PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE



Thursday, May 9, 2019 SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

### AGENDA

CALL TO ORDER 9:30 a.m.

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

2.	<u>Ian Winn, B&amp;B Operator, on behalf of accommodation owners.</u> Regarding Zoning Bylaw No. 310 Review - Short Term Rental Accommodation Regulations	Verbal
3.	Sunshine Coast Community Solar Association Regarding Zoning Bylaw No. 310 Review – Opportunities for Growing with Renewable Energy on the Sunshine Coast	Annex A pp 1 - 36
REPO	RTS	
4.	Senior Planner – Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations – Consideration of Second Reading and Public Hearing <b>Rural Planning (Voting – A, B, D, E, F)</b>	Annex B pp 37 - 82
5.	Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) – Consideration of Second Reading and Public Hearing Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)	Annex C pp 83 - 106
6.	General Manager, Planning and Community Development – Consultation Process for BC Timber Sales Licence A91376 (Reed Road) <b>Regional Planning (Voting – All)</b>	Annex D pp 107 - 152
7.	General Manager, Planning and Community Development - Regional Inter- jurisdictional Invasive Plant Management Strategy <b>Regional Planning (Voting – All )</b>	Annex E pp 153 - 233
8.	Manager, Recreation & Community Partnerships and Manager, Facility Services & Parks – Chinook Swim Club Facility Rental Requests <b>Regional Recreation (Voting – B, D, E, F, Sechelt, Gibsons, SIGD)</b>	Annex F pp 234 - 242
9.	Parks Planning Coordinator – Harbour Authority of Pender Harbour Sewage Treatment System - Licence Agreement Renewal Community Parks (Voting – A, B, D, E, F)	Annex G pp 243 - 244

10.	Parks Planning Coordinator – Whispering Firs Park Name Change Request Follow up Report Community Parks (Voting – A, B, D, E, F)	Annex H pp 245 – 247
11.	Manager, Planning and Development – Frontage Waiver Application – FRW00002 (Powell) – Electoral Area B Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)	Annex I pp 248 - 252
12.	Ports Monitors Committee Meeting Notes of July 11, 2018 Ports Service (Voting – B, D, E, F)	Annex J pp 253 - 256
13.	Policing Committee Minutes of April 18, 2019 (Voting – All)	Annex K pp 257 - 259
14.	Transportation Advisory Committee Minutes of April 18, 2019 (Voting – All)	Annex L pp 260 - 265
15.	Electoral Area A (Egmont/Pender Harbour) APC Minutes of April 24, 2019 Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)	Annex M pp 266 – 267
16.	Electoral Area B (Halfmoon Bay) APC Minutes of April 23, 2019 Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)	Annex N pp 268 – 271
17.	Electoral Area D (Roberts Creek) APC Minutes of April 15, 2019 Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)	Annex O pp 272 – 274
18.	Electoral Area E (Elphinstone) APC Minutes of April 24, 2019 Electoral Area E (Rural Planning) (Voting – A, B, D, E, F)	Annex P pp 275 – 278
19.	Electoral Area F (West Howe Sound) APC Minutes of April 23, 2019 Electoral Area F (Rural Planning) (Voting – A, B, D, E, F)	Annex Q pp 279 – 281
20.	Agricultural Advisory Committee Minutes of April 23, 2019 <b>Regional Planning (Voting – All)</b>	Annex R pp 282 – 284
COMM	UNICATIONS	
21.	BC Ferries Key Stakeholder Update, dated April 10, 2019 Regarding Horseshoe Bay Terminal Development Plan Engagement	Annex S pp 285
22.	<u>Sharon Gregson, \$10 a Day Child Care Campaign, dated April 23, 2019</u> Regarding support for the \$10 a Day Child Care Plan	Annex T pp 286
23.	Darren Molder, Senior Environmental Health Officer/ Drinking Water Officer and Geoff McKee, Medical Health Officer, Vancouver Coastal Health Regarding Referral response to proposed logging in District Lot 1313	Annex U pp 287 - 288

#### **NEW BUSINESS**

#### **IN CAMERA**

ADJOURNMENT

## ANNEX A Opportunities for Growing with Renewable Energy on the Sunshine Coast

## Zoning Bylaw 310 Review — SCRD



### A Submission by the Sunshine Coast Community Solar Association

**April 2019** 

### Notes on the front cover:



#### Notes on the photos and images used:

- 1. A 9.15 kW solar PV installation on the Sunshine Coast residence of SCCCSA member Donovan Whistler. An example of a new build done in compliance with the *BC Solar Hot Water Ready Regulation*. With solar PV only installed subsequent to the completion.
- 2. A Level 2 EV charger installed at a residential site.
- 3. Icons depicting solar installed on residential and larger buildings. Borrowed from the Pembina Institute's publication, *Alberta Community Solar Guide*.
- 4. The EV charging symbol adopted by BC MOTI (Zi-128).
- 5. The 66 kW solar PV installation installed on Langdale Elementary School.
- 6. An 8 kW solar PV installation on the Sunshine Coast residence of SCCSA member Gerry Pageau. An example of a solar PV installation done on an older residence. The residence also includes solar thermal domestic hot water and solar pool heater arrays.

#### **Submission to the SCRD Planning Department in relation to updating Zoning Bylaw 310** The Sunshine Coast Community Solar Association (SCCSA) strongly recommends that the updated Bylaw 310 require new construction to be solar PV (photovoltaic) and EV charger ready. Doing this at the time of construction is relatively inexpensive and may encourage builders and owners to go the next step of installing panels and Level 2 charging stations (very important for multi-unit construction). Other energy conservation measures like retrofitting are also important, but these two are inexpensive and easily accomplished.

Like many other municipalities, the SCRD previously mandated that new construction be solar thermal (hot water) ready, which makes sense, being easy to do and very efficient. We note that the SCRD has used this technology very effectively in the heating of the Sechelt pool and consequently sees huge savings for that building. We understand there is a smaller solar thermal system on the SCRD building itself. However, the SCRD information regarding solar PV is out of date. Technical information changes quickly, so updating is important. Since 2011 the cost of solar PV has plummeted to approximately \$2,500 - \$3000 per kW and current payback is less than 20 years.

Given that buildings contribute a huge amount of CO<sub>2</sub> to the airshed each year, bylaws requiring inexpensive cabling and minor structural upgrades is a good start and demonstrates that the SCRD intends to pursue its climate change goals.\* The severity of this global problem is such that every level of government can and must be involved in reducing reliance on fossil fuels. The ultimate goal is net-zero buildings, towards which the provincial *CleanBC* program is headed.

Local governments are ideally positioned to show leadership using the tool of bylaws. In fact, many BC municipalities have already done this to promote climate-friendly changes. The SCRD, currently updating Bylaw 310, should use this opportunity to contribute to its own stated climate goals by promoting renewable energy. At the minimum, new builds should be solar panel and EV charging ready, including new government buildings. Costs for including these measures are minimal during construction compared to doing them retroactively. In addition we urge the SCRD embark upon a plan to gradually retrofit all its own suitable buildings with solar panels, which will also assist with energy costs in the long run.

## The SCCSA urges that in updating Bylaw 310, in view of SCRD's stated objectives to take environmental leadership to the next level\*, that all new buildings/developments be required to be solar panel and EV charger ready.

A review of other municipalities that have already done this, could assist SCRD staff in crafting the wording—no sense reinventing the wheel! Please see Appendices for further information.

#### Working with Clean BC and the BC Government

Recognizing that we must take measures to reduce reliance on fossil fuels and that builders need assurance of a fair return on their investment, the BC government introduced the BC Energy Step Code Regulation (2017). Although Step 1 is almost the same as what we have now, Step 5 most closely meets net-zero ready and Passivehouse Canada standards. It is also a key component of the *CleanBC* initiative. In addition to the Step Code the province has announced programs for net-zero energy buildings.

\* "The Zoning Bylaw No. 310 update supports strategic priorities to Support Sustainable Economic Development, Facilitate Community Development and Embed Environmental Leadership" (from the summary by the SCRD) and "support for energy efficient buildings, residential-scale energy production and climate change resilience" (from the *Public Participation Report*)

1

Although municipalities can sign on to the present Step Code Regulation, we feel that without firm requirements to ensure energy saving measures, installing solar panels and EV charging, the major changes in energy use needed will be too slow in coming. The logical time to include the necessary conduit requirements for solar and EV charging readiness is at the construction phase.

Reaching renewable energy goals requires co-ordination between the three levels of government. Harmonizing Step Code and net-zero energy could be a win-win situation for municipalities and the provincial government as they implement *Clean BC*. Solar PV panels, like solar thermal, will mean less expensive BC Hydro infrastructure needed in the long term, especially with the growing market in electric vehicles and the ever-improving technology around battery storage. The SCCSA is aware of several net-zero energy houses in our community and we see this trend growing on the coast.

In conclusion, we urge the SCRD to develop basic bylaw requirements that will promote the adoption of solar PV and electric vehicles. In addition, we recommend that all future vehicles that the SCRD purchase for its fleet be fully electric. Given the advances in EV technology, the lowering of prices for these vehicles and increasing fuel costs, this will save the SCRD a considerable amount of money long term. Especially given the near zero maintenance costs of electrical vehicles.

Thank you for considering this submission.

Respectfully,

Gayle Neilson, Chair, on behalf of the Sunshine Coast Community Solar Association April 29, 2019

Note that the association recognizes and appreciates the tremendous work of Solar Association member, Donovan Whistler, in putting together the following Appendices sections with abundant information/ideas about ways to proceed.

4

## **Appendices Table of Contents**

Appendix 1:	Some background about the SCCSA
Appendix 2:	Solar ready guidelines
Appendix 3:	EV charge ready guidelines
Appendix 4:	Leadership — The Regional District of Nanaimo — Enabling renewable energy
Appendix 5:	Leadership — District of Hudson's Hope — Municipal facilities community solar PV initiative
Appendix 6:	Leadership — New Westminster — Municipal facilities hosted community solar PV initiative
Appendix 7:	Leadership — Walking the Talk — Nelson's Community Solar Garden
Appendix 8:	Leadership — Walking the Talk — Kimberley's city owned SunMine Community Solar project
Appendix 9:	Leadership — Walking the Talk — Aboriginal community projects
Appendix 10:	Leadership — Walking the Talk — Sunshine Coast School District 46 goes solar
Appendix 11a:	Energy modelling & labelling as a building design tool
Appendix 11b:	Energy modelling, net-zero construction & solar energy
Appendix 12:	Leadership — Walking the Talk — Incentivizing green building construction
Appendix 13:	Zero emmissions & zero carbon buildings
Appendix 14:	Moving to electric vehicle fleets
Appendix 15:	Zero carbon hot water
Appendix 16:	Small wind turbines
Appendix 17:	Review of SCRD reports and info brochures
A	CODD hall dia and annuite and the

Appendix 18: SCRD bulding permits guide

### Appendix 1: Some background about the SCCSA

The Sunshine Coast Community Solar Association grew out of recognizing the need to reduce reliance on fossil fuels and the realization that solar energy has been under-utilized. Conserving energy is the first and most important step, but investing in clean, environmentally sound renewable energy is critical, with the risks of climate change increasing daily. Meeting as a small group beginning in 2014, the SCCSA quickly reached a wider community audience and has conducted studies, and surveys, hosted community events and promoted educational opportunities including mentoring post-secondary students interested in solar. We initiated two popular bulk buys of solar panels, have connected with many other organizations including the school district, and have promoted solar at many events. With over 450 people signed up for our newsletter and over 50 paid members, we know the Sunshine Coast community is interested in solar. Our public meetings and solar courses are well-attended. Our diverse board includes people with technical and organizing expertise. Our website can be viewed at:

#### https://suncoastcommsolar.weebly.com

Electricians from Clear Energy Solutions and Streamline Electrical install solar PV panels from a bulk buy purchase at the home of SCCSA member Joanne Zilsel.



https://suncoastcommsolar.weebly.com
https://www.facebook.com/SCcommunitysolar/



#### Supporting Partnerships to Champion Community Solar on the Sunshine Coast

Report prepared for Sunshine Coast Community Solar Association (SCCSA) by

Heartwood Solutions Consulting Gibsons, BC

March 2017

SCCSA funded research report on community solar prospects for the Sunshine Coast.

## **Appendix 2: Solar ready guidelines**



The SCRD is one of 48 municipal authorities within the province of BC that has adopted the existing provincial government BC Solar Hot Water Ready Regulation, which dates back to its original drafting in 2011. It should be noted that this Building Code rider is applicable only to new construction, Part 9, detached single family homes (including those with suites). On the Sunshine Coast, The District of Sechelt has also adopted this Regulation, while the Town of Gibsons has not.

Subsequent to its original drafting in 2011, the Regulation has only been updated once, in 2013. It should also be noted that the solar ready requirements as laid out works perfectly well for implementing solar photovoltaic (PV) systems. Either in a combination of solar hot water (thermal) and solar PV, or for installing solar PV alone. However, it would be good to see the Province of BC update and revise the Regulation to include solar PV. The reality is that the structural loading requirements for both types of panels are the same (4 lb./ft<sup>2</sup>). Some minor tweaks would be in order.

For example, under the current Regulation, only a small zone of the roof needs to be designated as the active solar ready area. About enough to install two solar thermal panels. While the installation of solar thermal panels is best done on south facing roofs, solar PV panels can also make cost effective use of east and west facing roofs. So the maximum possible of roof areas should be designed to be solar ready. Here with respect to structural loading and optimizing roofing orientation.



7

Companion guide to the BC Solar Hot Water Ready Regulation. Applicable to solar PV for the most part.

Many publications are available on the subject of solar ready guidelines applicable to thermal an PV.

Other things to consider in solar ready design include:

- minimizing tree shading if possible when implementing landscape design measures. For example, if possible locate taller shade trees to the north of the building.
- minimize roof shading items such as dormers, locate these obstructions to solar radiation to the north facing roof zones.
- design the electrical load panels and system to allow both load capacity and space for additional breakers for solar PV system interconnection. Consult with a solar PV savvy electrical contractors whether this is for a new build or renovation.
- consider designing the electrical system to be "critical loads ready" with in mind integrating battery storage. Or "wind turbine ready" if the property has verified wind potential.
- install adequate electrical conduits running from the mechanical room or location hosting the electrical load panel to the roof.
- consider available options for roof decking materials. A key concern being the service lifespan which should ideally extend longer than the 25-year warranty period for solar PV panels. All decking materials can be utilized. However, metal standing seam roof panels are one of the best matches. Here due to the ability to install the solar panels using metal clamping devices. Which also eliminate the need for roof decking penetrations. This roofing material choice also happens to be an excellent match if rainwater collection measures are planned.
- when ordering roof trusses be sure to work with your contractor, structural engineer, and roof truss manufactuer to communicate the roof areas to be certified as solar ready. BC roof truss manufactuerers are familiar with the BC Solar Hot Water Regulation, and can provide their truss plans annotated to demarcate the solar ready zones in terms of structural loading compliance. This can be important when solar panels are installed at a future date after construction completion. Some municipal building permit departments may require such documentation.

In summary, the SCCSA would welcome the opportunity to work with the SCRD in codeveloping an up-to-date solar ready publication, tailored to the region, and for all build types.



When planning a solar ready project be sure to involve your architect, structural engineer, project contractor, roof truss manufacturer, and roofing contractor in communicating roof zones suitable for solar thermal and solar PV panels. The roof truss manufacturer can supply the appropriate construction and engineer stamped documentation. BC truss manufacturers should be familiar with the structural loading requirements specified for compliance with the BC Solar Hot Water Regulation.

## Appendix 3: EV charge ready guidelines CleanBC

An important part of Provincial Government policy in addressing climate change has been the promotion of EV vehicle adoption through the provincially funded Clean Energy Vehicle (CEV) incentive for new EVs. Additional incentives are available for new and used EVs through the privately offered SCRAP-IT program. As well, the Federal Government has just announced an EV purchase rebate program as part of the 2019 Budget.

Further, as part of the CleanBC framework introduced in December 2018, the provincial government has announced the intention to introduce a ZEV mandate, requiring all light duty vehicles sold in BC by 2040 to be clean energy vehicles. Enabling legislation, Bill 28, the *Zero-Emission Vehicles Act*, was introduced in the Provincial Legislature in early April of 2019.

Clearly, this upcoming transition involving EVs will require matching infrastructure for charging. And given that the most optimal place for people to charge is at their residences, policies promoting retrofit installations for existing buildings will be needed. Along with policies mandating EV charger ready capabilities for new construction.

To its credit the Sunshine Coast communities of Gibsons, Sechelt, and the SCRD got together and published the *Sunshine Coast Electric Vehicle Charging Plan* in late 2012. And subsequently implemented a proactive plan to roll out public EV charging stations throughout these communities. This foresight, just as the first EVs were coming to market, was key to instigating EV adoption throughout the area. The Sunshine Coast quickly became known for its EV charging friendly infrastructure.

Moving forward, it is now time to revisit these plans and update them. And in the absence of legislative leadership from the Province of BC, it is time for these Sunshine Coast Communities to look at implementing policies and bylaws designed to make residences, commercial establishments, and institutional settings EV charger capable. Including retrofits, and in the case of new builds, EV charger ready.

Over the past several years many of the Lower Mainland municipal governments have introduced bylaws requiring the installation of EV charging infrastructure for a range of new builds. And the more recent bylaws introduced in the

**Top photo:** A Level 2 (240 VAC) public EV charger in the parking lot of the SCRD administrative building.

9







 Sunshine Coast Electric Vehicle Charging Plan

 Prepared For:

 District of Sechelt

 In Partnership with: Sourd of Obsone:

 Subshine Coast Regional District

Sechelt



The BC Provincial Government currently has no regulations regarding EV charging requirements. This might change given the *CleanBC* framework introduced in December of 2018. Moving forward, an approach modelled after California's CALGreen Green Building Standards Code, which integrates energy efficiency build metrics, water conservation measures, solar ready, and EV charging infrastructure, might be worth considering. The CALGreen approach provides state level standards for all local jurisdictions to follow, along with enhanced code provisions that these local jurisdictions can opt in on. Further, these higher standards can be mandated for base compliance moving forward.



The City of Richmond has partnered with BC Hydro in publishing this guide for residential EV charging. past year have mandated new build MURBs to make all parking stalls EV charging ready. However, as these bylaws are passed there is a tendency for each jurisdiction to have to re-invent the wheel. Consequently requirements are not consistent in terms of specific details. Examples can be found with respect to charging capacity, signage, and pavement marking which are not specified. Details that matter both in terms of effectiveness and cost. As well, developing policies that address retrofits, especially for MURBs might best be done incorporating best practices that can apply to new builds and renovations. Finally, continued technology developments such as integrating battery technology and load sharing must be factored in. Further, the potential for BC Hydro to be playing a role in terms of providing virtual metering for EV charging, smart EV charging load management, and time-of-use tariffs could all be factors affecting EV charger infrastructure design.

#### Following are some best practice considerations:

- Level 2 (240 VAC / 40 amp service) should be considered the reference target for EV charging with respect to all new builds. Clear guidelines for Level 1 (120 VAC / 15 & 20 amp service should be developed.
- provision for Level 2 (240 VAC / 40 amp service should be targeted for all MURB sites.
- visitor parking stalls at MURB and commercial sites should have some percentage of EV charging ready capacitiy.
- sites where 2 or more EV chargers are to be installed should be configured for load sharing where appropriate.
- secondary suites in single-family residences should be EV charger ready.
- accessible parking stalls at MURB and public areas should have some percentage of EV charging ready capacity.
- charging facilities to address the needs of mobility scooter users should be developed for both public areas and MURB settings.
- residences being used for business purposes should be required to have EV charging capacity.
- short term rental units whether in single-family residents or MURB sites should be required to have EV charging capacity.
- Signage and pavement markings should be standardized around MOTI standards.
- Labelling requirements for EV charging receptacles should be clearly defined. This is currently a grey area given that MOTI standards do not address this. Further, labelling requirements of the Canadian Electrical Code are not well developed.



The BC Ministry of Transportation and Infrastructure (MOTI) signage standards should be followed. However, compliance is very poor, especially in the Lower Mainland.



MOTI symbol for EV charging parking stall signage. The publication includes a near complete selection of signage templates. But lacks signage targeting enforcement.



MOTI symbol for EV charging pavement marking scheme. No guidelines however are provided for mixed EV charging/accessible parking stalls.



Some municipal EV charging ready bylaws may require Level 2, 240 VAC "energized outlets," without specifying any details. The result is ambiguity with respect to the Canadian Electric Code which only provides a specification for Level 1, 120 VAC receptacles. In this City of North Vancouver located shopping mall, the developer has installed NEMA 6-50 receptacles and no Level 2 chargers.



Very few EV vehicles are provided with charger cables for connecting to Level 2 receptacles. Typically what is provided is a connecting cable for Level 1 receptacles with NEMA 5-15 plugs. In this photo a Tesla owner was able to plug in as the vehicle manufacturer makes available a wide range of plug adapters for use with the vehicle charge cable connector kit.





Typically, EV charger bylaws do not provide specifics as to labelling requirements for EV receptacles. Note the photo on the left. Depicted above are some prototype label examples done to address both Level 1 & Level 2 receptacle installations. Development of labelling standards is something that needs attention.



Accessibility when it comes to EV charging parking stalls has two aspects. Both for vehicle access to the parking stall. And for drivers that have mobility challenges. Often neither are addressed adequately. And there are very few parking stalls implemented to address the needs of mobility challenged people. Which could often be done by simply ensuring that some public EV chargers are installed in a position so that they can be shared with adjacent parking stalls. In this City of Vancouver location, a parking stall has been designated for both EV charging and mobility challenged drivers. It is supplied with a Level 1 charging receptacle, and the stall is adjacent to a Level 2 charger. Note however that the public Level 2 charger might be a challenge in terms of accessible design given the height. Further there is ambiguity as to whether parking stall is strictly for use by mobility challenged drivers.





Discussions on EV charging typically do not address the needs of mobility scooter owners. Something that the City of Sarnia is addressing in a pilot project. Including the needs of mobility scooter and motorized wheelchair users into the scope of bylaws dealing with EV charging should be considered. Depicted above is a draft logo design that could be used to to mark access to receptacles provided for such charging.

## **Appendix 4: Leadership** — The Regional District of Nanaimo — Enabling renewable energy

The Regional District of Nanaimo is engaged in a range of program offerings related to green buildings. These cover the providing of information resources, paired with a range of incentives. Included here are:

- EnerGuide home energy assessments
- renewable energy systems
- EV charging stations (which can be leveraged with an additional rebate for City of Nanaimo residents)
- rainwater harvesting
- additional rebate based on bundling measures (Sustainability Checklist)

Some of these rebates (those impacting EnerGuide ratings) are being offered through the efficiencyBC Program.

The efficiencyBC program, launched in the fall of 2018, is now part of the provincial CleanBC framework. This program is jointly funded from the federal and provincial levels of government. And is structured so that additional rebate funding is being provided by BC Hydro, Fortis, and at participating local government levels.

> The Regional District of Nanaimo's guidebook on Rainwater Harvesting systems, published in 2012.



**Renewable Energy** INTRODUCTORY GUIDEBOOK

The Regional District of Nanaimo's guidebook on Renewable Energy systems, published in 2013.

## efficiencyBC cleanBC



Rainwater Harvesting BEST PRACTICES GUIDEBOOK



DISTRICT



The RDN's website page providing information on the Renewable Energy Systems rebate program.

## Appendix 5: Leadership — District of Hudson's Hope — Municipal facilities community solar PV initiative

The District of Hudson's Hope initiated a plan in 2016 with in mind the implementation of a community solar initiative with the intent to offset municipal facility electricity costs. And to take a community leadership role in adopting sustainable and renewable energy solutions. The plan was implemented as a joint venture with the Peace Energy Co-op and Mott Electric Ltd. The District received funding from the Strategic Priorities Fund / Federal Gas Tax Fund.

The project involved installing solar PV panels at eight municipal facilities. Grid-tied under the BC Hydro net-metering program, the panels were either roof-mounted or groundmounted.

The result was the largest municipal solar PV installation to date in BC with a total capacity of just over 510 kW. Providing for an anticipated reduction in electricity costs of \$74,000 per year. Factoring in expected BC Hydro tariff rate increases, the projected savings over the next 30 years would be in the order of \$3 million.



The Regional District of Hudson's Hope office with a 53 kW array.



The Public Works Shop with a 92 kW solar PV array.



The sewage treatment lagoons with a 122.4 kW solar PV array.



Gwen Johansson, Mayor District of Hudson's Hop

Project summary report with cover depicting the Swimming Pool **Solar Wave** 10.2 kW solar PV array.



The Arena with a 132 kW solar PV array.



The Beryl Prairie Fire Hall with a 7.5 kW array.



The Visitor Info Centre with a 10.1 kW array.

## Appendix 6: Leadership — New Westminster — Municipal facilities hosted community solar PV initiative

The City of New Westminster—one of just a few municipalities in BC that runs its own community electricity utility—followed in the footsteps of Nelson in launching its first Urban Solar Garden in 2018. This program is unique in that the funding for the facility came from subscriptions of city residents. Participants in the program receive credits based on the electricity energy production of the solar PV installation. These credits are tied to their existing electricity utility accounts.

In effect, a "virtual net-metering" business model.

The program met immediate success in terms of this initial installation being fully subscribed to within a month of the program launch. This project involved the installation of a 50 kW, 156 panel solar PV system installed on the Queensborough Community Centre. Based on the success of this initial installation, a second solar PV array is being scheduled for installation at the New Westminster City Works Yard in April of 2019.

With most regions of the province having their electricity supplied directly from BC Hydro, this kind of business model for community solar PV is not currently available. And while the current tariff structure regarding the BC Hydro net-metering program is facing review by the BC Utilities Commission, establishing a virtual net metering option is not currently on the table for discussion.

The SCCSA would like to see provisions in terms of BC Government policy and utility tariff options opening up the door to enable community solar projects like that implemented by New Westminster and Nelson.





Cities play a central role in the



Phase 1 of New Westminster's Urban Solar Garden. Financed with resident subscriptions, this phase involved the installation of a 50 kW, 156 solar PV panels hosted on the Queensborough Community Centre facility.



# Appendix 7: Leadership — Walking the Talk — Nelson's Community Solar Garden

The City of Nelson, along with New Westminster, is one of five municipalities in BC that owns its own community electricity utility. The Nelson Community Solar Garden was launched in November of 2015 with pre-sale subscriptions to the solar PV system. Owned by Nelson Hydro, funding for the facility came from subscriptions by its customers. Here, from homeowners, renters, business owners, Co-ops, churches, the local college, and some schools. The project partner was Bullfrog Power. The Solar Garden was completed with its official opening ceremonies taking place on June 24th, 2017.

Subscription investments are based on a per panel basis. Credits to participant utility accounts are handled on a virtual net metering basis. The project is the first municipally owned community solar garden project in Canada.



Ribbon cutting event at the opening of the Nelson Community Solar Garden, June 24th, 2017.



The City of Nelson Community Solar Garden is situated in the vicinity of the Bonington Generating Station in Nelson, BC. The 60 kW solar PV array is comprised of 248 panels, and is operated by Nelson Hydro.



## Appendix 8: Leadership — Walking the Talk — Kimberley's city owned SunMine community solar project

Owned by the City of Kimberley, the SunMine Solar Farm was developed in partnership with the Teck Sullivan Mine, the Columbia Basin Trust, BC Hydro, EcoSmart, the BC Ministry of Energy and Mines Innovative Clean Energy Fund program and other partners. The project, designed to generate 1.05 mW of energy, involved the installation of 4,032 solar PV panels on trackers and covers 5 acres on the brownfield site of the former Sullivan Mine Concentrator. Teck had completed reclaimation of the Sullivan Mine in 2010.

The Province of BC contributed \$1 million in funding, with Teck contributing a futher \$2 million. The project was conceived by Kimberley as an innovative and entrepreneuial approach to moving forward from its past legacy of an economic basis tied to the mine that had closed after nearly 100 years in operation.

Electricity generated by the project is sold to BC Hydro under their Standard Offer Program. The project was completed in 2015 and has been the recipient of many awards spanning engineering and sustainability criteria.

The City of Kimberley's SunMine business plan document of 2014.





The City of Kimberley's SunMine community solar project situated on the former Teck Sullivan Mine site. The 1.05 mW project is comprised of 4,032 solar PV panels mounted on trackers, and covers an area of 5 acres.

## Appendix 9: Leadership — Walking the Talk — Aboriginal community projects

Aboriginal communities have been in the forefront of pursuing a range of community solar projects throughout British Columbia. Many are being developed with revenue generation and skills development being key project criteria. These initiatives have significant potential moving forward in terms of pursuing sustainable and renewable energy development.



Solar PV installation on the administrative offices building of the T'Sou-ke First Nation near Victoria.



The 85.8 kw Solar Garden installed at the Lower Nicola Indian Band recreation facility near Merrit.



Solar PV installation in progress for a Solar Farm under development at the Tsilhqot'in First Nation. In the Cariboo-Chilcotin area, this project is scheduled to be completed in 2019.



SolArt solar PV configuration at Skidegate, Haida Gwaii.

"The Raven Steals the Amp", by Gwaai Edenshaw, Skidegate, Haida Gwaii.





Solar PV array at Skidegate, Haida Gwaii.

## Appendix 10: Leadership — Walking the Talk — Sunshine Coast School District 46 goes solar

The most ambitious and largest scale to date for pursuing solar PV on the Sunshine Coast has been that initiated by School District 46. Starting with Langdale Elementary School in the spring of 2017, this initiative has been pursued as part of the School District's *Strategic Plan 2015-2019*, which included a focus on sustainability.

To date, three schools have had solar PV arrays installed. Langdale Elementary saw the installation of a 66 kW system in the spring of 2017. Subsequent to this a 71 kW, 198 panel system has been installed at Davis Bay Elementary School, along with a 112 kW, 324 solar PV panel system at Pender Harbour Elementary/Secondary School. The installation at Pender Harbour was also integrated with a battery backup system.

Key people involved with this initiative have been Rob Collison, Manager of Facilities and Transportation, along with past school trustee Betty Baxter.

School District 46 *Strategic Plan 2015-2019* references sustainability goals.





Langdale Elementary School, the site of School District's first solar PV installation, with a 66 kW array.



Pender Harbour Elementary/Secondary School, the site of the most recent solar PV installation, with a 112 kW array.



Life cycle cashflow analysis for Davis Bay Elementary School. Projecting a pay-back period of 15 years on the \$121,000 cost of the system investment. Along with a \$175,148 discounted cash flow for the projected 35-year service life. In other words, a projected net positive cash flow of \$175,148 over 35 years. The projected pay-back period for the Langdale Elementary system is 20 years, and 16 years for the Pender Harbour Elementary/Secondary system.



Rob Collison, SD46 Manager of Facilities & Transportation on site at Langdale Elementary School. Coast Reporter photo.



Betty Baxter, former SD46 Trustee played a lead role in pursuing the solar PV initiative for the school district. Here, at home with her residential solar PV installation. Coast Reporter photo.

Costs by Year 0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Capital Cost \$172,000																					
Sub-total Costs \$172,000																					
ual Hydro Increase 1.02																					
nual Discount Rate 0.99																					
Production 75 mWh																					
Savings by Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Electricity	\$8,250	\$8,415	\$8,583	\$8,755	\$8,930	\$9,109	\$9,291	\$9,477	\$9,666	\$9,860	\$10,057	\$10,258	\$10,463	\$10,672	\$10,886	\$11,103	\$11,325	\$11,552	\$11,783	\$12,019	\$12,259
Gas or Fuel																					
Water																					
Maintenance																					
Taxes																					
Insurance																					
Labour																					
GHG Factors																					
Sub-total Discounted Savings	\$8,250	\$8,248	\$8,328	\$8,410	\$8,492	\$8,576	\$8,660	\$8,745	\$8,830	\$8,917	\$9,004	\$9,092	\$9,181	\$9,271	\$9,362	\$9,454	\$9,547	\$9,640	\$9,735	\$9,830	\$9,927
Net Cash Flow	(\$163,750)	\$8.248	\$8.328	\$8.410	\$8,492	\$8.576	\$8.660	\$8,745	00.000	00.047	00.004	\$9.092	\$9 181	\$9.271	\$9.362	\$9.454	\$9.547	\$9,640	\$9.735	\$9,830	\$9.927
	(*****)								\$8,830	\$8,917	\$9,004	+-,		+-,	+-,		+-,		00,700	00,000	
Net Project Value	(\$163,750)	(\$155,502)	(\$147,174)	(\$138,764)	(\$130,272)	(\$121,696)	(\$113,036)	(\$104,292)	(\$95,462)	(\$86,545)	(\$77,541)	(\$68,448)	(\$59,267)	(\$49,995)	(\$40,633)	(\$31,179)	(\$21,632)	(\$11,992)	(\$2,257)	\$7,573	\$17,500

Life cycle cashflow analysis for Langdale Elementary School. Projecting a pay-back period of 20 years on the \$172,000 cost of the system investment. Along with a \$167,132 discounted cash flow for the projected 35-year service life.

Costs by Year 0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Capital Cost \$198,999																
Sub-total Costs \$198,999																
nual Hydro Increase 1.02																
nual Discount Rate 0.99																
Pruduction 112 mWh																
Savings by Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Electricity	\$12,320	\$12,566	\$12,818	\$13,074	\$13,336	\$13,602	\$13,874	\$14,152	\$14,435	\$14,724	\$15,018	\$15,318	\$15,625	\$15,937	\$16,256	\$16,581
Gas or Fuel																
Water																
Maintenance																
Taxes																
Insurance																
Labour																
GHG Factors																
Sub-total Discounted Savings	\$12,320	\$12,316	\$12,437	\$12,559	\$12,682	\$12,806	\$12,932	\$13,059	\$13,186	\$13,316	\$13,446	\$13,578	\$13,711	\$13,845	\$13,981	\$14,118
Net Cash Flow	(\$186.679)	\$12.316	\$12.437	\$12.559	\$12.682	\$12.806	\$12.932	\$13.059	\$13,186	\$13.316	\$13.446	\$13.578	\$13,711	\$13.845	\$13,981	\$14,118
Net Project Value	(C. 1997) 19		(\$161,926)				(\$110,947)	(\$97,888)	(\$84,702)	(\$71.386)		(\$44,362)	+	,	(\$2.824)	\$11,294

Life cycle cashflow analysis for Pender Harbour Elementary/Secondary School. Projecting a pay-back period of 16 years on the \$198,999 cost of the system investment. Along with a \$307,438 discounted cash flow for the projected 35-year service life.



The 71 kW solar PV installation at Davis Bay Elementary School.



The integrated solar PV battery system at Pender Harbour School. Activated within hours of commissioning due to a grid power outage.

## Appendix 11a: Energy modelling & labelling as a building design tool

The adoption of energy modelling and labelling requirements for new builds of all types is to be encouraged.

The use of energy modelling software packages for new builds whether adhering to the newly introduced BC Energy Step Code or Passive House Canada standards is an integral part of the building design and planning process. Further, requirements for mandatory energy efficiency labelling are being considered for adoption under the BC Provincial Government CleanBC climate action framework. The benefits of energy efficiency labelling information have been identified in terms of allowing prospective buyers and tenants to:

- compare the energy performance of buildings and homes
- understand the full costs of renting or ownership
- consider the value of investing in energy efficiency

improvements for both renovations and new build projects There are some jurisdictions where such energy efficiency labelling is required whenever a property is built, sold, or rented. Currently the BC Energy Step Code has not adopted any specific labelling certificate format. Simply due to the situation where a number of computer energy modelling software packages can be utilitzed. And currently, labelling certificates are tied to the software package selected.

Typically, new residential builds would be done using Natural Resources Canada's HOT2000 software, along with the associated EnerGuide labels. While certified Passivehouse Canada builds (for all building types) would utilize the Passive House Planning Package (PHPP). EnerGuide modelling can also be used for renovation projects that are eligible for Efficiency BC rebates.

It should be noted that using energy modelling such as the EnerGuide system is something that can can also be utilized directly in the planning process when integrating solar thermal & solar PV systems.

The SCRD should be encouraged to mandate energy modelling and labelling for all new building construction.

This Intentions Paper references mandatory labelling currently being considered for CleanBC adoption.

Intentions Paper

**BUILDINGS** 

Building a clean growth future for B.C

The New Westminster house depicted below achieved a BC Energy Step Code step 4 rating. Note the EnerGuide label rating of 61.





## PASSIVEHOUSE **CΛΝΛDΛ**



## The New EnerGuide Label

#### Natural Resources Canada has updated\* the EnerGuide label to provide you with more information about your home's energy performance:



The Natural Resources Canada EnerGuide labelling standard measures energy in Gigajoules (GJ). This provides a common metric for comparing energy value whether it is consumed based on natural gas, oil, or electricity powered HVAC. Or provided by on-site production derived from solar thermal, solar PV or even wind turbines. The HOT2000 software can even be tweaked to factor in electrical energy loads need to charge electric vehicles.

23

# Appendix 11b: Energy modelling, net-zero construction & solar energy

The central message that the SCCSA is promoting to the SCRD is that of adopting measures to promote an approach to new construction of ALL building types to be compliant with net-zero ready features. As well, to integrate EV charging ready capability. Such an approach will serve to future proof these structures for the measures that are being introduced at the provincial government level with respect to the CleanBC climate change framework.

In the case of building structures, adoption of the BC Energy Step Code at some point by the SCRD? And in the case of vehicles, the adoption of the ZEV legislation mandating and driving vehicle sales towards increased electric vehicle adoption.

Increasing interest in net-zero ready construction is to be anticipated. Along with increased adoption of solar installations by residents, institutions and the business sectors. Further, once moving in this path, interest in **net-zero+** measures should also be expected.

