and provincial government that facilitates a safe and quality experience for both visitors and their hosts.

Thank you for your time and attention to this matter. If you require any clarification or further discussion, I am at your disposal.

Sincerely,

Paul Kamon - Executive Director

CC: Martin Prestage, President of Sunshine Coast Tourism; Cheryl Mackinnon, Chair of Sunshine Coast Tourism Accommodation Sector Committee; Walt Judas, Executive Director of Tourism Industry Association of BC; David Rafael, Senior Planner SCRD, Dave Chisholm, Sunshine Coast Economic Development Organization Chair



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 8, 2018  
**AUTHOR:** Yuli Siao, Senior Planner  
**SUBJECT:** District of Sechelt Referral - OCP Amendment 3370-20 2018-01 (Apartment Building)

---

### RECOMMENDATIONS

**THAT** the report titled District of Sechelt Referral - OCP Amendment 3370-20 2018-01 (Apartment Building) be received;

**AND THAT** the SCRD respond to the District of Sechelt with the following comments:

1. The proposal has no negative impacts on SCRD's land use policies.
2. The proposal will impact the taxation apportionment between the Member Municipalities and Electoral Areas.
3. Consideration should be given to ensure the refuse room identified in the proposal has adequate storage for containers for separating garbage, recycling and organics, and is accessible to building occupants and collection service providers.
4. A Development Cost Charge of \$195,851 is required prior to development approval as per Sunshine Coast Regional District Development Cost Charges Bylaw No. 693, 2015.
5. Two new fire hydrants, located at the northeast corner of Lot 19 and southwest corner of Lot 21 will be required.
6. Water modelling of the proposed development will be required to ensure there will be adequate fire flows to support the proposed development and sustain service to the surrounding area. Depending on the results of the water modelling, further infrastructure improvements may be required.
7. Requirements of SCRD Water Rates and Regulations Bylaw No. 422 must be complied with.
8. The SCRD strongly encourages and expects the use of water conservation measures when increasing density provisions within an OCP. This can include high efficiency appliances, xeriscaping, and rainwater harvesting for irrigation as detailed in this report.

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

---

### BACKGROUND

The SCRD received a referral from the District of Sechelt regarding an amendment to their Official Community Plan (OCP) to permit a density increase from 100 units / ha to 114 units / ha for a proposed apartment building located in Downtown Sechelt. Density is measured in the

number of units per hectare. In this case the density for the proposed 47 apartment units on 0.41 ha of land is 114 units / ha. Excerpts from the referral package are included in Attachment A.

## **DISCUSSION**

The three parcels proposed for development are located at the southeast corner of Wharf Avenue and E. Porpoise Bay Road in Sechelt (see Location Plan in Attachment A). The proposal is for a 6-storey building comprised of 47 apartment units of various sizes, a 1000-square foot commercial space and 82 underground parking spaces.

The location is part of the Downtown Centre district which the District of Sechelt OCP considers suitable for residential densification and mixed use development. The District of Sechelt OCP permits a maximum density of 100 units / ha for this area. The proposed development would have a density of 114 units / ha. Therefore an OCP amendment is required to allow for the density increase.

SCRD OCP policies encourage the provision of diverse housing types and choices. This development, although within the District of Sechelt, can help to enhance housing supply, especially medium density residential units at the regional scale. The proposal is also consistent with the Regional Sustainability Plan envisioning the provision of a wide selection of housing options to meet present and future demands.

SCRD departments have reviewed the referral and provided the following comments. These comments should be considered in the application process for this District of Sechelt OCP amendment.

### Finance

With an increase in allowable density, the SCRDC could expect pressure related to infrastructure and service costs. The 47 new residential units will increase the total assessed value of all properties for the District of Sechelt and the Sunshine Coast as a whole. This will impact the taxation apportionment between the Member Municipalities and Electoral Areas.

### Solid Waste

The refuse room identified in the proposal should have adequate storage for containers for separating garbage, recycling and organics, and must be accessible to building occupants and collection service providers.

### Infrastructure

The development charge cost for this development will be \$195,852.

The following infrastructure improvements will be required:

1. Two new fire hydrants, located at the northeast corner of Lot 19 and southwest corner of Lot 21.
2. Water modelling of the proposed development to ensure there will be adequate fire flows to support the proposed development and sustain service to the surrounding area.

Depending on the results of the water modelling, further infrastructure improvements may be required.

Requirements of SCRD Water Rates and Regulations Bylaw No. 422 must be complied with, particularly the following sections:

- Rain sensors on irrigation systems

21.3 A rain sensor must be installed as part of any irrigation system regardless of whether it is a new installation or existing system.

- Toilet and fixture efficiency

8.1 After July 2, 2002, all water closets (toilets) installed in any building supplied by a Regional District water system shall be of a design that uses no more than seven (7) litres per flush, including dual flush technology, without the aid on any add-on or retrofit devices.

8.2 All water closets must comply with CSA standards as per the BC Building Code (CSA B45.1) and be marked with LC, 6LPF, LC/6 LPF (as stated in the BC Water Conservation Plumbing Regulation).