With grid-tied solar PV it should be pointed out that the net-zero concept is considered from the perspective of balancing site energy production with use over the period of a calendar year. Essentially the BC Hydro grid functions as a battery. By strict definition a net-zero build accounts for building energy use only. The net-zero+ concept allows the factoring in of the additional energy loads needed for charging EVs. Under BC Hydro's Net Metering Program, the criteria used relates simply to site energy usage for all purposes.

Thus, when applied to EnerGuide labelling, a label rating of zero (0 GJ net annual energy use) would indicate net-zero energy parity factoring in building energy requirements. On-site energy production, typically solar would be required to achieve this result. The more high performance and energy saving the building envelope, the less on-site energy production required. Adding additional solar panel capacity can be done to accommodate the energy loads associated with electric vehicle use. Thus, **net-zero+**.

This New Westminster house depicted has also achieved a BC Energy Step Code step 4 rating. Note the EnerGuide label rating of 40. The addition of a small 2 kw solar PV array has lowered the annual energy consumption by 6 GJ. Thus an improved EnerGuide rating. Installing a 16 kW solar system would make this a net-zero build. Installing a 20 kW solar system would make this a net-zero+ build capable of powering an EV.



24





A sample EnerGuide label with a rating 72. The solar PV installation, along with the positive Gigajoule input has driven the rating higher by 13 GJ. The EnerGuide rating without solar PV would be 85. Thus, the EnerGuide approach can be used as a tool to optimize design and in the evaluation of costs & benefits related to building design components—including integration of on-site solar energy production. The EnerGuide approach specifically factors in both solar thermal and solar PV energy production.

## Appendix 12: Leadership — Walking the Talk — Incentivizing green building construction

The Township of Langley is taking proactive steps to incentivize green buildings and compliance with the BC Energy Step Code with its Green Buildings Rebate Program. A range of incentives have been developed to cover:

- energy evaluations using EnerGuide modelling
- mid-construction blower door tests
- new-construction single-family residential buildings
- new-construction multi-residential buildings
- renovations of residential buildings

These initiatives are part of promoting their Certified Green Home program. Offering of incentives such as these is an example of what many municipal governments are doing to promote EV charging infrastructure and solar thermal and solar PV installations. The Regional District of Nanaimo being an example. Another approach being used is that of adjusting building and electrical permit fees to promote adoption of solar PV and certified Passive House Canada construction projects. The District of West Vancouver being an example.

Currently there is a gap on the Sunshine Coast in terms of Certified Energy Advisor's services being offered locally. A combination of mandating such energy evaluations as part of the building permit process, and offering incentives would serve to address this gap. As well, the SCRD is encouraged to work with the Town of Gibsons and the District of Sechelt to reach a harmonized approach to such construction related requirements moving forward.













certified

GREEN

#### **Mid-construction Blower Door Test**

Hit the target with confidence.



6

## Appendix 13: Zero emissions & zero carbon buildings

In the context of considering revisions to the SCRD Zoning Bylaw 310, thought should be given to the directions building design will be influenced given the climate change agenda. Giving consideration to future proofing the new Bylaw is encouraged. In this context, thinking beyond addressing building energy efficiency are developments intended to integrate the carbon footprint of buildings in terms of both embedded energy and operational footprints. Here, incorporating life-cycle analysis.

The recent report by the Canada Green Building Council (LEED), *Making the Case for Building to Zero Carbon*, provides some insight. One of the measures endorsed by the report is the need to integrate on-site energy production and storage in buiding design. This is being promoted given the anticipated need for a significant increase in renewable electricity moving forward. This will be needed to match the increasing demand being derived from moves away from fossil fuel dependency for building and transportation needs, clearly a part of the CleanBC strategy here in British Columbia.

A synergy between zero carbon & net-zero.





The recently released Canada Green Building Council report of Feburary 2019, *Making the Case for Building to Zero Carbon*, (pages 24-25) advocates a key recommendation of the SCCSA with respect to integrating on-site renewable energy such as solar PV into building design. As well, the benefits of integrating energy storage systems.

27

## Five Key Components of Zero Carbon Buildings



#### **Renewable Energy Generation** A Zero Carbon Building is... A requirement that A highly energy efficient building renewable energy be that produces on-site, or procures, generated on-site or carbon-free renewable energy in procured directly in order an amount sufficient to offset the to ensure the addition of annual carbon emissions associated clean power generation. with building operations. **Energy Intensity Metrics** Energy intensity metrics to incentivize the design of highly efficient, reliable and resilient buildings. • **Embodied Carbon** An embodied carbon metric to recognize the importance of building **Reducing Peak Energy Demand** material lifecycle impacts. A peak energy demand metric to encourage the use of "peak shaving" measures. **Lowering Emissions** A greenhouse gas intensity metric for assessing a building's emissions.



## **Appendix 14: Moving to electric vehicle fleets**



One of the SCCSA's recommendations is to encourage the SCRD to take proactive moves towards transitioning its fleet vehicles to EVs.

One of the first things to do is simply to initiate a comprehensive analysis of current vehicle capital and operational costs. Then to profile vehicle types and determine which EVs are currently prospects for replacing existing vehicles when they come to the end of their lease terms or service life. Then to develop a transition plan. This could be done to dovetail to the CleanBC ZEV timeline. Or potentially at a more aggressive pace.

What plans does the SCRD currently have with respect to transitioning to clean energy vehicles, whether plug-in hybrids or battery electric vehicles? What is the business case in terms of costs today? And how might these be changing? This is also a question of community leadership.

One easy to implement measure that could be taken promptly is to simply join the West Coast Fleets initiative. Which is also a necessary step to qualify for BC Government incentive funding for fleet EV purchases.



Government based organizations, business, and educational institutions signed up for the Fleet Champions Program include:

- City of Vancouver
- District of Saanich
- BC Hvdro
- Fortis BC
- City of Surrey
- Province of BC
- Comox Valley Regional District
- Fraser Valley Regional District
- Thompson Rivers University
- University of Victoria
- University of Victoria
- University of Northern British Columbia
- University of British Columbia
- Resort Municipality of Whistler
- Metro Vancouver
- District of West Vancouver
- City of Prince George
- Westbank First Nation
- City of Kamloops
- Township of Langley
- District of North Vancouver
- Regional District of Mount Waddington
- •
- but none currently from the Sunshine Coast!

BC government incentive funding for EV fleet purchases can be accessed via the PlugIn BC website. Current funding has run out, but is likely to be renewed as the CleanBC program rollout continues.







You can complete this form online at westcoastelectricfleets.com, email a scanned copy to PacificCoastCollaborative@rossstrategic.com, or fax it to (206) 447-0956

# ZEV Fleets Pledge

We invite you to become a West Coast Electric Fleets partner by pledging to incorporate Zero Emissions Vehicles (ZEVs) into your fleet. It's easy. Start by selecting your pledge commitment. Then secure commitments from senior-level colleagues and fleet managers and announce your participation to employees and partners. Finally, share your ZEV achievements with West Coast Electric Fleets.

*My* organization pledges to contribute to the goal of expanding the use of ZEVs with the following commitment (pick one):



Evaluate ZEVs as part of all fleet purchases (including, but not requiring, purchasing and piloting the use of a small number of ZEVs) AND annually revisit this pledge to consider a higher commitment to ZEV purchases.

Procure at least 3% ZEVs for all new fleet purchases by the end of 2016 AND annually revisit this pledge to consider a higher commitment to ZEV purchases.

Procure at least 10% ZEVs for all new fleet vehicle purchases by the end of 2016. Please provide a narrative description of your commitment below (or as an attachment), including, as appropriate, specific percentages, numbers of vehicles, and timing of ZEV procurement.

#### **Primary Point of Contact Information**

Address
Phone Number
Email
Title
Date
Title
Date

### Appendix 15: Zero carbon hot water

When the provincial government, *BC Solar Hot Water Ready Regulation* was drafted in 2011, installations of solar PV were limited given the significantly higher costs than are the norm today. And while solar thermal is often a more effective means to produce zero carbon or emissions free hot water, two other approaches can also be integrated into building HVAC systems. One being heat pump (ground source or air source) utilizing a heat exchange module. The other being the less obvious use of solar PV, where electricity generated can offset grid supplied electricity for all load demands including electric domestic hot water heaters.

Solar hot water devices are an excellent match, especially if hot water needs are significant, and might be used for radiant in-floor heating in addition to domestic hot water needs. In any case, how this might be implemented is best determined by the building designer or owner. And might come down simply to technology preferences.



Solar thermal collectors installed at this Whistler, BC certified Passive House Canada duplex. Known as the *Whistler Rainbow Duplex*. Built by Durfeld Constructors.



Solar thermal vacuum tube collector array installed at SCCSA member Gerry Pageau's residence on the Sunshine Coast.



The electric domestic hot water heater (at right) receives pre-heated water from the hydronic heat exchanger tank (at left). Pre-heat water is supplied by the geothermal heat pump (2nd from left), which performs its primary task of heating water for the hydronic in-floor heating.



The *Harmony House* built in South Burnaby as part of the CMHC EQuilibrium program involving the building of net-zero demonstration residential houses across Canada in 2011. Note the mix of both solar thermal & solar PV collectors. This particular project was conceived to integrate EV charging during the project planning stage.



### **Appendix 16: Small wind turbines**

Within the Bylaw 310 review process, the Arlington Group authored discussion paper has identified the potential of reviewing how height restrictions might be modified so as to accommodate residential scale wind turbines and solar panels. Such a review is welcomed by the SCCSA.

With respect to height restrictions related to the installation of solar panels, it would be our advice to simply amend any current height restrictions to provide a blanket exclusion for all proposed solar panel installations. However, visual impacts might be another matter to consider.

Residential wind turbines to date have not appeared to have achieved any traction on the Sunshine Coast, with the exception likely being off-grid rural or island locations. It is noted that the *Sunshine Coast Renewable Energy Atlas*, published in 2012, advises that generally, the Sunshine Coast has few good prospect locations for wind turbines. A number of prospect locations were identified, including the Trail Islands. The suggestion that wind potential surveys could be done at some sites was mentioned. Presumably, no follow up action has been taken since this publication was released.

The SCCSA is aware of some limited degree of interest in residential wind turbines, and that this appears to be quite small in relation to the more recent uptake with solar PV. That stated, it is recognized that some sites with wind potential that also have had solar PV installed might make good prospects for installing wind turbines. For an existing BC Hydro net-metered solar PV site, adding a wind turbine would require significantly less electrical systems integration. And could complement solar PV production gaps during the daily night-time cycles. Along with the seasonal daylight minimal durations characteristic of the late fall, winter, to early spring months. Further, the windiest times would correspond to times of minimal solar radiation.

With this in mind, consideration to provinding some kind of incentive or rebate to encourage the installation of a reference site wind turbine is a project that would be worth considering.

**Below:** A Sechelt site opposite the Trail Islands being monitored for wind with a Netatmo anemometer. **Bottom right:** Same site with a concrete footing installed to be "wind turbine ready." Site has a BC Hydro net-metered solar PV installation already installed.





Published in 2012, the *Sunshine Coast Renewable Energy Atlas* referenced some limited potential for wind turbines in the area.



The IceWind vertical axis wind turbine under development by an Iceland based company is being considered at a couple of Sunshine Coast sites.



## Appendix 17: Review of SCRD reports and info brochures

As part of our research with respect to providing input to the Zoning Bylaw 310 review, the SCCSA has reviewed relevant SCRD information as made available for public access. Here are topics related to our key areas of concern, promoting both solar energy adoption and EV charging infrastructure.

Many of these documents could be updated to make them more relevant given current technologies and market opportunities. Some of these documents are reviewed, based chronologically on their publishing dates.

#### 1. Solar readiness memo—November 22, 2010:

In updating this memo, encouraging solar ready measures beyond single-family residential buildings, and renovations could be done as well as provide clarification as to how the current *BC Solar Hot Water Ready Regulation* is being interpreted in the context of the *BC Energy Step Code* (ESC). While the SCRD isn't currently adopting the ESC, builders can choose to opt in using the ESC at the individual project level.

Sunshine Coast Regional District Building Division Policy							
Solar Readiness	November 22 <sup>nd</sup> , 2010						
ubiect: Sunshine Coast Region	al District Solar Readiness						
Polic <b>y</b> :							
Board has resolved, (recommendation	nce of BC Solar Readiness program, the SCRD #15, Nay 27 <sup>8-205</sup> ), to register with the Province je process to be a 'solar readiness community' for tings effective October 1 <sup>et</sup> 2010.						
A solar ready home will require the follo	owing:						
no artic exists, then though the location is contemplatud weathe exitra plumbing valves and fitti an electrical outlet at the plant construction plans that indicate exterior, ( See BC Government	hanical room to the attic or other location, (where root and properly weather capped, or where a wait copped at the extract wait go on the water heater ed soler tank location the future component locations interior or						
	tures provided that will make it easier to install ate, enabling both photovoltaic and solar hot						
Plans Examiners will be tooking tor	d butter is that Building Division Inspectors and the above provisions at the Building Permit the form of space allocations and provisions for:						
<ol> <li>A 4 inch labeled duct, or two 2 through the roof or at least in</li> </ol>	and hea: exchangers, and their locations ? nch labeled ducts complete with caps possibly no the attic space or exterior wall, with a code ess to facilizate connection and drain down to the						
	a building may be exempt from the requirements int or future solar gain is available. This will be the prepermitiste inspection stage.						
Peter Longhi Chief Buildin	000						



### Building Services Department



Building Services Department

#### 2. Calling for Inspections brochure–October, 2011:

This Building Services Department brochure appears to have been last updated in October of 2011. Our suggestion is that this brochure should be updated, preferrably with a revision date clearly marked. As well, the brochure contains no reference to the current solar readiness requirements. Revisions to this information brochure could also include reference to future proofing considerations such as implementing EV charging ready measures.

#### 3. Solar Readiness brochure—November, 2011:

This Building Services Department brochure appears to have been last updated in November of 2011. Again, our suggestion is that this brochure should be updated, preferrably with a revision date clearly marked. An revised brochure could provide updated information with respect to best practices in solar ready design. More emphasis on solar PV. As well as the ability to integrate EnerGuide energy efficiency modelling for building design with on-site solar thermal and/or solar PV energy production.



#### 4. Renewable Energy Atlas report—October 2012:

The *Sunshine Coast Renewable Energy Atlas* is a comprehensive report that is due for a revision. For example, at the time of publication, solar PV when compared to other green energy solutions was extremely costly. Not so today, with the business case often being that installing solar PV is cost competitive with current BC Hydro grid tariff rates. And with increasing electricity tariff rates a given, the business case for solar PV will only be getting more attractive.

Further, not addressed in the report are other emerging technologies such as battery storage and electric vehicles that integrate well with solar PV. Nor how changing BC Hydro tariff rate structures pertaining to time-of-use billing or virtual net-metering might impact the economics of these technologies

The report is due for an update.

5. Electric Vehicle Charging plan report—November 2012:

The *Sunshine Coast Electric Vehicle Charging Plan*, was published in 2012 in cooperation with both the Town of Gibsons and the District of Sechelt. The report was visionary in that it addressed many of the issues involved deploying EV charging infrastructure for both public access and with respect to integration into building design. Updating the report to reflect progress to date, and to dovetail with EV adoption projections and the changing regulatory framework of the provincial government CleanBC framework and ZEV legislation pending is something the SCCSA encourages the SCRD to undertake.

#### 6. CARIP report—2017:

The annual *Climate Action / Carbon Neutral Progress* report for 2018 is presumably due for release soon. On reviewing the 2017 report it is apparent that these publications provide only a cursory overview of the scope of activities that the SCRD might be involved in. Essentially, no details are provided. While this might meet the regulatory requirements of the reporting process, the appearance comes across as aiming low. And simply providing a quick checklist of actions taken. Which might in reality be no action at all. The CARIP reports cover a wide range of issues, from water resources, concerns over wildfire resilency, renewable energy, and to transportation. More detailed and comprehensive reporting might be useful. And would be directly relevant to the current discussion regarding updating Zoning Bylaw 310.


# Appendix 18: SCRD building permits guide

Part of the Zoning Bylaw 310 review process should be to address integration of the Building Services Department publications, including permit forms to embrace fully existing requirements for solar readiness. And moving forward, to future proof the process to include EV charging infrastructure. While there may be limits given jurisdiction and enforceability under the scope of the current Building and Electrical Codes, promoting public and developer awareness can also be achieved.

For example, while only solar readiness for solar thermal can be enforced, designing forms to include reference to solar PV, energy modelling, and the integration of this into the project planning, would serve to build awareness that there is value in taking such optional measures. Likewise when it comes to planning for EV charging. Updating information brochures and permit application forms in this way would future-proof the process to future regulatory changes. Whether comming from the provincial level in terms of local adoption of the BC Energy Code. Or from local Bylaw changes that might involve mandating EV charging readiness.

1	and the second se
PLEASE ENSURE THAT:	D. INSPECTIONS TO CALL FOR
	niely mady poor to the imagestion or a monotocory law may be
radining	and turned back in our surfacement to it to conference, our read on
> Work doos not proceed to the new	I shage of building prior to the building inspector's approxim
pertificant is required, please submit p	arise to placing concerter for footings or foundations. It survey one to inspection Plasse provide engeners report if required is visible from the road. Ensure owner's copy of building lone.
DRAIN TILE/DAMP PROOFING Risc Inspection is done prior to SackTilling	wred when strain like and strain rock and stamp proofing in pillion
UNDER SLAB. PLUMBING Required when all under salt plumble concrete.	ng is in place and under fest. Inspection is done prior to pouring
ROUGH IN PLUMBING	
	water piping are complete with the appropriate tests applied ins overflow tilts; (can be done at frame impection) to be not to hapiection
WOODSTOVE/FIREPLACE CHIMNE	EX.
visible. The second inspection occus chimmey requires an impection pro-	I expection when the simple chamber is constructed, but still when the chamber is complete, prior to enclose as A metal to tamp enclosed. A wood burning store fragment impedian and/a require that the terms provide specification to installation.
windows, heating, chimney restallation inspection is to be completed prior to	shealthing, plumbing elikernosi, gas installation of doors and or, and anginees inspection (if applicable) are combined. The installation of insulamor or my scherior classifier, The Mechanical pleted and provided at the time of the framing inspection.
STUCCO LATHE AND PAPER	
INSULATION AND VAPOUR BARBI Upon completion of installation, and p coninacter's plectareau form reveal be complete prior to insulation:	ER to the application of well based or paneling. The issualtion submitted once to approval ** Sheathing membrane must be
	on is conclude and before occupancy of the structure. Proof of heath approval and any required engineering approvals must be o to inspection.
BUILDING PERMI	T APPLICATION PROCEDURE CHECKLIST
Barte prom of the Surations Could be to Building Normal In Desire areas regul Par man information	residented Decomponent Percel Areas, and an and of the Aground and Land Texaning in additional decomposition to be submitted before percent aim for featured and other Percent Difference (Data Handa and Data).
	PERMITS THE FOLLOWING ARE REQUIRED
FOR ALL BUILDING	
	EV) superspins and in constraints server (some T2000) 52m agreement for to another size where a Eve 000 - 52m 000 31% organization for the commutative ended one 1200.000
🖬 не воснтух сонежистоя	\$200 automative fee for presidences values at \$20,000 - \$200,000
COMPERIDAL & ADJUSTICAL AN UNIT	\$20% approximation from the control control of Exe (000 - 2220 - 000) \$750 applications from the control color estuard course \$200,000

- Three cools: of construction streetings of V is 1-0° liais blowing addoub blow (grow over ) such does to believe 
  sense to avoid the sense of the 
  sense of the sense of the sense of the 
  sense of the sense of the sense of the 
  sense of the sense of the sense of the 
  sense of the sense of the 
  sense of the sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense of the 
  sense
- Single Family Dentitings activated the "total resoly" was <u>a new polynomia as</u>

   Three copies of a site plan. The file plane much other that infer its and instants at incomes, and and pa and instanting at deals, particus, total results at incomes of all departments, induces area to p
- In the Transport of the Transport of the Transport of Transport of
- Degraving for all two buildings.
- Botaclar & to assurant and regiment valued anatoxic townrip.
   For all dearlings on Appendix ID Limitster Assessment: page for result. Conveyors represent in removed a prim result of an invest (if another to be investig) approximation on the number of another sectors.
- Employee and an employee and a second provide the provided and a provided and a provided and applications of the second provided and a second provided and provided a
- entral locate con or line lines estimation and WHP. Partitioners and for compute the of installers.
- Advance Advancement
   Advance of concerned in the second of the proceed interval of the data of a proceeding of the second of the proceeding of the second of the data of the data
- See Type and the set of the set



Published in 2014, with revisions in 2018, the *Homeowner Guide to Building Permits* should be revised to integrate planning for solar and EV charging into the project planning and permits process.

## 1. Required Inspections to Call For (pp. 4-5):

No reference at all is made to inspection requirements pertaining to the *BC Solar Hot Water Regulation*. Or to what inspections and requirements the SCRD has regarding solar PV installations. In the case of solar PV installations, reference should be made to any SCRD requirements beyond solar readiness. And to Technical Safety BC for electrical permits.

#### 1. Building Permit Application Procedure Checklist (p. 6):

This appears to be the only reference to the solar ready requirement. And is limited to the regulatory mandated scope of single family dwellings. There is nothing to stop the SCRD from including optional or non regulatory measures that would future proof projects to incorporate solar and EV charging ready into all construction projects. An approach like this could be tied directly into future zoning bylaw changes that might allow discretionary approvals based on project proponents agreeing to adopt such measures. For example, the Zoning Bylaw 310 review raises the potential to relax constraints on housing diversity, short term rental accommodations, and cannabis production and retail operations. An obvious approach to take when promoting renewable energy measures would be to allow for such relaxation measures in return for such projects integrating solar and EV charging ready measures. Why shouldn't all short term rental accommodations be required to have EV charging capability as a condition of approval. Why shouldn't indoor cannabis production facilities be required to integrate solar thermal and/or solar PV energy production as a condition of approval.







#### 3. Drawing Specification List (p. 7):

No reference at all is made to any requirements for documentation as to solar ready measures. This should be a mandatory, and should include specifics as to solar thermal and solar PV details. As well as the requirement that roof truss plans will be provided once ready. These plans are important document records when it comes to implementing solar installations at a later date. The roof truss plans should include a clear reference to the extent of solar ready roof coverage.

#### 4. Site Plan Example and Check List (p. 8):

Again, no reference at all is made to any requirements for documentation as to solar ready measures. In this context documentation should be provided to address how roof designs might incorporate solar potential in terms of orientation, optimal roof design, and site shading characteristics. Such a requirement might serve as a catalyst for project proponents to integrate solar design principles into the planning process.

<b>_</b>	-							BP		pplicatio
EGAL D	INSUFF	ICIEN					THIS FORM ( PROCESSIN			ATION.
Lot	Block	Di	atrict Lot		Plan		PID		Folio	
		alread	y assigned							
House Nu	mber		u	nit	8	treet				
OWNER	Primary cor	ntact E	1							
Name(a):										
Mailing Ac	Idress:						City, Province			Postal Code
Tel:				Cell				Emait		
Tel:				Cell			City, Province	Email		Postal Code
	ICTOR P	himary (	contact 🗆	Cell			cių, risinia			Public Coole
CONSTRU Name(a):	name:	nimary (	contact 🗆	Cell			City, Provinc	Emak		Postal Code
CONSTRU Name(a): Company	name:	nimary (	contact 🗆	Cell				Emak		
CONSTRU Name(a): Company Mailing Ac Tal:	name: Idress:		ION DETA	Cell				Emait.		
CONSTRU Name(a): Company Mailing Ac Tel: PROPOSE New	name: Idress: ED CONST	RUCT		Cell NLS: Altera	E		City, Provinc	e Email Email		Postal Code
CONSTRU Name(a): Company Mailing Ac Tel: PROPOSE New Dwelling	name: Idress: ED CONS <sup>T</sup>	TRUCT Addito Auxilia Dwalir	n ION DETA	Cell Albera Manu Home	factured	] Mai	City, Provinc	Email: Email: Demoiti Austiary	Building	Postal Code Move Approximately and a second
CONSTRU Name(a): Company Mailing Ac Tel: PROPOSE New	name: Idress: ED CONST	RUCT	TON DETA	Cell NLS: Altera Home Teran	factured	] Mai	City, Provinc	e Email: e Email: Demoiti Auxiliary Completi	Building	Postal Code Move
CONSTRU Name(a): Company Mailing Ac Tel: PROPOSE New Dwelling	name: Idress: ED CONST 	RUCT Addito Audita Dwalir Comm	TON DETA	Cell NLS: Altera Home Teran	factured t	] Mai	City, Provinc	e Email: e Email: Demoiti Auxiliary Completi	Building	Postal Code Move Agricultural Building Other
CONSTRU Name(a): Company Mailing Ac Tel: PROPOSE New Dwalling Sprinklers Describe 1	name: Idress: ED CONST 	RUCT Addito Audita Dwalir Comm	TON DETA	Cell Albera Manu Home Tenar Impro	factured t	] Mai	City, Provinc	e Email: e Email: Demoiti Auxiliary Completi	Building	Postal Code Move Agricultural Building Other

#### 5. Building Division Permit Application (pp. 9-10):

With no reference at all to the solar ready requirement, it is quite possible that projects could proceed without any plans for integrating these measures. These building permit documents should be consistent in including the solar ready measures. This document could also be designed to include checklist items as to solar readiness (solar thermal and solar PV, EV charging readiness, and energy modelling that may be used. As well, reference to the BC Energy Step Code Regulation, given that this is something that project proponents can opt into. Which would require the SCRD to handle inspections and plan approvals accordingly, despite the SCRD not having adopted the Regulation. Including these checklist items would also serve an education and awareness function.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- **TO:** Planning and Community Development Committee May 9, 2019
- AUTHOR: Yuli Siao, Senior Planner
- SUBJECT: ZONING AMENDMENT BYLAWS NO. 310.184 AND 337.118 FOR SHORT TERM RENTAL ACCOMMODATION REGULATIONS - CONSIDERATION OF SECOND READING AND PUBLIC HEARING

#### RECOMMENDATIONS

- 1. THAT the report titled Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing be received;
- 2. AND THAT Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118 be forwarded to the Board for Second Reading;
- 3. AND THAT a Public Hearing to consider the bylaws be scheduled for June 18, 2019 at 7:00 p.m. at the Seaside Centre, 5790 Teredo Street, Sechelt, BC;
- 4. AND THAT Director \_\_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_\_ be delegated as the Alternate Chair for the Public Hearing with all other electoral area directors in attendance;
- 5. AND FURTHER THAT all advisory planning commissions be notified of the Public Hearing.

At the October 25, 2018 Regular Board meeting resolution 308/18 was adopted as follows:

<u>Recommendation No. 3</u> Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations

THAT the report titled Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations be received;

AND THAT Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118 be forwarded to the Board for First Reading;

AND THAT these bylaws be forwarded to the following stakeholders for comment:

- a) All Advisory Planning Commissions;
- b) shíshálh and Skwxwú7mesh Nations;
- c) District of Sechelt and Town of Gibsons;

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing

- d) Roberts Creek Official Community Plan Committee;
- e) Pender Harbour Chamber of Commerce;
- f) Gibsons and Area Chamber of Commerce;
- g) Sechelt Chamber of Commerce;
- h) Sunshine Coast Tourism; and
- i) Habitat for Humanity Sunshine Coast.

AND THAT two public information meetings be held in different Electoral Areas prior to consideration of Second Reading of the Bylaws;

AND FURTHER THAT staff attend Advisory Planning Commissions and Roberts Creek Official Community Plan Committee meetings on this topic.

This report analyzes referral and public consultation feedback and recommends revisions to the proposed bylaws for consideration of Second Reading and holding of a Public Hearing.

### DISCUSSION

#### Timeline of Activities Concerning Short Term Rental Accommodation

Staff reports and consideration of bylaw amendments related to short term rental accommodation date back to 2012. Recent activities on this subject began in 2017, which include a succession of staff reports and Board resolutions along with a series of community engagement and consultation events: one initial on-line questionnaire and three public consultation meetings before the zoning amendments were proposed; and two public workshops, two public information meetings, one further on-line questionnaire as part of the Zoning Bylaw No. 310 update process, and consultation with advisory committees and agencies after the First Reading of the proposed bylaws. The detailed timeline of activities can be found in Attachment D.

#### **Referral Comments**

The first draft of the bylaws and associated staff report (for context provided as Attachment H) were referred to the above listed agencies and committees. A summary of comments is provided in the following table.

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing Page 3 of 27

Referred Agency	Comments
Sunshine Coast Tourism	Sunshine Coast Tourism thanks the SCRD for the thorough review of the short term rental file as it pertains to the SCRD. The bylaw amendments are well researched and provide an appropriate and needed update to the bed and breakfast regulations. A fair balance was struck between property rights and responsibilities.
Sechelt and District Chamber of Commerce	We have reviewed the two existing by-laws as well as the proposed changes and would support the proposed changes. Streamlining the existing by-laws and simplifying the language to remove any ambiguity is always a good practice.
Gibsons and Area Chamber of Commerce	Generally no concerns.
Pender Harbour Chamber of Commerce	No comments received.
District of Sechelt	No comments received.
Town of Gibsons	Interest not affected.
shíshálh and Skwxwú7mesh Nations	No comments received.
Habitat for Humanity Sunshine Coast	No comments received.
Advisory Planning Commissions	Summaries provided in Attachment E.
Roberts Creek Official Community Plan Committee	Attachment F.

The West Howe Sound APC recommended forming a working group composed of people who would be affected by the proposed bylaw amendments to develop a guiding framework and that bylaw amendments recognize the need for temporary housing for temporary workers. The guiding framework for the bylaw amendments was established in the prior phase of the project through public participation activities other than a working group; given the broad impact of STRA, public meetings/dialogues and a questionnaire were used. The public participation approach was endorsed by the Board on May 25, 2017.

As indicated by the timeline of activities, the extensive public consultation process has engaged a broad range of stakeholders including the business communities and the general public. This process has yielded substantive feedback and a clear pattern of issues on which to make a recommendation moving forward. Therefore staff do not recommend forming a working group.

#### Public Information Meetings and Submissions

Public information meetings in response to Board resolution 308/18 were held on February 20, 2019 in Roberts Creek and on February 27, 2019 in Pender Harbour, and attended by approximately 25 and 15 people respectively. Additional written submissions have also been received since the First Reading of the Bylaws.

## **On-line Questionnaire**

As part of the Zoning Bylaw No. 310 update public consultation process, an on-line questionnaire was open for input from March 25 to April 15, 2019. Over 700 responses to questions related to short term rental accommodation were received. The responses are almost equally split on whether or not current zoning regulations for bed and breakfast are effective. The majority of responses are generally not in favour of permitting off-site management of bed and breakfast or short term rental accommodation. Feedback was not collected on whether or not respondents would support off-site management if it is effectively regulated and monitored. Operator management options will be discussed in detail in the following sections of this report.

## Analysis and Recommended Approach

Alongside hotels and resorts, short term rental accommodations in residential areas have been in existence on the Sunshine Coast for a long time. They have been traditionally operated as home-based bed and breakfast establishments in a residence and normally managed by a host residing on the property. The increasing popularity of on-line booking platforms such as AirBnB, HomeAway, VRBO and FlipKey etc. has made short term rental accommodation easier to operate with or without an on-site host and more accessible and appealing to many people. This allows residential properties to be used for commercial purposes. Some property owners are turning to short term rental accommodation as a way to counter rising housing costs, supplement income, or for various other reasons. Some prefer renting the accommodation for short term over long term because of the flexibility of short-term tenancy.

As experienced in many places in the world, social and economic tensions arise from the spread of short term rental accommodation, with issues including diminishing of affordable long-term rental housing, disruption to life of local residents, loss of sense of community, nuisance, and so forth. Many local governments have enacted regulations and mechanisms to control short term rental accommodation according to local conditions. Establishing appropriate controls without preventing potential benefits of STRA is an approach other local governments have applied; for example, the City of Vancouver has taken a balanced approach that "prioritizes housing as homes first and as a commodity second".

On the Sunshine Coast, public consultation on this subject since 2017 has revealed a very similar pattern of problems which are centred around the conflict between the use of short term rental accommodation as a source of income and employment and the need to control its scale and impact so as to maintain the character and livability of residential neighbourhoods. The most problematic short term rental accommodations appear to be those without on-site supervision. This indicates that a similar approach should be taken in finding a local solution that balances the needs between home and business, and focuses on dealing with the main issue of short term rental operation. The following is a detailed discussion of the key aspects of this approach which form the basis of the revised bylaws for consideration of Second Reading (Attachments B and C).

## Existing Policy Framework

Bed and breakfast (B & B) is the only type of short term rental accommodation with a framework of policies and regulations in SCRD's official community plans and zoning bylaws. Bed and breakfast is permitted as an auxiliary use in most commercial, rural and residential zones. The permitted scope of the use ranges from two to five bedrooms, which is also proportional to the size of the property. The principal resident is required to operate the use and the property must also have adequate sewage disposal.

The existing policy framework for B & B is a balanced approach suited to the rural environment of the Sunshine Coast. It diversifies land uses by allowing B & B as a business opportunity for residential and rural properties. This helps to sustain the lifestyle on the Coast and support tourism. The operation of B & B on those properties is limited to the scope of an auxiliary use, so as not to alter the primary character of those areas. This is also important for maintaining the land use pattern and intensity that can be supported by current infrastructure and servicing capacity.

As new styles of short term rental accommodation beyond the traditional bed and breakfast are emerging, there is a need to update and broaden existing zoning regulations and make them more effective in managing the full range of this type of use. However, amendments to the zoning laws must maintain consistency with the existing OCP policy framework and uphold the fundamental principles of the balanced approach, which include where the use is permitted and the size of the use (e.g. number of bedrooms). Other elements can be updated to complement the fundamental principles, enhance clarity and consistency of the bylaws and assist bylaw enforcement, such as terminology, length of stay, number of occupants, bedroom size, utility requirements, and operator options. The recommended improvements are discussed in the following sections. A summary of proposed changes with comparison to current zoning regulations and regulations proposed for First Reading is provided in Attachment A.

#### Re-defining Bed and Breakfast

Bed and breakfast and short term rental accommodation are similar land uses. Generally they are both small-scaled, residential-based business that provides accommodation for a short period of time with frequent change of occupants. The major distinction between them is not the mere difference in terminology or provision of breakfast, but the operational aspect of the business – whether or not they are managed by an operator residing on the property. Therefore, regulations for this type of land use can be divided into two main aspects: use and operator.

In terms of use, as bed and breakfast and short term rental accommodation are very similar, the existing definition for bed and breakfast can be expanded to include short term rental accommodation as a type of use. Bed and breakfast can be re-defined as follows and this definition should be reflected in both zoning bylaws.

"Bed and breakfast" means rental accommodation provided in a dwelling and occupied by the same occupant(s) for not more than 30 consecutive days, which may include an accommodation commonly known as Short Term Rental, but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing Page 6 of 27

Additionally, since the term "bed and breakfast" has long been established and referred to in many official community plans, and zoning bylaw amendments must be consistent with official community plans, keeping the term "bed and breakfast" in the zoning bylaws will maintain consistency with the official community plans. With the expanded definition for "bed and breakfast" established, the following discussions refer to all types of short term accommodation rental business as bed and breakfast or B & B. Recommended regulations are divided into two main aspects of this type of land use: use and operator.

<u>Use</u>

1. Length of Stay

The most common length of stay in a bed and breakfast or short term rental accommodation is from a few days to 30 days. The 30-day threshold is also used to determine applicability of Provincial Sales Tax and Municipal and Regional District Tax (MRDT) that is collected on the purchase of accommodation and used to support tourism. Stays longer than 30 consecutive days are normally regarded as long term rental accommodation which is not subject to these taxes, and generally considered residential use rather than vacation or tourist use. Therefore the maximum length of stay for the same occupant(s) should be 30 consecutive days, as indicated in the definition above.

2. Bedroom and Bedroom Size

The term "bedroom" has been established in both zoning bylaws and official community plans as a factor in measuring the intensity of B & B use. However what constitutes a bedroom is not clearly defined. A bedroom can be an enclosed room, and it can also be an open floor space with no walls or interior partitions, such as a loft, a studio, a suite, etc. Therefore "bedroom" should be defined as an enclosed room or a contiguous floor space for the exclusive use of the B & B occupants.

Zoning Bylaw No. 310 limits the B & B bedroom size to 28 m<sup>2</sup> while Zoning Bylaw No. 337 sets no size limits. A bedroom of 28 m<sup>2</sup> is considered a common size in many dwellings, and most hotel rooms (including full bathrooms) average about 30 m<sup>2</sup>.

Considering some bedrooms are larger or smaller than such size, it is recommended that an average maximum bedroom size be set at 28 m<sup>2</sup> for all permitted B & B bedrooms within a dwelling for both zoning bylaws.

## 3. Number of Bedrooms and Number of Occupants

The number of bedrooms and the number of occupants are the most commonly required information when booking a hotel, a B & B or any other accommodations. These numbers are important factors in controlling the intensity of use of a B & B. Many complaints and concerns on B & B or short tern rental use of a property appear to be operations that exceed the limit on the number of bedrooms or occupants, resulting in "party houses". Both zoning bylaws limit the number of bedrooms from 2 to 5 in accordance with the zoning designation and size of the property. These regulations are important for ensuring the auxiliary nature of a B & B use, and therefore should be maintained.

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing Page 7 of 27

With bedroom and bedroom size defined in the above section, the number of occupants a bedroom can reasonably accommodate can be defined. Generally an average-sized bedroom in a dwelling can accommodate up to two people. A group of three people or more, such as a family with children, is often better accommodated in two or more bedrooms, a larger bedroom or a family suite with more than one bedroom.

Zoning Bylaw No. 310 currently does not regulate the number of B & B occupants, while Bylaw No. 337 has a scale for the number of occupants proportional to the number of permitted bedrooms: 4 occupants for a B & B Home where 2 bedrooms are permitted, and 10 occupants for a B & B Inn where 5 bedrooms are permitted. This translates into an average of two occupants per bedroom.

Based on the above principle, it is recommended that a limit of two occupants per bedroom be introduced to both zoning bylaws for determining the maximum total number of occupants in a bed and breakfast establishment.

### 4. Utility, Signage and Parking

Both zoning bylaws currently require a B & B property to have a proper sewage disposal system, limit the size of a sign for the B & B to  $0.35 \text{ m}^2$ , and require one off-street parking space per bedroom used for B & B.

A water supply system is equally important as a sewage disposal system, therefore it is recommended that a water supply system be added to the requirement.

## **Operator**

The operator aspect is what sets traditional bed & breakfast apart from contemporary short term rental, and is the key issue identified through the consultation process. Currently both zoning bylaws require a B & B to be operated by a resident or the principal resident residing on the property. This has worked well and is supported by many participants in the public consultation process. A resident operator, with a vested interest in the property, does have an inherent advantage of having quick and constant control of the property and the ability to oversee B & B occupants. The operator can also be more easily contacted by neighbours when issues arise.

On the other hand, as reflected in consultation feedback, properties successfully managed by off-site operators with no or very little negative impact on neighbours do exist, and off-site management is regarded as an alternate option that is important for many property owners, especially seasonal dwellers. Off-site management can also create employment opportunities. Various techniques can be deployed by an off-site operator to control the property and occupants, for example, customer screening through booking platform reviews, in-person check-in and/or check- out, outdoor cameras and noise detectors, detailed instructions on local regulations such as fire ban, water restriction, parking, garbage disposal, etc. But above all, the key to off-site management is to establish accountability for the operator and enable monitoring and enforcement of regulations.

In order to reach a balanced solution, it is recommended that two operator options be considered as follows.

## 1. On-site Operator Option

This option is the existing requirement. Both zoning bylaws require a B & B to be operated by a resident or the principal resident. A resident can be the property owner or a tenant. The essence of this requirement is that the operator resides on the property when the B & B is in operation. This regulation can be clarified by stating that an operator must reside on the property at all times when a B & B is in operation. Such an operator is herein referred to as an "on-site operator".

## 2. Off-site Operator Option

This option would allow a B & B to be operated by someone who resides outside of the property or is not present at the property for the majority of the time when the B & B is in operation. This type of operator is herein referred to as an "off-site operator". Generally an off-site operator can be a relative or friend of the property owner, or an individual or management company. Despite available technical devices as discussed above, the weakness of off-site management is that the operator is not physically present at the property and lacks quick and constant control of the property. Therefore stricter requirements must be put in place to impose responsibility on the operator, enable neighbourhood oversight and assist SCRD monitoring and bylaw enforcement.

Due to the lack of authority for a business licensing system in the SCRD, it is recommended that Temporary Use Permit (TUP) be used to implement these requirements. TUP is a tool authorized by the *Local Government Act* to regulate uses not permitted by the zoning bylaw on a temporary basis. TUP is a more effective tool for dealing with procedural and operational issues. A TUP can impose special conditions for the use and requires neighbourhood notification of a permit application. A TUP is limited to a maximum of 3 years, and it can only be renewed once although a new permit can be applied for after one renewal. A TUP will enable SCRD to monitor the operation and obtain neighbourhood feedback. If an off-site management is problematic, the permit may be revoked or may not be renewed or re-applied for at the end of the term; but if it is successful and the operator wishes to continue the use, a new permit application will be required after one renewal of the permit. The following TUP conditions for off-site operation are recommended:

- 1. An "off-site operator" is defined as an operator of a Bed and Breakfast who does not reside on the property where the Bed and Breakfast is operated, but resides within the Sunshine Coast Regional District at all times when the Bed and Breakfast is in operation.
- 2. The maximum duration of a TUP is three years. The permit may be renewed only once. After the renewal expires, a new permit for the same property may be applied for.
- 3. Notice regarding a TUP application must be published in a local newspaper and given to owners and residents of properties within a 100-metre radius of the subject parcel. If the permit is granted, contact information of the operator shall be given to those owners and residents herein.
- 4. An application processing fee shall be required for a TUP application.
- 5. The authority to issue a Temporary Use Permit is delegated to SCRD staff.

- 6. A building inspection shall be required for the B & B portion of the property, and if upgrades to the building are required in order to meet BC Building Code, such work shall be completed prior to issuance of the TUP.
- 7. An off-site operator shall be responsible for all operations of the B & B and resolve any issues arising from the operations within 24 hours of being notified.
- 8. An off-site operator shall ensure that the B & B occupants comply with all applicable bylaws and regulations, including on-street parking, noise bylaw, garbage disposal, water usage restriction and fire ban when in effect.
- 9. Upon a total of three infractions of any terms and conditions of the TUP, the zoning bylaw or any applicable bylaws, the TUP shall be revoked.

Coordinating with these proposed TUP regulations, the Planning and Development Fee and Procedure Bylaw No. 522 and Delegation Bylaw No. 710 should be amended to reflect the application fee and deposit and delegation of application approval to staff. Bylaw amendments will be brought forward if the Board endorses the proposed zoning bylaw amendments.

## **Enforcement Consideration**

Throughout the consultation process, delay or lack of bylaw enforcement has been identified as a major issue when dealing with problems resulting from short term rental operations, particularly those without on-site management. Bylaw compliance cannot be achieved by SCRD bylaw enforcement alone. It must be assisted by multiple means and mechanisms.

Stronger and clearer regulations, as proposed in this report, can promote compliance. These regulations can help both operators and neighbouring residents better understand the requirements. The regulations are enforceable. The scope of operation and compliance with other requirements are all verifiable by SCRD bylaw enforcement staff or observation by neighbours or members of the public.

The Temporary Use Permit for off-site operator is an important tool to assist bylaw enforcement. It provides a legal and supervised channel for off-site operators to do business which otherwise is currently not permitted. This will encourage better compliance with the bylaws. The Temporary Use Permit not only allows SCRD to monitor off-site operations, but also enables neighbourhood watch over these operations. A neighbouring resident can directly contact the operator, and this can help resolve an issue more quickly. The revocation of a Temporary Use Permit after three infractions is a strong deterrent of bylaw violation and a strong incentive for the operator to comply with regulations and implement effective management.

Technological measures implemented by the operator, such as guest screening and on-site monitoring devices, can also help to prevent potential problems and enable quicker response to issues.

## Financial and Organizational Implications

Should the proposal proceed and temporary use permits be utilized, an analysis to the impact on staff time for permit application processing, notification, inspection, monitoring and

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing Page 10 of 27

enforcement will be undertaken. Should the proposed bylaw amendments, as described in this report move forward, staff will need to review staffing resources and recommended cost recovery to ensure the service can be provided.

## Timeline for Next Steps

If the Board gives the bylaws Second Reading, a Public Hearing will be scheduled. It is recommended that all advisory planning commissions be notified of the Public Hearing. Comments received from the Public Hearing will be incorporated into a staff report to the Planning and Community Development Committee for consideration of Third Reading of the bylaws.

### Communication Strategy

Information regarding these bylaws will be posted on the SCRD website. The Public Hearing will be advertised in the newspaper and on the SCRD website.

### STRATEGIC PLAN AND RELATED POLICIES

The subject of the report meets the Strategic Plan Values of:

- Collaboration
- Respect, Equality and Transparency

## CONCLUSION

Extensive consultation on short term rental accommodation has revealed that the key issues around this subject are the need to maintain the livability of residential neighbourhoods while allowing the coexistence of short term rental business as an auxiliary use, and the need to better regulate operations without on-site management.

It is concluded that the preferred solution moving forward is a balanced approach that maintains and improves upon the existing policy framework of the official community plans and the zoning bylaws for bed and breakfast, and introduces Temporary Use Permit regulations for off-site operators.

Staff recommend that the revised zoning amendment bylaws be forwarded to the Board for Second Reading and a Public Hearing be arranged.

#### Page 11 of 27

## Attachments

- Attachment A Comparison of Current B & B Regulations and Proposed STRA Regulations
- Attachment B Zoning Amendment Bylaw 310.184 for Second Reading
- Attachment C Zoning Amendment Bylaw 337.118 for Second Reading
- Attachment D Timeline of Activities Concerning Short Term Rental Accommodation
- Attachment E Advisory Planning Commission Comment Summaries
- Attachment F Roberts Creek OCP Committee Comments
- Attachment G Public Information Meeting Notes of Key Points
- Attachment H Staff report and proposed bylaws for First Reading dated October 11, 2018

Reviewed	by:		
Manager	X – A. Allen	CFO/Finance	X- T. Perreault
GM	X - I. Hall	Legislative	X – A. Legault
A/CAO	X – A. Legault	Building	X-A. Whittleton

		Current Zoning Regu	lations	Proposed Zoning Regulations		
		Bylaw 310	Bylaw 337	First Reading	Second Reading	
1.	Definition	Includes B & B only	Includes B & B only	Replaces B & B with Short Term Rental Accommodation	Re-define B & B to include both B & B and short term rental accommodation	
	Length of stay	Up to 3 consecutive months	NA	26 days per calendar month	Up to 30 consecutive days for the same occupant(s)	
	Location of permitted use	Most Residential, Commercial & Rural zones, AG, PA2, PA3 zones	Most Residential, Commercial & Rural zones	Same as current bylaws		
	Provision of breakfast	Ye	S	NA	N Contraction of the second seco	
	Number of bedrooms	5 per parcel for RU1A and RU1C zones	2-5 per dwelling	Commercial, Park & Assembly, RU1A, RU1C zones: 5 per parcel		
		2 per dwelling for		RU5, AG zones: 2 per parcel		
		other zones permitting B & B		All other zones permitting B & B:		
				1 where only 1 dwelling is permitted	Same as current bylaws	
				2 per parcel where 1 principal dwelling and 1 auxiliary dwelling are permitted	Same as current bylaws	
				3 per parcel where 2 principal dwellings are permitted		
				4 per parcel where more than 2 principal dwellings are permitted		
6.	Bedroom	28 m <sup>2</sup>	NA	Define bedroom as enclosed ro	om or contiguous floor space	
	size			Average of all bedrooms - 28 m <sup>2</sup>		
	Number of occupants	NA	4-10 per dwelling	2 adults + 1 child per bedroom	2 per bedroom for the entire B & B establishment	
8.	Operator	Principal resident	Resident	On-site operator, or off-s	site operator with TUP	
	Utility, signage & parking	Require community o signage not exceedin parking space per B a	g 0.35 m², 1	Same as current bylaws with additional requirement for wat supply system		

## Attachment A Comparison of Current Zoning Regulations and Proposed Regulations

## Attachment B SUNSHINE COAST REGIONAL DISTRICT

## BYLAW NO. 310.184

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

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

### PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No.* 310.184, 2018.

#### PART B – AMENDMENT

- 2. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended as follows:
  - a. Replace the definition for "bed and breakfast" in Section 201 with the following definition:

"bed and breakfast" means rental accommodation provided in a dwelling and occupied by the same occupant(s) for not more than 30 consecutive days, which may include an accommodation commonly known as Short Term Rental, but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

- b. Replace Sections 502.11(a) to (f) with the following sections:
  - (a) "Bedroom" shall be defined as an enclosed room or a contiguous floor space for the exclusive use of the bed and breakfast occupants.
  - (b) Except as provided for by Section 1001A.4 for the RU1A zone and Section 1001C.3(h) for the RU1C zone or any other parts of this bylaw, the area utilized for bed and breakfast shall not exceed two bedrooms per dwelling.
  - (c) The average floor area of all bedrooms used for bed and breakfast shall not exceed 28 m<sup>2</sup>.
  - (d) The total number of occupants of a bed and breakfast establishment shall not exceed two per permitted bedrooms.
  - (e) No external indication associated with a bed and breakfast shall exist except a single sign not exceeding 3500 square centimetres.

- (f) Any dwelling utilized for bed and breakfast shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
- (g) A bed and breakfast shall be operated by an operator who resides on the property where the bed and breakfast is permitted at all times when the bed and breakfast is in operation, or an off-site operator subject to Section 502.11(h).
- (h) All zones within this bylaw that permit bed and breakfast are designated as a Temporary Use Permit Area for the consideration of permitting off-site operators for bed and breakfast establishments, subject to the following conditions:
  - i. An "off-site operator" is defined as an operator of a bed and breakfast who does not reside on the property where the bed and breakfast is operated, but resides within the Sunshine Coast Regional District at all times when the bed and breakfast is in operation.
  - ii. The maximum duration of a Temporary Use Permit is three years. The permit may be renewed only once. After the renewal expires, a new permit for the same property may be applied for.
  - iii. Notice regarding a Temporary Use Permit application must be published in a local newspaper and given to owners and residents of properties within a 100-m radius of the subject parcel. If the permit is granted, contact information of the operator shall be given to those owners and residents herein.
  - iv. An application fee shall be required for a Temporary Use Permit application In accordance with the Planning and Development Procedures and Fees Bylaw in effect.
  - v. A building inspection shall be required for the bed and breakfast portion of the property, and if upgrades to the building are required in order to meet BC Building Code, such work shall be completed prior to issuance of the Temporary Use Permit.
  - vi. An off-site operator shall be responsible for all operations of the bed and breakfast and resolve any issues arising from the operations within 24 hours.
  - vii. An off-site operator shall ensure that the bed and breakfast occupants comply with all applicable bylaws and regulations, including on-street parking, noise bylaw, garbage disposal, water usage restriction and fire ban when in effect.
- viii. Upon a total of three infractions of any terms and conditions of the Temporary Use Permit, the zoning bylaw or any applicable bylaws, the permit shall be revoked.

## PART C – ADOPTION

READ A FIRST TIME this	25 <sup>™</sup> DAY OF	OCTOBER,	2018
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair

Page 16 of 27

## Attachment C

## SUNSHINE COAST REGIONAL DISTRICT

## **BYLAW NO. 337.118**

A bylaw to amend Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990

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

## PART A – CITATION

1. This bylaw may be cited as Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018.

## PART B – AMENDMENT

- 2. Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990 is hereby amended as follows:
  - a. Replace the definitions for "bed and breakfast home" and "bed and breakfast inn" in Section 201 with the following definitions:

"bed and breakfast home" means rental accommodation provided in not more than two bedrooms of a dwelling and occupied by the same occupant(s) for not more than 30 consecutive days, which may include an accommodation commonly known as Short Term Rental, but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

"bed and breakfast inn" means rental accommodation provided in not more than five bedrooms of a dwelling and occupied by the same occupant(s) for not more than 30 consecutive days, which may include an accommodation commonly known as Short Term Rental, but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

b. Replace Section 509 Bed and Breakfast Homes and Section 510 Bed and Breakfast Inns with the following section:

#### Bed and Breakfast Homes and Bed and Breakfast Inns

- 509 Bed and breakfast homes and bed and breakfast inns, where permitted and herein referred to as bed and breakfast, are subject to the following conditions:
- (a) "Bedroom" shall be defined as an enclosed room or a contiguous floor space for the exclusive use of the bed and breakfast occupants.
- (b) The average floor area of all bedrooms used for bed and breakfast shall not exceed 28 m<sup>2</sup>.

- (c) The total number of occupants of a bed and breakfast establishment shall not exceed two per permitted bedrooms.
- (d) No external indication associated with a bed and breakfast shall exist except a single sign not exceeding 3500 square centimetres.
- (e) Any dwelling utilized for bed and breakfast shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
- (f) A bed and breakfast shall be operated by an operator who resides on the property where the bed and breakfast is permitted at all times when the bed and breakfast is in operation, or an off-site operator subject to Section 509(g).
- (g) All zones within this bylaw that permit bed and breakfast are designated as a Temporary Use Permit Area for the consideration of permitting off-site operators for bed and breakfast establishments, subject to the following conditions:
  - i. An "off-site operator" is defined as an operator of a bed and breakfast who does not reside on the property where the bed and breakfast is operated, but resides within the Sunshine Coast Regional District at all times when the bed and breakfast is in operation.
  - ii. The maximum duration of a Temporary Use Permit is three years. The permit may be renewed only once. After the renewal expires, a new permit for the same property may be applied for.
  - iii. Notice regarding a Temporary Use Permit application must be published in a local newspaper and given to owners and residents of properties within a 100-m radius of the subject parcel. If the permit is granted, contact information of the operator shall be given to those owners and residents herein.
  - iv. An application fee shall be required for a Temporary Use Permit application In accordance with the Planning and Development Procedures and Fees Bylaw in effect.
  - v. A building inspection shall be required for the bed and breakfast portion of the property, and if upgrades to the building are required in order to meet BC Building Code, such work shall be completed prior to issuance of the Temporary Use Permit.
  - vi. An off-site operator shall be responsible for all operations of the bed and breakfast and resolve any issues arising from the operations within 24 hours.
  - vii. An off-site operator shall ensure that the bed and breakfast occupants comply with all applicable bylaws and regulations, including on-street parking, noise bylaw, garbage disposal, and water usage restriction and fire ban when in effect.

viii. Upon a total of three infractions of any terms and conditions of the Temporary Use Permit, the zoning bylaw or any applicable bylaws, the permit shall be revoked.

## PART C – ADOPTION

READ A FIRST TIME this	25 <sup>™</sup> DAY OF	OCTOBER,	2018
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair

## Attachment D Timeline of Activities Concerning Short Term Rental Accommodation

#### November 24, 2016

Board Resolution:

THAT the 2012 staff reports regarding the topic of short-term vacation rentals be brought back to a future Planning and Community Development Committee for review;

AND THAT a staff report be provided regarding the current approach of the SCRD and other local governments/regional districts to address the issue of short-term vacation rentals.

#### February 23, 2017

Board Resolution:

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

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

#### May 25, 2017

Board Resolution:

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

AND THAT staff report on results of the first stage of the public engagement process to a Planning and Community Development Committee meeting in the 3rd Quarter of 2017.

#### June 19 to August 15, 2017

On-line survey with 662 responses received.

#### October 12, 2017

Board Resolution:

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.

#### November 2017

Three public consultation meetings at Pender Harbour, Roberts Creek and Gibsons.

#### Page 20 of 27

## March 22, 2018

Board Resolution:

THAT the report titled Short Term Rental Policy Options be received;

AND THAT a report be provided to a Standing Committee in Q4 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;
- 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.

## October 2018

THAT the report titled Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations be received;

AND THAT Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118 be forwarded to the Board for First Reading;

AND THAT these bylaws be forwarded to the following stakeholders for comment:

- a) All Advisory Planning Commissions;
- b) shíshálh and Skwxwú7mesh Nations;
- c) District of Sechelt and Town of Gibsons;
- d) Roberts Creek Official Community Plan Committee;
- e) Pender Harbour Chamber of Commerce;
- f) Gibsons and Area Chamber of Commerce;
- g) Sechelt Chamber of Commerce;
- h) Sunshine Coast Tourism; and
- i) Habitat for Humanity Sunshine Coast.

AND THAT two public information meetings be held in different Electoral Areas prior to consideration of Second Reading of the Bylaws;

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing Page 21 of 27

AND FURTHER THAT staff attend Advisory Planning Commissions and Roberts Creek Official Community Plan Committee meetings on this topic.

#### November 2018

Two public workshops regarding Zoninig Bylaw No. 310 update at Sechelt and Gibsons. Short term rental accomodation was one of the main topics of discussion in these workshops.

### February 2019

Two public information meetings as per Board resolution regarding the proposed zoning amendment bylaws were held at Pender Harbour and Roberts Creek.

### March 25 to April 15, 2019

On-line questionnaire regarding Zoninig Bylaw No. 310 update. Short term rental accomodation was one of the main topics of the questionnaire. About 700 responses were received.

## Attachment E Advisory Planning Commission Comment Summaries

### Area A

Senior Planner and GM, Planning & Development presented to the APC policy options addressing short term rental accommodations and the proposed zoning amendment bylaws. Comments and concerns are as follows:

- Enforcement
- Fine levels to be higher
- Operator to reside on the lower Sunshine Coast

#### Area B

Regarding the Zoning Amendments to Implement Short Term Rental Accommodation Regulations, the APC offers the following suggestions:

- 1) Reduce the radius of the offsite operator from 50 km to 25 km.
- 2) Require the offsite operator to be on the lower Sunshine Coast.
- 3) Provide the offsite operator contact information to neighbours within 100 meters at the time the permit is issued.
- 4) Suggest that the SCRD explore the options for business licencing rather than a complaint driven control system.

#### Area D

The APC supports STRAs subject to the following conditions:

- There will be an onsite operator for almost all B & Bs and STRAs.
- If an on-site operator is not possible for a STRA, then the property manager must be in the neighbourhood (a few properties away at most) and a TUP must be obtained.
- There will be input from neighbours before issuing TUPs.
- There will be a minimum property size of one-half acre for all B & Bs and all STRAs.
- There will be effective, consistent and timely enforcement of bylaws
- There will be escalating penalties that are a deterrent and TUPs can be revoked after repeated infractions, within the 3-year period.

#### Area E

The following points were noted:

- Enforcement issues:
  - SCRD consider employing a bylaw officer on weekends (currently only available daytime hours during the week) when short-term rentals and partying are more likely;
  - Limit the number of people permitted in a short-term rental;
  - o Importance of enforceability if bringing people into our subdivisions;

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing

Page 23 of 27

- \$150 fine for violations is low; something higher would be more appropriate; or utilize an incremental increase for repeated offenses;
- Discourage use of fire pits at STRAs due to possible ignoring of fire bans;
- 28 square metre average bedroom size seems large;
- Concern about permitted size of auxiliary buildings: doubling permitted size of auxiliary buildings might encourage owners to construct STRAs, dramatically impacting the character of existing neighbourhoods;
- Off-site operator of STRA:
  - Permitting the operator to reside up to 50 km from STRA, as proposed, seems far;
  - Operator should be on the coast, monitoring and troubleshooting;
  - Operator should have access to transportation to the STRA site 24/7.

The APC recommended that this be brought back to the APC after the SCRD has received the input from referrals.

## Area F

The APC noted the following concerns:

- Proposed limit of 26 days per month for STRA operations impacts temporary stays for temporary workers (e.g. millworkers, nurses, BC Ferries staff).
- Proposed regulation of who and how many can stay in a room is difficult to enforce.
- Concern that industry be consulted regarding the proposed regulations for short-term rentals.
- What if the bylaw said: no STRA's unless registered with an association (e.g., Sunshine Coast Tourism Association)?
- STRA survey results indicated most STRA's are about one month: the 26 days is a limit on that.
- The issues of neighbours noise and parking do not seem to be addressed.
- Need to look at the financial implications of what is being proposed.
- Could we have a bylaw saying no STRA unless there is supervisor/owner on site?
- Need to focus on behaviour and the problem. The bylaw officer could say where the problems are.
- This has been written to open up the availability of rental housing. A working group would need to include a broad spectrum of people, including people who are renting.

The APC recommended that the Sunshine Coast Regional District form a working group of people who would be affected by the proposed bylaw amendments to develop a guiding framework, and that bylaw amendments recognize the need for temporary housing for temporary workers.

## Attachment F Roberts Creek OCP Committee Comments

- 1) The 26 day limit on STRA seems wholly unnecessary; operators can manage their transition times independently. Instead, the OCPC recommends that ST rentals be 30 consecutive days or less, and LT rentals be greater than 30 consecutive days.
- 2) Limiting the number of occupants per bedroom to 2 adults and 1 child excludes families who travel with more than 1 child; it was noted that hotel rooms often provide two beds that sleep two adults each.
- 3) Garbage & recycling is a major issue that needs to be addressed. Local public garbage facilities are being taxed by visitor garbage. The OCPC recommends that the amendment stipulate that STRA operators must provide garbage and recycling options to occupants.
- 4) Limiting off-site operators to managing only two properties could prevent effective local management firms/individuals from operating. The OCPC recommends this limit be reconsidered. The OCP states, "6.3.3 Short term home rental where the owner or property manager is not present shall be discouraged."
- 5) The OCPC recommends that the 50 km range for off-site operators be revised. The OCPC feels that off-site operators should be on the Coast and able to access the property within a reasonable amount of time, day or night.

The major issues that the OCPC would like to see fully addressed are noise, garbage, recycling, water, sewerage, and parking.

## Attachment G Public Information Meeting Notes of Key Points

Public Information Meeting, Roberts Creek Community Hall, February 20, 2019

- Questions around enforcement what are we currently doing and how do we propose to manage this? LOTS of concern around this.
- Comments that it seems like we're looking for a balance approached, but by precluding management companies from being able to manage STRAs we may not only be limiting entrepreneurial opportunities for management firms, but we may also be restricting companies with reputations that would help to ensure STRAs are run more successfully and in keeping with the Bylaws.
- Comment made that we are making things extremely restrictive and overly bureaucratic, in terms of
  getting down into the nitty-gritty of what goes on inside each STRA vs actually dealing with the
  problems that bother people related to STRAs.
- People again reiterated the problem with limiting an STRA to two people to bedroom as this assumes a lot about a family (i.e. 5 or 6 person families). This is going to work against us, make it impossible for people to run a business.
- A gentlemen brought up how his wife runs a daycare and they have an STRA right next to them. This, he says, is a huge liability as they are supposed to keep children safe and this is not possible to do if you're next to an STRA that has people drinking and partying. He called for regulations around what types of existing uses an STRA can be located next to.
- A gentlemen mentioned that there is a significant cost of enforcement; and these regulations, if too strong will have significant impacts on tourism on the Coast.
- It was echoed that there may be ways to improve upon existing regulation to achieve some of the concerns without actually hurting people's ability to run STRA businesses.
- Another gentlemen asked if these changes were going to open things up to an "open season" in all zones, or just certain zones.
- A lady who runs a STRA Management Firm said that the bylaw regulations as proposed will simply not work. She said that she takes 20% as a management fee from the STRA. She said that when there's a STRA rental she meets with every visitor and hands out business cards to all STRA visitors and neighbours.
- She was countered by the neighbor of the Ocean Beach house. He echoed the problem with these uses on smaller properties, and noted he has to call the police regularly when there are parties. He again mentioned, the issues with enforcement and how this is a major problem.
- Another lady mentioned that she lives on a 5 acre property and these sorts of parties are still problems for them so suggesting that size isn't enough to cover it.
- Another speaker pushed to strike the ability to have an off-site operator and make STRAs only allowable when there's an on-site operator. He further noted that the problem he sees here is enforcement it's the constant in the problem.
- A lady brought up how she is bordered by two STRAs one owner occupied with no issues since it
  opened in 2014; and the second is owned and operated by an off-site operator in Vancouver and it
  advertises 13-16 people and she constantly has trespassers and constant issues.
- A gentleman brought up how we're making regulations that we are never going to be able to enforce - especially with only two bylaw officers that don't even work weekends.

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing Page 26 of 27

- A speaker echoed this by saying that unless we are going to put 7 day a week/ 24 hour bylaw enforcement in as part of these bylaw updates, we are never going to be able to enforce the changes. He echoed, that STRAs are taking away business from hotels and getting away with lesser taxes and having to meet little to no regulation. He further noted that by allowing STRAs, specifically with off-site operators, it is changing the expectation of buying into a residential neighbourhood. He brought up that if you buy next to a pub, or a hotel, you made this decision consciously and know what you're getting into.
- A speaker said she had no problem with a strike system to enforcement (i.e. escalating fines and perhaps after so many strikes you're out). She also mentioned the requirement of cameras and noise detectors is this something we could require?
- A speaker brought up the water scarcity problems and how this relates to STRAs he also linked the issue of the sewage issues related on STRAs because most of these buildings used for STRAs are on septic fields, he then brought up the issue of landfills and the costs associated with this.
- Another gentleman brought up the issue of people having massive fires during fire ban season.
- One gentleman from the Sunshine Coast Tourism organization, brought up how these problems with water, liquid and solid waste, and fire. He mentioned that the SCT can work with the SCRD to help come up with education programs to help inform tourists of Sunshine Coast issues and how help encourage respectful guests.
- A comment on the bylaw for noise was made, with regard to the Noise Bylaw speaking to 11PM for noise that disturbs sleep etc. but there is nothing in the Noise Bylaw that permits excessive noise before 11PM. There are only limits to machinery and construction noise and the time limitations around this.
- Another point was made about the need for education/ requirements in a TUP about proper garbage disposal relative to wildlife considerations and light pollution.
- Suggestion was made that we need to do an economic impact analysis of our regulations.

Public Information Meeting, Pender Harbour School of Music, February 27, 2019

#### Are existing regulations working?

Recognized that complaints from Pender Harbour are very low

Offsite/onsite operator must be responsible

Local operators provide employment

Don't forget about long-term accommodation

Balance between supporting tourism and housing

Consider a cap on TUPs

Erosion of community feel - within the last 5 years

Consider a quota for STRA

## Staff Report to Planning and Community Development Committee - May 9, 2019 Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing

Less regulation is better

Good neighbour guidelines can be used to resolve conflicts

Don't over-regulate

Post TUP so neighbours can see who to contact

#### Should off-site operators be permitted?

Consider 5km to 20km off site distance

Expand the term 'on-site' (5 to 10 mins should be close enough)

Find a way to regulate behaviour/function of operator

Off-coast should be disallowed rather than off-site

#### How is enforcement working thus far?

Some residents are reluctant to complain as this affects relationship with neighbours

Realtors should be very clear on rules

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- **TO:** Planning and Community Development Committee October 11, 2018
- AUTHOR: Yuli Siao, Senior Planner
- SUBJECT: ZONING AMENDMENT BYLAWS TO IMPLEMENT SHORT TERM RENTAL ACCOMMODATION REGULATIONS

#### RECOMMENDATIONS

- 1. THAT the report titled Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations be received;
- 2. Zoning Amendment Bylaw Nos. 310.184 and 337.118 be forwarded to the Board for First Reading;
- 3. AND THAT these bylaws be forwarded to the following stakeholders for comment:
  - a. All Advisory Planning Commissions;
  - b. shíshálh and Skwxwú7mesh Nations;
  - c. District of Sechelt and Town of Gibsons;
  - d. Roberts Creek Official Community Plan Committee;
  - e. Pender Harbour Chamber of Commerce;
  - f. Gibsons and Area Chamber of Commerce;
  - g. Sechelt Chamber of Commerce;
  - h. Sunshine Coast Tourism; and
  - i. Habitat for Humanity Sunshine Coast
- 4. THAT two public information meetings be held in different Electoral Areas prior to consideration of Second Reading of the Bylaws.

At the March 22, 2018 Regular Board meeting the following resolution was adopted:

#### 105/18 **Recommendation No. 4** Short Term Rental Policy Options

THAT the report titled Short Term Rental Policy Options be received;

AND THAT a report be provided to a Standing Committee in Q4 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*.

This report analyzes the recommended policy options and introduces zoning amendment bylaws to implement short term rental accommodation regulations as well as recommendations for referral and public consultation.

## DISCUSSION

The previous staff reports on policy options for short term rental concluded that permitting short term rental subject to establishing regulations to minimize negative impacts is a viable option. This report further examines how options can be considered to formulate new regulations for short term rental and achieve the objective of the Board's directives.

## Terminology for Short Term Rental Accommodation

The term "Short Term Rental" in question is commonly used to describe small-scaled, homebased temporary commercial accommodation that is provided in a dwelling and normally does not exceed 5 bedrooms. However, the term itself does not literally convey the full meaning as the word "accommodation" is missing from the term, and in the strictest sense a rental can be interpreted as the rental of any kind, including non-residential building space and land. Therefore it is recommended that "Short Term Rental Accommodation" (STRA) be used to describe this specific type of rental and be used throughout this report and the recommended zoning amendment bylaws.

It is also noted that STRA, as defined in this report and the proposed bylaws does not include other forms of well-defined temporary accommodation in both Bylaw Nos. 310 and 337, including campground, sleeping unit, housekeeping unit, or larger commercial operation such as hotel, motel, lodge or resort hotel.

## Existing Regulations

In order to formulate new regulations for STRA, staff examined existing regulations in both Zoning Bylaws Nos. 310 and 337 and reviewed recently passed or proposed regulations of other municipalities in the Metro Vancouver area.

Relevant examples include the City of Vancouver's recently adopted regulations that restrict short term rental to the principal residence where the owner lives, or in a long term rental residence where the landlord allows subletting as a short term rental. The District of North Vancouver is proposing new regulations that permit short term rental accommodation only in single-family principal residences excluding secondary suites, coach houses, townhouses and condos, and require one additional off-street parking space. Bed and Breakfast (B&B) is the only type of STRA that is defined in both SCRD zoning bylaws with a set of established regulations. These regulations permit B&B in most Residential, Commercial and Rural zones. A B&B is permitted to provide accommodation for a guest for up to three consecutive months. The number of permitted B&B bedrooms ranges from two to five depending on the zoning and size of the property. Each zoning bylaw requires a B&B to be operated by the principal resident and limit the size of a bedroom to 28 m<sup>2</sup>. There are also regulations for signage and sewage disposal on the property.

### Recommended Regulations

The existing regulations for B&B have long been established in each bylaw and the regulations are uniquely adapted to the rural communities and have been proven to be effective.

The new regulations can be built upon existing B&B regulations and broadened to include all types of STRA. This can enable regulatory continuity for existing B&Bs while updates can be made to existing regulations to enhance consistency across STRA uses and reflect feedback from the public consultation process on STRA. This also supports the objective to strengthen enforceability of regulations and accountability of STRA operations. The new regulations can help to reduce public confusion about STRA and provide clear and consistent guidelines for all operations.

The following is a comparison between existing regulations for B&B and recommended regulations for STRA, demonstrating how B&B regulations can be improved and incorporated into STRA regulations. A concise side-by-side comparison table is also provided in Attachment A. The recommended zoning amendment bylaws can be found in Attachments B and C.

#### 1. Definition

Bylaw No. 310 defines B&B as:

Transient accommodation business that provides overnight accommodation to travellers for a length of stay of three consecutive months or less in any calendar year and provides at least breakfast to those being accommodated.

Bylaw No. 337 defines B&B in two categories:

Bed and Breakfast Home – auxiliary use of a dwelling as a transient accommodation business that contains not more than two bedrooms for overnight accommodation of travelers and provides at least breakfast to those being accommodated.

Bed and Breakfast Inn – use of a dwelling as a transient accommodation business that contains not more than five bedrooms for overnight accommodation of travelers and provides at least breakfast to those being accommodated.

Page 4 of 19

Proposed definition of STRA for both zoning bylaws:

A small-scaled transient rental accommodation provided in a dwelling and occupied for not more than 26 days in any calendar month, which may include a bed and breakfast but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a lodge, a hotel or a resort hotel.

The proposed definition provides a unified and precise description of STRA. Specific aspects of the definition such as duration of stay, provision of breakfast etc., will be discussed in the following sections.

#### 2. Duration

Bylaw No. 310 sets a 3-month maximum duration for a B&B while no limit is defined in Bylaw No. 337.

The 3-month limit does not reflect the most common maximum duration of stay at an STRA, which is approximately one month as reflected in consultation feedback and regulations of many other municipalities. The one month threshold is also used to determine applicability of Provincial Sales Tax and Municipal and Regional District Tax for STRA. Stays longer than one month are normally regarded as long term rental accommodation which is not subject to these taxes, and considered common residential use rather than vacation or tourist use. Therefore the maximum duration of an STRA should be not more than one month.

Based on consultation feedback, the average stay in an STRA is approximately one week, and it is common practice for the STRA host to provide cleaning and maintenance service at the end of each stay. Therefore it is reasonable to reduce the maximum occupancy of an STRA from the normal one month to 26 days, to allow for break period(s) of up to 5 days per month, to be used either separately (e.g. 1 day per week) or consecutively, to facilitate management of the property and transition between stays. It is recommended that an STRA can be occupied for a total of 26 days in any calendar month, cumulatively or consecutively.

#### 3. Location of Permitted Use

The existing bylaws permit B&B in most Residential, Commercial and Rural zones. This has been effective in regulating the location of B&Bs, and should be the same for all STRAs.

#### 4. Provision of Breakfast

Both bylaws include the provision of breakfast in a B&B operation as per the definitions.

Breakfasts have been traditionally provided in B&Bs. However there are many meal options available to the guests, such as restaurants, self-catering, in-house cooking facilities, etc. Breakfast is no longer considered necessary or the defining factor for a B&B or STRA, nor is it easily monitored and enforced. Thus it is recommended that the provision of breakfast not be required in a STRA.

#### Page 5 of 19

## 5. Number of Bedrooms

The number of bedrooms is an important measure of the intensity of a B&B or STRA operation. Table 1 below illustrates the number of permitted B&B bedrooms in different zones in both bylaws. Zoning Bylaw No. 310 permits only up to 2 bedrooms in most zones except two sitespecific zones - RU1A and RU1 where up to 5 bedrooms are permitted. The permission of B&B is not related to parcel size, with the exception of the R1 zone where a minimum of 2000 m<sup>2</sup> is required.

Zoning Bylaw No. 337 classifies B&B into two categories – B&B Home (permitting up to 2 bedrooms) and B&B Inn (permitting up to 5 bedrooms). There is no restriction on parcel size for a B&B Home in a number of Residential and Rural zones except the R1 and R1A zones where a minimum of 2000 m<sup>2</sup> is required and the RU5 zone where a minimum of 2 hectares is required. The permission of a B&B Inn is generally in accordance with a scale of parcel sizes in a number of Residential and Rural zones, with no parcel size restriction in Commercial zones.

The primary difference between the two zoning bylaws is that Bylaw No. 310 lacks allowance for up to 5 bedrooms in most zones and lacks a scale for the number of bedrooms proportional to parcel size. Both bylaws lack regulations for situations where parcel size is less than 2000 m<sup>2</sup> in an R1 or R1A zone. Consultation feedback indicates that there are STRA operations in parcels smaller than 2000 m<sup>2</sup> in those zones.