In addition to the above requirements, the SCRD strongly encourages the use of water conservation measures, including high efficiency appliances, xeriscaping and rainwater harvesting for irrigation. The following comments are offered:

If irrigation is included:

- Rain water harvesting cistern system to use non-treated water for irrigation would be recommended.
- SCRD's Drought Management Plan restrictions must be respected. The Plan has specifications on rate of flow and pressure for micro drip irrigation systems, which are exempt from some restrictions.
- The subject location is within Downtown Sechelt Development Permit Area 6 where landscaping of a development is reviewed through a development permit. The SCRD recommends incorporating the above water conservation measures into the landscape design for the project, which can include xeriscaping, drip irrigation, and rain water harvesting, and implementing the design through the development permit process.

If rainwater harvesting is undertaken, deploy:

- Graywater plumbing to make indoor use of graywater possible now or in the future.
- Rainwater harvesting cistern of sufficient size that can meet irrigation needs for 60 or more days without precipitation.

## CONCLUSION

SCRD staff have no objection to this District of Sechelt OCP amendment, and recommend that the District of Sechelt consider the above comments and requirements in the OCP amendment application process and the subsequent development permit process. Due to the requested deadline for response being March 2, 2018, staff recommend that these recommendations be forwarded to the March 8, 2018 Regular Board meeting.

*Attachments*

Attachment A – Excerpts from District of Sechelt referral package

Reviewed by:			
Manager	X – A. Allen	CFO	X- T.Perreault
GM	X - I. Hall	Infrastructure	X – S. Walkey
CAO	X - J. Loveys	Solid Waste	X – R. Cooper

Attachment A Excerpts from District of Sechelt referral package



DISTRICT of SECHELT

REFERRAL FORM

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

Phone: 604-885-1986 Fax: 604-885-7591 www.sechelt.ca

APPLICATION NO: 3370-20 2018-01				X	OCP
					Zoning
APPLICANT	Winston Wade		APPLICANT'S ADDRESS	110-1412 West 7 <sup>th</sup> Avenue	Subdivision
SITE ADDRESS	5694 & 5686 Wharf Avenue, 5700 East Porpoise Bay Road		Date	February 1, 2018	Dev. Permit
LEGAL	Lot	19, 20, 21	Block	9	OTHER:
	District Lot	303 & 304	Plan	7483	
	Zoning	Existing R2	Proposed	CD-42	
	OCP Designation	Existing Downtown Centre	Proposed	No change	

PLEASE RESPOND TO THIS REFERRAL BY MARCH 3<sup>rd</sup>, 2018


Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

**PURPOSE OF APPLICATION:** To change the policies of the OCP for the above noted property to allow for an increase in maximum allowable density from 100 units/ha to 114 units/ha. This change would allow for the rezoning application for a 47 unit mixed use building.

**GENERAL LOCATION:** Sechelt Village

**OTHER INFORMATION:**

If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

  
Aaron Thompson Community Planner

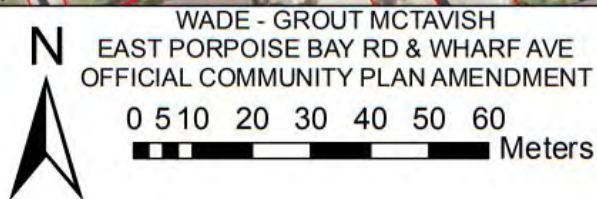
**This referral has also been sent to the following agencies:**

X	District of Sechelt Engineering	X	Sechelt Volunteer Fire Department
X	District of Sechelt Public Works		FortisBC Energy / Energy Services Advisor
X	District of Sechelt Parks		Telus
X	District of Sechelt Building		B.C. Hydro / BC Transmission Co
X	SC Regional District		Coast Cable -Eastlink
X	Sechelt Indian Government	X	Canada Post
	Vancouver Coastal Health Authority	X	School District #46
X	Ministry of Transportation & Infrastructure	X	APC
	Agriculture Land Commission		Accessibility Advisory Committee
	Archaeology Branch of SIB & BC	X	Council – for information
			TRAC

**Community Associations**

	East Porpoise Bay	X	Downtown Village		West Sechelt		Tuwanek
	Selma Park/Davis Bay/Wilson Creek		Sandy Hook		SHORA	X	S.D.B.A.
X	Chamber of Commerce						







# SECHELT OCP AMENDMENT PROPOSAL

## WHARF AND PORPOISE

5686 Wharf Street  
 PID 006-395-205 Lot 21 Block 9 DL 303 & 304 Plan 7483  
 5694 Wharf Street  
 PID 008-102-473 Lot 20 Except part in Plan 22398 Block 9 DL 303 & 304 Plan 7483  
 5694 Porpoise Bay Rd  
 PID 010-591-572 Lot 19 Block 9 DL 303 & 304 Plan 7483



1 SITE CONTEXT PLAN

Sechelt Multi-use

COVER PAGE

A1.0 1:5000 JANUARY 15, 2018

1/15/2018 11:48:38 AM

**GROUT McTAVISH  
 ARCHITECTS**

Suite 110, 1412 West 7th Avenue  
 Vancouver, BC V6H 1Y1  
 604-261-1000



## DESIGN RATIONAL

Please find enclosed drawings describing our rezoning application at the intersection of Porpoise Way and Wharf Avenue. The attached package and following design rational reiterates the intentions heard and approved by planning and engineering via a teleconference meeting on November 17, 2016.