	Bylaw No	o. 310	Bylaw No. 337		
Parcel size	up to 2 bedrooms per dwelling per parcel	up to 5 bedrooms per parcel	up to 2 bedrooms per dwelling per parcel	up to 5 bedrooms per dwelling per parcel	
Exceeds 2000 m <sup>2</sup>	R1 zone		R1 and R1A zones		
Exceeds 3500 m <sup>2</sup>				R3 and RU3 zones	
Exceeds 4000 m <sup>2</sup>				R2, R2A, R3A, R3B and R3C zones	
Exceeds 8000 m <sup>2</sup>				RU1 zone	
Exceeds 1 ha				RU2	
Exceeds 2 ha			RU5 zone	RU1A zone	
No restriction	R2, C2, C2A, C3, C4, C6, CR1, CR2, RU1, RU1A, RU1B, RU1C, RU1D, RU2, AG, PA2 and PA3 zones	RU1A and RU1C zones	RS1, R1B, R2, R2A, R3, R3A, R3B, R3C, CR1, RU1, RU1A, RU1B, RU1C, RU1D, RU2 and RU3 zones	C1, C2, C2A, C3, C3A and C4 zones	

#### Table 1 Comparison of Zoning Bylaw Nos. 310 and 337

In order to bridge the differences and bring areas under both bylaws to a level playing field and accommodate limited operations on smaller parcels, staff recommend introducing to both bylaws a more consistent and less complex system to measure the intensity of STRA operation as discussed below and illustrated in Table 2.

- As Commercial zones are the most suitable areas for more intense STRA operation, up to 5 bedrooms should be permitted in Commercial zones where STRA is permitted across both bylaws. Two Rural zones in Bylaw No. 310 – RU1A and RU1C currently permit up to 5 bedrooms, this should be retained. Two Park and Assembly zones in Bylaw No. 310 – PA2 and PA3 permit STRA and are also suitable for operations up to 5 bedrooms.
- 2. Up to 2 bedrooms are permitted in the Agricultural zone in Bylaw No. 310. This should be retained in order to be consistent with Agricultural Land Commission regulations. Rural Watershed Protection Zone RU5 in Bylaw No. 337 limits bedroom number to 2 for the purpose of supporting watershed protection. This should also be retained.
- 3. STRA operation in Residential and Rural zones should be less intense than Commercial zones, so as to maintain the residential and rural character and lessen negative impact. As reflected in consultation comments, it is important to provide sufficient buffering distance, parking spaces and utility area for an STRA operation in a residential or rural property, so that negative impacts such as noise and insufficient parking can be mitigated.

The intensity of operation, as measured by the number of bedrooms, should be proportional to the size of the property. The number of dwellings in Residential and Rural zones is generally well defined in accordance with parcel size and zone in both bylaws, meaning that a larger parcel permits more dwellings, and Rural zones require larger parcel size than Residential zones to permit the same number of dwellings.

As an STRA is operated within a dwelling, the number of dwellings is a good determinant of the appropriate number of STRA bedrooms for the property. More STRA bedrooms will require more permitted dwellings on a larger parcel, and vice versa. Thus a graduated scale based directly on the number of permitted dwellings can be established to control the number of permitted STRA bedrooms. This scale can simplify the existing system and provide more consistent measure of STRA intensity across many zones in both zoning bylaws.

As reflected in consultation feedback, STRA does exist in parcels less than 2000 m<sup>2</sup> in an R1 or R1A zone, and there is support for limited STRA in smaller parcels. One bedroom is considered a reasonable limit for smaller parcels provided that the STRA meets all zoning regulations and the proposed regulations on the number of guests, bedroom size, number of parking spaces, operator and water and sewer system.

## Staff Report to Planning and Community Development Committee - October 11, 2018 Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations

Page 7 of 19

	Zone	Number of permitted dwellings	Max. number of permitted STRA bedrooms	Comment
1	Commercial and Park & Assembly Zones that permit STRA, RU1A and RU1C zones	NA	5 per parcel	These zones are suited for more intense STRA operation and generally don't need parcel size restrictions.
2	RU5 or AG zone	NA	2 per parcel	Regardless the number of permitted dwellings, the number of STRA or B&B bedrooms is limited to 2 in the Agricultural or Rural Watershed Protection Zone.
3	All other zones that permits STRA	1	1 per parcel	This accommodates parcels less than 2000m <sup>2</sup> in R1 or R1A zone.
		1 dwelling + 1 auxiliary dwelling unit	2 per parcel	STRA is often provided in an auxiliary dwelling in rural areas.
		2 dwellings	3 per parcel	Generally all STRA bedrooms are concentrated in one dwelling while in
		More than 2 dwellings	4 per parcel	some cases they could be in separate dwellings.

#### Table 2 Recommended Number of Bedrooms for STRA

#### 6. Number of Dwellings

The number of dwellings on a single parcel that are permitted to operate a B&B is not defined in either bylaw. With the number of bedrooms clearly defined, it is unnecessary to regulate the number of dwellings that can operate STRA. STRA bedrooms can be allocated to different dwellings where the zoning permits more than one dwelling on the property. This will allow flexibility for the STRA owner to use the most suitable bedrooms for STRA in different dwellings according to individual needs, instead of concentrating all STRA bedrooms in one dwelling.

## 7. <u>Bedroom Size</u>

Zoning Bylaw No. 310 limits the B&B bedroom size to 28 m<sup>2</sup> while Bylaw No. 337 does not set any limits.

Bedroom size is an important factor in regulating the intensity of an STRA operation. A bedroom of 28 m<sup>2</sup> can typically accommodate up to two persons. This is considered a reasonable size. However, within this limit it is difficult to effectively allow for variation in bedroom size where more than one bedroom is permitted and some bedrooms are smaller or larger than others. Hence it is recommended that an average maximum bedroom size be set at 28 m<sup>2</sup> for all permitted STRA bedrooms.
#### 8. Number of Guests

Zoning Bylaw No. 310 does not regulate the number of B&B guests while Bylaw No. 337 permits a maximum of 4 guests for a B&B Home where 2 bedrooms are permitted and a maximum of 10 guests for a B&B Inn where 5 bedrooms are permitted.

The number of guests is also an important factor in controlling the scale of an STRA operation. It should be related to the number of bedrooms permitted. A bedroom can typically accommodate up to 2 adults with the consideration of an additional child. It is recommended that the maximum number of guests for an STRA be set at 2 adults plus one child per bedroom.

#### 9. Operator

Both bylaws require the principal resident of the property to be the operator of the B&B and restrict employees of a B&B to the principal resident's family members and one other person. The requirement for the principal resident as an operator is the defining factor that distinguishes between B&B and other types of STRA.

Having an operator, either on-site or close by and being able to respond to issues, was recognized in consultation feedback as an important requirement for STRA operation. It helps to establish accountability for STRA owners and address issues such as garbage, parking, nuisance, etc. It will also assist SCRD Bylaw Enforcement and the RCMP in dealing with these issues.

An on-site operator has the advantage of providing more responsive and timely management of the STRA, yet this may not be practical for properties, especially vacation properties, where the owner or operator does not reside all year round. An operator residing within a reasonable distance from the STRA can also respond to issues in a timely manner, and this provides some flexibility in how an STRA can be managed in different circumstances. A single operator managing multiple properties is also possible.

Staff recommend a two-tier approach to deal with different STRA operator requirements by using the zoning bylaws and temporary use permits. The new zoning regulations should require an on-site operator to manage the STRA. This will maintain the continuity of the existing operator requirement for B&B yet provide some flexibility for situations where the operator does not have to be the principal resident of the property. This will also encourage better management of STRA properties and strengthen accountability of the operators.

For temporary situations where an STRA is managed by an off-site operator or a single operator manages multiple properties, a temporary use permit (TUP) can be considered. The TUP will enable SCRD to keep track of such operations and assist enforcement efforts. Recommended TUP regulations will be discussed in detail in the following section.

#### 10. Utility, Signage and Parking

Both zoning bylaws require a B&B property to have a proper sewage disposal system, limit the size of a sign for the B&B to 0.35 m<sup>2</sup>, and require 1 off-street parking space per bedroom used for B&B.

The above bylaw regulations are reasonable, and it is recommended that they be applied to STRA, with the additional requirements for an approved water supply system which is equally important as the sewage disposal requirement. The one parking space per bedroom requirement is intended to accommodate maximum parking demand while each bedroom can be used for separate guest(s) who have separate vehicles. This requirement will address concerns on negative impacts of parking shortages in some STRA operations. The required parking space(s) should be provided for STRA use in addition to parking spaces required for all other uses on the property.

#### Consideration of Temporary Use Permit

The previous staff report on short term rental recommended considering using temporary use permit (TUP) for STRA with regulations and conditions to be provided in the zoning bylaws. The advantage of a TUP is that it can enable SCRD to keep track of the applicants, but it can be only used for temporary situations because it is limited to a maximum of 6 years (initial 3 years plus one renewal of 3 years).

Staff recommend using TUP as an auxiliary tool to the zoning bylaws to only deal with STRA with an off-site operator. Other deviations from the zoning bylaws, permanent or temporary, will need to be reviewed through the variance or rezoning process. The following TUP conditions are recommended:

- 1. An off-site operator shall reside within a radius of 50 km of the STRA. This will ensure the operator can reach the STRA site within a reasonable amount of time.
- 2. An operator is permitted to manage a maximum of 2 separate STRA properties. This will limit the number of properties an operator can manage.
- 3. The number of STRA bedrooms shall be one less than that permitted in the zoning bylaw. The reduction in the number of bedrooms will help to compensate for the lack of an on-site operator.
- 4. The term of the temporary permit shall not exceed 3 years. A temporary use permit cannot be renewed more than once.
- 5. All other STRA regulations of the zoning bylaw shall apply.

Corresponding to the proposed TUP, the Planning and Development Fee and Procedure Bylaw No. 522 should be amended. The application fee for a TUP for an STRA with an off-site operator is recommended to be \$500 per property for a 3-year term. An amendment to Bylaw No. 522 will be brought forward to the Board if the proposed zoning bylaw amendments are endorsed by the Board.

#### Municipal Ticket Information and Bylaw Notice Enforcement Bylaws

Previous consultation indicated that the penalty of \$100 for STRA-related infractions at that time was considered too low to be a significant deterrent for bylaw violations. SCRD has since increased the penalty to \$150 for most zoning contraventions including unauthorized use and unauthorized B&B in the Municipal Ticket Information Bylaw No. 558 and Bylaw Notice

Enforcement Bylaw No. 638. STRA-related contraventions of the zoning bylaws can be considered unauthorized uses as defined in these bylaws.

Since the penalties in these bylaws were increased recently, a period of time is required in order to monitor the effectiveness of the changes through bylaw enforcement. Further increase of penalties must be considered in a consistent and holistic manner and supported by monitoring data. Staff do not recommend consideration of further increasing the penalty for STRA contravention until such a time as the proposed STRA regulations have been implemented and it has been determined there is a need to increase the penalty particularly for this type of land use.

#### Organization and Intergovernmental Implications

The proposed zoning bylaw amendments, if endorsed by the Board after First Reading, will be referred to agencies, advisory committees, First Nations, member municipalities and community groups for comments. Communication and consultation with other levels of government are essential during the process of reviewing the zoning amendments.

#### Financial Implications

None at this time. However, should the proposal proceed and temporary use permits are utilized an impact on staff time for permit preparation, monitoring and enforcement will be undertaken. Should the proposed bylaw amendments, as described in this report move forward, staff will need to review staffing resources to ensure the service can be provided. Staff will bring further information to Pre-Budget meetings.

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

The timeline for the proposed zoning amendment bylaws aligns with work currently underway for the review of Zoning Bylaw No. 310, however as it is proposed to also include Zoning Bylaw No. 337 and recognizing the urgency of need for both rental housing and resolution of neighbourhood issues related to STRA, there is value in an amendment process for each bylaw ahead of the Zoning Bylaw No. 310 review.

Similar to previously-conducted public information meetings on short term rental accommodation, public information meetings in various locations to obtain further community feedback are recommended. Comments received from the referrals and the public information meetings will be incorporated into a staff report to the Planning and Community Development Committee for consideration of Second Reading of the proposed bylaws. Then 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 approved by the Board the bylaws can be adopted.

Referrals will be sent to:

- Advisory Planning Commissions;
- shíshálh and Skwxwú7mesh Nations;
- District of Sechelt and Town of Gibsons

Page 11 of 19

- Agencies that were consulted during the previous consultation; and
- Public through public information meetings.

Information will be posted on the SCRD website and requests for input can be advertised through SCRD social media. Should the regulations proceed, a comprehensive communication plan would be developed to support implementation.

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

The subject of the report meets the Strategic Plan Values of:

- Collaboration
- Respect and Equality, and
- Transparency

#### CONCLUSION

Staff have further analyzed the policy options to address short term rental accommodation, and determined that the best option to move forward is to build upon existing zoning bylaw regulations for B&B and formulate a new set of zoning bylaw regulations for STRA with supplementary TUP provisions for STRA with an off-site operator. Amendments to the Municipal Ticket Information Bylaw and Bylaw Notice Enforcement Bylaw are not recommended at this time.

Staff recommend that the proposed zoning amendment bylaws be forwarded to the Board for First Reading and the referral and public consultation process begin.

#### **Attachments**

Attachment A – Comparison of Current B&B Regulations and Proposed STRA Regulations

Attachment B – Zoning Amendment Bylaw 310.184 for First Reading

Attachment C – Zoning Amendment Bylaw 337.118 for First Reading

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

#### Attachment A

#### Comparison of Current B&B Regulations and Proposed STRA Regulations

	B & B Current Regulations		Short Term Rental Accommodation (STRA) Recommended Regulations
	Bylaw 310	Bylaw 337	
1. Definition	Transient accommodation business that provides overnight accommodation to travellers for a length of stay of three consecutive months or less in any calendar year and provides at least breakfast to those being accommodated.	Bed and Breakfast Home – auxiliary use of a dwelling as a transient accommodation business that contains not more than two bedrooms for overnight accommodation of travelers and provides at least breakfast to those being accommodated. Bed and Breakfast Inn – use of a dwelling as a transient accommodation business that contains not more than five bedrooms for overnight accommodation of travelers and provides at least breakfast to those being accommodated.	A small-scaled transient rental accommodation provided in a dwelling and occupied for not more than 26 days in any calendar month, which may include a bed and breakfast but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a hotel, a lodge or a resort hotel.
2. Duration	Up to 3 consecutive months	NA	26 days per calendar month
3. Location of permitted use	Most Residential, Commercial & Rural zones + AG, PA2, PA3	Most Residential, Commercial & Rural zones	Same as the bylaws
4. Provision of breakfast	Yes		NA
5. Number of bedrooms	5 per parcel for RU1A, RU1C 2 per dwelling for other zones permitting B&B	2-5 per dwelling	Commercial, Park & Assembly, RU1A, RU1C zones: 5 per parcel RU5, AG zones: 2 per parcel All other zones permitting B&B: 1 where only 1 dwelling is permitted 2 per parcel where 1 principal dwelling and 1 auxiliary dwelling are permitted 3 per parcel where 2 principal dwellings are permitted
			4 per parcel where more than 2 principal dwellings are permitted
6. Number of dwellings	No restriction		No restriction
7. Bedroom size	28 m <sup>2</sup>	NA	Average of all bedrooms - 28 m <sup>2</sup>

#### Staff Report to Planning and Community Development Committee - October 11, 2018 Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations

Page	13	of	19	
------	----	----	----	--

8. Number of guests	NA	4-10 per dwelling	2 adults + 1 child per bedroom
9. Operator	Principal resident, owner's family	member and 1 other person	At least one on-site operator per parcel shall be required to manage short term rental accommodation where it is permitted. TUP required for STRA with an off- site operator.
10.Utility, signage & parking	Require community or on-site sys 0.35 m <sup>2</sup> , 1 parking space per B&		Same as bylaws with additional requirement for community or on- site water system

Page 14 of 19

#### Attachment B SUNSHINE COAST REGIONAL DISTRICT

#### **BYLAW NO. 310.184**

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

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

#### PART A – CITATION

1. This bylaw may be cited as Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018.

#### PART B – AMENDMENT

- 2. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended as follows:
  - a. Replace the definition for "bed and breakfast" in Section 201 with the following definition:

"short term rental accommodation" means a small-scaled transient rental accommodation provided in a dwelling and occupied for not more than 26 days in any calendar month, which may include a bed and breakfast but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a hotel, a lodge or a resort hotel.

b. Replace Section 502.11 Bed and Breakfast with the following section:

#### Short Term Rental Accommodation

(11) Short term rental accommodation is permitted as an auxiliary use, subject in all cases to the following conditions in the R1, R2, C2, C2A, C3, C4, C6, CR1, CR2, RU1, RU1A, RU1B, RU1C, RU1D, RU2, AG, PA2 and PA3 zones:

(a) The maximum number of short term rental accommodation bedrooms shall be in accordance with the number of permitted dwellings and zoning of the parcel as shown in the following table:

#### Staff Report to Planning and Community Development Committee - October 11, 2018 Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations Page 15 of 19

Zone	Number of Permitted Dwellings	Maximum Number of Bedrooms
C2, C2A, C3, C4, C6, PA2, PA3, RU1A, RU1C	Regardless of the number of permitted dwellings	5 per parcel
RU5, AG	Regardless of the number of permitted dwellings	2 per parcel
R1, R2, CR1, CR2, RU1, RU1B, RU1D,	1	1 per parcel
RU2	1 dwelling and 1 auxiliary dwelling unit	2 per parcel
	2 dwellings	3 per parcel
	More than 2 dwellings	4 per parcel

(b) The average floor area of all permitted short term rental accommodation bedrooms shall not exceed 28  $m^2$ .

(c) The number of guests shall not exceed 2 adults plus one child per permitted short term rental accommodation bedroom.

(d) At least one operator per parcel shall be required to manage short term rental accommodation where it is permitted. The operator must reside on the property where the short term rental accommodation is located.

(e) One external sign that is associated with short term rental accommodation and does not exceed 0.35 square meters in area is permitted within the property.

(f) Any dwelling utilized for short term rental accommodation shall be either connected to a community sewer and water facility or have on-site sewage disposal and water supply facilities in place that are in compliance with current regulations of the *Health Act*.

(g) At least one off-street parking space shall be provided per short term rental accommodation bedroom in addition to parking spaces required for all other uses on the same property.

(h) All zones that permit short term renal accommodation are designated as a Temporary Use Permit Area for the consideration of STRA with an off-site operator, subject to the following conditions:

i. At least one operator per parcel shall be required to manage short term rental accommodation where it is permitted. Notwithstanding Section 502.11(d), an operator residing outside of the property where the short term rental accommodation is located is permitted, provided that the operator resides within a radius of 50 km of the property.

- ii. No more than 2 separate STRA properties shall be managed by a single operator.
- iii. The maximum number of STRA bedrooms shall be one less than what is permitted in accordance with Section 502.11(a).
- iv. The term of the temporary permit shall not exceed 3 years. The temporary use permit shall not be renewed more than once.

c. Replace all words of "bed and breakfast", "bed and breakfasts" and "bed and breakfast accommodation" with "short term rental accommodation".

d. Insert the following section immediately following Section 601.1:

(3) short term rental accommodation in accordance with Section 502.11.

#### PART C – ADOPTION

READ A FIRST TIME this	DAY OF	MONTH,	YEAR
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair

Page 17 of 19

#### Attachment C SUNSHINE COAST REGIONAL DISTRICT

#### **BYLAW NO. 337.118**

A bylaw to amend the Sunshine Coast Regional District Zoning Bylaw No. 337, 1990

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

#### PART A – CITATION

1. This bylaw may be cited as Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.118, 2018.

#### PART B – AMENDMENT

- 2. Sunshine Coast Regional District Zoning Bylaw No. 337, 1990 is hereby amended as follows:
  - a. Replace the definitions for "bed and breakfast home" and "bed and breakfast inn" in Section 201 with the following definition:

"short term rental accommodation" means a small-scaled transient rental accommodation provided in a dwelling and occupied for not more than 26 days in any calendar month, which may include a bed and breakfast but excludes accommodation provided in a campground, a sleeping unit, a housekeeping unit, a motel, a hotel, a lodge or a resort hotel.

b. Replace Section 509 Bed and Breakfast Homes and Section 510 Bed and Breakfast Inns with the following section:

#### Short Term Rental Accommodation

509 Short term rental accommodation is permitted in R1, R1A, RS1, R1B, R2, R2A, R3, R3A, R3B, R3C, CR1, RU1, RU1A, RU1B, RU1C, RU1D, RU2, RU3, RU5, C1, C2, C2A, C3, C3A and C4 Zones, subject to the following conditions:

(a) The maximum number of short term rental accommodation bedrooms shall be in accordance with the number of permitted dwellings and zoning of the parcel as shown in the following table:

80

#### Staff Report to Planning and Community Development Committee - October 11, 2018 Zoning Amendment Bylaws to Implement Short Term Rental Accommodation Regulations Page 18 of 19

Zone	Number of Permitted Dwellings	Maximum Number of Bedrooms
C1, C2, C2A, C3, C3A, C4	Regardless of the number of permitted dwellings	5 per parcel
RU5	Regardless of the number of permitted dwellings	2 per parcel
R1, R1A, RS1, R1B, R2, R2A, R3, R3A,	1	1 per parcel
R2, R2A, R3, R3A, R3B, R3C, CR1, RU1, RU1A, RU1B, RU1C, RU1D, RU2, RU3	1 dwelling and 1 auxiliary dwelling unit	2 per parcel
	2 dwellings	3 per parcel
	More than 2 dwellings	4 per parcel

(b) The average floor area of all permitted short term rental accommodation bedrooms shall not exceed 28  $m^2$ .

(c) The number of guests shall not exceed 2 adults plus one child per permitted short term rental accommodation bedroom.

(d) At least one operator per parcel shall be required to manage short term rental accommodation where it is permitted. The operator must reside on the property where the short term rental accommodation is located.

(e) One external sign that is associated with short term rental accommodation and does not exceed 0.35 square meters in area is permitted within the property.

(f) Any dwelling utilized for short term rental accommodation shall be either connected to a community sewer and water facility or have on-site sewage disposal and water supply facilities in place that are in compliance with current regulations of the *Health Act*.

(g) At least one off-street parking space shall be provided per short term rental accommodation bedroom in addition to parking spaces required for all other uses on the same property.

(h) All zones that permit short term renal accommodation are designated as a Temporary Use Permit Area for the consideration of STRA with an off-site operator, subject to the following conditions:

i. At least one operator per parcel shall be required to manage short term rental accommodation where it is permitted. Notwithstanding Section 509(d), an operator residing outside of the property where the short term rental accommodation is located is permitted, provided that the operator resides within a radius of 50 km of the property.

- ii. No more than 2 separate STRA properties shall be managed by a single operator.
- iii. The maximum number of STRA bedrooms shall be one less than what is permitted in accordance with Section 509(a).
- iv. The term of the temporary permit shall not exceed 3 years. The temporary use permit shall not be renewed more than once.

c. Replace all words of "bed and breakfast home" and "bed and breakfast inn" with "short term rental accommodation".

d. Insert the following sections:

"(b) short term rental accommodation in accordance with Section 509" immediately following Section 601.1(1)(a).

"(b) short term rental accommodation in accordance with Section 509" immediately following Section 602.1(1)(a).

#### PART C – ADOPTION

READ A FIRST TIME this	DAY OF	MONTH,	YEAR
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair

82

#### SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- **TO:** Planning and Community Development Committee May 9, 2019
- AUTHOR: Yuli Siao, Senior Planner
- SUBJECT: ROBERTS CREEK OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 641.10, 2018 AND SUNSHINE COAST REGIONAL DISTRICT ZONING AMENDMENT BYLAW NO. 310.179, 2018 (TOPPING – 2720 LOWER RD) CONSIDERATION OF SECOND READING AND PUBLIC HEARING

#### RECOMMENDATIONS

- THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing be received;
- 2. AND THAT Roberts Creek Official Community Plan Amendment Bylaw No 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018 be forwarded to the Board for Second Reading;
- 3. AND THAT Roberts Creek Official Community Plan Amendment Bylaw No 641.10, 2018 is considered consistent with the SCRD's 2019-2023 Financial Plan and 2011 Solid Waste Management Plan;
- 4. AND THAT a Public Hearing to consider the bylaws be scheduled for July 9, 2019 at 7:00 p.m. in the Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek, BC;
- 5. AND FURTHER THAT Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair for the Public Hearing.

#### BACKGROUND

The above noted bylaws received first reading on April 26, 2018 and the SCRD Board adopted the following resolution:

136/18 <u>Recommendation No. 6</u> No. 641.10 and Zoning Amendment Bylaw No. 310.179

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* be forwarded to the Board for First Reading;

Staff Report to Planning and Community Development Committee - May 9, 2019 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing Page 2 of 11

AND THAT Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018 be forwarded to the Board for First Reading;

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

- Roberts Creek Advisory Planning Commission;
- Roberts Creek Official Community Plan Committee;
- Skwxwú7mesh Nation;
- Ministry of Transportation and Infrastructure;
- Vancouver Coastal Health Authority;

AND FURTHER THAT a Public Information Meeting be held with respect to *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* and *Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018* prior to consideration of Second Reading.

The bylaws and associated staff report were referred to all listed agencies for comment, and a public information meeting was hosted by the applicant. For context the previous staff report is provided as Attachment D.

This report discusses feedback received through the referral and public consultation process, and recommends second reading of the bylaws and holding of a public hearing.

#### DISCUSSION

#### **Referral Comments**

Referred Agency	Comments
Roberts Creek Advisory Planning Commission (APC)	<ul> <li>The APC recommended that subdivision be supported, for the following reasons:</li> <li>On the Topping property there is very little exposed rock (at one corner of the property only) and significant depth of mineral soil elsewhere.</li> <li>Subdivision could create twoproperties of at least 2000 square meters.</li> <li>There are seven neighboring properties of about 2000 square meters or less near the Topping property. Although these subdivisions were done a long time ago, it does show that a property of this size in this area can be supported by a standard septic field.</li> <li>As well, septic treatment design has improved significantly and can be designed to serve smaller lots and various soil conditions.</li> <li>One APC member noted that he has a compact septic field and sewage treatment plant on a 700 square meter property.</li> <li>The neighbors support the subdivision.</li> <li>Culverts are already in place from Lower Road to each subdivided parcel.</li> </ul>

A summary of agency referral comments can be found in the following table.

84

Staff Report to Planning and Community Development Committee - May 9, 2019Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 andSunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping- 2720 Lower Rd) Consideration of Second Reading and Public HearingPage 3 of 11

	The APC recommended that, subject to septic treatment design, one single family dwelling (SFD) plus one auxiliary dwelling be approved for the subdivided properties, for the following reasons.  The preferred subdivision is with the larger piece 3400 square meters held by the Toppings and the smaller triangular piece 2400 square meters made available for sale (Proposal 2 in application). The area available for building on the triangular parcel will be restricted by setbacks and screening from Lower Road and Woodley Road and by septic field requirements. There was a question whether some trees should be preserved in the west part of the triangle to screen neighbors from Lower Road. An auxiliary dwelling would have less impact on the site than a second SFD. The auxiliary dwelling could be useful to create a rental unit and contribute to affordable living on the Coast, as well as create a revenue stream for the property owners.
S <u>k</u> w <u>x</u> wú7mesh Nation	The Nation has no issues with the application.
Ministry of Transportation and Infrastructure	The Ministry has granted preliminary approval for the rezoning application, pursuant to section 52(3)(a) of the <i>Transportation Act</i> .
Vancouver Coastal Health (VCH)	This parcel has been evaluated using the standards set out by the VCH Subdivision Guideline. A plot plan was provided by Brian Newman, ROWP including soil measurements, percolation tests, and proposed covenant areas. Site monitoring during the wet season has shown that the proposed plan is capable of meeting the requirements set out by the Subdivision Guideline. A professional assessment completed by a Professional Engineer or Geoscientist must be submitted with subdivision application. This assessment must address any limitations for the site and outline a plan for sewage disposal on the proposed parcels.
Roberts Creek OCP Committee	The Committee supports the minimum parcel size for subdivision being reduced and allowing the full development potential for dwellings on this parcel.

#### Public Information Meeting

A public information meeting was hosted by the applicant on March 12, 2019. Five people attended the meeting. The attendants were generally supportive of the application and consider that as a result of the application, smaller lots can provide a more affordable housing option in the rural area. No particular preference for the number of dwellings that should be permitted on each of the new lots was expressed. The applicant's meeting notes can be found in Attachment D.

#### Septic Disposal Capability

Vancouver Coastal Health (VCH) has evaluated the proposed septic field area on each of the proposed new lots, and agreed that the areas are capable of sewage disposal that can meet standards of VCH's subdivision guidelines.

#### 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 amendment to the Roberts Creek Official Community Plan has no negative impact on either plan. It is therefore recommended that Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 be considered consistent with the 2019-2023 Financial Plan and 2011 Solid Waste Management Plan of the Sunshine Coast Regional District.

#### Timeline for next steps

If the Board gives the Bylaws Second Reading, a public hearing will be scheduled. Comments received from the Public Hearing as well as recommendations for any conditions will be incorporated into a staff report to the Planning and Community Development Committee for consideration of Third Reading of the Bylaws.

#### Communication Strategy

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

#### STRATEGIC PLAN AND RELATED POLICIES

The OCP and bylaw amendment process supports the Strategic Plan's values of Collaboration, Respect & Equity and Transparency.

#### CONCLUSION

Following First Reading, the amendment bylaws were referred to agencies and a public information meeting was held. The Roberts Creek Advisory Planning Commission, the Roberts Creek Official Community Plan Committee and area residents support the application and full development potential for each of the proposed new lots. Vancouver Coastal Health has confirmed that each new parcel can meet septic treatment guidelines.

Staff recommend that the bylaws proceed to Second Reading and a Public Hearing be held.

Staff Report to Planning and Community Development Committee - May 9, 2019 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing Page 5 of 11

#### Attachments

- Attachment A Subdivision Layouts Proposed by Applicant
- Attachment B Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018
- Attachment C Public information meeting notes by applicant

Attachment D – Staff report dated April 12, 2018

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

#### Attachment A

Subdivision Layouts Proposed by Applciant





88

Staff Report to Planning and Community Development Committee - May 9, 2019 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing Page 7 of 11

#### Attachment B

#### SUNSHINE COAST REGIONAL DISTRICT

#### BYLAW NO. 641.10

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

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

#### PART A – CITATION

1. This bylaw may be cited as the *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018.* 

#### PART B – AMENDMENT

2. Roberts Creek Official Community Plan Bylaw No. 641, 2011 is hereby amended by changing the Land Use Designation of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from Residential C to Residential A as depicted on Appendix 'A' attached to and forming part of this bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	26 TH	DAY OF APRIL ,	2018
PURSUANT TO SECTION 475 OF THE <i>LOCAL</i> GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this	26 TH	DAY OF APRIL,	2018
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 <i>LOCAL GOVERNMENT ACT</i> this	#####	DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

Corporate Officer

Chair

Staff Report to Planning and Community Development Committee - May 9, 2019 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing Page 8 of 11



90

#### SUNSHINE COAST REGIONAL DISTRICT BYLAW NO. 310.179

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

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

#### PART A – CITATION

1. This bylaw may be cited as the *Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018* 

#### PART B – AMENDMENT

2. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended by changing the Subdivision District of Lot 47, Except Part in Plan14051, West Part of District Lot 1316, Plan 1804 from E to C, as depicted on Appendix 'A', attached to and forming part of this bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	26 TH	DAY OF APRIL ,	2018
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH ,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR
	Corporate Officer		
	Chair		

Staff Report to Planning and Community Development Committee - May 9, 2019 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing Page 10 of 11



92

Staff Report to Planning and Community Development Committee - May 9, 2019 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing Page 11 of 11



#### SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- TO: Planning and Community Development Committee April 12, 2018
- **AUTHOR:** David Rafael, Senior Planner
- SUBJECT: ROBERTS CREEK OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 641.10, 2018 AND SUNSHINE COAST REGIONAL DISTRICT ZONING AMENDMENT BYLAW NO. 310.179, 2018 (TOPPING – 2720 LOWER RD) CONSIDERATION OF FIRST READING – ELECTORAL AREA D

#### RECOMMENDATIONS

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No 641.10, 2018* be forwarded to the Board for First Reading;

AND THAT Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018 be forwarded to the Board for First Reading;

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

- Roberts Creek Advisory Planning Commission;
- Skwx wú7mesh Nation;
- Ministry of Transportation & Infrastructure;
- Vancouver Coastal Health Authority;

AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw Nos 641.10 and 310.179 prior to consideration of Second Reading.

Staff Report to Planning and Community Development Committee - April 12, 2018 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D Page 2 of 13

#### BACKGROUND

The SCRD received an application to amend the Roberts Creek Official Community Plan and amend the subdivision district in Zoning Bylaw No. 310 to support a future application to subdivide 2720 Lower Road, Roberts Creek into two parcels.



Figure 1 – General; Location

Owner / Applicant:	Brian and Cheryl Topping		
Civic Address:	2720 Lower Road		
Legal Description:	Lot 47, Except Part in Plar	n14051, West Part of District Lot 1316, Plan 1804	
Electoral Area:	D – Roberts Creek		
Parcel Area:	5800 square metres		
OCP Land Use:	Current - Residential C	Proposed – Residential A	
Land Use Zone:	Residential Two (R2)		
Subdivision District:	Current - E	Proposed - C	
Application Intent:	To amend OCP and rezone to allow a subdivision into two parcels.		

Table 1 - Application Summary

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

#### DISCUSSION

Property Description and Applicant's Supporting Information

The property is a triangular parcel at the intersection of Woodley Road and Lower Road.

In support of the proposed amendments the applicant stated that:

We have owned the property as our primary residence since 2000. We have created gardens on  $\frac{3}{4}$  of the land. While the other section remains open "meadow" and alder forest. We wish to sell the other sections, approx. 0.49 acres, to allow another family to build in lower Roberts Creek.

The applicant provided two proposed subdivision plans (Attachment A) as follows (area figures are rounded up);

Proposal	Parcel A	Parcel B
1	2800 m²	2900 m²
2	2400 m²	3400 m²

#### Official Community Plan

The parcel is within the Residential C Land Use Designation. The designation establishes a minimum parcel size of 5000 square metres due to a lack of soil depth which constrains capacity for on-site sewage disposal combined with the presence of near-surface bedrock.

The Residential A designation establishes a minimum parcel size of 2000 square metres that reflect soil types and terrain characteristics for on-site sewage disposal.

There may be site-specific conditions that support smaller parcel sizes. This may be demonstrated by considering the technical requirements for septic treatment and site characteristics. The applicant will need to provide evidence that the two proposed parcels are able to meet requirements for septic treatment as set out in Vancouver Coastal Health Authority Subdivision Guidelines - ENV-0052 (05/2010).

Staff recommend that if the bylaws proceed that evidence be provided by the applicant that each new parcel is capable of meeting septic treatment requirements, and such evidence be provided before a public hearing is scheduled.

Parcel size is also based upon the community's input. The Residential A designation allows for a 2000 square metre minimum parcel size as this will maintain larger parcel in residential neighbourhoods. Larger parcels are required either due to technical constraints (such as the

96

# Staff Report to Planning and Community Development Committee - April 12, 2018Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 andSunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping- 2720 Lower Rd) Consideration of First Reading - Electoral Area DPage 4 of 13

Residential C designation) or a desire to maintain tree buffers adjacent to the Sunshine Coast Highway (such as the Country Residential designation). The referral process (including a public information meeting) will provide feedback on the community's desire to allow a smaller parcel size than that currently allowed in the Residential C designation for the subject property.

#### Zoning Bylaw No. 310

The applicant's proposal does not include changing the R2 zoning.

For parcels over 3500 square metres, the R2 zone permits two single family dwellings (SFD). If the parcel is over 2000 square metre the second dwelling is limited to 55 square metres (auxiliary dwelling). No more than two dwellings may be located on an R2 parcel.

Both of the proposed parcels will be over 2000 square metres so the number of potential dwellings could increase from two single family dwelling to four dwellings (either two SFD and two auxiliary dwellings or three SFD and one auxiliary dwelling depending on the area of the largest parcel). The potential number of dwellings will be influenced by site cover (maximum 35% for all buildings and structures) and septic treatment capacity.

The current subdivision district is E (average of 5000 square metres with an absolute minimum of 4000 square metres). The proposal requires the subdivision district to be amended to C (minimum parcel area of 2000 square metres).

For similar proposals, SCRD has required that each new parcel be limited to one dwelling to ensure that the total number of dwellings be the same as that permitted for the current parcel. This would ensure that the impact would be the same as if the parcel were to be developed to its maximum capacity.

An alternative is to allow each new parcel to have its full development potential. This may support the potential to develop more affordable market housing. This option supports the direction being taken in the SCRD's consideration of amendments to the OCPs to support affordable housing development.

Staff recommend not restricting the number of dwellings on the new parcels and allowing the site conditions, such as ability to provide sufficient septic treatment, to determine if a second dwelling is possible.

Consideration of the appropriate number of dwellings can take place during the referral period.

#### Next Steps

SCRD has considered similar proposed amendments in other locations. Technical issues such as septic treatment capacity can be addressed if the bylaws proceed. Referrals, including a public information meeting, can consider what an appropriate number of dwellings for each parcel is.

Staff Report to Planning and Community Development Committee - April 12, 2018Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 andSunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping- 2720 Lower Rd) Consideration of First Reading - Electoral Area DPage 5 of 13

Staff recommend that *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018* receive First Reading and referrals commence.

#### Organization and Intergovernmental Implications

If Bylaw No. 641.10 proceeds it will need to be reviewed to determine if it has any impacts on the SCRD's 2018-2022 Financial Plan and 2011 Solid Waste Management Plan at the time Second Reading.

#### Communications Strategy

The subject parcel is within the Skwx wú7mesh Nation's territory. It is also within 800 metres of a controlled access highway; thus Bylaw No. 310.179 requires approval from the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act* before it may be considered for adoption.

Staff recommend that the bylaws be referred to:

- Roberts Creek Advisory Planning Commission;
- Skwx wú7mesh Nation;
- Ministry of Transportation & Infrastructure;
- Vancouver Coastal Health Authority;

In addition a public information meeting should be held prior to consideration of Second Reading.

#### STRATEGIC PLAN AND RELATED POLICIES

The OCP and bylaw amendment process supports the Strategic Plan's values of Collaboration, Respect & Equity and Transparency.

#### CONCLUSION

The SCRD received an application to amend Roberts Creek OCP and Zoning Bylaw No. 310 to facilitate a two lot subdivision. SCRD has considered similar applications in other locations. One issue to consider is whether the number of dwellings should be limited to one on each new parcel or allow full development potential. Staff recommend the latter and this can be considered during the referral period. Prior to consideration for Second Reading, the applicant must provide evidence that each new parcel can meet Vancouver Coastal Health Authority septic treatment guidelines.

Staff recommend that the bylaws receive First Reading and that referrals take place.

#### Attachments

- Attachment A Subdivision Layouts Proposed by Applciant
- Attachment B OCP and Zoning Designations
- Attachment C Roberts Creek Official Community Plan Amendment BylawNo. 641.9, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018

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

### **ATTACHMENT A**

Subdivision Layouts Proposed by Applciant





Staff Report to Planning and Community Development Committee - April 12, 2018 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D Page 8 of 13

**ATTACHMENT B** 

# 101 Subject Pa Legend Country Residential Future Recreation/Public Use Ocean Residential B Residential C Roberts Creek OCP Land Use Designation 101 Subject Legend Parcel Area (3500 sq m ave) E (5000 sq m ave) F (1 Ha ave) Subdivision Designation

#### OCP and Zoning Designations

Staff Report to Planning and Community Development Committee - April 12, 2018 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D Page 9 of 13



## ATTACHMENT C

#### SUNSHINE COAST REGIONAL DISTRICT

#### BYLAW NO. 641.10

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

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

#### PART A – CITATION

1. This bylaw may be cited as the Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018.

#### PART B – AMENDMENT

2. Roberts Creek Official Community Plan Bylaw No. 641, 2011 is hereby amended by changing the Land Use Designation of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from Residential C to Residential A as depicted on Appendix 'A' attached to and forming part of this bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF MONTH ,	YEAR
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION			
REQUIREMENTS CONSIDERED this	####	DAY OF MONTH,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH,	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this	#####	DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

**Corporate Officer** 

Chair

Staff Report to Planning and Community Development Committee - April 12, 2018 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D Page 11 of 13



#### SUNSHINE COAST REGIONAL DISTRICT BYLAW NO. 310.179

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

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

#### PART A – CITATION

1. This bylaw may be cited as the *Sunshine Coast Regional District Zoning Amendment No.* 310.179, 2018

#### PART B – AMENDMENT

2. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended by changing the Subdivision District of Lot 47, Except Part in Plan14051, West Part of District Lot 1316, Plan 1804 from E to C, as depicted on Appendix 'A', attached to and forming part of this bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF MONTH ,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH ,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR
	Corporate Officer		
	Chair		

Staff Report to Planning and Community Development Committee - April 12, 2018 Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of First Reading – Electoral Area D Page 13 of 13


#### SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Planning and Community Development Committee – May 9, 2019

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

SUBJECT: CONSULTATION PROCESS FOR BC TIMBER SALES LICENCE A91376 (REED ROAD)

**RECOMMENDATION(S)** 

THAT the report titled Consultation process for BC Timber Sales Licence A91376 (Reed Road) be received;

AND THAT this report be referred to the following for comment on a public participation process:

- Skwxwú7mesh Nation
- Town of Gibsons
- Natural Resources Advisory Committee
- Elphinstone Advisory Planning Commission
- Agricultural Advisory Committee;

AND THAT feedback from stakeholders on a public participation process be invited;

AND FURTHER THAT an update report be provided to a future Committee including financial implications.

#### BACKGROUND

On April 1, 2019, SCRD received a letter from the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development respecting BC Timber Sales (BCTS) timber sale licences for Clack Creek and Reed Road. The letter formed part of the April 11, 2019 Planning and Community Development Committee Agenda.

With regard to Reed Road, Minster Donaldson noted that SCRD and BCTS have committed to further meetings to follow up on concerns related to the contribution of the area to ecological integrity, visual quality, surface and group water management, and fire management. The Minister stated "BCTS will hold off on advertising this sale until these discussions have occurred in a meaningful way and a balanced management approach has been developed for the area."

At the Regular Board meeting of April 25, 2019, it was resolved:

126/19 <u>Recommendation No. 21</u> Consultation Process for BC Timber Sales License A91376 (Reed Road)

The Planning and Community Development Committee recommended that Chair Pratt work with staff to draft a consultation process plan including identifying key stakeholders regarding BC Timber Sales License A91376 (Reed Road);

AND THAT a report be provided to the May 9, 2019 Planning and Community Development Committee meeting.

#### DISCUSSION

#### SCRD's Public Participation Framework

SCRD uses a Board-adopted (February 16, 2017) framework for designing and delivering public participation. Using a framework helps ensure equitable, transparent and consistent approaches are applied to public participation activities across the Sunshine Coast, across service areas, and over time. The Public Participation Framework is provided as Attachment A.

#### BC Timber Sales' Approach/Expectations

Staff recently met with BC Timber Sales staff in the context of analyzing the 2019 Operating Plan referral.

At this meeting BCTS confirmed they are looking for advice from SCRD on consultation for Licence A91376 (Reed Road). BCTS has not put forward a defined approach for engaging with communities on this issue.

BCTS stated an interest in consulting with the Elphinstone APC. Staff provided information back to BCTS that the APC was not the only stakeholder for this timber licence, and that consequently an APC meeting would not necessarily be an effective venue for having dialogue in a "meaningful way" that could lead to the development of a "balanced management approach for the area," (as stated in the letter from Minister Donaldson).

Staff confirmed that SCRD would respond to BCTS with information about public participation following a planning and dialogue process.

#### **Options and Analysis**

A workbook-styled toolkit supports the Public Participation Framework, and allows issue-specific or project-specific analysis of participation goals, needs and tactics. A completed draft Public Participation Toolkit workbook for BC Timber Sales Licence A91376 (Reed Road) is attached (Attachment B). This document was prepared based on the best available information.

In general, the draft toolkit analysis suggests:

- There is an opportunity for dialogue to understand values, create agreement where possible, build trust and plan for assurance. At the current time, staff do not believe that "no harvesting, ever" is an option that the Province will consider.
- No hard deadline constrains this process. There are multiple, complex issues involved. A timeframe of 8-12 months may be considered. Such a timeline would allow for multiple points of dialogue, with time for research, review and reflection.
- There are many stakeholders, with interests and values that appear to vary greatly. The level of impact decisions will have on stakeholders also varies greatly.
- In general, there appear to be two streams of public participation required:
  - A broad, lower impact stream where stakeholders may be interested, or interested in the precedent or process. These stakeholders may wish to participate through receiving information and education, or providing information to the process.
  - A higher-impact stream where stakeholders have specific needs or values that require discussion or engagement with other stakeholders. Some of these stakeholders may be interested in partnership as a model for decision making.

The analysis completed using the toolkit to date places greater emphasis on the public participation need and stakeholder mapping than on the specific tactics to be applied. If direction on the need/stakeholders is established, detailed design of a process can be undertaken by a public participation expert, drawing on input from stakeholders as appropriate.

#### Organizational and Intergovernmental Implications

SCRD may be able to play a facilitating role on this issue. The Regional District may not be in a position to implement a resulting action plan (especially independently) due to the lack of a supporting service. SCRD is placed to support connection, dialogue and planning through the Regional Planning service.

The Natural Resources Advisory Committee, Elphinstone APC may have input on stakeholders or public participation opportunities, and it is recommended this report be forwarded to those bodies for comment. As well, since DL1313 is included in the Agricultural Land Reserve, referral to the Agricultural Advisory Committee is recommended.

From an intergovernmental perspective, the Reed Road forest is within the territory of the Skwxwú7mesh Nation. Town of Gibsons is the adjacent local government and holds water licences within the area proposed for timber harvest. It is recommended this report be referred to both governments.

#### Communications Strategy

The analysis prepared in the toolkit/workbook was developed based on available information and has not been reviewed with stakeholders. As well, the analysis may have inadvertently missed identifying stakeholders. For these reasons, staff recommend that this report be shared publicly for feedback as part of next steps. A web form can be used to collect feedback specifically on the public participation analysis (not the decision to be made), as appropriate for this stage of the process.

#### Financial Implications

BC Timber Sales has previously requested SCRD support a public participation process with a hired facilitator. No scope of services or process has been agreed. SCRD has not formally agreed to support these costs. Consequently no budget has been identified or committed.

There is a potential opportunity to benefit community understanding of forestry and industry understanding of community concerns that goes beyond this one site, and thus a case for greater investment on the part of BC Timber Sales and potentially SCRD may be made. As noted elsewhere in this report, staff recommend the next step of referring this report to stakeholders. Based on input received a project budget and funding options, including partnerships and grants, can be prepared and presented in a report to a future committee.

#### STRATEGIC PLAN AND RELATED POLICIES

N/A

#### CONCLUSION

Minister Doug Donaldson committed to SCRD that Reed Road Timber Sale Licence A91376 will not be advertised until meaningful discussion about developing a balanced management approach for the area have taken place. BCTS has requested input from SCRD on a public participation approach to guide next steps.

Following SCRD's Public Participation Framework, a toolkit/workbook analysis was prepared based on available information. At the current time, no budget has been established by SCRD to support a public participation process and partnerships/grants have not been explored.

Staff recommend referring this report for advisory body and intergovernmental review. Input from stakeholders (those identified in the toolkit analysis and any others that have not yet been identified) on the public participation process should be invited.

A report will be prepared for a future Committee including feedback on the public participation analysis/process and financial implications.

#### Attachments

Attachment A: SCRD Public Participation Framework (adopted February 16, 2017)

Attachment B: SCRD Public Participation Toolkit – BC Timber Sales Licence A91376 (Reed Road)

Reviewed	by:		
Manager	X – A. Allen	CFO/Finance	X-T.Perreault
GM		Legislative	
A/CAO	X – A. Legault	Other	



Sunshine Coast Regional District Public Participation Framework



## Overview

Over the past few years, staff from across the Sunshine Coast Regional District (SCRD) have been exploring how to improve the SCRD's engagement with and for the communities and residents we serve. Through discussions and workshops, staff identified challenges ranging from the wider community not understanding who and what the SCRD is and what services we provide, to a lack of consistent application of public participation processes among departments, and finally, a strong reliance on external consultants. There were also many common points of interest among staff, the most obvious was the agreement that the SCRD needs to do a better job engaging residents in our decision making processes – and the need to do this collectively and consistently.

There was a clear understanding and linkage that effective public participation is increasingly seen as an integral part of a strong governance framework.

This framework will help to establish consistent and strategically targeted processes for public participation and ensure those processes are implemented by SCRD staff and external consultants.

## What is public participation?

In order for this framework to truly be effective, it is important to begin from a common point of understanding of exactly what public participation is. Globally, public participation is when an organization reaches outside of itself to seek the involvement of the public in its decision-making process. Generally, participants in these processes are those who are most likely to be affected by the matter under consideration. Organizations have come to embrace public participation processes as a means for strengthening trust and confidence in the decision-making process.

There is a recognized continuum of public involvement denoted within the term public participation, from simply sharing information about a pending decision (informing and educating) through to creating a partnership arrangement, one based on mutual trust, and a willingness to agree on a course of action together. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

For elected and government officials, public participation is commonly seen as a mechanism to support transparency, accountability and improved decision making. It is more than giving information and receiving feedback — it is a deliberate commitment that government makes to its public and stakeholder groups to listen and to be influenced within expressed limits.

# The SCRD's Public Participation Framework consists of the following components:

- 1. SCRD Board's Commitment to Public Participation
- 2. SCRD's Spectrum of Public Participation.
- 3. SCRD's 8 Principles for the Practice of Public Participation
- 4. Working Cooperatively with the SCRD's Municipalities and Electoral Areas
- 5. First Peoples Engagement and the SCRD
- 6. Roles and Responsibilities in the SCRD Public Participation Processes
- 7. SCRD Staff Public Participation Toolkit (for internal use)

This document is based on the Capital Regional District's framework and we thank them for their permission to use it.

# Component 1: SCRD Board's Commitment to Public Participation

A common practice for many orders of government across Canada is to have a publicly stated overarching commitment to public participation. As the SCRD Public Participation Framework is unrolled for all, the adoption of the following statement at the SCRD Board level is recommended:

The Sunshine Coast Regional District is committed to undertaking public participation processes in the development and delivery of public policies, programs, legislation and services.

The Sunshine Coast Regional District is also committed to promoting a consultative and collaborative culture across all departments and divisions.

It should be noted that this Public Participation Framework does not supersede protocol agreements that may already exist between the SCRD and other organizations or First Nations.

# Component 2: SCRD's Spectrum of Public Participation

As with any continuum of public participation, the key goal is to align the approach to public participation with the nature, complexity, and relative impact of the decision being made. In many public participation experiences, the process may incorporate a flow within the Spectrum. The Spectrum provides a clear understanding of how the public participation process contributes to building widespread public trust.

	Inform and Educate	Gather Information	Discuss	Engage	Partner
OBJECTIVES OF PUBLIC PARTICIPATION	To provide balanced and objective information to support understanding by the public.	To obtain feedback on analysis, alternatives and/or decisions.	To work with the public to ensure concerns and aspirations are understood and considered.	To facilitate discussions and agreements between public parties to identify common ground for action and solutions.	To create governance structures to delegate decision- making and/or work directly with the public.
SCRD COMMITMENT	To inform the public.	To listen to and acknowledge the public's concerns.	To work with the public to exchange information, ideas and concerns.	To seek advice and innovations from amongst various public parties.	To work with the public to implement agreed-upon decisions.
PARTICIPANT'S RESPONSIBILITY	To become informed and educated.	To take an active role in keeping oneself informed and up to date.	To be open to other points of view and work with staff and other members of the public.	To put aside personal agendas and participate honestly in discussions.	To work with SCRD Staff to implement agreed-upon decisions.

Source: Auditor General of British Columbia 2009 (modified) Report 11: Public Participation: Principles and Best Practices for British Columbia

# Component 3: SCRD's 8 Guiding Principles for the Practice of Public Participation

The key underpinning concept of having a set of principles is to build a culture and value of public participation within the SCRD; principles that can qualify or characterize processes while allowing flexibility in the approaches.

#### 1. Active Citizenship

The SCRD acknowledges the benefits, as an organization and in civil society, for active citizens' involvement in SCRD's public participation and decision making processes.

#### 2. Commitment

Leadership and strong commitment to information, consultation and engagement in active participation is needed at all levels – from SCRD Directors, senior managers and staff.

#### 3. Clarity

Objectives for, and limits to, information, consultation and active participation will be well defined from the outset. The respective roles and responsibilities of citizens (in providing input) and the SCRD (in making decisions for which we are accountable) must be clear to all.

#### 4. Time

Public consultation and active participation will be undertaken as early in the decision making process as possible, to allow for a greater range of solutions to emerge and to raise the chances of successful implementation.

#### 5. **Objectivity**

Information will be objective, complete and accessible. All citizens will have equal treatment when exercising their rights of access to information and participation.

#### 6. Resources

Adequate financial, human and technical resources are required if public information, consultation and active participation in policy making are to be effective. SCRD staff will be supported through guidance and training and the provision of adequate resources.

#### 7. Coordination

Initiatives will be coordinated across the SCRD to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of 'engagement fatigue' among staff and the public.

#### 8. Evaluation

In order to increase the SCRD's organizational capacity and success; evaluations of public participation processes will be incorporated into every process.

# Component 4: Working Cooperatively with the SCRD'S Municipalities and Electoral Areas

There is a strong recognition and understanding of the value of working with member municipalities and electoral areas when public participation processes occur in their communities. For staff, understanding what role and expectation there is to inform, involve or even partner with the municipality at the beginning planning stage plays an important part, if not a key element in building trust and ensuring successful results. The SCRD commits to proactively communicate with municipalities and electoral areas when processes are planned as well, assess the degree of cooperation and collaboration required based on the initiative.

# Component 5: First Peoples Engagement and the SCRD

The Sunshine Coast Regional District is located within the territories of the Sechelt and Squamish Nations. An appointed representative of the Sechelt Indian Government District Council serves as a Director on the SCRD Board.

Consultation and engagement with First Peoples is different than public consultation because it is driven by the law, and a recognized imperative for reconciliation. The Canadian courts have emphasized that the federal and provincial governments must consult with First Peoples when making decisions that may affect aboriginal and treaty rights and accommodate those rights where appropriate. Aboriginal and treaty rights are also protected under the Constitution of Canada.

It is important to keep in mind that the SCRD cannot assume responsibility for the legal obligations to consult now imposed on the senior governments. It can, however, be delegated procedural steps such as gathering information on First Peoples interests. It is also important to recognize that First Peoples and the SCRD are neighbours so it makes sense to work with First Peoples in a meaningful way to seek their input, to apply their input to avoid future problems and to seek opportunities to work together and advance reconciliation whenever working on a project that may affect their interests or provide opportunities to build a stronger relationship.

# Component 6: Roles and Responsibilities in SCRD Public Participation Processes

### **Board and Committees**

The SCRD Board is ultimately responsible to all the citizens of the Sunshine Coast Regional District and therefore, acts in the best interests of the region as a whole.

During its review and decision-making process, the Board and Committees have an obligation to recognize the efforts and activities that have preceded its deliberations. Directors should have regard for the public participation processes that have been completed in support of projects.

### SCRD Staff

Staff responsible for the design and implementation of public participation processes have an obligation to ensure that the Guiding Principles are the backbone of their processes. In addition to the responsibilities established by the Guiding Principles, staff have a responsibility to:

- 1. Pursue public participation with a spirit that recognizes the value it adds to projects;
- 2. In all public participation activities, work towards fostering long-term relationships based on respect and trust;
- 3. Encourage positive working partnerships;
- 4. Take-up the challenge to draw out the silent majority, the voiceless and the disempowered;
- 5. Ensure that decisions and recommendations reflect the needs and desires of the entire community; and
- 6. Ensure that no participant or group is marginalized or ignored, or conversely, given undue influence.

#### All Participants

The public, staff, the Board and committees are also accountable to the process and the accomplishment of the project goals. All participants have a responsibility to:

- 1. Focus on the real issues;
- 2. Balance personal concerns with the needs of the community as a whole;
- 3. Have realistic expectations;
- 4. Participate openly, honestly and constructively, offering ideas, suggestions, alternatives, etc.;
- 5. Listen carefully and completely;
- 6. Identify their concerns and issues early in the process;
- 7. Provide their names and contact information if they want direct feedback;
- 8. Make every effort to work within the project schedule; if this is not possible then this should be discussed with staff as soon as possible. Participants must also recognize that process schedules may be constrained by external factors (e.g. broader project schedules or legislative requirements);
- 9. Recognize that there is no single voice that is more important than all others, and that there are diverse opinions to be considered;
- 10. Work within the process in an integrated, respectful and cooperative manner;
- 11. Accept responsibility for keeping themselves aware of current issues; when possible, participants should also make others aware of project activities and solicit their input; and
- 12. Recognize that the measure of the success of the process is the fullness of public involvement and the quality of the outcome.

# Component 7: SCRD Public Participation Toolkit (for internal use)

A public participation toolkit will assist staff who are responsible for designing and implementing public participation processes and ensure a high degree of consistency in applications across the SCRD. For example, a general public will have the same experiences when different departments conduct public participation processes. The toolkit includes:

- 1. Key steps required for successful public participation.
- 2. Techniques, methods and applications.
- 3. Public participation tools and explanation how to implement the tool.
- 4. Public participation plan template.

Attachment B

Sunshine Coast Regional District

# Public Participation Toolkit



**Prepared by Sunshine Coast Regional District Administration and Legislative Services Department** January 2017

## Table of Contents

- 1 Introduction
- 1 Public Participation Background
- 2 Public Participation Concept
- 2 What Makes Public Participation Meaningful?
- 3 Guiding Principles for the Practice of Public Participation
- 4 Seeking Public Participation
- 5 Developing a Public Participation Plan
- 6 Public Participation A "How To" Workbook
- 7 Getting Started
- 12 Defining the Strategy
- 16 Implementing the Plan
- 21 Making the Decision
- 22 Communicating Results
- 23 Evaluating Information
- 24 Appendix A Public Participation Spectrum
- 25 Appendix B Public Participation Method Descriptions
- 29 Appendix C Facilitation Tip Sheet and Checklist

## Introduction

The purpose of this public participation toolkit is to establish a concerted plan to engage Sunshine Coast citizens, businesses, and stakeholders in Sunshine Coast Regional District (SCRD) planning and policy making. This toolkit provides definitions and guiding principles of public participation followed by practical tools for implementation.



Public participation should follow a logical and transparent process that allows the public to understand how and why the decision was made. The best way to achieve this is to integrate public participation into the decision making process itself.

## Public Participation Background

Public participation is based on the belief that people should have, and want to have, a say in the decisions that affect their lives. Today's citizens are expecting to have more influence than traditional democratic mechanisms such as voting and consultation processes. Public participation provides a way to do this — a way of reinvigorating current practices and democratic institutions, bringing meaning to people's participation, and fostering a two-way dialogue between citizens and government.

Through a well-structured process of dialogue and deliberation, parties who disagree may come to understand why others hold the position they do, which greatly helps in the long journey towards common ground or positions from which compromise is more easily attained. Through public participation processes, relationships of trust are built.

Effective community engagement enables the SCRD Board to make more informed decisions. By receiving diverse perspectives and potential solutions, the quality of decisions improve and subsequently a higher standard of public service is provided.

There is no one-size-fits-all in public participation, nor does every initiative or project require it. Each activity, policy, or program development process requires a unique approach and adapted tools to address its specific needs. Engaging citizens in a meaningful way first requires an understanding of the philosophy and vision of public participation.

# Participation Concept

Public

Public participation does:

- Involve citizens in policy or program development, which may include agenda setting and planning, to decision-making, implementation, and review.
- Involve two-way communication regarding policy, program change or project development between government and citizens.
- Aim to share decision-making power and responsibility for those decisions.
- Include forums and processes through which citizens come to an opinion that is informed and responsible.
- Generate innovative ideas and active participation.
- Contribute to collective problemsolving and prioritization.
- Require that information and process be transparent.
- Depend on mutual respect between all participants.

Public participation does not:

- Involve participants in the last phase of policy development only.
- Intend to fulfill "citizen consultation obligations" without a genuine interest in influencing the decision with the opinions sought.
- Conduct public opinion polls, focus group, and other exercises in isolation from specific initiatives, ideas, or programs.

The goal of effective public participation is not 100% consensus or agreement. Successful public participation is having people come away from the process either in support of the project/issue, or if not in support, coming away saying, "I don't agree or support this, but I understand it."

# What Makes Public Participation Meaningful?

To be considered meaningful for both the public and the government, a public participation initiative should meet the following criteria:

- Clarity of purpose. Participants must be clear on the role they will play in the engagement process.
- Reflective of diversity. Demographic factors such as gender, ethnicity, age, ability, socioeconomic status, and place of residence can affect interests and values.
- A public participation process should represent the community's demographic diversity and make tangible efforts to allow for that diversity to be reflected.
- Based on credible, balanced information.
   Participants must have balanced information about the major elements on any issue or initiative so they can refine their perspectives, voice their points of view, and better understand the points of view of other stakeholders.
- Organized and facilitated. Consultation and involvement processes should be facilitated by someone whose role it is to encourage participation that is respectful and equitable so that discussions stay focused and sufficient time is given to the most important issues.
- Communication of results. Results must be shared with the community.

## Guiding Principles for the Practice of Public Participation

The key underpinning concept of having a set of principles is to build a culture and value of public participation within the SCRD; principles that can qualify or characterize processes while allowing flexibility in the approaches.

#### 1. Active Citizenship

The SCRD acknowledges the benefits, as an organization and in civil society, for active citizens' involvement in SCRD's public participation and decision making processes.

#### 2. Commitment

Leadership and strong commitment to information, consultation and engagement in active participation is needed at all levels – from SCRD Directors, senior managers and staff.

#### 3. Clarity

Objectives for, and limits to, information, consultation and active participation will be well defined from the outset. The respective roles and responsibilities of citizens (in providing input) and the SCRD (in making decisions for which we are accountable) must be clear to all.

#### 4. Time

Public consultation and active participation will be undertaken as early in the decision making process as possible, to allow for a greater range of solutions to emerge and to raise the chances of successful implementation.

#### 5. Objectivity

Information will be objective, complete and accessible. All citizens will have equal treatment when exercising their rights of access to information and participation.

#### 6. Resources

Adequate financial, human and technical resources are required if public information, consultation and active participation in policy making are to be effective. SCRD staff will be supported through guidance and training and the provision of adequate resources.

#### 7. Coordination

Initiatives will be coordinated across the SCRD to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of 'engagement fatigue' among staff and publics.

#### 8. Evaluation

In order to increase the SCRD's organizational capacity and success; evaluations of public participation processes will be incorporated into every process.

# Seeking Public Participation

There are several methods to obtain public participation in SCRD engagement activities.

**Random**. It is important to randomly select a sample of participants from the target population in order to legitimately extrapolate findings to a broader population. This approach has the advantage of reaching people that other methods will likely not reach.

**Purposive**. If there is interest in the input of a specific population, the SCRD will do significant outreach to that community. This may include working with other organizations that have an established relationship with the community of interest.

**Open**. This is achieved with an open invitation for people to participate in an event. It is a simple first-come, first-served concept.

**Self-selective**. This method can be used in combination with purposive or open recruitment. Participants will be selected from those who respond to an invitation to create a group that represents the population(s) of interest to the public participation goals.



In order to be most effective, it's important to engage the public as early as possible in the project development process. This can have a tremendous positive impact by saving time and money and helping to build public trust and support for a project or issue.

Considerations for inclusivity:

- Cultural and linguistic diversity
- People with disabilities
- Youth

•

.

- Seniors
- Gender
- Interest groups

## Developing A Public Participation Plan

The following pages and worksheets are meant to serve as a planning guide in the delivery of successful public participation.

The more complex the issue or project, the greater the need for public participation.

Select the level of public participation that will best meet both the project's and stakeholders' needs.

# The planning process typically involves the following key steps:

#### 1. Getting Started > Workbook pages 7–11

- Define the project/issue/opportunity and identify the decision to be made.
- Outline the constraints that govern the decision making process.
  - Identify the internal and external stakeholders.
- Determine the level of public impact.
- Confirm timelines and available resources, including staff and budget.

#### **2. Defining the Strategy** > Workbook pages 12–15

- · Identify the process goals and objectives.
- Determine the level of public engagement.
- Determine the engagement methods that will be used.

#### 3. Implementing the Plan > Workbook pages 16–20

- ldentify logistical requirements.
- Create the communication and media plan.
- Determine the public engagement budget.
- Conduct the engagement.

#### 4. Making the Decision > Workbook page 21

Review stakeholder input and other related information to make informed decision.

#### 5. Communicating Results > Workbook pages 22

Inform stakeholders of outcomes, decisions and next steps.

#### 6. Evaluating the Outcome > Workbook page 23

• Report successes and challenges of public participation process (debrief).

# Public Participation



# A "How To" Workbook

# **1. Getting Started**

- Define the project/issue/opportunity and identify the decision to be made
- Outline the constraints that govern the decision-making process
- Identify the internal and external stakeholders
- · Determine the level of public impact
- Confirm timelines and available resources, including staff and budget

### **DEFINE** the project/issue/opportunity and required decision

Portions of DL1313 in Electoral Area E (Elphinstone) knows as Reed Road Forest (BC Timber Sales Licence A91376) are included in the Provincial timber harvesting base. Decisions about whether to harvest, and how to harvest may affect local fire risk, visual amenity, water quality, noise, traffic, flood/drainage profile.

There has been little if any communication between the regulatory agency (also responsible, in part, for monitoring a future licence holder) and those impacted by harvesting.

The opportunity is to create dialogue, understanding, agreement (where possible) and trust/assurance related to A91376.

A further opportunity of the create and test a platform for approaching timber harvesting in other areas, particularly interface locations or areas with existing recreational amenity.

Required decisions include:

- 1. Confirming that harvesting activities will occur.
- 2. What community values exist with respect to the Reed Road Forest?
- 3. What risks related to harvest exist with respect to the Reed Road Forest?
- 4. What harvesting parameters should be brought to bear to mitigate identified risks and preserve identified values?
- 5. What assurances are required by stakeholder and can be made? (e.g. limits to risk, remediation, transparency, communication)
- 6. How can these assurances be fulfilled? *Note: this decision area could lead into discussion of structure: interpretive forest tenure, recreational tenure, co-management or co-monitoring structures, etc.*

# **DEFINE** the constraints (what is negotiable, what is not?) e.g. *budget, timeline, partners.*

Non-negotiable:

• At the current time, staff do not believe that "no harvesting, ever" is an option that the Province will consider

Negotiable:

- The timing, scope, scale and nature of timber harvesting.
- Other uses of the land.
- SCRD's role (constrained by areas of established service)
- Budget
- Time
- Role for community and stakeholders

### **IDENTIFY** your **internal** stakeholders

Who needs to be involved? List names or departments.

Rural Planning

Regional Planning

Parks

Protective Services (GDVFD)

Natural Resources Advisory Committee Elphinstone Advisory Planning Commission Agricultural Advisory Committee (DL1313 is included in the ALR)

#### Who can contribute to a solution that will meet the needs of the stakeholders and public?

SCRD may be able to play a facilitating role on this issue. Although the Regional District may not be in a position to implement a resulting action plan (especially independently) due to the lack of a supporting service, SCRD is well placed to support connection, dialogue and planning through the Regional Planning service.

#### How will the SCRD Board be involved?

The Electoral Area Director and/or Board Chair could play a leadership role, if desired.

Decisions about any potential continued programming or resource commitments at the Reed Road Forest may require a Board decision.

YES

YES

YES

### **IDENTIFY** your **external** stakeholders

#### Who do we need to involve? List names.

e.g. Individuals, public interest groups (*ethnic community associations, stewardship societies*), specific demographic groups (*youth, seniors*), marginalized, hard-to-reach populations, industry associations and individual industries, scientific, professional, educational, voluntary associations, school board, regional, provincial, or federal government or agencies.

Individuals:

- Adjacent property owners
- Downslope property owners
- Recreational users of the lands

Public Interest Groups/Voluntary Associations:

- Elphinstone Logging Focus
- Sunshine Coast Conservation Association
- SC Trails Society

Business:

• Local timber harvesting companies

Academic/Education:

• SD46

Industry Associations:

- Truck Loggers Association
- Council of Forest Industries

Governments/Agencies:

- Skwxwú7mesh Nation
- BC FLNRORD
- BC Timber Sales (staff note that BCTS has a distinct/specific mandate from FLNRORD)
- Town of Gibsons (water licence holder)

Is a partnering option possible with other levels of government? Identify who and how.

BC Timber Sales has indicated a willingness to partner (nature of partnership to be determined)

Are there potential sensitivities to consider that other government agencies might note? Explain. e.g. design, timing, or implementation

Yes. Precedent.

Are we striving for balanced participation by inviting diverse public opinion and groups? Provide details.

Yes. Wide range of issues and diverse perspectives will benefit from diverse participation.

## **IDENTIFY** the level of public impact

Use the following criteria to determine likely "level of impact" of your project/issue/opportunity. This level of impact will help determine the required level of public participation and methods.

Level of Impact	Criteria (one or more of the following)	Examples
• Level 1 HIGH IMPACT SCRD-Wide	<ul> <li>High level of real or perceived impact or risk across the SCRD.</li> <li>Any significant impact on attributes that are considered to be of high value to the whole of the SCRD, such as the natural environment or heritage.</li> <li>Any impact on the health, safety or wellbeing of the SCRD community.</li> <li>Potential high degree of controversy or conflict.</li> <li>Potential high impact on provincial or federal strategies or directions.</li> </ul>	<ul> <li>Removal of a facility or service catering across the SCRD (e.g. solid was removal, Dakota Ridge)</li> <li>Provision of a major facility (e.g. arena)</li> <li>Regional water supply contamination.</li> </ul>
• Level 2 HIGH IMPACT Local Area/Group	<ul> <li>High level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service.</li> <li>The loss of or significant change to any facility or service to a local community.</li> <li>Potential high degree of controversy or conflict at the local level.</li> </ul>	<ul> <li>Removal or relocation of a local playground</li> <li>Change to or loss of value activity or program (e.g. local youth activity)</li> </ul>
<b>Level 3</b> LOW IMPACT SCRD-Wide	<ul> <li>Lower, although still some real or perceived impact or risk across SCRD.</li> <li>Potential for some controversy or conflict.</li> <li>Potential for some impact, although not significant, on provincial or federal strategies or direction.</li> </ul>	<ul> <li>Upgrade of SCRD facility</li> <li>Provision of a community -wide event</li> <li>Review of community needs (e.g. Citizen Satisfaction Survey)</li> </ul>
<b>Level 4</b> LOW IMPACT Local Area/Group	<ul> <li>Lower level of real or perceived impact or risk on local area, small community or user group(s) of a specific facility or service.</li> <li>Only a small change or improvement to a facility or service at the local level.</li> <li>Low or no risk of controversy or conflict at the local level.</li> </ul>	<ul> <li>Upgrade of a local playground</li> <li>Local hot tub upgrade</li> <li>Changes to a local activity program (e.g. timing or venue)</li> </ul>

## **IDENTIFY** public participation process timeframe

At the current time, no deadline is prescribed. Staff support participation design that takes the time required for good communication, careful examination of issues, potential testing of scenarios or tools and, ideally, emergence of trust. On the basis of experience with other projects, staff would suggest that a timeline of 8-12 months be considered for planning purposes.

### **IDENTIFY** required resources. e.g. budget, staff, background materials.

The type and level of resources required are dependent on the method(s) to be applied. **See next section for examples of tactics.** 

Preliminary thoughts about approach and resources:

- 1. Professional facilitator
  - a. Draft terms of engagement and detailed project plan/design
  - b. Facilitate "sessions" (workshop? Open house? Task force?)
- 2. Experts
  - a. Presentations on key issues such as forestry management, drainage and water protection, wildfire risk mitigation, biodiversity/ecological protection, innovative land management solutions
- 3. Meeting space and resources
  - a. Site tours
  - b. Indoor meeting space (e.g. community hall, community centre)
- 4. Staff time
  - a. Project support (level of resourcing from BC Timber Sales to be confirmed)
  - b. Coordination of potential project communications on a broader scale (SCRDwide, perhaps), noting the issue is of broader interest

The level of innovation and effort dedicated to the project will drive the actual budget requirements. Staff feel there is an opportunity to benefit community understanding of forestry and industry understanding of community concerns that goes beyond this one site, and thus a case for greater investment on the part of BC Timber Sales and potentially SCRD can be made.

Innovative approaches like creating an "exploration team" or task force, or holding a charrette would be more resource intensive then, for example, a series of facilitated meetings.

BC Timber Sales has requested SCRD support a/the process with a hired facilitator. No scope of services or process has been agreed. SCRD has not formally agreed to support these costs. Consequently no budget has been identified or committed.

## 2. Defining the Strategy

- · Identify the public participation process goals and objectives
- · Determine the level of public participation
- · Determine the engagement methods that will be used

### **IDENTIFY** public participation process goals and objectives.

What are the benefits of engaging stakeholders? Once the benefits have been identified, the public participation goals and objectives will be clear and will help guide the process.



## **DETERMINE** the level of public participation.

Use the following chart to assist in determining the appropriate level of public participation relative to the likely 'level of impact' of the project, issue or opportunity. As highlighted by the chart, more than one level of engagement will generally be required. It should be noted that the order of undertaking the different levels of engagement will vary with each project. For example, it may be appropriate to seek information through consultation before informing the community.

Level of Impact	Level of participation (any or all may apply)
<b>Level 1</b> HIGH IMPACT SCRD-Wide	<ul> <li>Inform and educate</li> <li>Gather information</li> <li>Discuss</li> <li>Engage</li> <li>Partner</li> </ul>
<b>Level 2</b> HIGH IMPACT Local Area/Group	<ul> <li>Inform and educate</li> <li>Gather information</li> <li>Discuss</li> <li>Engage</li> <li>Partner</li> </ul>
<b>Level 3</b> LOW IMPACT SCRD-Wide	<ul> <li>Inform and educate</li> <li>Gather information</li> <li>Discuss</li> <li>Engage</li> <li>Partner</li> </ul>
<b>Level 4</b> LOW IMPACT Local Area/Group	<ul> <li>Inform and educate</li> <li>Gather information</li> <li>Discuss</li> <li>Engage</li> <li>Partner</li> </ul>

### **DETERMINE** the engagement methods.

Having decided on the 'level of impact,' the next step is to determine the level of public participation that is appropriate for the particular project, issue or opportunity. Not all 'high impact' projects or issues will require a high level of community involvement or collaboration, although some will.

It is the responsibility of staff to understand the impact of their project or issue on the community and select the appropriate level of public participation to match the situation.

Five (5) levels of public participation have been developed based on the level of community involvement. These levels are based on the Auditor General of British Columbia 2009 (modified) public participation spectrum (See Appendix A, page 24) and are defined below.

Please refer to Public Participation Method Descriptions (See Appendix B, page 25) for additional information on engagement methods.