From an urban standpoint, this building aims to create a node at a key intersection at the northern end of Sechelt. Introducing additional density at Porpoise and Wharf will help the area reach the critical mass necessary to sustain commercial tenancies that service the greater neighbourhood. The provision of a mix of one-, two-, and three-bedroom residential units promotes the healthy mixture of young people, families, and elderly folks that contributes to a thriving and interesting community. In addition, a small commercial anchor at the corner of Porpoise and Wharf, in conjunction with the currently underused commercial tenancies of the building next door, will encourage the development of a walkable, urban village to the North of downtown. These goals were accepted in our meeting and deemed to be in line with the OCP.

The design takes advantage of the ground-plane to create landscape buffers to the East and South while forming public amenities to the North and West. By setting the building and its underground parking back from the eastern edge of the property we have been able to maintain the mature stands of conifers, creating privacy for the residences to the East as well as maintaining the green character of Sechelt. In conformance with requests from engineering we have maintained a 5m highway setback that allows for the provision of a landscaped boulevard along both Porpoise and Wharf. Building on that, the building has been set back further still along the western face to create a public plaza benefitting the residential entry and creating a generous patio outside the commercial pavilion. The proposed setbacks and their use to include planted boulevards and sidewalks were deemed preliminarily agreeable to engineering as discussed.

The building's form and materials have been chosen to foster the best possible experience for both tenants and neighbours. At the lower two floors, the commercial space is a fully wood and glass pavilion that reflects Sechelt's natural beauty while the two stories of brick-clad townhouse units beyond reference the residential scale of the neighbourhood while forming a solid base for the apartments above. The apartments, in turn, form two 'sliding' wood-and-glass bars that are set back from the townhouse podium in both axes to create additional elbowroom to the neighbours. The southern residential bar is pulled back from the western edge of the property to maintain views from the neighbouring apartment, while the northern bar is pulled back from the eastern edge to create additional separation from the lighter residential zone to the east. Planning representatives in the meeting were pleased about these moves and felt that the development's form and character were both acceptable and exciting. Through careful design and through the selection of natural materials this design minimizes impacts on neighbours while creating a new, modern architectural expression for densification in Sechelt.

Further reflecting goals outlined by planning for the future of Sechelt, the design is built around sustainable design practices. The proposed building utilizes standard Low Carbon Timber (LCT) construction, a type of construction that reduces the embodied carbon footprint of the building and seeks to reduce the building's carbon footprint while providing a sustainable and aesthetically pleasing environment for its occupants. The building's narrow form is ideal for the incorporation of natural lighting and natural ventilation, while solar shades and overhangs create shading that achieves passive solar principles. In addition, stormwater harvesting for irrigation of the ample on-site landscaping will reduce water consumption, and bio-swales will create beautiful and functional landscape elements.

Planning and engineering representatives in the meeting responded very positively to the design and its goals. Representatives from the engineering department said the design as shown worked well with their intended improvements to that intersection and at first reception didn't foresee any major changes to the development being necessary. It was our impression from that meeting that the District of Sechelt was already engaging in a traffic study for the re-engineering of that intersection and that it could account for the parameters of this development application. Planning noted a landscape plan and fee were the only remaining items required. These have been completed and form part of this submission.

In summary, we believe that through the addition of density, the provision of commercial space, and the formation of a public plaza, the design fosters the growth of an urban village at the northern end of Wharf Street. Through the retention of mature trees, native landscaping, and incorporation of bio-swales, we feel the building respects the natural setting of Sechelt while providing public benefits via landscaped boulevards along Wharf and Porpoise, and landscaped buffers along the southern and eastern property lines. The building's form is broken up strategically to minimize impacts on neighbours while providing a great public space on the key intersection, and its materials are selected to reflect the natural beauty of Sechelt. We feel this is a great step in the right direction for Sechelt, and we look forward to your review and comments.

Yours truly,

GROUT MCTAVISH ARCHITECTS INC.

*Brad McTavish*

Brad McTavish, Architect AIBC

Sechelt Multi-use

DESIGN RATIONAL

AT 1A

JANUARY 16, 2018

1/16/2018 11:42:38 AM

**GROUT MCTAVISH  
ARCHITECTS**  
Scale 1/10, 1/12 West 7th Avenue  
Vancouver, BC V6P 1G5  
(604) 708-0000







GROUT McTAVISH  
 ARCHITECTS  
 1101 West 10th Avenue  
 Vancouver, BC V6H 2G6  
 604.736.6005

PROJECT DATA	CURRENT	PREVIOUSLY
LOT SIZE:	44,500 SQ FT (4134 SQM)	44,500 SQ FT (4134 SQM)
PROPOSED SITE COVERAGE:	19,650 SQ FT (1809 SQM) = 44.1%	22,100 SQ FT (2043 SQM) = 50%
PROPOSED G.F.A.:	69,950 SQ FT (6500 SQM)	75,655 SQ FT (7029 SQM)
	1- 15,500	1- 16,255
	2- 14,500	2- 11,395
	3- 6,050	3- 18,280
	4- 11,300	4- 13,385
	5- 11,300	5- 8,710
	6- 11,300	6- 7,630
FRONT SETBACKS	16'-5" (5m)	16'-5" (5m)
REAR SETBACK	20'-8" (6.3m)	20'-8" (6.3m)
SIDE SETBACK	20'-8" (6.3m)	4'-11" (1.5m)
HEIGHT	60'-0" (17.1m)	60'-0" (17.1m)
DENSITY:	114 UNITS / HA	124 UNITS / HA
FLOOR SPACE RATIO:	1.57	1.70
PARKING	82 STALLS 5 = 1/25 SQ M RETAIL 77 = 1.5 / RESIDENTIAL UNIT	86 STALLS