Level of Participation	Definition	Examples
INFORM AND EDUCATE	One way communication providing balance and objective information to assist understanding about something that is going to happen or has happened.	Advising the community of a situation or proposal. Informing on a decision or direction Providing advice on an issue. No response is required, although people are free to seek a further level of participation.
Potential Methods of Participation	Open houses Letters to residents	Fact sheets     Website       Notice in newspaper     Social media
GATHER INFORMATION	Two way communication designed to obtain public feedback about ideas including rationale, alternatives and proposals to aid in decision-making.	Seeking comment on a proposal, action or issu Seeking feedback on a service or facility. Requiring a response, but limited opportunity for dialogue. Option for people to seek a further level of participation.
Potential Methods of Participation	<ul><li>Focus groups</li><li>Advisory groups</li></ul>	<ul><li>Survey</li><li>Public Meetings</li><li>Public Comment</li></ul>

...continued next page

workbook 15

Level of Engagement	Definition	Examples
DISCUSS	Participatory process designed to help identify issues and views to ensure concerns and aspirations are understood and considered prior to decision- making.	Involving the community in discussion and debate. Ensuring informed input through briefings and information. Adopting a more personal and innovative approach through personal contact and meetings/sessions that encourage participation. Involving stakeholders at different times in the planning process, (e.g. keeping informed and enabling further comment).
Potential Methods	Tours/field trips	World cafes
of Participation	Open space meetings	Deliberative polling
ENGAGE	Working together to facilitate discussions and agreements between public parties to identify common ground for action and preferred solutions.	Establishing a structure for involvement in decision-making (e.g. committee) Enabling ongoing involvement and keeping informed. Allocating responsibility in achieving initiatives.
Potential Methods	Charrettes	Consensus building
of Participation	Expert committees	Citizen advisory committees
PARTNER	Working together to create governance structures to delegate decision-making and/or work directly with the public.	Establishing a process that allows the public to make an informed decision. Ensuring citizens are accountable for the outcomes of the decisions. Ensuring that citizens act independently.
Potential Methods of Participation	Ballots Referendums	Citizen juries

Confused about these methods? Please refer to Appendix B – Public Participation Method Descriptions for enhanced descriptions and considerations.

## 3. Implementing the Plan

- Identify logistical requirements
- Create the communications and media plan
- Determine the public participation budget
- Conduct the engagement

Use the following checklist as a guideline to identify your logistical requirements.

## FILL OUT the public participation logistics checklist.

## PROJECT/PROCESS:

DATE:		TIME:	
		Person Responsible	Completion Date
BOOK FACILITY			
Facility name: Location: Facility contact person: Phone number: Rental fee: \$ Wheelchair accessible:	Yes No	Email: Occupancy size: Restrooms	Parking
		Estimated Costs:	
		Person Responsible	Completion Date
ORDER REFRESH	MENTS		
Contact person: Phone number: Time of delivery: Items ordered:		Email:	
		Estimated Costs:	



	Person Responsible	Completion Date
STAFFING		
See internal stakeholders list on page 8. Identify staff to participate Provide Facilitation Tip Sheet and Checklist (see	Assign roles e Appendix E, pages 29-30)	
	Estimated Costs:	
PREPARE MATERIALS	Person Responsible	Completion Date
<ul> <li>Handouts, other informational materials</li> <li>Display materials (poster boards, Powerpoint presentations, etc.)</li> <li>Sign-in sheets</li> <li>Name tags</li> <li>Signage for outside to identify presence</li> <li>Participant evaluation forms</li> </ul>		
	Estimated Costs:	
	Person Responsible	Completion Date
PLAN LAYOUT		
<ul> <li>Number of tables for displays</li> <li>Number of tables for participants</li> <li>Registration table</li> </ul>	Refreshment table Head table	
	Estimated Costs:	
SUPPLIES	Person Responsible	Completion Date
Flipcharts with paper Flipchart markers Pens	Box for completed evaluation A/V equipment (projector, la etc.)	
	Estimated Costs:	

NOTES:

## **CREATE** the communication and media plan.

Once you have defined your public participation process, you can proceed with identifying the communication methods that will help you reach your public participation goals.

Communication	REQUIRED?
Print ads	YES NO
Radio ads	YES NO
Facebook ads	YES NO
Social Media posts	YES NO
SCRD website	
News release	YES NO
Direct mail piece	
Briefing notes (backgrounders) for staff and Board	
Site display - notification signs of impending change/action	
Newsletter	
Displays in other locations (e.g. info booth at a fair)	
Brochure	
Personally addressed letter containing info about a major initiative	YES NO
One-page flyer/poster	YES NO

OTHER:

Hard Costs	PROPOSED BUDGET	FINAL COSTS
Consultants/Contractors		
Public participation consultant		
Communications consultant		
Data gathering		
Public opinion polls/surveys		
Online surveys		
Technical requirements		
Computer analysis process		
AV Equipment		
Logistics		
Facilities		
Refreshments		
Communication		
Advertising		
Website development and maintenance		
Print materials		
Presentation materials		
Mailout		
SUBTOTAL:		
Soft Costs	PROPOSED BUDGET	FINAL COSTS
Project team costs		
Special event HR costs		
Additional internal consulting costs		
SUBTOTAL:		
Other	PROPOSED BUDGET	FINAL COSTS
SUBTOTAL:		
TOTAL:		
ccount code(s):		

### **CONDUCT** the engagement.

After the public participation planning is complete, it is time to implement the engagement methods. Through careful planning, adequate time and resources will have been allocated to undertake the public involvement allowing for meaningful participation and input. For example, if surveys are utilized, background material will be available to help inform respondents. If open houses are offered, sessions will be held in a location near the impacted group and hosted by knowledgeable staff/experts.

The goal of all public participation methods is to provide participants with an experience that is welcoming, easy to participate in and efficient. It is important for the SCRD to consider these factors when undertaking its public participation initiatives.



## 4. Making the Decision

Once all stakeholder input has been collected, it is time to make a decision on the project/issue/ opportunity. You will want to review all public input received as well as other critical information you have researched or collected to help you and other decision-makers determine the course of action. At this point, you should also review the decision to be made and constraints identified at the start of the public participation process (page 7) to determine if these points remain valid or have changed during the process. You will also want to confirm that adequate stakeholder

participation and input was achieved during the public participation opportunities. This review may result in amendments to the project or issue leading to a new course, which may also require additional public participation based on this new direction.

Once you have made a decision, it is very important that you communicate the result, rationale for the decision, and next steps with stakeholders as outlined in the next section.

There may be benefits and opportunities for some components or stages of the project to be at a higher level of public participation.


## 5. Communicating Results

Once you have completed your public participation process, it is important to inform internal and external stakeholders of outcomes, decisions and next steps. Stakeholders value the follow-up and rationale for the decision. Effective reporting to the public should include:

- What decisions were made
- Why those decisions were made
- How public input was used

## Communicating results – things to consider

Who do you need to communicate the decision and rational to?

How do participants, decision-makers, and others (e.g. media) wish to receive the information?

How will you report the findings from your engagement process? What findings will you present? What format will you use? (e.g. online, electronic or printed report; detailed or summary document) How will you promote and distribute your findings?

How will you manage feedback/reaction to the decision and rationale?

Whenever possible, the follow-up reporting should be released through similar communication methods used throughout the public participation process.



## 6. Evaluating the Outcome

Once you have completed your public participation process, it is important to determine its effectiveness and how it may be improved in future. It is recommended that the Public participation Lead and Project Lead complete the following evaluation worksheet together and share with project team.

### Evaluation tool for internal use

1 = No 2 = Partially 3 = Yes

- 1. The public participation process was followed.
- 2. The issue/question was clearly defined before starting.
- 3. Constraints were assessed and dealt with appropriately.
- 4. The level of engagement was applied effectively.
- 5. The outcomes were achieved satisfactorily.
- 6. A Public participation lead for the process was identified early.
- 7. Support from colleagues was evident throughout.
- 8. Appropriate stakeholders were identified.
- 9. A variety of techniques were considered to reach and involve stakeholders.
- 10. Identified stakeholders participated.
- 11. The public involvement was appropriate and added value.
- 12. The reporting process was developed and administered.
- 13. Project results were communicated to all stakeholders.
- 14. Time spent by staff in preparation, delivery, and follow-up:
  - a) Number of hours estimated
  - b) Were these estimated hours budgeted?
  - c) Number of actual hours
  - d) If a gap, why?
- 15. Budget
  - a) Estimated costs (staff time plus other) \$
  - b) Were these estimated costs budgeted?
  - c) Actual costs \$
  - d) If a gap, why?
- 16. What can be improved for next time?
- 17. What went well, and would you do it again?

## **Appendix A** Public Participation Spectrum

•	nform and Educate	Gather Information	Discuss	Engage	Partner
OBJECTIVES OF PUBLIC PARTICIPATION	To provide balanced and objective information to support understanding by the public.	To obtain feedback on analysis, alternatives and/or decisions.	To work with the public to ensure concerns and aspirations are understood and considered.	To facilitate discussions and agreements between public parties to identify common ground for action and solutions.	To create governance structures to delegate decision- making and/or work directly with the public.
SCRD COMMITMENT	To inform the public.	To listen to and acknowledge the public's concerns.	To work with the public to exchange information, ideas and concerns.	To seek advice and innovations from amongst various public parties.	To work with the public to implement agreed-upon decisions.
PARTICIPANT'S RESPONSIBILITY	To become informed and educated.	To take an active role in keeping oneself informed and up to date.	To be open to other points of view and work with staff and other members of the public.	To put aside personal agendas and participate honestly in discussions.	To work with SCRD Staff to implement agreed-upon decisions.

Source: Auditor General of British Columbia 2009 (modified) Report 11: Public Participation: Principles and Best Practices for British Columbia

## **Appendix B:** Public Participation Method Descriptions

Method	Description	Considerations
Advisory committees	Advisory committees are representative of a broad range of stakeholders and provide advice or guidance in a range of areas. They are tasked with providing advice and guidance to the Board, in particular on priority subjects.	<ul> <li>It is important to ensure that advisory committees are truly representative of the community. Examine the demographics of the group and take steps to recruit more participants from groups that are being left out.</li> <li>Advisory committees should have a clear Terms of Reference and be aware of the level of decision-making responsibilities they hold.</li> <li>A staff member should work with the advisory committee to provide support and guidance.</li> </ul>
Charrettes	A charrette is an intensive multi- developmental process using a team of experts that meet with community groups, developers and neighbours over a period from a few days to two weeks, gathering information on the issues that face the community. Charrettes are often conducted to design such things as parks and buildings, or to plan communities or transportation systems. The charrette team then develops solutions resulting in a clear, detailed, realistic plan for future development.	<ul> <li>The process is intensive and can be expensive, usually lasting several days and involving experts and specialists, including a trained charrette facilitator.</li> <li>The process operates with general sessions, small work groups, report backs to the large group, and feedback sessions with, or presentations from technical staff or decision makers.</li> <li>Decision makers work with participants to achieve reasonable and feasible decisions, by identifying reasonable constraints, teaching relevant design principles, and offering professionals insights to the ramifications of different design approaches.</li> </ul>
Citizen juries	The Citizens' Jury method is a means for obtaining informed citizen input into policy decisions. The jury is composed of 12–16 randomly selected citizens, who are informed by several perspectives, often by experts referred to as 'witnesses'. Jurors then go through a process of deliberations where subgroups are often formed to focus on different aspects of the issue. After a series of focused discussions, jurors produce a decision or provide recommendations in the form of a citizens' report. Usually a 4–5 day process.	<ul> <li>Process requires significant resources and time commitment for participants and organizers.</li> <li>Small size of group and their non-intimidating nature allows for innovative ideas and active participation.</li> <li>Brings legitimacy and democratic control to non-elected public bodies.</li> </ul>

appendices 26

Method	Description	Considerations
Deliberative polls	Deliberative polls are a large random interview sample, and eventual participation in a weekend face- to-face discussion group, which is founded on a background reading package of impartial and balanced reading materials. The discussion phase includes both deliberation and interviews of experts and public officials.	<ul> <li>A deliberative poll is especially useful when the public is likely to have little information on the issue or when a policy choice depends on trade-offs between competing choices.</li> <li>Needs a large number of participants (250–600) and is costly.</li> </ul>
Expert committees	Expert committees help to identify the important questions, provide unbiased information, and review recommendations.	<ul> <li>Experts should be sought for a range of areas to provide a balance of perspectives, such as technical and socio-economic.</li> <li>Information from experts should be "translated" into simple language before being shared with the wider community.</li> </ul>
Focus groups	Focus groups are small group discussions with six to eight participants. An established format and a trained facilitator can effectively "dig deeper" for participants' insights.	<ul> <li>Skilled facilitators are essential to encouraging better levels of discourse.</li> <li>If you are doing more than one focus group, it is essential to have the same process and questions so that the results are comparable.</li> <li>An honorarium should be provided to participants for their time.</li> </ul>
Key informant interviews	Interviews are excellent ways of gathering initial information and learning about specific situations.	<ul> <li>An interview requires an established format with a set number of questions. Four to six questions are more than enough.</li> <li>It is useful to share your notes with the interviewee afterwards to ensure that you captured all the main points.</li> <li>More than one interview should be done with each interest group to make sure that the information gathered is representative and valid.</li> </ul>
Kitchen table discussions	Kitchen table discussions, also known as "coffee klatches", are informal meetings of community members (without staff involvement) to discuss certain issues and share feedback.	<ul> <li>Preparing a good kitchen table guide is essential — this guide would include background information, discussion questions, and a form for completing feedback and sending back to the project team.</li> <li>It can be difficult to get a significant level of uptake on kitchen table discussions, as these are mainly community-driven.</li> </ul>

appendices 27

Method	Description	Considerations
Online forums	Online forums are web-based discussions that can occur in real time or over a period of time and are complementary to face-to-face engagement.	<ul> <li>Participant guidelines are essential and these instructions should be simple to understand.</li> <li>Forums need to be moderated in order to vet the input and keep the discussions focused.</li> <li>The amount of real-time forums should be limited to allow for participation from a wide range of people.</li> </ul>
Open houses/ Community fairs	Open houses were traditionally static, information sharing events; however, by including interactive stations, entertainment, and other ways of providing input, they can be exciting and appealing to a wide range of people.	<ul> <li>There may be a risk of overwhelming participants with too much information. Make sure that displays are visually appealing and only share the information that is important.</li> <li>Staff at the open house should be well briefed prior to the event.</li> <li>Staff should discuss the issues and options with attendees but not show bias while gathering input.</li> <li>Open houses can offer a range of other engagement exercises as separate "stations" within the larger event.</li> </ul>
Open Space Technology (OST)	OST is an approach for hosting meetings focused on a specific and important purpose or task, but beginning without any formal agenda beyond the overall purpose or theme. Participants create the agenda themselves at the beginning of the session by sharing their most important issue in a "Marketplace of Ideas" and self-organizing into groups based on these issues.	<ul> <li>OST is a self-organizing practice that invites people to take responsibility for what they care about. It is an innovative approach to creating whole systems change and inspiring creativity and leadership among participants.</li> </ul>
Presentations	Presenting to organizations throughout the community is an excellent way of building relationships and doing outreach.	<ul> <li>Presentations are most likely to be well attended if they piggyback onto existing meetings.</li> <li>Make a special effort to meet with groups that are harder to engage, such as immigrants and youth, as they are often underrepresented in public processes.</li> <li>Ensure that your presentation is short and simple, as there will likely be many questions. Do not overwhelm your audience with too much information or jargon.</li> <li>Provide handouts so that people can review later.</li> </ul>

appendices 28

Method	Description	Considerations
Surveys (mail/phone/ online)	Surveys are a good way of getting a snapshot of opinions across a wide range of demographic groups.	<ul> <li>The level of statistical validity depends on the type of survey you undertake. Generally, it is harder to get a representative sample or statistical validity from online surveys, although they are easy and affordable to organize; however, they are good ways of engaging with youths, working people, and anyone who would not otherwise participate.</li> <li>Mail and telephone surveys can be more representative; however, they are quite expensive to arrange due to the costs of carrying out the surveys and coding the results.</li> </ul>
Task forces	A task force is a committee charged with a specific task (deliverables) under specified deadlines.	<ul> <li>Task forces should be kept small, with clear guidelines.</li> <li>A staff member should work with task force to provide support and guidance.</li> </ul>
Workshops	Workshops can be either small or large, and are structured events with a set process to facilitate discussion on specific topics.	<ul> <li>No more than 25% of the workshop time should be dedicated to providing information.</li> <li>Ensure that larger workshops offer opportunities for everyone to participate, through regular small group discussions.</li> <li>Begin with a clear idea of the desired outcomes, both when planning the event and when communicating with participants.</li> <li>Participants should have an opportunity to provide feedback.</li> <li>Circulate the summary of the workshop to participants and articulate how the information will be used.</li> </ul>
World Café	World Cafés enable groups of people to participate together in evolving rounds of dialogue with three or four others while remaining part of a single, larger, and connected conversation.	<ul> <li>Small, intimate conversations link and build on each other as people move between groups, cross-pollinate ideas, and discover new insights into questions or issues that really matter in their life, work, or community.</li> </ul>

## **Appendix C** Facilitation Tip Sheet and Checklist

Meetings or events where stakeholders are brought together to provide input or ask questions about an issue are generally more effective and more efficient if they are facilitated, particularly if the issue is controversial. A facilitator manages the meeting, keeps conversations on track and ensures each participant's voice is heard. This tip sheet will provide some information on how to accomplish these tasks.

#### What is Facilitation? What is the Role of a Facilitator?

The definition of facilitate is "to make easier" or "to help bring about". The role of the facilitator is to help the participants work together by providing and managing the meeting process or structure, while the participants remain focused on the meeting content. The facilitator keeps the process on track and moving forward with all participants engaged, making best use of time and resources.

An effective facilitator quickly establishes and builds trust with the group through honesty and transparency in his/her communication. Facilitators must know what questions to ask, when to ask them, and how to structure questions to get good answers without defensiveness. Facilitators should know how to rephrase or reframe questions and comments, giving positive reinforcement, encouraging contrasting views, including quieter members of the group, and dealing with domineering or hostile participants.

## **Facilitator's Checklist**

#### Before the Meeting:

- Know who the meeting participants will be, and which community groups will be represented;
- Understand the purpose of the meeting and the desired outcome. What will a successful meeting look like?;
- Together with the project manager, establish a structure for the meeting and confirm the agenda;
- Select and design a process and agenda for the meeting that will help participants to engage effectively and provide the feedback required. Have a plan but be willing to be flexible in response to the situation;
- Set up the meeting space, and ensure that other logistical details have been taken care of;
- Provide adequate notice of the meeting, its purpose and agenda to participants.

**GOOD FACILITATORS** 

- Value people and their ideas
- Think quickly and logically
  - Are excellent communicators
  - Are active listeners
  - Avoid jargon or acronyms
  - Speak clearly, at a moderate pace and an appropriate volume
  - Guide the discussion, but don't lead it
- Raise questions to bring out different viewpoints
- Restate ideas when the person presenting them is not clear

#### **During the Meeting:**

- At the beginning of the meeting, with the group:
  - o Review the purpose and the expected outcome of the meeting
  - Review the ground rules/expectations\*
  - o Review the items for discussion and the time line;
- Be very clear about your role as a facilitator. During the meeting, maintain eye contact with participants. Try not to talk too little or too much. You are there to bring out the views and contributions of participants. Stimulate discussion in the group when needed, asking the right questions and providing context for the discussion;
- Be sure that everyone is heard and able to participate fully. Know when to draw in those who may not be participating initially, and prevent others from dominating to ensure that all voices are heard;
- Summarize when necessary and build on the contributions of the participants;
- Keep the discussion on topic. Be aware of when the group is off topic or confused and when structure may be needed; explain, summarize and help to paraphrase participants' input when necessary; decide when to extend a discussion and when to move the group onto the next topic; remind the group when they are off subject;
- Prepare to work through conflicts between participants by creating trust within a "safe space";
- · Stick to the predetermined timeline;
- At the end of the meeting, provide closure and reiterate action items/next steps;
- Ensure that a proper record/minutes are kept of the meeting (e.g. record of discussion, decisions made, next steps, action items). Ensure accuracy.



Ground rules help meeting participants establish appropriate ways to interact with each other during the meeting and encourage positive group interaction. The rules do not have to be extensive.

Here are some examples:

- Listen to and show respect for the opinions of others
- Follow the agenda stay on track
- The only stupid question, is the one that isn't asked
- No disruptive side-conversations
- Cell phones off



This toolkit is based on the City of Kamloops "Public Engagement Handbook" and we thank them for their permission to use it.



### SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Planning and Community Development Committee – May 9, 2019

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

SUBJECT: REGIONAL INTER-JURISDICTIONAL INVASIVE PLANT MANAGEMENT STRATEGY

#### **RECOMMENDATION(S)**

THAT the report titled Regional Inter-jurisdictional Invasive Plant Management Strategy be received;

AND THAT this report be referred to members of the Invasive Species Technical Working Group with a request for identification of priorities and collaboration opportunities;

AND THAT this report be referred to all Advisory Planning Commissions, Natural Resources Advisory Committee and Agricultural Advisory Committee with a request for identification of priorities;

AND THAT staff engage the Coastal Invasive Species Council in dialogue about partnership opportunities;

AND FURTHER THAT a report be provided to a Q4 Committee on invasive plant management actions.

#### BACKGROUND

In 2018, SCRD began work with other jurisdictions and stakeholders through the (pre-existing) Invasive Species Technical Working Group (ISTWG) on a Regional Inter-Jurisdictional Invasive Plant Management Strategy (RIIPMS).

This work was supported by a grant from the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development that enabled the hiring of an invasive species expert, Jennifer Grenz, to facilitate the preparation of RIIPMS. Several meetings were held with the ISTWG in 2018.

A draft RIIPMS was completed in summer 2018 and provided to all members of the ISTWG. With the completion of the draft, the contract with Ms. Grenz is completed and grant activities are concluded.

This report provides an overview on invasive species management on the Sunshine Coast, provides analysis of the draft RIIPMS and seeks direction on next steps.

#### DISCUSSION

#### Primer on Invasive Species

Invasive species have the potential to cause harm to the environment, economy and human health. Inaction on controlling invasive species can result in costs to land managers and make eradication impossible. Throughout BC (and beyond) action to control invasive plants at the community level has been undertaken by local governments, either directly or more commonly through a weed control group or invasive species council (of which there are 17 in BC).

SCRD is a member of the Coastal Invasive Species Council (CISC). See <u>www.coastalisc.com</u> for more information CISC and on invasive species in general.

The level of support, engagement and coordination between SCRD and CISC has been hampered by geography (CISC is Vancouver Island-based) and the level of resources applied/capacity.

Action on invasive species requires planning, coordination, outreach and education, enforcement, behavior change (including on the part of private property owners) and technical solutions to vegetation management, disposal, etc. Certain action areas align well with existing SCRD services (e.g. disposal), while others have less fit (e.g. outreach and education).

For this reason, as well as for their holistic approach and technical expertise, past SCRD Boards have supported partnership with an invasive species council over developing additional internal service.

The ISTWG approach has supported coordination and information sharing within the Sunshine Coast, which has assisted in filling capacity and geography gaps with CISC. The terms of reference for ISTWG are provided as Attachment A.

Staff have attached a Staff Report from March 2017 as further background on invasive plant management (Attachment B).

#### Analysis of Draft Regional Inter-jurisdictional Invasive Plant Management Strategy (RIIPMS)

The draft RIIPMS is a very robust accounting of steps to develop a comprehensive interjurisdictional strategy (Attachment C). The draft incorporates the consultant's technical expertise, lessons-learned from other jurisdictions and some local knowledge gleaned from dialogue with the ISTWG.

The draft does not include sequencing or prioritization (it is a list, not an action plan), costing (only low/medium/high labels), nor an analysis of fit with SCRD services/legal authority. Many action items are assigned to the ISTWG. No assessment of the limits of ISTWG's mandate or capacity is provided.

There is some blending of community and corporate actions and strategies, which staff consider to be realistic and appropriate, recognizing the various roles of SCRD and other local governments as land managers, facilitators, potential role models, regulators and service providers.

Staff have completed a high-level analysis of the consultant's draft, adding lenses of alignment with current SCRD services, a recommendation (sometimes at odds with the consultant) for lead, whether intergovernmental cooperation opportunities exist, timing, and budget. This analysis is provided as Attachment D.

Key findings and questions arising are:

#### 1. Need to determine direction with regard to leadership and resourcing.

It is acknowledged that expertise and extra-regional coordination is critical. RIIPMS states that SCRD partnership with CISC was not intended to be a long-term arrangement (page 8) and that ISTWG is "committed and capable of beginning the process" [of implementing RIIPMS] (page 4). Staff do not have information to substantiate the first statement, and no direction to or commitment from ISTWG has been garnered. Consideration of enhanced partnership with CISC is recommended to be undertaken and staff have received positive signals from brief conversations with CISC in this regard. CISC, and other invasive species councils, have proven effective structures for action in other jurisdictions, and staff are concerned about the risk of duplicating service and expertise available through an external body with mandate and expertise. If directed to do so, staff will engage CISC in dialogue about partnership enhancement opportunities. Such opportunities may be "pay to play", likely driving a future budget proposal. Fit with SCRD services/authority would be reviewed in this context.

Staff made contact with the Sea-to-Sky Invasive Species Council and CISC following discussion with the Board in 2017, and found there to be better technical fit with CISC and a willingness to consider how to enhance partnership.

The level of resourcing and pace of progress also requires Committee consideration and a Board decision.

#### 2. Prioritization is needed to proceed efficiently and in a step-wise fashion.

Prevention is easier than management; education is easier than (and foundational to) engineering or enforcement. However, identification and reporting tools need to be confirmed first. And disposal may pose a barrier to moving forward with certain initiatives. Input and agreement from stakeholders on priorities is needed.

#### 3. Disposal is a key need.

Many actions on invasive plant management ultimately connect to disposal options. RIIPMS outlines disposal needs and constraints (Section 3.6). As the supplier of solid waste management services and a player in fire/smoke control, SCRD could research, develop and implement invasive plant disposal solutions. Currently there is no budget or staff time approved to develop and implement disposal options for invasive species. Each invasive species would require its own disposal plan to be developed.

#### **Options and Analysis**

As drafted, RIIPMS provides a detailed and comprehensive list of actions required on invasive plants on the Sunshine Coast. Further information including advice from SCRD advisory bodies on leadership and priorities is needed to set direction.

As next steps, staff recommend that:

- 1. This report be referred to members of ISTWG with a specific question about what actions they see as priorities and which of those actions they would be interested to collaborate on in next 3 years. Staff note that this referral would go to staff of local governments and First Nations, who may seek directions from Councils prior to responding.
- 2. This report be referred to all Advisory Planning Commissions, Natural Resources Advisory Committee, and Agricultural Advisory Committee with a specific question about what actions they see as priorities.
- 3. Staff engage with CISC on options and opportunities for enhanced partnership and service delivery on the Sunshine Coast.
- 4. The ISTWG determine the priority invasive species for the development and implementation of disposal plans.

Staff would report back to a future Committee (likely Q4 2019, subject to referral response timing) with results and recommendations for action.

#### Organizational and Intergovernmental Implications

The ISTWG supports internal (within SCRD) and external (including intergovernmental) coordination and cooperation.

#### Financial Implications

Current resourcing for invasive plant management, at a community level, is limited to staff support for the ISTWG (up to 4 meetings annually). Almost all of the action items identified in RIIPMS represent new work. Staff anticipate that there would be financial resources required for action; either through a partnership with CISC, to undertake projects within existing services or to create new services. Further analysis of financial implications can be undertaken following referrals.

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

Referrals and dialogue with CISC can be undertaken in Q2. Pending referral responses, a report to a future Committee can be prepared for Q4 2019.

#### Communications Strategy

This report will be referred to ISTWG and others.

#### STRATEGIC PLAN AND RELATED POLICIES

The subject of this report aligns with SCRD values of collaboration and environmental leadership.

#### CONCLUSION

The draft RIIPMS was prepared with input from the ISTWG. The document provides a detailed and comprehensive list of actions required for action on invasive plants on the Sunshine Coast.

Further information on priorities, resourcing and collaboration is needed and are recommended to be researched through a referral process. Partnership enhancement opportunities with CISC are also recommended to be explored. Species-specific disposal plans will need to be developed for each of the priority invasive species.

Staff will report to a future Committee (target Q4 2019) with recommendations for action.

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

Attachments:

- A. ISTWG Terms of Reference
- B. March 9, 2017 PCD Staff Report, "Invasive Plant Management"
- C. Regional Inter-Jurisdictional Invasive Plant Management Strategy for the Sunshine Coast (RIIPMS)
- D. Staff analysis of RIIPMS Workplan

#### **TERMS OF REFERENCE**

#### **INVASIVE SPECIES TECHNICAL WORKING GROUP**

**Vision:** Governments and citizenry working together to prevent, contain, control and eradicate invasive species on the Sunshine Coast.

#### 1. Purpose

- 1.1 The purpose of the Invasive Species Technical Working Group is to:
  - a. Provide a collaborative approach to invasive species management on the Sunshine Coast.
  - b. Raise awareness of the need to manage invasive species.
  - c. Bring together different levels of government, First Nations, and stakeholders with unique mandates and different jurisdictions on the Sunshine Coast.

#### 2. Duties

- 2.1 The Invasive Species Technical Working Group will:
  - a. Advise the land managers on all matters relating to invasive species, invasive species control, and invasive species disposal;
  - b. Collaborate with different jurisdictions on invasive species management
  - c. Compile a list of Sunshine Coast priority invasive species and a plan on how to manage these species; within priority areas;
  - d. Assist in the organization and administration of invasive species management programs;
  - e. Provide education to the public and land managers on invasive species;
  - f. Provide land managers assistance with planning invasive species management;
  - g. Provide regional direction on invasive species management;
  - h. Conduct research pertaining to invasive species management;
  - i. Submit an annual report to the Boards, Councils and Committees involved; and
  - j. Perform other duties the Boards, Councils and Committees prescribe.
- 2.2 The Invasive Species Technical Working Group exists at the pleasure of the Board and may be reconstituted annually as required.

#### 3. Membership

- 3.1 The Invasive Species Technical Working Group is comprised of the following members:
  - a. Staff representative of the Sunshine Coast Regional District
  - b. Staff representative of the Town of Gibsons
  - c. Staff representative of the District of Sechelt
  - d. Staff representative of the shishálh Nation
  - e. Staff representative of the Squamish Nation
  - f. Staff representative of the Ministry of Transportation and Infrastructure
  - g. Staff representative of the Vancouver Coastal Health Authority
  - h. Staff representative of School District 46

anuary 22, 2015	Resolution No.	032/15
uly 23, 2015	Resolution No.	311/15 Rec. No 13
4 /	Resolution No.	
	/ 23, 2015	<b>,</b>

i. Staff representative of the Coastal Invasive Species Committee

Additional members may be included for geographic and/or expertise representation. Should members of the public, members of volunteer/advisory groups, or individuals join, they shall have an interest and/or expertise in one or more of the following: invasive species, agriculture, garden nurseries, education, archaeology/cultural heritage and biodiversity. An effort will be made to ensure that a wide range of interests and expertise are represented on the technical working group.

- 3.2 Members shall be appointed for a term of one (1) year.
- 3.3 The Chair and Vice Chair will be elected by members of the Invasive Species Technical Working Group.
- 3.4 Any member having a potential conflict of interest should identify such circumstances to the Chair.

#### 4. Operations

- 4.1 Quorum will consist of four (4) members on the Invasive Species Technical Working Group.
- 4.2 Decisions of the Invasive Species Technical Working Group shall be by consensus where possible and, where not possible, undertake, follow and abide a majority vote.
- 4.3 The Technical Working Group will establish a process for meetings, recommendations and decisions and the "Terms of Reference" may be amended as required to incorporate these processes.
- 4.4 The Invasive Species Technical Working Group will meet quarterly (**times and location of meetings TBC**).
- 4.5 The Technical Working Group shall provide meeting notes to each of the members for each meeting it holds.
- 4.6 Meeting notes of the Technical Working Group shall be recorded and made available to the public. Meeting notes shall be taken by a recording secretary.
- 4.7 The authority of the technical working group is limited as follows:
  - a. The Invasive Species Technical Working Group does not have the authority to bind the local governments 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 local governments.
  - b. The Invasive Species Technical Working Group may communicate with external organizations and agencies to collect information and make inquiries.
- 4.8 Members of the Invasive Species Technical Working Group are encouraged to:

Approval Date:	January 22, 2015	Resolution No.	032/15
Amendment Date:	July 23, 2015	Resolution No.	311/15 Rec. No 13
Amendment Date:		Resolution No.	
		19	

- a. attend and participate in meetings;
- share experiences and ideas while maintaining an open mind to others' perspectives;
- c. report back to their respective government/organization;
- d. provide items/topics/documents for the meeting agenda through the Chair;
- 4.10 In carrying out its duties, the Group will work towards conducting operations in a way that:
  - a. improves the economic, environmental and social well-being for present and future generations;
  - b. encourages and fosters community involvement;
  - c. enhances the friendly, caring character of the community;
  - d. maintains an open, accountable and effective operation;
  - e. preserves, enhances, or restores the unique mix of natural ecosystems and green spaces on the Sunshine Coast;
  - f. respects and takes into account archaeological and cultural values, including sites with medicinal plant values.
- 4.11 The SCRD will provide a recording secretary whose duties will include:
  - a. preparing meeting agendas and distributing them to the Group members in advance of the meeting;
  - b. preparing notes of all meetings using SCRD standard practices;
  - c. forwarding the notes to the Group Chair for review prior to submitting to the appropriate Steering Committee or local government;
  - d. forwarding the approved notes to the Invasive Species Technical Working Group for further consideration and approval.
- 4.12 Group members must respect and maintain the confidentiality of the issues brought before them.

Adopted: July 23, 2015

Approval Date:	January 22, 2015	Resolution No.	032/15
Amendment Date:	July 23, 2015	Resolution No.	311/15 Rec. No 13
Amendment Date:	10	Resolution No.	
		00	

### SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – March 9, 2017

AUTHOR: Lesley-Ann Staats, Planner

SUBJECT: INVASIVE PLANT MANAGEMENT

#### RECOMMENDATIONS

THAT the report titled Invasive Plant Management be received;

AND THAT a corporate strategy for invasive plant management on SCRD-owned property be prepared and reported back to the Committee in Q4 2017;

AND THAT the SCRD maintain its current levels of involvement and collaboration efforts with the Invasive Species Technical Working Group;

AND THAT staff seek an extension on the grant funding from the Ministry of Forests, Lands, and Natural Resource Operations awarded for the purpose of invasive plant management;

AND FURTHER THAT the SCRD send a letter to the Sea to Sky Invasive Species Council requesting to join its partnership.

#### BACKGROUND

Invasive plant management is a topic that requires careful consideration and planning for the SCRD. The Board's Strategic Plan includes the strategic direction to embed environmental leadership. Consideration of invasive species is also on the Planning and Development Division work plan.

The purpose of this report is to obtain direction on the following four items:

- 1. A corporate strategy for invasive plant management on SCRD-owned property;
- SCRD's involvement with the Sunshine Coast Invasive Species Technical Working Group (ISTWG);
- 3. Ministry of Forests, Lands, and Natural Resource Operations (FLNRO) grant funding for invasive plant management; and
- 4. Coastal Invasive Species Council's (ISC) boundary change to exclude the SCRD.

#### DISCUSSION

This section provides details on each of the four areas outlined in the Background of this report.

#### 1. Corporate strategy for invasive plant management on SCRD-owned property

The SCRD does not have a corporate strategy for managing invasive plants on SCRD-owned property. SCRD-owned land includes parks, recreation facilities, infrastructure facilities, and SCRD offices. Current and desired practice is outlined in a table, enclosed as Attachment A, which summarizes corporate actions amongst various departments associated with invasive plant management.

The first step to embedding environmental leadership in this initiative is to establish a corporate strategy. Once a corporate strategy has been established, the SCRD may be in a better position to explore regulatory approaches to invasive plant management on private property in the SCRD. If endorsed, staff will commence work and report back to a Standing Committee, by the fourth quarter, outlining its progress and next steps.

A corporate strategy for invasive plant management on SCRD-owned property should involve policies and procedures to:

- Identify invasive plant species
- Treat invasive plants in order to eradicate / contain / control / prevent spread
- Dispose of invasive plants; and
- Monitor sites.

In 2016, the Invasive Species Technical Working Group (ISTWG) developed a priority invasive plant list which may be used as a starting point for a corporate strategy on SCRD-owned land.

Staff recommend that a corporate strategy be prepared for invasive plant management on SCRD-owned property which includes an identification, treatment, disposal and monitoring plan, using the Sunshine Coast Priority Invasive Plant List developed by the ISTWG.

#### 2. Invasive Species Technical Working Group (ISTWG)

The ISTWG is comprised of land managers and technical experts whose aim is to coordinate efforts to better manage invasive species on the Lower Sunshine Coast. The first ISTWG meeting was initiated in 2015 by Board resolution 032/15 and continued in 2016 by Board resolution 086/16.

The group met three times in 2016 and accomplished the following:

- collaborated on treatment sites,
- shared monitoring information,
- hosted a targeted session and a community event to share information and increase awareness of invasive plants,

- developed a local priority invasive plant list,
- shared best management practices, and
- discussed disposal options.

Enclosed for reference as Attachment B is the ISTWG 2016 Annual Report.

Staff recommend that the SCRD maintain its current levels of involvement and collaboration efforts with the ISTWG.

3. Ministry of Forests, Lands, and Natural Resource Operations grant funding for invasive plant management

SCRD staff submitted an application, on behalf of the ISTWG, for coordination and awareness and was awarded \$6000 from the Ministry of Forests, Lands, and Natural Resource Operations (FLNRO). A small portion of the funds were used to host the community event.

On June 15, 2016, the ISTWG made the following recommendation for the use of the remainder of the grant monies:

THAT the remainder of the Ministry of Forests, Lands and Natural Resource Operations grant money for "Coordination and Awareness on Invasive Plant Management" be used to develop a regional invasive plant strategy for the Sunshine Coast.

The deadline to complete deliverables for the grant is March 31, 2017. Staff recommend seeking an extension to use the funds for a regional strategy.

Staff recommend that this work continue.

SCRD and community benefits include:

- Understanding the impact of invasive plants to the environment, public health and safety, and the local economy.
- Regional direction and advises land managers on invasive plant management identification of invasive plants, a priority invasive plant list, priority management and high value areas, best management practices and recommended treatment options, and disposal methods
- Public health and safety Invasive plant species (Giant Hogweed) can pose health and safety risks to humans. As the infestations increase, public health impacts become more apparent.
- Biodiversity protection In 1998, the World Conservation Union declared invasive species to be the second largest threat to biodiversity on the planet, second to habitat loss.

• Access to more funds – with a regional strategy in place, the SCRD is able to access more provincial funding to implement the strategy.

Community members have recently expressed an interest in holding a public meeting, which provides an opportunity to advance this initiative.

#### 4. Coastal Invasive Species Council's (ISC) boundary change to exclude the SCRD

The Coastal ISC is one of BC's 17 regional weed committees. It is a non-profit society, located in Courtenay, and is the designated regional weed committee encompassing the Sunshine Coast, Powell River region and Vancouver Island. Coastal ISC provides support to nine Regional Districts, 34 Municipalities, and 57 First Nations groups.

Coastal ISC provides support through outreach and education, collaboration, expert advice, and invasive plant management services (from identification to treatment and monitoring sites).

In 2011, the Coastal ISC included the SCRD in its geographical boundary and acted as the main contact for access to information on invasive plant management.

In June 2016, Coastal ISC passed a motion to exclude the SCRD from its geographical boundary due to the following reasons:

- Coastal ISC is receiving less funding
- Coastal ISC's geographical boundary is very large, which makes it difficult to manage the area
- The SCRD is not located close to Vancouver Island and access is costly and inconvenient for ISC members
- There has been increased coordination of invasive plant management through the establishment of the Invasive Species Technical Working Group
- Coastal ISC's coordinating role was conceived to be 'a temporary measure until an independent society was formed'

The motion is scheduled to be adopted in June, 2017. The SCRD has not yet responded to letters from the Coastal ISC asking for feedback. Once removed from Coastal ISCs geographical boundary, the SCRD will no longer be a part of a regional weed committee.

If excluded from an ISC, the SCRD could continue to obtain information and resources from online sources including the Coastal ISC website and the <u>http://bcinvasives.ca/</u> website.

The SCRD may consider requesting to remain within the Coastal ISC boundary or asking another regional weed committee, such as the Sea to Sky Invasive Species Council to include the SCRD in its geographical boundary. This may be preferable for all as it is cheaper to travel from the Sea to Sky corridor to the Sunshine Coast than it is to travel from Vancouver Island to the Sunshine Coast. Staff recommend requesting to join the Sea to Sky ISC partnership, for reasons outlined above.

#### Organizational and Intergovernmental Implications

Under current involvement, it is estimated that the SCRD is contributing approximately 40 hours of staff time annually to participate in quarterly meetings, and an additional 40 hours for coordination of meetings.

Internal discussions will continue through the development of the corporate strategy as the consideration of invasive species begins to transition from planning and into operations.

#### Financial Implications

Grant funding is available to support this work. To date the SCRD has used only 7% (\$431.24) of the \$6,000 grant.

The SCRD has in the past provided an annual \$1000 contribution to the Coastal ISC partnership. There may be a similar fee associated with joining the Sea to Sky Invasive Species Council.

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

Corporate and regional strategies can be developed as part of the 2017 Planning and Development Division work plan. Staff will report to the Planning and Community Development Committee by the fourth quarter of 2017 to summarize progress and outline any priorities for 2018.

#### Communications Strategy

The SCRD can work with the ISTWG and the community in developing a regional strategy and awareness activities.

Members of the community are also interested in conducting community dialogue. The SCRD can work with the community groups to share in building momentum for community awareness.

#### STRATEGIC PLAN AND RELATED POLICIES

SCRD involvement in the management of invasive species and the facilitation of the ISTWG is consistent with strategic priorities of embedding environmental leadership and enhancing collaboration with the *shishalh* and Skwxu7mesh Nations.

#### CONCLUSION

There are a number of items related to invasive species management in which staff is seeking direction from the Board in order to move forward with a coordinated approach. The pressing items at this time include consideration of involvement with the Invasive Species Technical Working Group, requesting an extension for the FLNRO grant funding for a regional strategy and awareness activities, possible relocation of regional weed committee boundaries, and the development of a corporate strategy.

Staff have provided recommendations on how to move forward with these items, as well as attachments for additional information.

#### Attachments

- Attachment A Table summarizing corporate actions, current practice, desired outcomes, barriers and next steps.
- Attachment B ISTWG 2016 Annual Report

Reviewed by:				
Manager	X-AA	Finance		
GM	X-IH	Legislative		
CAO	X-JL	Other	X-RC	

Invasive Species: corporate actions, current practice, desired outcomes, barriers and next steps.

Action Item	Current Practice	Desired Outcome	Barriers	Next Step
Control on SCRD- lands	identify in Parks and input to provincial database	SCRD inter-departmental collaboration to prevent/contain/control/eradicate dispose of and monitor invasive plants	No disposal options Systems-oriented understanding of the threat that IPs impose	Create a Corporate strategy with policies and procedures for managing invasive plants
			Cumbersome provincial database – difficult to track data over time and verify sites	
Education and	None	Training staff in invasive plant	Systems-oriented	Corporate Policies and
Awareness		identification, treatment, monitoring and data collection	understanding of the threat that IPs impose	Procedures
		Corporate Policies and Procedures		
Disposal	knotweeds and broom leave to grow	Disposal options for all invasive plant species	Local landfills and greenwaste facilities do not accept knotweeds and broom	Explore and identify local disposal options
	other invasive plants are taken to		species	
	greenwaste facilities		-1	

## Invasive Species Technical Working Group – 2016 Annual Report

The Invasive Species Technical Working Group (ISTWG) is comprised of land managers and technical experts whose aim is to coordinate efforts to better manage invasive species on the Lower Sunshine Coast. The first ISTWG was initiated in 2015 by Board resolution 032/15 and continued in 2016 by Board resolution 086/16.

The Sunshine Coast ISTWG provides a forum for collaboration among land managers and experts from different agencies and governments who, with their local knowledge and on-theground experience, are well-suited to guide local priorities. The group's recommendations for 2016 continue to build a foundation for effective management of invasive species on the Sunshine Coast, while recognizing that there are several barriers to overcome before work on the ground can be undertaken with a lasting and positive effect. These include:

- determining disposal options for all invasive plant species;
- accessing adequate funding to coordinate and achieve work on the ground;
- working in partnership with all landowners affected by invasive species at a site; and
- taking proactive action to stop the introduction and spread of invasive species.

In 2016, the ISTWG met three times.

## Meeting #1 – February 24, 2016

At the first meeting in February the group discussed Knotweed treatment and disposal options, prioritizing and coordinating on treatment sites and planning a community event for the spring.

Following the first meeting, the group Chair (SCRD staff) became aware of provincial funding available for invasive plant management. SCRD staff submitted an application, on behalf of the ISTWG, for coordination and awareness, and was awarded \$6000 from the Ministry of Forests, Lands, and Natural Resource Operations (FLNRO).

### Meeting #2 – April 6, 2016

At the second meeting in April, the group discussed details of the objective and goals of the community event, including member roles. In addition to planning the event, the group discussed local treatment methods and local events sharing information on invasive plants. A draft priority invasive plant list was reviewed and discussed, as well as a brochure on knotweed, which were intended to be handed out at the community event. Finally, the group discussed prioritization and coordination of treatment sites.

#### Community Events

In May, the ISTWG hosted a targeted session and community event to increase awareness in invasive plant management and inspire community action and collaboration in invasive plant management. Approximately 50 people attended. A portion of the FLNRO grant supported the cost of the event.

## Meeting #3 – June 15, 2016

At the third meeting in June, the SCRD Manager of Waste Reduction and Recovery attended to provide an update on the current disposal options for invasive plants. Following the update, the group made the following recommendation for the purpose of exploring disposal options:

<u>Recommendation No. 1</u> Request for Expressions of Interest

THAT the SCRD issue a Request for Expressions of Interest for the processing of invasive plants, specifically, knotweed and broom.

In addition to making a recommendation on exploring disposal options, the following recommendation was made:

Recommendation No. 2 Invasive Species Service and Bylaw

THAT an invasive species service with additional staff capacity be created to address the invasive and noxious species issue for the 2017 SCRD budget;

AND THAT an existing bylaw be amended or a new bylaw be created for the purpose of addressing management of noxious and invasive weeds on private property in the SCRD.

Following the discussion on disposal, the group finalized the priority invasive plant list (enclosed as Attachment A), discussed the use of grant money awarded for coordination and awareness on invasive plant management, prioritized and coordinated on treatment sites, discussed a letter from Coastal Invasive Species Committee (Coastal ISC) regarding reducing its geographical boundary to exclude the Sunshine Coast, and finally discussed the summary of community event that was held.

### Meeting #4 – postponed

The last ISTWG meeting was scheduled for September, but was postponed due to uncertainty of direction and next steps. Internally, staff agreed a coordinated approach across departments was required prior to moving forward with additional meetings. Another report on a corporate strategy is included in this agenda package.

REGIONAL INTER-JURISDICTIONAL INVASIVE PLANT MANAGEMENT STRATEGY FOR THE SUNSHINE COAST

## **Table of Contents**

#### **3 EXECUTIVE SUMMARY**

- 4 1.0 Introduction
- 4 1.1 Context and History
- 5 1.2 Why Managing Invasive Species is Important
- 6 1.3 The Path Ahead
- 7 1.4 Document Objectives and Scope
- 7 1.5 Document Purpose
- 7 1.6 Document Structure

#### 8 2.0 ROLES AND RESPONSIBILITIES

#### 11 3.0 PREVENTION

- 12 3.1 Identification of possible sources of infestation/vectors of spread
- 13 3.2 Engagement in Provincial Early Detection Rapid Response (EDRR) Program and Reporting
- 14 3.3 Education of employees and the public
- **18** 3.4 Reporting
- 19 3.5 Regulation
- 20 3.6 Disposal
- 24 4.0 DATA MANAGEMENT AND COLLABORATION
- 24 4.1 Invasive Alien Plan Program (IAPP) Database
- 26 4.2 Mapping to Plan and Measure Progress
- 27 4.3 Cross-jurisdictional Collaboration and Projects

#### 29 5.0 MANAGEMENT

- 29 5.1 Developing Priorities for Management
- 29 5.1.1 Classifying Management Areas
- 31 5.2 Management Across Jurisdictions
- **31** 5.2.1 Management on Crown Lands
- 32 5.2.2 Management on Local Government Lands
- 32 5.2.3 Management on Private Lands
- 33 5.2.3.1 Incentivising Management on Private Lands
- **33** 5.3 Principles of Integrated Pest Management
- **35** 5.4 Management Tools
- 35 5.4.1 Manual Control
- **35** 5.4.2 Control with herbicide
- **36** 5.4.3 Volunteers
- 37 5.5 Best Management Practices and Staying Current
- **38** 5.6 Treatment Plans and Evaluation
- **39** 5.7 Capacity Building

#### 40 6.0 KEEPING THE DOCUMENT LIVING- PROGRESS AS THE LEGACY

- 40 6.1 Annual Check In/Review Process
- 40 6.2 Strategy Acceptance and Endorsement
- 41 Appendix 1 Best Management Practices
- 46 Appendix 2 Annual Strategy Progress Review and Goal Setting Meeting Agenda
- 47 Appendix 3 Invasive Plant Contractor Requirements List
- 48 Appendix 4 Summary of Suggested Actions
- ATTACHED Appendix 5 Invasive Plant Management Annual Activity Schedule

2

## **Executive Summary**

Invasive plants are plants that are not native to British Columbia that are known to cause harm to the environment, the economy, and human health. The Sunshine Coast is home to such species including some recognized to be most detrimental in the province, Knotweed species and Giant hogweed. The establishment of these species within the Sunshine Coast was a major catalyst for action to begin in earnest almost a decade ago. Since 2010, all levels of government within the region, the Coastal Invasive Species Committee, and local stewardship groups have taken varying degrees of action including participation in public education and outreach campaigns and conducting plant surveys and control work. In 2015, the creation of the Invasive Species Technical Working Group (ISTWG) by the Sunshine Coast Regional District (SCRD) helped to improve communication and collaboration between the multiple jurisdictions within the region working to manage invasive species.

The ISTWG initiated the development of this strategy with funding provided by the BC Ministry of Forests, Lands, and Natural Resource Operations, after identifying the need for collaborative, regional direction so that all jurisdictions could work together to achieve common goals. The strategy is meant to provide guidance to all jurisdictions working on invasive plant management in the region. Recommended actions lay a strategic framework to improve collaboration and program effectiveness and efficiency.

Legislation in British Columbia requires land occupiers control noxious weeds (invasive plants). The BC Weed Control Act and its Regulation require that all land owners or occupiers control designated noxious weeds on their land. An amendment to the Regulation in 2011 added species relevant to the Sunshine Coast placing a greater urgency on the need to manage and prevent these species from spreading further.

This plan provides recommendations for both long and short-term actions on the three areas of focus within the strategy: prevention; management; and collaboration. Many of these recommended actions are no or low-cost investments which will help protect management activities that have already taken place, existing infrastructure, public safety and the environment. Recommendations are listed within the document and summarized in Appendix 4. Implementation of the plan will require leadership on the part of the SCRD as the agency responsible for the development of the strategy and the ISTWG is committed to and capable of beginning the process.



## **1.0 Introduction**

## **1.1 Context and History**

Before we look ahead, we need to look back and acknowledge just how much the invasive plant program on the Sunshine Coast has accomplished in the last 8 years. A decade ago, very little was being done on invasive plant issues other than the work of local stewardship groups on specific projects. It wasn't until the first invasive species committee meeting at the Seaside Centre in June of 2010 that multiple jurisdictions within the region came together with the recognition that collaboration was needed to meet the challenges posed by invasive plant species. An outcome of this meeting was the inclusion of the Sunshine Coast within the Coastal Invasive Species Committee (CISC) management area. Since that time, invasive plant surveys have been conducted in parts of the region, public awareness has been raised through education and outreach programs, training workshops have occurred, and some jurisdictions began wide-spread control campaigns against priority invasive species such as Japanese knotweed and Giant hogweed. Regulatory changes have occurred since that time including the development of local government bylaws which compel treatment of invasive plants, amendments to pesticide policies that allow for the use of herbicide to manage them, and an amendment to the BC Weed Control Regulation which included the addition of species found on the Sunshine Coast. Further supportive actions included the creation of the SCRD invasive species web pages and the creation of the Invasive Species Technical Working Group (ISTWG) by the SCRD in 2015.

## Members of the ISTWG include:

- Sunshine Coast Regional District
- District of Sechelt
- Town of Gibsons

- shíshálh First Nation
- BC Ministry of Transportation and Infrastructure
- Coastal Invasive Species Committee

The ISTWG has expressed its commitment to continued progress of the regional invasive plant management program and recognizes that it is at a critical point of growth where improving coordination and collaboration, establishing clear goals, and clarifying leadership roles are needed. A significant increase in community dialogue and awareness has placed pressure on the invasive plant program to respond to calls for action from the public and to provide access to resources. In response, the ISTWG has initiated the development of this invasive plant management strategy with funding received from the BC Ministry of Forests, Lands and Natural Resource Operations and in-kind support from the SCRD, Town of Gibsons, District of Sechelt, BC Ministry of Transportation and Infrastructure and the shíshálh Nation.

## 1.2 Why Managing Invasive Species is Important

Invasive species have the potential to cause harm to the environment, economy and human health. Environmental harms include the displacement of native species, reduction in biodiversity, changes in hydrology, erosion, damage to fish habitat, and increased fire hazard. Economic harms include damage to infrastructure such as roads, sidewalks and buildings, management costs to industry and developers, and management costs to governments. Harms to human health include injuries caused by toxic invasive plant species, increased allergies, physical injury, and loss of traditionally important plants for food, medicines, and cultural resources of First Nations communities. While this strategy focuses on invasive plants, it is important to recognize that other invasive species pose similar risks and exist within neighbouring jurisdictions such as the European Fire Ant (Myrmica rubra). In many cases, prevention strategies are the same with other species as they are with plants. It would be prudent for the region to be aware of other invasive species that could pose a threat.

Inaction managing invasive species shown to cause any of the harms listed above can result in substantial costs to land managers and make eradication impossible. Management programs that identify invaders early and implement both prevention and control initiatives quickly and strategically are much more likely to have success with substantially less economic impact.

Given that invasive plants know no boundaries, it is critical that all major land managers work together. While invasive plant management is already a challenge, it can be made more challenging when work across a region takes a patch-work-like approach. While each jurisdiction may have different mandates, policies and priorities, with clear, regional direction, it is possible for them to agree on key principles and work toward common goals. Improving collaboration and coordination while focusing efforts will ensure region-wide success.



The European Fireant (Myrmica rubra) has been found on the North Shore of Metro Vancouver and can pose serious human health concerns from its bites and threatens property values of areas it infests.



Knotweed can quickly displace native species reducing biodiversity, alter the hydrology of streams, cause erosion, obstruct sight lines, and damage infrastructure."

## **1.3 The Path Forward**

In the development process of this strategy, the ISTWG members participated in a visioning exercise for the future. Many of the goals that are listed below will be achievable with the help of the coordinated and collaborative approach of this management strategy. This exercise played a major role in the development of the strategy and many of the goals will be reflected in each chapter. The ISTWG members should be recognized and commended for the wisdom and vision they brought to the project.

# Future goals identified for the Sunshine Coast's invasive plant management program were:

• the need for consistent messaging and centralized resources

increased communication with the public

• being able to provide the public with more resources to both learn more about invasive species and to empower them to action to manage them

- making progress on getting control of priority invasive plant species in the region
- implementing a coordinated prevention program
- engaging in Early Detection Rapid Response
- determining responsible and feasible means of disposing of invasive plants
- increasing partnerships
- coordinating mapping and data storage across jurisdictions
- ensuring that the best control methods are being used and BMPs are kept up to date
- securing funding for the regional invasive plant program

• identification of the appropriate leadership structure for the regional invasive plant program and who is overseeing implementation of the management strategy

## **1.4 Document Objectives and Scope**

The objectives of this document are to:



## **1.5 Document Purpose**

The purpose of this document is to provide recommendations that will guide strategies intended to help meet the principles and objectives set by the SCRD for this project. This document is not intended to be binding in any way and organizations that endorse this document may agree in principle to the objectives and goals and are therefore not obligated to complete or provide resources for any of the recommendations. Endorsement of the document simply expresses a jurisdiction's intent to strive toward the achievement of goals within it that are determined to be feasible. The recommended actions within this document are meant to help guide rather than dictate the progress of the invasive plant management program on the Sunshine Coast.

## **1.6 Document Structure**

This document is structured in a way that is meant to aid in its use as both a reference document for practical information and for guidance on program and policy development. The end of most sections sets out "Recommended Actions" for government agencies and the ISTWG. The "Recommended Actions" can be used to set short and long-term goals as well as for tracking progress. The "Recommended Actions" are summarized in Appendix 4.

## **2.0 Roles and Responsibilities**

## **1.1 Context and History**

The key to successful implementation of this strategy is strong and committed local leadership. Invasive species programs are managed differently throughout the province with the two most common structures being by an independent non-profit Invasive Species Committee that covers a management area, or by a Regional District Committee (see figure 1.0 map of BC's Invasive Species Regional Committees, see list at http:// bcinvasives.ca/documents/Regional\_Committee\_Map\_ Contacts\_10\_23\_2015.pdf ).



Currently, the Sunshine Coast has been part of the Coastal Invasive Species Committee's management area. The Coastal Invasive Species Committee (CISC) is a non-profit organization whose management area covers Vancouver Island, the Gulf Islands, the Sunshine Coast, and Powell River. While the CISC has provided valuable services to the Sunshine Coast since they added the region to their management area in 2010, this was not intended to be a long-term arrangement. Working within the CISC was intended to be a temporary solution to give the stakeholders of the Sunshine Coast the time they needed to organize the region's own invasive species committee. The SCRD Board endorsement to establish the Invasive Species Technical Working Group (ISTWG) in 2015 has been integral to giving the region its own collaborative voice on how invasive species will be managed and helping it to begin to establish an active and coordinated multi-jurisdictional program.

Given the unique needs of the communities within the Sunshine Coast Regional District and its geographic location, it is our recommendation that the SCRD withdraw the area from the CISC and establish the region's own invasive species committee that will be recognized provincially as a distinct management area. A locally-based group that has intimate knowledge of the communities, local economy and ecosystems, and can respond quickly to concerns or issues that may arise, would be best for leading the implementation of this strategy. The Sunshine Coast Invasive Species Technical Working Group has effectively fulfilled this role over the past 3 years and participating jurisdictions have clearly stated their commitment to remaining engaged with the group and working toward successful implementation of this strategy. The ISTWG, with the continued support of its members, could begin the early work set out in this strategy while a formalized, more permanent group is established.

Given that the development of a regional invasive plant strategy was initiated by the SCRD, the SCRD will be considered the caretaker of this strategy and thus should lead its implementation and continued annual review. Recommendations within the strategy will guide an annual review meeting so that successes can be tracked, multi-jurisdictional planning can be completed, new goals can be set, and continued progress can be made. It is our recommendation that the SCRD work to evolve the nature of the ISTWG to become a Committee of the Regional District and thus a service for invasive plant management will need to be established.

While the SCRD considers our recommendation, the ISTWG should fulfill the role of leading implementation of the strategy until another committee is established. Many of the goals set out in each section of this strategy can be easily accomplished within the current structure.

#### Examples of Regional Districts within BC that have Invasive Plant Committees are:

- Peace River Regional District
- Thompson Nicola Regional District
- Cariboo Regional District

#### The SCRD may look to these regional districts as models for what they may establish themselves. There are many advantages to the adoption of this type of model which include:

- Access to funds that support all aspects of this strategy which include prevention/education, management and data management/coordination/planning
- The ability to enforce the BC Weed Control Act
- The ability to develop invasive species bylaws
- The ability to develop progressive programs that incentivize invasive plant management by private land owners including cost-sharing programs (see other regional district programs)
- The blending of resources from member jurisdictions for projects of regional level importance (eg. Prevention-based education programs)

#### The current members of the Invasive Species Technical Working Group are:

- Sunshine Coast Regional District
- BC Ministry of Transportation and Infrastructure
- shíshálh Nation
- District of Sechelt
- Town of Gibsons
- Coastal Invasive Species Committee


It is our suggestion that members of the Technical Working Group be comprised of all large-scale land managers within the Sunshine Coast Regional District. In addition to the current members, this should include but not be limited to:

- BC Hydro
- Fortis BC
- Squamish First Nation
- BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development
- BC Parks
- Department of Fisheries and Oceans

The inclusion of all large-scale land managers within the region ensures greater efficacy of the implementation of the strategy as multi-jurisdictional adoption of the recommendations will have everyone work toward common goals and create consistency across the Sunshine Coast.

### **Recommended Actions**

#### Governments

• Continued financial and staff support from the SCRD for the Invasive Species Technical Working Group and other member jurisdictions. Funding models for the group could be examined as the group begins working on the "Recommended Actions" set out in the strategy.

- Consideration of the creation of an SCRD Invasive Species Management Committee (establishment of an SCRD Service for Invasive Plant Management)
- Continued financial support from the Provincial Invasive Plant Program to begin implementation of this funded strategy.

#### Invasive Species Technical Working Group

- Identification of funding opportunities for implementing different parts of the strategy including the examination of funding models for the group.
- Seeking formal adoption of the strategy by each member organization.
- Beginning initial work on implementing different parts of the strategy.
- Annual meeting to evaluate strategy progress and set goals for the upcoming year.

Yellow flag iris, as pictured here, is present in small populations on the Sunshine Coast. It quickly fills in wetlands, ponds, lakes and ditches causing drainage issues.

## **3.0 Prevention**

Prevention is key to successful invasive species management. Prevention within the invasive species management world is defined as the implementation of strategies to both stop an invasive species from being introduced into a particular geographic area and to stop further spread of invasive species already present in the area. It is often said that "prevention is the cheapest form of control" and this is certainly true. Investments in prevention activities result in substantial savings to all levels of government and private property owners tasked with managing invasive species. All jurisdictions on the Sunshine Coast should be engaged in prevention strategies as a first line of defense.

# Six important components to effective prevention of invasive species:

1) Identification of possible sources of infestation/vectors of spread in the region

2) Engagement in provincial Early Detection Rapid Response (EDRR) Program/regional EDRR

3) Education of all employees (governments and businesses) engaged in public works/ horticultural -type activities and the public

4) Engagement in provincial government invasive species reporting program "Report A Weed"

5) Implementation of regulations targeted at prevention eg. Prohibiting the sale of invasive species at nurseries, prohibiting the planting of invasive species in new developments, prohibiting the planting of invasive species on private property

6) Proper disposal



# **3.1 Identification of possible sources of infestation/vectors of spread**

An effective prevention program will only be as effective as the clear identification of possible sources of invasive species introduction and spread into the management area. This requires the participation of all jurisdictions within the management area to list all possible sources of infestation and identify those that should be targeted first. Below is a possible list for consideration:

- The movement of fill/soil/compost greenwaste
- Recreational activities such as mountain biking, boating of all types, horse riding, hiking, ATVs
- Gardening activities such as the planting of invasive species sold in the area, the trading of plants
- Development activities (land clearing, roads, infrastructure)
- Roadside maintenance activities (highways, roads, driveways)
- Park maintenance activities

### **Recommended Actions**

### The Technical Working Group

Hold an annual meeting dedicated to the identification of vectors/sources of infestation and spread in the region. After the list is completed, identify priority vectors to target and direct educational resources accordingly.



### **3.2 Engagement in Provincial Early Detection Rapid Response (EDRR) Program/Regional EDRR**

Early Detection Rapid Response (EDRR) is a program run by the Provincial Government to quickly act on the threats posed by the arrival of new species determined to pose a significant threat to the economy, environment, and/or human health. 23 species are currently managed by this program. The goal of the program is to prevent the establishment of these species. This program is guided by the BC Invasive Species EDRR Plan which can be found at https://www.for.gov.bc.ca/HRA/invasive-species/Publications/Prov\_EDRR\_IS\_Plan.pdf. This document outlines the entire EDRR program for British Columbia and all land managers within the Sunshine Coast should be familiar with it.

Operational level staff and community volunteers engaged in local stewardship activities should be aware of the species managed by this program. Knowledge of the species on List A of the Noxious Weed Regulation, species that are not yet present within British Columbia, should be a priority as those working on the group in different capacities are more likely to discover a new species first.

# The adoption of a regional-level EDRR program is also advisable. A regional-level EDRR program should incorporate:

- A list of species should be developed that identifies species not yet in the region that may be in other regions of the province.
- Identification and mapping of areas within the region without priority invasive plant species present.
- Establishment of containment lines around areas infested with priority invasive species to prevent spread outside these areas.
- Identification of important areas where there may be a lower tolerance for the presence of certain invasive species (Eg. sensitive ecosystems, transition areas).



It is important to be aware of species that are not yet in Canada such as Yellow Star Thistle (left) and Kudzu (center), and those not yet on the Sunshine Coast, Leafy Spurge (right).

#### The Technical Working Group

- Establish regional level communication with the Provincial EDRR program (eg. ensure provincial government EDRR staff from FLNRORD are connected with the correct representative of the ISTWG).
- Have a presentation on the provincial EDRR program done in a ISTWG meeting.
- Establish a regional EDRR program (see tasks listed in previous section).
- An annual review of the provincial EDRR species should be scheduled for the group. Watch lists or other educational materials regarding species that should be reported or watched for should be disseminated by the group to all governments and to the greater community in the region.

### 3.3 Education of employees and the public

Once regional vectors/sources have been identified, prevention-based education programs can be put in place to target them. There are numerous invasive species prevention education programs that have been developed by other organizations that can be easily adopted and used in the region. Use resources wisely. Always check to see what resources already exist that are available for your use. The Invasive Species Council of British Columbia would be an excellent first stop to find out what education materials can be made available to you to address specific prevention issues in your management area. Adoption of existing programs can be a quick and easy way to take action for low or no cost.

### Education programs can target the following:

- General public
- Specific recreational user groups (i.e. mountain bikers)
- Horticulture industry
- Maintenance/operational staff
- Developers/Contractors
- Real Estate professionals
- Political Organizations



Below is a list of some of the prevention-based education programs that the ISTWG and/or its members could consider using:

### PLAY, CLEAN, GO

Play, Clean, Go is the North America wide invasive species prevention education program that has been adopted and used in many jurisdictions to target recreation enthusiasts. Originally developed in Minnesota by the Minnesota Department of Natural Resources, the program has since been structured to be adapted for use by any interested partners. All resources are customizable and many different types of resources are available including: sample media, signage, banners and headlines designed to reach a variety of audiences including campers, motorized and non motorized trail users, hunters, and even government employees. Participation is no or low cost.



Check out further details on the program and how to become a partner of the program at www.playcleango.org.

#### WEEDS AND ROADS

The BC Ministry of Transportation (BCMoT) has a prevention training program available for its roadside maintenance contractors. Weeds and Roads workshops be conducted in the management area to help ensure that best management practices for invasive species on roadsides are followed. Sometimes additional maintenance staff from other jurisdictions can be included in these workshops.

Similar programs should be done for roadside maintenance and park maintenance staff for all jurisdictions within the management area. A number of regional invasive species committees run such programs such as the Invasive Species Council of Metro Vancouver. An independent contractor could also be hired to conduct such a workshop. The BCMoT has a number of resources available through its "Invasive Species Roadside" webpage that can be used by anyone. Resources include: best practices videos on subjects like gravel pit management, roadside vegetation control, and shoulder maintenance and graveling; PowerPoint presentations; and a BMP pocket guide for roadside maintenance contractors.

https://www2.gov.bc.ca/gov/content/transportation/transportation-environment/invasive-species-roadside

### DO NOT MOW

The introduction of "Do Not Mow" signage by the BC Ministry of Transportation has been an important and effective tool in the prevention of the spread of invasive species through roadside maintenance activities such as mowing. The use of "Do Not Mow" signage has since been adopted by other jurisdictions including municipalities. These signs not only prevent the spread of invasive species directly but also have successfully increased awareness for the invasive species problem to passing drivers. "Do Not Mow" signage is a cheap and highly effective program.

### PLANTWISE AND GROW ME INSTEAD

PlantWise is a prevention-based education program that targets both the horticulture industry and gardeners by preventing the selling and planting of invasive species. The PlantWise program is a provincial program run by the Invasive Species Council of BC (ISCBC). Community groups can become Ambassadors to help deliver the message to the community. Alternatively, excellent resources are available through the program such as the Grow Me Instead booklet that guides gardeners to make better choices.

More information on the Plantwise Program and access to resources at: http://beplantwise.ca/



The ISCBC PlantWise program has excellent resources such as the Grow Me Instead brochure which assists gardeners in choosing non-invasive plant species.

### KNOT ON MY PROPERTY

Knot On My Property is a knotweed education program that targets private property owners and Real Estate Professionals. This program was funded by the Real Estate Foundation of BC and developed by the ISCMV, Fraser Valley Invasive Species Council (FVISC) and the Sea to Sky Invasive Species Council (SSISC). There are YouTube videos that provide education on identification, best management practices and control. The program has booklets available that can be printed and distributed.

http://www.knotonmyproperty.com/

#### Governments

• All levels of government should ensure that their operational staff take an invasive species prevention training program. Staff training could be completed by a contractor in the area, one of the local weed committees or possibly through the BC Ministry of Transportation Weeds and Roads Program. Such training should include: identification of priority invasive species in the area, identification of species that are a threat but not yet present in the area, possible vectors of spread, best management practices for priority species, and contact information for reporting.

• Participate in region-wide, prevention-based education programs determined appropriate by the ISTWG.

#### Technical Working Group

• Establish a regional district wide "Do Not Mow" invasive plant signage program for all levels of government within the management area. While the BC Ministry of Transportation and Infrastructure has already implemented this program along its rights of way, it could be implemented by other jurisdictions for any roads, ditches, boulevards, or parks it is responsible for maintaining. This would include the production of signage (could be done by individual jurisdictions), the identification of sites requiring signage, and the coordination of the placement and removal of the signage each year.

• Apply for summer education/outreach workers through program such as Canada Summer Jobs to implement programs at local nurseries, recreation events, conduct mapping etc.

- Adopt the Play, Clean, Go program throughout the region. Choose specific aspects of the program to begin with and identify others for the future.
- Identify other prevention-based education programs for the region and work for region-wide participation.
- Print Knot on My Property brochures for private landowner knotweed notification



### 3.4 Reporting

Reporting the presence of invasive species is an integral part of a successful prevention program. Making the reporting process simple for government staff and/or members of the public results in the generation of important and useful data that can inform management programs. Reporting should be done through the provincial government's "Report-A-Weed" program. This ensures that all agencies are made aware of infestations on their lands through a centralized program that is monitored by the BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development. There are two ways that invasive species can be reported through this program:

 Use of the "Report-A-Weed" app which can be downloaded for both iPhone and Android or
Via the online reporting page where there is a fillable form which can be found at https://www.for.gov.bc.ca/ HRA/invasive-species/reportInvasives.htm

All jurisdictions should check with your provincial weed specialist to see where the reports in the region are being sent to ensure that any reports that are received are forwarded to the appropriate contacts within each government agency within the region and that reports are verified by the appropriate jurisdiction.

#### **Report a Weed**

#### By Webilize

This app is only available on the App Store for iOS devices.



Free Category: Reference Updated: Aug 04, 2017 Version: 1.4 Size: 118 MB Language: English Seller: Webilize Applications Inc. © Webilize Rated 4+

**Compatibility**: Requires iOS 9.3 or later. Compatible with iPhone, iPad, and iPod touch.

#### **Customer Ratings**

This application hasn't received enough ratings to display a summary.

More iPhone Apps by Webilize

#### Description

Invasive plants, often called weeds, are plants that are not native to British Columbia (BC) and cause lasting environmental and economic harm. Some are toxic, or otherwise harmful to humans or animals. These plants can establish and spread quickly, and outcompete our native vegetation. Eradication and control efforts cost BC

#### Report a Weed Support +

#### What's New in Version 1.4

App waits for confirmation that a submission is received and then deletes it from the local database



The Report A Weed App is a free tool to easily report sightings of invasive species to the provincial government.

#### View More by This Developer

...More

#### Governments

- (BC MFLNRORD) Ensure that the "Report-A-Weed" reports are being directed to SCRD staff.
- (SCRD) direct any reports to the appropriate jurisdiction (if not SCRD jurisdiction).

• Each local government and First Nations government have a staff person that ground truth reports within their jurisdiction.

#### Technical Working Group

• Technical Working Group members should familiarize themselves with the Provincial reporting app "Report-A-Weed" and begin promoting its use to members of the public as it is an excellent public engagement tool.

### **3.5 Regulation**

The regulation of invasive species is done at federal, provincial and local government levels. Most regulation of invasive species is done at the provincial level. In BC, key legislation pertaining to invasive plants are:

- 1) Weed Control Act
- 2) Forest and Range Practices Act
- 3) Integrated Pest Management Act
- 4) Community Charter
- 5) Wildlife Act- Controlled Alien Species Regulation
- 6) Local Government Act

Links to this information can be found on the ISCBC Regulation of Invasive Species in BC web page at: http://bcinvasives.ca/invasive-species/about/regulated-invasive-species-in-bc/

Regulation is also done at the local level. While most jurisdictions use education as a first line approach to compel private land owners to control invasive plants on their land, sometime a regulatory approach is required. Regulation done at the local level can be done three ways, Regional Districts can use the Community Charter to enforce the BC Weed Control Act, or local governments can use existing bylaws and/or create new bylaws. Within the Sunshine Coast Regional District, the District of Sechelt and the Town of Gibsons have their own bylaws related to invasive plant management. While the cost of enforcement can be a deterrent from using a regulatory tool, protecting the investment in invasive plant control work should be considered in this calculation. Just as public lands can infest private lands, private lands can also infest public lands. While most private land owners are compelled to have species like Knotweed controlled, not all are willing. Successful invasive plant management of priority invasive species requires all land owners, public and private, participate.

It is our recommendation that the SCRD consider implementing a regulatory tool for the management of priority

species invasive plants (Regional EDRR species, knotweed species, Giant Hogweed, Orange Hawkweed). The ISCBC has a Legislative Guidebook to Invasive Plant Management in BC which is a comprehensive document that explains all of the legislation pertaining to invasive plants in BC. Though published in 2007, and so missing some changes, it is still a useful and comprehensive resource. It can be found at:

http://bcinvasives.ca/documents/IPC3-Legislative-Guidebook.pdf

### **Recommended Actions**

#### Governments

• (SCRD) implement a regulatory tool for the management of invasive plants

#### Technical Working Group

• Technical Working Group members advocate for the implementation of an SCRD regulatory tool for the management of invasive plants.

### 3.6 Disposal

The disposal of invasive plant biomass after mechanical control can be a significant challenge to preventing their spread. There are many examples where the movement of invasive species contaminated materials such as compost, fill, and green waste have led to the infestation of invasive species such as knotweed and the European Fire Ant in private property, parks, forests and roadsides. In some cases the movement of invasive species contaminated materials is deliberate (i.e. illegal green waste dumping), or accidental (i.e. use of contaminated compost). Sometimes well-meaning individuals removing invasive plants do not know how to properly dispose of the biomass.