FLOOR	COMM.	1-BED	2-BED	3-BED	4-BED	TOTAL
1ST	1000SQFT	0	4	0	3	7
2ND		0	4	0	4	8
3RD		1	7	0	0	8
4TH		1	5	2	0	8
5TH		1	5	2	0	8
6TH		1	5	2	0	8
<b>TOTAL</b>	<b>1000SQFT</b>	<b>4</b>	<b>30</b>	<b>6</b>	<b>7</b>	<b>47 UNITS</b>

Sechelt Multi-use

SITE DATA

A1.2 1:1500 JANUARY 16, 2019

# Landscape Plan



PLANT LIST	BOTANICAL NAME	COMMON NAME	SIZE
TREES	Acer palmatum	Golden Full Moon Maple	6cm multi Specimen
	Betula nigra	River Birch	8cm Cal. Multi
	Fagus sylvatica 'Dawyckii'	Columar Beech	8cm Cal. Specimen
	Pinus contorta 'contorta'	Shore Pine	2.5-4m Ht.
	Quercus garryana	Garry Oak	5cm Cal. Multi
SHRUBS	Arbutus menziesii 'Compassa'	Dwarf Strawberry Bush	No. 2 Pot
	Buxus sempervirens 'Winter Gem'	Dwarf Boxwood	No. 2 Pot
	Carex spp.	Sedge	No. 2 Pot
	Elymus magellanicus	Blue Wheatgrass	No. 2 Pot
	Festuca spp.	Fescue	No. 2 Pot
	Heliotropium	Blue Out Grass	No. 2 Pot
	Penstemon spp.	Foundation Rose	No. 2 Pot
	Rosa midland	Midland Rose	No. 2 Pot
	Rosa indica	Indica Rose	No. 2 Pot
	Stipa tenuissima	Feather Grass	No. 2 Pot
PERENNIAL	Symphyocarpus	Dwarf Strawberry	No. 2 Pot
	Actinophytis uva ursi	Kinilnick	10cm Pot
	Fragaria chiloensis	Coastal Strawberry	10cm Pot
	Gaultheria shallon	Sallal	10cm Pot
	Salix repens	Creeping Mahonia	10cm Pot
	Sparganium angustifolium	Sparganium	10cm Pot
	Echinacea purpurea	Coneflower	No. 2 Pot
	Rudbeckia fulgida	Black Eyed Susan	No. 2 Pot
	Rosa rugosa	Rose	No. 2 Pot
	California poppy	California Poppy	No. 2 Pot
PLUGS	Allium cernuum	Nodding Onion	77 plug
	Anemone	Sea Pink	77 plug
	Brodiaea coronaria	Harvest brodiaea	77 plug
	Camassia quamash	Common Camas	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
GARRY OAK SEED & BULB MIX	Festuca daboensis 'montana'	Roemer's Fescue	No. 2 Pot
	Danthonia californica	California Oatgrass	No. 2 Pot
	Allium cernuum	Nodding Onion	77 plug
	Anemone	Sea Pink	77 plug
	Brodiaea coronaria	Harvest brodiaea	77 plug
	Camassia quamash	Common Camas	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug
	Hyacinthoides	Bluebell	77 plug

KEY	DESCRIPTION
Planting	Planting
Garry Oak Seed & Bulb Mix	Garry Oak Seed & Bulb Mix
Concrete Sidewalk	Concrete Sidewalk
Paving	Paving
Infiltration Bed / Swale	Infiltration Bed / Swale
Stone Walls	Stone Walls
Table/Chairs	Table/Chairs
Boulder	Boulder

DATE: 1/9/2017

PROJECT NO: 06-623

L100

Sechelt Multi-use

LANDSCAPE PLAN

connect

LANDSCAPE ARCHITECTURE

GROUT McTAVISH ARCHITECTS

Suite 110, 1412 West 7th Avenue





Sechelt Multi-use

PERSPECTIVE NW INTERSECTION

AS.1

JANUARY 16, 2018

1/16/2018 11:48:27 AM

GROUT McTAVISH  
ARCHITECTS ■

Suite 110, 1412 West 7th Avenue  
Vancouver, BC V6H 1C1  
604.726.8005







**GROUT McTAVISH  
 ARCHITECTS**  
 Suite 110, 1415 West 79 Avenue  
 Vancouver, BC V6H 1C1  
 604.736.6005

**Sechelt Multi-use**  
 PLAZA AERIAL  
 AS.3  
 JANUARY 16, 2018



**GROUT McTAVISH  
ARCHITECTS** ■  
Suite 110, 1412 West 7th Avenue  
Vancouver, BC V6H 1C7  
604.281.8805

**Sechelt Multi-use**

PERSPECTIVE S.E. AERIAL  
AS.4

JANUARY 16, 2018





**GROUT McTAVISH  
ARCHITECTS**  
Suite 110, 1412 West 7th Avenue  
Vancouver, BC V6H 6C1  
(604) 251-2605

**Sechelt Multi-use**  
PERSPECTIVE NORTH  
A6.5  
JANUARY 16, 2018  
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## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** Julie Clark, Planner

**SUBJECT:** PROVINCIAL REFERRAL 98713150 - 001 FOR INTERTIDAL ROADWAY TO TURNAGAIN ISLAND - ELECTORAL AREA B

---

### RECOMMENDATIONS

1. THAT the report titled Provincial Referral 98713150 - 001 for Intertidal Roadway to Turnagain Island – Electoral Area B be received;
  2. AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD):
    - a. SCRD recommends refusal of this roadway use of the intertidal area to access Turnagain Island, Provincial Referral 98713150 - 001 based on the information outlined below:
      - i. an eelgrass bed is indicated immediately west of the application area;
      - ii. known archeological sites are within the application area;
      - iii. adding gravel to an intertidal area disrupts foreshore ecosystems, and coastal processes and is inconsistent with *shíshálh* Nation's Best Management Practices for building and maintaining moorage facilities;
      - iv. water quality should not be impacted by maintenance or construction activities.
    - b. SCRD further requests that the Province:
      - i. make referrals to Department of Fisheries and Oceans and Islands Trust;
      - ii. ensure *shíshálh* Nation comments are addressed and that any work undertaken complies with the *Heritage Conservation Act*;
  3. AND THAT this recommendation be forwarded to the March 2018 Halfmoon Bay Advisory Planning Commission and comments be forwarded to FLNRORD as late information;
  4. AND FURTHER THAT this recommendation be forwarded to the March 8, 2018 Regular Board meeting in order to meet the comment deadline.
-



## **BACKGROUND**

The Sunshine Coast Regional District (SCRD) received a referral from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) requesting comments on an application for a License of Occupation to utilize an intertidal area as a road way to access residential property on Turnagain Island (Figure 1). The island is within the jurisdiction of Islands Trust.

The applicants benefit from a registered easement on the nearest mainland property at 10425 Mercer Road, Halfmoon Bay within the SCRD. The easement enables vehicle passage to the foreshore. At low tide, below 10 feet or 3.05 metres, the applicants currently drive across the intertidal area to reach their property on Turnagain Island. The intertidal area is approximately 28 metres long by 6 metres wide. The current frequency of travel with a passenger vehicle is several times a week in spring, summer and fall and occasional trucks for deliveries or services such as landscaping.

The applicants state that the intertidal area has been regularly used as a roadway to access Turnagain Island since the mid 1980's. A two-inch base of gravel was added, and is maintained in the intertidal area. No additional construction or development is requested or planned.

The referral package is enclosed for reference as Attachment A.



*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 and the Halfmoon Bay Advisory Planning Commission (APC) with information on the referral and provide a response FLNRORD.

*Table 1: Application Summary*

Proponent:	Woodland Investments LTD
Tenure Type:	License of Occupation
Purpose:	Use of intertidal area as a roadway
Legal Description:	Foreshore / intertidal area – no legal description
Civic Address:	Foreshore / intertidal area – no civic address
Electoral Area:	Area B – Halfmoon Bay
Size (Area) ha (approx):	3.03ha +/-
Schedule/Term Of Proposal:	More than 30 years
Zoning:	Water 1. Upland parcel on Mercer Rd is RU2 (Rural Two). Lot A on Turnagain Island is Islands Trust.
OCP Land Use Designation:	Development Permit Area: Coastal Flooding
Response Due:	March 9, 2018

## **DISCUSSION**

### *Jurisdiction on Adjacent Lands and Over Water*

All levels of government have some role in managing coastal shores in BC, as do First Nations.

The intertidal application area is between two land-based jurisdictions: SCRD (Electoral Area B / Halfmoon Bay) and Islands Trust (Turnagain Island). While the SCRD's OCP does not have jurisdiction under the water, the upland and foreshore ecosystems interact, and the OCP policies express the community's desire to enhance and protect the health of the foreshore area for the enjoyment of all.

Foreshore jurisdiction is complex. Figure 2 demonstrates the overlapping jurisdictions in coastal areas. This figure is excerpted from the Stewardship Centre for British Columbia report: Green Shores Background, Shorelines Regulations and Permitting Processes in BC.

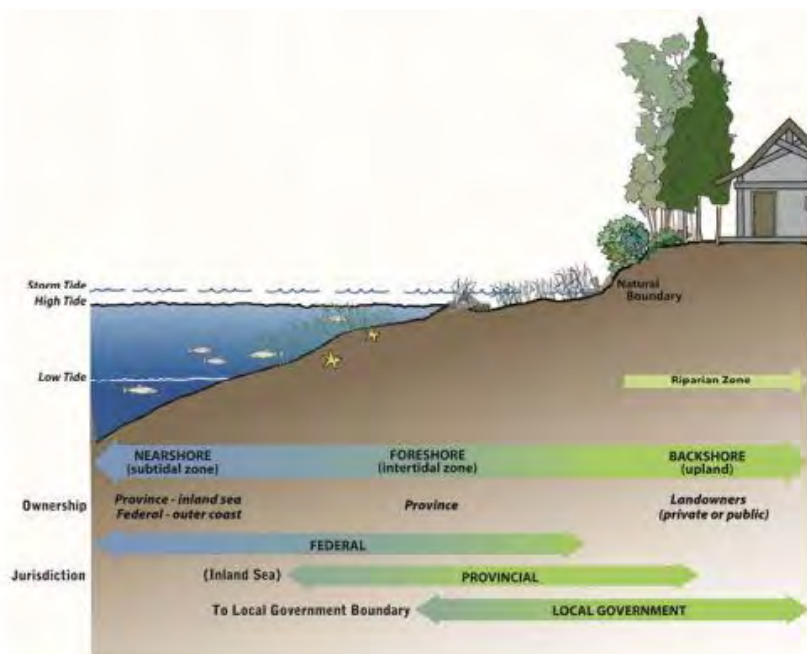


Figure 2. Ownership and jurisdiction on BC's coastal shores (credit; H. Rueggeberg)

*SCRD Halfmoon Bay Official Community Plan (OCP), 2015*

The overall health and enjoyment of the foreshore is a priority for the SCRD. The objectives of the Halfmoon Bay Official Community Plan speak to protecting sensitive habitats (6.1), protecting our foreshore, creeks and wetlands (6.6) as well as encouraging stewardship and preservation of ecosystem networks on both public and private property (6.10-11).

The policies in the Halfmoon Bay OCP speak to applying best management practices and stewardship initiatives to new development, significant redevelopment and operation/maintenance of existing infrastructure. Negative environmental impacts shall be minimized using assessment of cumulative environmental effects of changes to the landscape (6.15-16).

The land use designation for the area is a Development Permit Area (DPA) for Coastal Flooding. DPA's identify sensitive locations and potentially unsafe properties and protects them from the negative impacts of development. This DPA pertains specifically to building structures on land and over water and requires a Coastal Flood Hazard Assessment by a Qualified Environmental Professional.

The application does not include building structures, therefore the regulatory aspects of the DPA do not apply. However, the presence of the DPA is an indicator that the application area (and a portion of the registered easement on 10425 Mercer Road) is known to experience storm surge and or flooding and is expected to experience a (minimum of) 1-metre sea level rise by the year 2100. While no development or construction are currently proposed in the management plan for the intertidal roadway, the DPA serves to highlight this area's vulnerability to climate change.

### *SCRD Zoning Bylaw No. 310*

The surface of water is zoned Water One. The SCRD Zoning Bylaw 310 does not address modifications to or the use of the intertidal area or ocean floor.

### *Islands Trust Policy*

Islands Trust provides governance and planning services for Turnagain Island. The *Islands Trust Policy Statement* explicitly states that no island should be connected to the mainland:

5.3.2 It is Trust Council's policy that no island in the Trust Area should be connected to Vancouver Island, the mainland or another island by a bridge or tunnel, notwithstanding the existing bridge between North and South Pender Islands.

### *Islands Trust Eel Grass Mapping*

Islands Trust mapping indicates a bed of eel grass immediately west of the application area. SCRD recommends that the Province refer this application to Islands Trust.

### *Jurisdiction Underwater*

The intertidal area is typically the jurisdiction of the Province of BC. In addition, the Federal government through the Department of Fisheries and Oceans (DFO) is responsible for fisheries protection. Permanent alteration or destruction of fish habitat such as infilling or changing the flow of water presents a threat to replenishing fish populations and healthy intertidal ecosystems. The *Fisheries Act* and corresponding regulations may apply. As such, SCRD recommends that the Province refer this application to DFO.

The *shíshálh* Nation Best Management Practices for docks and moorage facilities (5,6,12,13) indicate that the Nation does not support filling or dredging below the High Water Mark, and that no structures should rest on the sea bed. The SCRD recommends the implementation of the most stringent policies in each of the Best Management Practices for Moorage Facilities from the *shíshálh* Nation and the Province of BC.

### *Heritage Site Protection*

There are known archaeological sites in the application area. The proponent is required to ensure the *shíshálh* Nation is consulted, comments are addressed and that any work undertaken complies with the *Heritage Conservation Act*.

### *Options*

The Province requests SCRD choose one of the following options in response to the referral:

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

Staff recommend Option 4, with comments outlined in the Recommendations.

*Consultation*

The Province sends referral to *shíshálh* Nation, SCRD and other agencies it deems necessary. In addition SCRD recommends to the Province that this referral is also sent to Islands Trust and Department of Fisheries and Oceans.

*Timeline for next steps or estimated completion date*

The deadline to comment on this application was extended until March 9, 2018 in order to obtain a Board Resolution. Staff recommend that Planning and Community Development Committee recommendations be forwarded to the Board on March 8, 2018 in order to meet the comment deadline and that Halfmoon Bay Advisory Planning Commission comments be forwarded to FLNRORD as late information.

**STRATEGIC PLAN AND RELATED POLICIES**

Environmental protection, including protecting water quality and is aligned with SCRD's Strategic Plan Value of Embedding Environmental Leadership.

**CONCLUSION**

The Regional District received a referral from FLNRORD on an application for intertidal road way to access residential property on Turnagain Island.

Staff recommend refusal of the intertidal roadway use, as outlined in the Recommendations. Comments received from Halfmoon Bay APC will be provided to FLNRORD.

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

Attachments:

Attachment A – Provincial Referral Package 98713150 - 001

**SUNSHINE COAST REGIONAL DISTRICT**  
**AGRICULTURAL ADVISORY COMMITTEE**

**January 23, 2018**

NOTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Members	Jon Bell Gerald Rainville Erin Dutton Barbara Seed Paul Nash
<b>ALSO PRESENT:</b>	Manager, Planning and Development GM, Planning and Community Development Planner Planning Office Assistant Electoral Area D Director Electoral Area E Director Recording Secretary	Andrew Allen (Chair) Ian Hall Julie Clark Genevieve Dixon Mark Lebbell (part) Lorne Lewis (part) A. Ruinat
<b>REGRETS:</b>	Members	Gretchen Bozak David Morgan Faye Kiewitz
<b>ABSENT:</b>	Member	Rupert Adams

**CALL TO ORDER** 3:30 p.m.

**INTRODUCTIONS** Introductions were made of those present at the meeting.

Director Lebbell and Director Lewis were in attendance on behalf of the SCRD Board. The AAC Liaison and Alternate Liaison will be appointed shortly.

**AGENDA** The agenda was adopted as presented.

#### **DELEGATIONS**

Andrew Allen, Manager, Planning and Development presented to the AAC Committee regarding the referral process of Planning and Development applications.

The presentation included the following topics:

- The Agricultural Land Reserve (ALR).
- The Agricultural Land Commission (ALC), purpose roles and responsibilities and ALR



application process. The ALC is the final decision authority on ALR applications.

- A map was presented to show the ALR and Crown Lands within the SCRD Electoral Areas, District of Sechelt and Town of Gibsons. Water reserve areas are encompassed within these land areas. Some ALR land is within the SC Community Forest.
- Applications for Inclusion in the ALR.
- Farm Class Status designation. Properties don't need to be in the ALR in order to have permitted agricultural use.
- BC Assessment criteria for Farm Class status eligibility.
- Wide range of agricultural activities that qualify for Farm Class status.

### **SCRD Planning Resource Documents**

Agricultural Area Plan completed in 2014. [www.scrd.ca/Ag-Plan](http://www.scrd.ca/Ag-Plan)

- RU3 Zone was renamed and refocused for Agricultural use.
- There are some property anomalies – ALR not within the Ag Zone. Agriculture is permitted in RU1 and RU2 zones. Some properties were excluded in the past and were designated the Ag zone.
- Ag Plan contains information around how much ALR is being farmed currently. The Plan also looks at food production and local food security.

Official Community Plans contain policies and mapped land use designations which support agriculture.

Zoning Bylaw No. 310 contains Ag zone for ALR Lands. <http://www.scrd.ca/bylaw-zoning->

- The AAC will receive a referral to review Zoning Bylaw No. 310 for agricultural policies.
- Implementation plan of the Ag Zone.

The SCRD Online mapping tool capabilities were demonstrated. <http://www.scrd.ca/maps/>

### **Over-Lapping Regulations**

- ALC Act enables local governments to regulate but not prevent permitted farm uses.
- In the case of overlapping requirements the most restrictive applies.
- The SCRD cannot prohibit a land use that is acceptable within the ALC regulation, but the SCRD can put more restrictions on the use.
- Edge planning – buffer between farm land and residential.

### **Land Use Applications**

- Applications made by land owner to ALC online portal.
- SCRD receives notification and commences review.
- After review Board resolutions including supporting document passed on to ALC for decision.
- ALR Subdivisions – ALC considers land features more so than zoning when approval. If approved, then the SCRD receives the subdivision application.
- Discussion regarding ALR application or agriculture referrals to the AAC from other municipalities. Only SCRD referrals are sent to the AAC for consideration.
- SCRD Rural Planning and Regional Planning service functions were noted. Land use authority falls under Rural Planning service. Municipal jurisdiction falls to each respective

local government. SCRD Rural Planning service does not have jurisdiction over ALR land use application within the District of Sechelt and Town of Gibsons.

- Discussion of regional perspective of AAC. Suggestion to advise member municipalities of the reconstitution of the AAC. Further discussion of opportunities to foster regional perspective, including referrals; staff to prepare information about opportunities for future meeting.

**Recommendation No. 1**      *Regional Planning consideration for Agricultural referrals*

The Agricultural Advisory Committee recommended that staff provide a report to the AAC regarding options for the feasibility of a regional perspective for considering agricultural referrals from member municipalities.

**ELECTION OF THE CHAIR**

The Election of the Chair and Vice-Chair is postponed until the next meeting.

**MINUTES**

**Recommendation No. 2**      *AAC Meeting Minutes for November 28, 2017*

The Agricultural Advisory Committee recommended that the meeting minutes of November 28, 2017 be received and approved as presented.

**REPORTS**

**Recommendation No. 3**      *ALC Policy P-10 – Criteria for Agricultural Capability Assessments*

The Agricultural Advisory Committee recommended that ALC Policy P-10 October 2017 – Criteria for Agricultural Capability Assessments be received for information.

**Recommendation No. 4**      *ALC Policy L-23 – Placement of Fill for Soil Bound Agricultural Activities*

The Agricultural Advisory Committee recommended that ALC Policy L-23 October 2017 – Placement of Fill for Soil Bound Agricultural Activities be received for information.

**NEW BUSINESS**

A summary of the application referrals coming forward to the next meeting was provided.

The Committee discussed the process to propose new items for discussion that are not on the agenda. It was suggested members should approach the Chair and work with staff prior to the meeting to determine if the item is within the AAC Terms of Reference.

**NEXT MEETING**      February 27, 2018

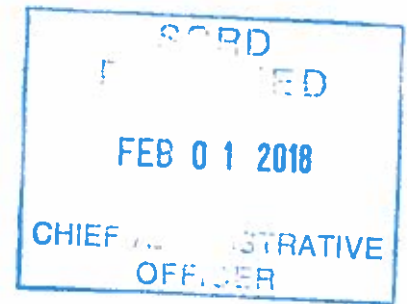
David Morgan submitted regrets for the next meeting.

**ADJOURNMENT**      4:58 p.m.





Annex H



JAN 25 2018

Garry Nohr, Chair  
Regional District of Sunshine Coast  
1975 Field Road  
Sechelt BC V0N 3A1

Reference: 270824

MASTER FILE COPY

Dear Chair Nohr,

**Re: UBCM Meeting - Thank You**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) gathering in Vancouver. I was glad we had the opportunity to discuss ministry policy regarding the construction and maintenance of sidewalks and bike paths by others within ministry right-of-way. We also discussed stakeholder involvement in maintenance contracts and BC Ferries issues. Please accept my apologies for the time it has taken me to follow up on our meeting.

As I work to ensure our government delivers the provincial highways, roads, bridges and other infrastructure British Columbians need, I am grateful to have had the chance to meet face-to-face with representatives from across B.C. and gain a clearer understanding of the priorities and needs of their communities. It was a pleasure to see firsthand the outstanding level of dedication shown by local leaders like yourself, and to look at ways we can work together to ensure our province's communities have the resources and support they need to continue building a strong economy that works for everybody.

I am confident we all share the same goal when it comes to transportation and infrastructure in B.C.: to provide British Columbians with the safest, most reliable transportation network possible. Positive and productive collaboration is the key to ensuring we can deliver on our commitments.

I know how important the matter of the ministry's maintenance contract renewal is to the Regional District and I have directed ministry staff to continue discussions with you on how to best consider local needs and standards. In addition, I have also asked ministry staff to continue our discussions regarding sidewalks and bike paths in the right-of-way. I understand that City and Ministry staff have met since our meeting at UBCM.

.../2

- 2 -

Thank you again for taking the time to meet with me.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Claire Trevena', with a long horizontal flourish extending to the right.

Claire Trevena  
Minister

Copy to: Grant Main, Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Kevin Richter, Assistant Deputy Minister  
Highways Department

Kirk Handrahan, Executive Director  
Marine Branch



Reference: 313884

File: 30200-20/BAGG-05-03

February 28, 2018

**SENT VIA EMAIL**

Bruce Milne  
 Chair  
 Sunshine Coast Regional District  
 1975 Field Road  
 Sechelt, BC V0N 3A1  
[bruce.milne@scrd.ca](mailto:bruce.milne@scrd.ca)

Dear Mr. Milne:

Thank you for your letter of January 23, 2018, on behalf of the Sunshine Coast Regional District (SCRD) Board, addressed to the Honourable Catherine McKenna, Minister of Environment and Climate Change Canada, the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources regarding the proposed BURNCO Aggregate Project (BURNCO Project). As the statutory head of the Environmental Assessment Office (EAO), I have been asked to respond. As you are aware, the EAO referred the decision to Ministers on February 6, 2018. Ministers have up to 45 days to make a decision.

Let me start by thanking the SCRD for their participation throughout the environmental assessment (EA) for the BURNCO Project as a member of the Working Group. In addition to the opportunities to review and comment on the Application and supporting studies during the EA, the SCRD also had the opportunity to review a draft of the EAO's decision materials, including proposed conditions. The EAO also held a public comment period to seek input from the public on the draft decision materials. The EAO reviewed and considered input received during the public comment period, including the submission by the SCRD Board, prior to finalizing the materials and referring to Ministers. Comments received through the Working Group and separately from the SCRD Board during the public comment periods helped inform the EAO's conclusions of potential impacts, as well as the

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development of proposed conditions. I note that the EAO made a number of changes to the proposed conditions in response to the SCRD's comments, which include:

- Ensuring SCRD is invited to participate in a Community Advisory Group to address concerns and potential impacts to cultural, recreational and social values that arise over the life of the project; and
- Consulting the SCRD in the development of a number of environmental management plans, including the noise management plan and dust control plan.

In response to your comment related to professional reliance, I note that, unlike typical permitting and authorizations processes, the professional reliance model does not extend to the EA process in British Columbia. Applications for an Environmental Assessment Certificate typically include information and analyses prepared by qualified professionals, which undergo a rigorous review and assessment during an EA process by independent government experts in the field, and in some cases third parties. In addition, the information provided by these qualified professionals is made available on the EAO's website so that members of the public are able to review and, if inclined, provide comments for response by proponents. Finally, government retains decision making authority and is not legally compelled to accept the conclusions of professionals retained by a proponent. For information related to government's review of the professional reliance model, and for regular updates on the status of the review, please visit: <https://engage.gov.bc.ca/professionalreliance/>

For more information about the BURNCO Project, please visit the EAO's project website at <https://projects.eao.gov.bc.ca/p/burnco-aggregate/detail>.

Thank you for your interest in the BURNCO Project and for your participation and valuable input during the EA.

With best regards,



Kevin Jardine  
Associate Deputy Minister

cc: The Honourable Catherine McKenna  
Minister of Environment and Climate Change Canada  
[Ec.ministre-minister.ec@canada.ca](mailto:Ec.ministre-minister.ec@canada.ca)

Honourable George Heyman,  
Minister of Environment and Climate Change Strategy  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

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Honourable Michelle Mungall,  
Minister of Energy, Mines and Petroleum Resources  
[EMPR.Minister@gov.bc.ca](mailto:EMPR.Minister@gov.bc.ca)

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