Due to greater awareness of the risks of invasive species by the public and commercial composting companies, general aversion to their inclusion in green waste destined for composting has become problematic. The compostability of specific invasive species varies greatly and thus the application of generalized policies by applied by soil producing companies may not be reflective of the scientific literature. It is critical that the correct information is communicated to companies that receive green waste to ensure that disposal channels remain open while helping the companies to protect the integrity of their products.

Disposal should therefore be considered by specific species. Many species can be successfully killed by proper composting techniques and in some cases, there are specific practices that do not involve dependence upon the green waste stream.

#### Knotweed Species

Fresh (green) knotweed and its live root materials should not be composted using an aerobic composting system. Knotweed can effectively be composted using anaerobic digestion systems though these systems will not accept root material with soil.

Knotweed disposal should not be a wide-spread issue in the region if knotweed BMPs are followed. Knotweed can only effectively be killed using a systemic herbicide. Given this, once the plants have been killed by the herbicide, the remaining biomass is no longer a risk as the plant material is dead.

In specialized cases where knotweed might be pulled out or cut and biomass needs to be disposed of, plants can be laid on an impermeable surface such as a tarp or concrete to desiccate in the sun. Once the plant material is fully dried out, it is no longer a risk. It is important however, that this type of manual control be completed prior to the development of seed on the plants. Knotweed species have now been shown to successfully propagate by seed and the compostability of the seed is currently unknown.

Desiccated knotweed plants can either be crushed up into mulch, put into home composting piles or composters, burned, or simply left to rot on the forest floor where the plants were originally pulled.

#### Giant Hogweed

The public health risk of Giant Hogweed makes composting an unsafe practice for this plant. Following BMPs for the control of Giant Hogweed, will result in plants that are either dug out of the ground or treated with a systemic herbicide. Because Giant Hogweed does not regenerate through plant parts, plants after being dug out or chemically treated can be left where they were treated to desiccate and rot. This practice is also safer for those conducting management activities as their exposure to direct handling of the plant is limited. In cases where plants must be removed from a high traffic area where members of the public may be at risk to their exposure, plants can simply be moved to other areas to rot where there is no human traffic through the area.

Giant hogweed should be managed prior to the development of seed. If seeds are developed, seed heads should be cut off and bagged for disposal in the land fill. Always follow Worksafe BC practices when handling Giant hogweed.

https://www.worksafebc.com/en/resources/health-safety/ videos/attack-of-the-giant-hogweed?lang=en



*Giant hogweed (Heracleum mantegazzianum) poses significant human health risks including recurring burns and blindness from its sap.* 

#### Scotch Broom

Scotch broom is often controlled manually and frequently completed by volunteer groups. In the case of manual control, scotch broom plants that are cut or pulled need to then be dealt with. Scotch broom should not be manually controlled when seed pods on the plant are maturing. Recommendations for disposal are based on no seed pods being present on the plants.

### **3.0 Prevention**

Wherever possible, Scotch broom plants should be left to desiccate and break down at the site they were cut or pulled. Given that the plant does not spread by plant parts, there is no concern for the rooting of new plants. Other options include having the plants chipped by a wood chipper. Plant can also be composted.

Plants that do have seed pods can effectively be buried. Seeds are only capable of germinating from depths between 1 and 6 cm (Bossard 1993). Residents managing Scotch Broom on their own properties may be able to burn any biomass they remove or pull depending on their electoral area burning bylaws as burning is an effective treatment. For residents that are unable to burn at their own properties, local governments should consider implementing an "invasive plant burning day program" at a site deemed appropriate. Such a program would encourage private land owner participation in invasive plant management while ensuring proper disposal and preventing further spread.

Burning electoral area burning bylaws, is effective as long as permitted add for blackberry

Burning day to target those who can't burn on own property

Require a disposal plan for small landscaping companies for business licenses for small landscape companies

#### Himalayan Blackberry

Himalayan blackberry is often controlled manually by volunteer groups. Disposal of the canes and root balls can be challenging as the quantity of biomass removed is often quite large. Blackberry can root from cut canes so leaving blackberry where cut could result in the reestablishment of infestations. Burning is a good option for blackberry canes if it is permitted and feasible. Blackberry can successfully be composted so long as no developed fruit is on the canes. As a safeguard, chipping blackberry canes prior to composting is a possibility. There is not much in the scientific literature about Himalayan blackberry and its seeds so recommendations



Scotch broom (Cytisus scoparius) should be cut or treated before plants have grown viable seeds.



are based on experience and knowledge of the plant's physiology and life cycle. Blackberry canes that are cut could also be put in a location where they could not sprout and be left to desiccate during the hot month of the summer (eg. on a tarp or concrete). Once desiccated, plants could be left on site.

### **Recommended Actions**

#### Governments

- Ensure that any contracts with green waste/composting companies reflect the current science for proper disposal of specific invasive species.
- Ensure that there is a stream for the disposal of all invasive species biomass and recognize that temporary streams may need to be developed for specific species.
- Investigate possible burning permits for specific invasive species biomass

#### Technical Working Group

• Ensure that all levels of government have the correct information on composting requirements for priority species and that this information is disseminated to all relevant groups including stewardship groups working in local parks and public works staff.

Public education is important to ensure that Best Management Practices are followed to prevent further spread of invasive plants such as Knotweed."



# 4.0 Data Management & Collaboration

High quality data is essential to a successful invasive plant management program. Invasive plant data helps us to locate and understand the nature of infestations, measure their changes over time, record any treatments used on site, improve treatment programs, and plan treatments strategically.

Data can end up fragmented when multiple jurisdictions are working independently on the same issue. Examples exist within the province where some jurisdictions house their own data and others use the provincial invasive plant database "IAPP" (Invasive Alien Plant Program). This causes challenges for regionwide planning. If jurisdictions are using independent systems, neighbouring jurisdictions will not be able to see what species may be present and where control activities are occurring.

### 4.1 Invasive Alien Plant Program (IAPP) Database

The IAPP database contains information such as plant surveys, treatment information, and activity plans for the entire province. Data is entered by a wide variety of users (provincial government ministries, regional districts, weed committees, forest licensees, utilities, conservation groups, and federal departments). The data can be queried on a large number of criteria and summary reports can also be created.



It is our recommendation that the region agree that IAPP will serve as the database for all invasive plant data regardless of jurisdiction. This way, all data will be contained within a centralized location which can be accessed by any of the jurisdictions within the SCRD. This should be relatively easy since a few of the

jurisdictions within the SCRD already use IAPP and are familiar with it. Jurisdictions not currently using or accessing the system will need to contact the IAPP administrator with the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development to go through the necessary steps to gain the appropriate permissions for access to the system as access is password-restricted to authorized users. To apply for access, there is an online fillable form at https://www.for.gov.bc.ca/his/efm/access/iapp.htm Note that you need an IDIR or a business BCeID before you can apply for access. Further information is available on the IAPP FAQ https://for/gov.bc.ca/hra/Plants/IAPPhelp.htm#accesss

Training courses are offered around the province each year. It may be possible to request a training session if there is enough demand within the SCRD. Online training materials are also available on the IAPP webpage at https://www.for.gov.bc.ca/hra/plants/IAPPtraining.htm#training.

All jurisdictions should work toward uploading any historical data into IAPP. Baseline data is important to careful planning and measuring progress. Data already entered into IAPP within the SCRD should be analyzed by the Technical Working Group to look for gaps such as a lack of inventory in particular jurisdictions.

### **Recommended Actions**

### Governments

- Any jurisdictions not currently authorized to use IAPP, apply for access
- Jurisdictions need to select staff member(s) and/or invasive plant contractor(s) to enter and manage their data and make sure that all staff handing invasive plant issues are aware of who the "IAPP" staff member(s) is/are.
- New and old users of IAPP should take the IAPP training course if possible and review IAPP training materials available online.

### Technical Working Group

- Ensure members agree to house data within IAPP (make a motion at a regular meeting of the working group)
- Host an IAPP training session
- Analyze data currently entered within the region to identify gaps (Simple data extracts with accompanying maps or even a look at IAPP map view would accomplish this). \*Note map view does not require authorized access (though you can not get the specific site information with limited access)
- Consider fund raising for a summer student to complete gaps in regional invasive plant inventory (could be combined with an outreach/education position).

### 4.2 Mapping to Plan and Measure Progress

It is critical to an effective invasive plant management program that quality data is informing action. This includes having excellent base line data, something often skipped or not thought to be important (until you need it). Baseline data provides a first "picture" of the state of particular invasive plant species at a site preferably prior to any management being taken (IAPP Plant Surveys should be taken prior to any treatment being conducted on sites that may have been previously treated). In IAPP, Plant Surveys collect information such as infestation size, plant density, and distribution patterns, all information important to making decision such as deciding when to take-action, and to evaluate the efficacy of treatments. While some inventory efforts have been made in the past by the CISC, there may be portions of the region missing data. Completing inventory of the region will be an important first task and one that we recommend initiating.

Inventories (or Plant Surveys as they are called in IAPP), can be done by individual jurisdictions by anyone trained to complete the Plant Survey Form. People conducting inventories do not need to be authorized to use IAPP. Conducting Plant Surveys can be done by using the printable forms available on the IAPP web page or by using the IAPP app available for android or apple products. The app provides digital versions of all the IAPP data collection forms (not just for Plant Surveys). Data can then be entered into the database. Batch upload is now available which makes this a much quicker task.

Once baseline data is available, maps with survey data should be made of the management area. IAPP data can be extracted and easily used by anyone with basic GiS knowledge. Data extracts can also be done in KMZ format so they can be immediately viewed in Google Earth. Extracts can also be done in spreadsheets so that the data can be manipulated depending on the desired map and then used in any GiS mapping program such as ArcGiS or the free mapping program, QGiS. Those jurisdictions with in-house GiS departments/staff persons will optimize the use of IAPP. IAPP used in conjunction with good GiS knowledge can create excellent spatial representations of the data which will help considerably with proper planning and efficient and effective treatment programs.

Spatial representation of the data should be used to represent the nature of the invasive plant infestations of priority species in the region, to inform both practical management and politicians. For example, mapping areas free of invasive species is a great way to show change over time. Reverse mapping (showing where plants aren't as opposed to where they are) is an effective tool for helping people understand progress for example placing a polygon over an area free of Japanese knotweed and then strategically managing sites close to that area so that eventually, the polygon becomes larger as the "knotweed-free" area expand.

Maps showing surveys, any management activities (manual, biological, and chemical), along with layers which show sensitive areas, or areas determined high priority for management should be created annually. Maps should be designed to show annual changes such as the number of plant surveys conducted, the amount of area treated, changes in site size year over year. This type of information helps for planning for subsequent field seasons, evaluating treatment efficacy, and identifying any management challenges. These maps are also useful to distribute to those providing funding for invasive plant work, for communication to the public (sharing good news of positive progress for example), and for providing to those working in these areas.

#### Governments

- Help to complete inventories within your jurisdiction if they have not yet been completed. This can be done over time (eg. identify priority areas for inventory each year)
- Ensure that those conducting invasive plant management of any kind are required to complete the applicable IAPP form (Plant Survey, Monitoring Report, Chemical Treatment Record, Mechanical Treatment Record etc.) and that the data is entered into IAPP at frequent intervals (eg. within a particular time period after the data was collected).

#### Technical Working Group

- Determine whether any in-house GiS (any of the participating jurisdictions) is available with the purposes of creating an annual set of maps using the data in IAPP
- Have maps developed annually that show plant surveys and any management activities (to whichever level of detail the working group determines necessary eg. by species)
- Create maps of invasive free areas (by priority species) that can be used for planning purposes to increase "invasive-free" areas.

• Determine high priority areas and map these as a layer to be able to include in other invasive plant maps (sensitive ecosystems or transition areas that are of high priority for management).

### 4.3 Cross-Jurisdictional Collaboration and Projects

The saying, "weeds know no boundaries" is one that most involved in invasive species management are familiar with. The number of jurisdictions within a management area can create unique challenges when invasive plant infestations are "shared" between them. Regional-level planning is critical to success. If there is general agreement among the different jurisdictions regarding the importance of managing priority species, it is much easier to tackle multi-jurisdictional projects. Projects of this nature are usually resource efficient as project support, usually in the form of dollars and/or staff time or equipment etc. can come from multiple sources. These projects also provide a great opportunity for those just starting out in invasive species management to learn from others that have more experience.

Opportunities to collaborate should be identified through the Technical Working Group through the mapping process and annual planning session outlined in the previous sections. Including at least one annual cross jurisdictional project would be strategic, both from the standpoint of resources and training, but also in terms of community outreach. Opportunities to collaborate may arise organically as issues are brought to attention. It is advisable for those budgeting for invasive plant management activities to include a line item for cross-jurisdictional projects.

### Governments

- Participate in cross-jurisdictional project planning.
- Create any required processes that would enable quick participation in cross-jurisdictional projects.
- Budget annually for cross-jurisdictional projects (even a small amount).

### Technical Working Group

• Facilitate the annual planning of at least one cross-jurisdictional project each year.

### Figures and images included in this chapter:

- Example map of weed free areas
- Example maps showing success over time
- Screen shots of IAPP data app

## **5.0 Management**

### 5.1 Invasive Alien Plant Program (IAPP) Database

Invasive species can be targeted for management different ways. Species can be prioritized for management based on the provincial invasive species list as included in the BC Weed Control Regulation Schedule A (Parts 1 and 2) as well as by setting priorities for specific geographic areas within the region (eg. areas of high habitat value). It is our recommendation that both approaches be used by all jurisdictions within the Sunshine Coast management area.

The Provincial government as of 2015 has a Prohibited Weeds list available on its website. These species are not yet present in BC or are present in a limited extent and have been determined to post a "significant threat to BC's environment, economy and/or human health." This list is included as Appendix X within this document and is available online at: https://www.for.gov.bc.ca/hra/plants/publications/Proposed\_Prohibited\_Noxious\_ Weeds\_Feb2015.pdf

Schedule A of the BC Weed Control Regulation: http://www.bclaws.ca/EPLibraries/bclaws\_new/document/ID/freeside/10\_66\_85#ScheduleA

### **5.1.1 Classifying Management Areas**

It is our recommendation that the Invasive Species Technical Working Group establish a classification system over the entire region which specifies distinct areas being managed for invasive species based on factors such as their habitat sensitivity and value. Invasive plant lists should then be established for each area type. These distinct areas may have higher or lower tolerances of specific invasive species depending on their management goals. An example of possible classifications of invasive plant management areas within the region could be as follows:

*Ecologically important-* these are areas that are relatively pristine and of high importance for the maintenance of biodiversity. These would include wildlife corridors, riparian zones, fish spawning habitat, and important drainages.

*Ecological recovery-* this area would include parks or park-like areas/green belts/wildlife corridors with a medium to high degree of disturbance where habitat restoration could improve the natural areas and may have goals of increasing biodiversity and habitat value.

*Transition zone-* these areas are border lands between developed areas and wilderness/park areas. These would include areas beside highways, roads, urban areas, commercial zones that are adjacent to wilderness areas. Developed area- these areas are developed neighbourhoods and commercial zones that are not adjacent to areas with habitat value.

While it is more common to have invasive plant management priority lists that cover an entire management area, our criticism is that these do not take into consideration the variability with which areas are managed. The classification of management areas allows for a level of specificity in developing priorities that are consistent, clear, and focus efforts accordingly. They also justify focus on specific species in one area over another. The priority species lists established for each of the management area classifications can be arranged in the same fashion as a standard invasive plant priority list where species are classified according to the following categories:

- 1) Prevent
- 2) Manage
- 3) Contain
- 4) Tolerate

Included illustrations and figures for this section: Example map of management area by classification

### **Recommended Actions**

#### Governments

- Assist with the development of the regional map which classifies invasive plant management areas
- Assist with the development of the plant lists for each management area classification

#### Technical Working Group

- Facilitate the development of the invasive plant management area classification map
- Facilitate the development of the invasive plant lists for each management area classification



### **5.2.1 Management on Crown Lands**

Management of invasive plants on Crown Lands is outlined within what is called a Pest Management Plan (PMP). The BC Interministry Invasive Species Working Group website describes the PMPs as follows:

Pest Management Plans (PMP) outline an Integrated Pest Management approach for the control of invasive plants on provincial Crown land, and includes prevention strategies, manual/mechanical treatment methods, biological and cultural control methods, and chemical control methods. Plans cover specific areas of the province: Southern Interior, Central and Northern BC, South Coastal, and South Coastal Mainland.

Invasive plant management on Crown lands within the Sunshine Coast is outlined within the PMP titled Invasive Alien Plants Pest Management Plan for Provincial Crown Lands in the South Coastal Mainland Region of British Columbia. This document can be found at:

https://www.for.gov.bc.ca/hra/Plants/publications/PMPs/S\_Coastal\_Mainland\_PMP\_2016\_final.pdf

PMPs for the entire province can be found at: https://www.for.gov.bc.ca/HRA/invasive-species/pmp.htm

\*The applicable PMP for the Sunshine Coast offers all land managers in the region an excellent starting point for directing effective integrated pest management and can be used to shape the programs of all jurisdictions within the management area. All land managers should be familiar with this document.

A series of Best Practices Guides have been developed for invasive plant management and prevention specific to Crown Lands and industries. While these guides have been developed for provincial government staff, contractors, and volunteers working in these areas, it is important for the SCRD to be aware of these documents as they are excellent resources. All guides are available on the ISCBC website and can also be ordered from the ISCBC.

#### Best Management Practices for Parks and Protected Areas of British Columbia

http://www.env.gov.bc.ca/bcparks/conserve/bcparksip-guide.pdf

# Best Practices for Managing Invasive Plants on Roadsides

https://www.th.gov.bc.ca/publications/eng\_ publications/environment/ManagingInvasivePlants. pdf



Best Practices for Managing Invasive Species on Utility Operations http://bcinvasives.ca/documents/Utilities\_BMP\_FINAL\_ WEB\_05\_16\_2014.pdf

**Best Practices for Managing Invasive Plants on Oil & Gas Operations** http://bcinvasives.ca/documents/OG-Guide\_2013\_FINAL.v2.pdf

Best Practices for Preventing the Spread of Invasive Plants During Forest Management Activities http://bcinvasives.ca/documents/Forestry\_BMP\_Final\_ WEB\_04\_22\_2015.pdf



### **5.2.2 Management on Local Government Lands**

Local governments within the SCRD are participating in invasive plant management activities to varying degrees. Successful management on a regional level will require commitment from all jurisdictions to target priority invasive plant species. While commitment levels may vary because of budget constraints, many small steps can be taken initially that will begin to make substantial differences to the cause. Local governments should use this management plan to begin planning future commitments including budgetary considerations. Participation in management is not restricted only to conducting management activities but can also include education, prevention and regulation.

### **5.2.3 Management on Private Lands**

Invasive plant education programs within the SCRD over the past several years have helped to increase public awareness about priority invasive species with Knotweed species receiving considerable attention. Education has been successful in that it has compelled the demand for action. A clear need for qualified invasive plant contractors in the local area has been expressed by private property owners. Qualified contractors must be identified and once identified, the SCRD should put together a list based on criteria that ensures that each contractor has all necessary certifications, licenses, and experience. Such a list does not imply endorsement of any particular contractor on the part of the SCRD, but is a necessary resource to have available to constituents looking to hire someone to control invasive species on their land. See Appendix IV for a list of criteria that could be used for the establishment of a list of qualified invasive plant contractors.

There are several examples of regional districts and municipalities having lists of qualified contractors available to their residents. An example is the list provided by the Thompson Nicola Regional District: https://www.tnrd.ca/sites/tnrdtest.civicwebcms.com/files/media/Contractor%20List%20for%20Noxious%20 Weed\_0.pdf

For invasive plant treatments that could be done by the private property owners themselves, the SCRD should ensure that Best Management Practices for specific species are easily accessible. BMPs provided within this document should be posted to the SCRD Invasive Plant Management webpage and/or links should be provided to the Invasive Species Council of BC (ISCBC) TIPS Factsheets page where identifying and management information can be found for a wide variety of invasive plant species http://bcinvasives.ca/resources/tips/. These sheets can be ordered in print from ISCBC and made available at invasive plant education and outreach events/opportunities.

### **5.2.3.1 Incentivising Management on Private Lands**

Incentivising management of invasive plants on private lands is another consideration for the SCRD. Examples of cost sharing treatment programs for management of priority invasive plants exist across the province. Some are funded through the regional districts and others through community grants. Regardless of funding structure, this type of investment compels action and can protect management investments made by neighbouring jurisdictions. Such programs can start small by focusing on priority areas where work may be happening on adjacent lands. Examples of cost sharing programs are listed below:

**Peace River Regional District** 

http://prrd.bc.ca/wp-content/uploads/Neighbourhood\_Invasive\_Plant\_Cost\_Share\_Program.pdf

Sea to Sky Invasive Species Council https://www.whistlerfoundation.com/grantseekers/our-stories/sea-to-sky-invasive-species-council/

Thompson Nicola Regional District https://www.tnrd.ca/content/rebate-and-cost-share-programs

**Regional District of East Kootenay** 

http://www.rdek.bc.ca/departments/environmentalservices/invasive\_plant\_control/

### **5.3 Principles of Integrated Pest Management**

Integrated Pest Management (IPM) is a decision-making tool that should be the foundation of any invasive plant management program. IPM is defined best by the US Environmental Protection Agency as:

...an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property and the environment. IPM is a tool that guides the management of invasive species by determining the actions that should be taken based on all available information about an infestation. The steps of IPM are:

**1)** Inspect and monitor- This step determines whether there is indeed an issue. This includes the identification of potentially problematic species and evaluation of their potential impacts including the potential vulnerability of particular environments to the pest in question.

**2)** Proper identification- This step ensures you have the correct identification of the pest in question. Accurate identification is key to then understanding the potential risks associated with the species.

**3)** Learn pest biology- Once the pest has been identified, understanding its biology will help to determine appropriate prevention and treatment methods.

**4)** Determine action threshold- Action thresholds determine how much the particular species can be tolerated in a particular context. These inform at what point should management occur. This may be determined by factors such as risk of environmental damage, economic impacts, or risk to human health.

**5)** Choose management tool- Management options for the species within the context of the invaded area should be considered and guided by Best Management Practices.

**6)** Evaluate- Evaluating the efficacy of the management tool used will help to guide future action. If management was not successful, repeat the steps.

While steps one through three are typically handled by government agencies and experts, steps four through six should be handled on a regional level as this is where local management priorities are being set and action is happening on the ground. Management action thresholds are determined when creating invasive plant management priority lists. Tactics selected for management require consideration of the local environment, objectives, resources and applicable regulations. Evaluation is critical to any effective management program as it helps to identify challenges and ultimately improve management attempts in the future.



### 5.4 Management tools

When following the principles of IPM, it is important that all possible control tools be considered when making management decisions. Consideration should be given to the following when selecting a management tool:

- The recommended BMP for the specific target species
- Specific site goals
- Applicable regulations
- Specific site considerations (eg. proximity to water, proximity to agriculture, level of disturbance)
- Available resources
- Long-term management considerations (eg. follow up control and monitoring)
- Site plans after control (eg. replanting)
- Weather
- Soil type/soil chemistry
- Surrounding plant ecology
- Site history
- Site access
- Proximity to the public

### 5.4.1 Manual control

Manual control methods include any physical control attempts to manage invasive plants. These might include:

- Mowing
- Digging
- Pulling
- Covering
- Cutting
- •Tilling
- Burning
- Electro-shocking
- Dead heading (seed head/pod removal)



Manual control of invasive plants is effective on some species and can be a great way to engage the public to help in the invasive species battle.

### 5.4.2 Control with herbicide

Control using herbicide refers to the application of a registered and regulated product approved by Health Canada's Pest Management Regulatory Agency. Herbicides must be applied according to the product's label and adhere to any applicable regulations (provincial or local). There are many different products available and it is important to be familiar with the different chemistries available and their modes of action. It is best to consult

### **5.0 Management**

a chemical company representative and/or experienced invasive plant manager when selecting an appropriate product for invasive plant control. Chemical control methods may include:

- Backpack sprayers
- Hand pump sprayers
- Power sprayers
- Wiping, painting or wicking
- Injection (currently unavailable)

Selected control methods must be application methods listed on the product label and permitted by any applicable regulations and PMPs.



Control using herbicides should always be done by an experienced, licensed applicator following Best Management Practices for the target species.

### 5.4.3 Volunteers

Volunteers can provide an invaluable resource for managing invasive plants, people power! Many stewardship groups within the SCRD are already conducting invasive plant control projects successfully and continuing to utilize this resource would allow for much more work to be done. Volunteer groups are best to work on control targets where their efforts will be most effective. It is important that these groups are using BMPs adopted by the SCRD in their control efforts and that their efforts are targeted to the annual priorities set by the Technical Working Group. Project objectives should be clear and data should be collected for IAPP as it would by any staff of contractors working on invasive plants in the region.

Species ideal for volunteers to control include (but are not limited to):

- Himalayan blackberry
- Cutleaf blackberry
- Himalayan balsam
- English ivy
- St. John's wort



#### Governments

- Engage with local stewardship groups on invasive plant projects.
- Provide IAPP data collection forms to stewardship groups conducting invasive plant control work and collect them when work is completed so data can be entered.

### Technical Working Group

• Facilitate the training of local stewardship groups conducting invasive plant control work on IAPP data collection and Best Management Practices for species they will be working on.

### **5.5 Best Management Practices and Staying Current**

Regionally-agreed-upon BMPs are critically important to making efficient and effective progress toward meeting the management goals of the region. Time and resources can be wasted applying control techniques that are known not to be effective according to both scientific literature and experienced practitioners. While there are some exceptional cases where an alternative treatment method outside of the BMP may need to be used, this should only occur in rare instances. It is critical to rely on quality research and control trials conducted by experts in the field when informing control methods. Considerable time and resources can also be wasted in conducting ones' own trials that have already been conducted with a high degree of scientific rigor elsewhere.

BMPs for priority invasive plant species have been included in Appendix 5 of this document.

Ensuring that practices remain current with the most recent publications on invasive plant control can be a challenge but is critically important to a successful management program. Regular contact with invasive species experts from the Provincial Invasive Plant Program and universities will help to ensure this. Attendance by a representative of the Technical Working Group at invasive plant conferences could help with this as well as an annual check-in with an expert. It is advisable to conduct regular literature reviews on control methods for priority species at least every two years. This is something that could be done on a contract basis by someone within a university that has access to relevant scientific journals.

#### Governments

- Ensure any contractors or staff conducting invasive plant control are aware of and following the BMPs for target species
- Rely on quality science and field experts to inform control methods

#### Technical Working Group

- Facilitate the literature review of control methods of priority species every two years
- Maintain regular contact with the Provincial Invasive Plant Program to learn about any changes to allowable control methods and/or new approaches to managing priority species.

### **5.6 Treatment Plans and Evaluation**

Strategic annual invasive plant management planning that sets clear priorities and objectives will help to ensure progress and provide measurable outcomes. While BMPs should guide treatment of target species, more specific treatment plans for certain sites may be needed. Large-scale control attempts, or control attempts in environmentally sensitive areas such as within riparian zones or highly disturbed sites may need to take other factors into consideration that could have an impact on factors such as the treatment method selected, the timing of the treatment, the number of treatments to occur, and even the specific objective of management. In these cases, site-specific treatment plans should be developed by a recognized invasive plant expert trained to understand factors such as soil type, soil chemistry, herbicide chemistry, and plant physiology.

Ensuring that invasive plant management is being done effectively and efficiently with the resources available is important. Treatment evaluation which includes checking compliance with applicable regulations, BMPs were followed, external environmental factors were considered, and that management is effective within the targeted threshold ensures responsible use of resources and informs adaptive management. Evaluations should be conducted on a designated percentage of management sites each year by a recognized invasive plant expert who did not themselves conduct the control work. A report should be provided that can help to inform/improve treatments in the following field season.

### **Recommended Actions**

#### Governments

- Have treatment plans designed by an expert for large-scale projects and/or projects that require special consideration.
- Have an outside expert evaluate control work completed at the end of each field season on a certain percentage of sites where control work occurred.



Evaluation of treatment sites is a critical component of a successful invasive play program.

### 5.7 Capacity Building

The need for trained, local people to be able to conduct invasive plant treatments has been expressed by staff from multiple jurisdictions within the SCRD as well as members of the public. Species such as the knotweeds require a certified herbicide applicator to treat plants according to best management practices. Capacity must be built as quickly as possible as the demand for treatment by private land owners is increasing due to an increase in public awareness about knotweed species and the risks they pose to both personal property and the environment.

The provision of training opportunities for staff and interested contractors would be a good start toward building local capacity. Training should include both the certified applicator training (Industrial Vegetation and Noxious weeds) required by the BC Ministry of Environment and practical training on management of priority invasive species including hands on training in mixing and loading herbicides, calibration, and application. It is important to recognize that certification of applicators is not the same as training to apply herbicides. A list of qualified herbicide applicator certification instructors is available on the Ministry of Environment website and there are several experienced contractors in the province capable of and experienced with conducting practical training courses.

Ensuring that anyone applying herbicide as a service to treat invasive species within the region has the experience and knowledge required to follow all applicable regulations, protect public health and the environment, and complete treatments with sound methodology and good efficacy should be a priority. Those hiring and overseeing contractors (private land owners or government agencies) should be aware of the required certifications, licenses, and experience. See Appendix 7, "Check List of Requirements for Herbicide Application Service Providers" to assist with the hiring of contractors.

### **Recommended Actions**

### Technical Working Group

• Host herbicide applicator certification course/hands on knotweed treatment/practical applicator course for local government staff and/or interested individuals



# 6.0 Keeping the Document Living-Progress as its Legacy

It was emphasized throughout the development process of this strategy that the document be and remain useful. The "Recommended Actions" are meant to help set goals and track implementation of elements of successful invasive plant management outlined within it. The "Recommended Actions" are not meant to stay static within the document. These are designed so that they can be modified and added to as necessary. This will require purposeful review of the document at regular intervals led by the SCRD.

### 6.1 Annual Check In/Review Process

The regional invasive plant strategy is meant to be a living document whose purpose is to set realistic goals toward effective inter-jurisdictional invasive plant management. Progress should be evaluated on an annual basis at a regular ISTWG meeting occurring at the same time each year. In addition to measuring progress, this meeting shall celebrate successes of the previous year, identify any new obstacles for achieving goals set out in the strategy, adjust any existing goals and/or establish new goals as the ISTWG see fit. A proposed agenda for this annual meeting is in Appendix '2'.

The annual review should also include a review of the list of regional partners/stakeholders as well as to identify funding opportunities depending on the goals set for the coming year.

Annual goals should be prioritized by members of the ISTWG so that each individual jurisdiction can then work to set their own goals for the year. In addition to this, inter-jurisdictional goals should also be set for common projects or common goals (i.e. engagement of non-profit organizations, fundraising, mapping, setting regional level management priorities).

An annual progress report should be compiled from the reporting at the Annual Regional Strategy review meeting. Progress should be tracked in a way that can clearly show the progress made by the strategy.

### **6.2 Strategy Acceptance and Endorsement**

It is important to the implementation of the strategy that all jurisdictions conducting invasive plant management activities within the region endorse the strategy. Endorsement of the strategy is simply a formal expression of support for the principles and objectives of the strategy but as mentioned earlier, is not binding in any way. While endorsements are not required to begin enacting portions of the strategy, receiving them should be an important first step taken by the SCRD. Sending requests for a letter of endorsement from each of the member ISTWG jurisdictions would provide a good start. It should be emphasized that work can begin on the strategy without receiving the formal endorsements.

#### Governments

- Work with other jurisdictions within the ISTWG to agree upon priority annual goals that can be worked on within each individual jurisdiction
- As part of the annual evaluation, evaluate the work done to achieve goal and track both successes and barriers to success

### Technical Working Group

- Host the annual review of the regional strategy within a regular ISTWG meeting
- Write the annual report on strategy progress



# **Appendix 1: Best Management Practices**

### **Appendix 1- Best Management Practices**

Best management practices (BMPs) are developed based on the latest scientific literature on the species and control methods as well as practical information and experience provided by field practitioners who are aware of any regulatory limitations and the local context.

The Invasive Species Council of BC (ISCBC) has an excellent resource for BMPs available on its website. Their TIPS sheets provide both species information and their BMPs. Go to http://bcinvasives.ca/resources/tips/

Relevant species listed within the above are:

- Giant hogweed
- Tansy ragwort
- Yellow archangel
- Himalayan balsam
- Orange hawkweed
- Purple loosestrife
- Scotch broom
- Yellow flag iris
- Knotweed species

Additional detail on BMPs for the following species will be provided:

Knotweed species



#### About English Ivy

ADOUL LING English ivy is a widely planted ornamental that envi-North America during colonial times. It is indisputable that English ivy inhibits the growth and regeneration of native structures and trees through shading smothering

Legal Status diction - Emi Community Charter, Spher ronment and Wildlife Regu

#### Distribution

English ivy is currently found in southwester coast, island, and Haida Gwaii. There have be ern BC, along the Identification



miny bark, with raised lear scars, eaves: English by has thick, waxy, dark-green leaves have to five pointed lobes when juvenile. Mature plan rect branches with unlobed leaves with terminal flov fusters. Leaves are alternate, broadly eggshaped, ra en leaves with

Fruits: Are dark blue to purplish, growing in cl cal drupes each 6-9 mm diameter.

nilar Native Species: Salal (Gaultheria shallon) is a native eping to erect shrub found in southwestern BC. While salal es not climb. It can also be differentiated by leaf width and

#### Ecological Characteristics:

Habitat: English ivy does best in moist, open forests, but is adaptable to a range of soil and moisture conditions. Young plants are shade tolerant enabling growth under existing dense stands of plants and trees.

Reproduction: English ivy flowers from late summer to early fail. Vegetative reproduction can occur from cuttings or from juvenile stems in contact with the ground.

Dispersal: The plant remains vegetative wh izontal, but turns reproductive when allows and seeds can be eaten and spread by birds

#### Impact

Ecological: English ivy can form dense monocu spread on the ground and on other plants and t suppress and exclude native vegetation by smo and competing for light. The excessive weight o nic: Has the ability to dar

Health impacts: Has been found toxic to humans w and may cause dermatitis in sensitive individuals.

#### Integrated Pest Management

IPM is a decision-making process that includes id and inventory of invasive plant populations, asse and inventory of invasive plant popular the risks that they pose, development a options that may include a number of n ment, and monitoring.

A. Preventio

Monitor for English ivy in community gardens, built-un walls and trees, and in understory veg



### BMP for Knotweed species (supplement to ISCBC TIPs sheet)

### Knotweed species (Fallopia spp.)

In most cases, successful knotweed treatment requires the use of an appropriate systemic herbicide. In certain instances, alternative treatments may be required but are often more suppression techniques as opposed to effective control. Alternative treatments may include repeated pulling (weekly) and cutting.

Knotweed's extensive root system requires systemic herbicide which translocated throughout the entire plant system. Herbicides must be applied by a Certified Applicator and all government regulations must be followed. Herbicide must be applied according to the product's label.

The following supplemental BMPs have been developed over 7 years of knotweed treatment experience and research trials.

### Application methods

Herbicide can be applied on knotweed either by stem injection (not currently allowed under regulation but may be permissible in the future) and foliar application (backpack sprayer). Foliar applications have shown greater efficacy overall and put out far less product into the environment. Contrary to popular belief, foliar applications can be just as targeted and selective as stem injection when done by an experienced applicator. Stem injection does have benefits and if it becomes available again, is useful for selective applications close to sensitive vegetation, agriculture, high use areas by the public, and water courses. Applications using wiping techniques have not shown good efficacy.

### Herbicide choices

Commonly used herbicides for the treatment of knotweed species include glyphosate based products (eg. trade names Round Up, Vantage XRT), aminopyralid (trade name Milestone), aminopyralid and metsulfuron combined (trade name Clearview), triclopyr (trade name Garlon), and imazypr. Choosing the correct herbicide for the context is vitally important. This requires extensive knowledge of the chemistries involved, their modes of action and plant physiology. Regulations are also a consideration for choosing a herbicide as well as some products can be used closer to water than others as an example. Knotweed treatment cannot use a one-size-fits-all approach. Herbicide application rates must also be set according to the herbicide label. For the management of knotweed species, if ranges are given for acceptable rates, the higher rate should be used.

When applying herbicide using foliar applications, both sides of the leaves should be treated. The underside of the leaves are where the best uptake of the products will occur. All leaves must be treated to ensure good efficacy.

When selecting a herbicide, ensure that you read the entire label. Labels will indicate appropriate uses of the product. Not all products can be used in the same types of areas (eg. in lawns or parks).

**Glyphosate-** glyphosate is an effective herbicide for the treatment of knotweed species. Glyphosate products are non-selective and will kill non-target vegetation such as grasses surrounding plants that are treated if any drift or dripping occurs off treated leaves. Glyphosate can be used to treat plants at any time of year and is the only product that can be used close to waterways. Review provincial regulations regarding applications near water prior to use.

**Aminopyralid (Milestone)-** Milestone is an effective herbicide for the treatment of knotweed species when they are actively growing only. Milestone is a selective herbicide and will not kill grass. Be sure to read the label carefully regarding allowable locations to use this product. Note that it cannot be used in close proximity to water courses. Check label distances and provincial regulations. Milestone should be applied to knotweed infestations in the early spring while plants are actively growing. Once weather becomes consistently hot and sunny with little rain and plants are mature, Milestone will not provide good efficacy. Milestone has some residual effect in the soil and will kill newly germinated seed and new clonal growth. Milestone can only be applied once per year on a particular site. Any follow up treatments in the same year will need to be done with a different product (usually glyphosate).

**Clearview (aminopyralid and metsulfuron)**- Clearview is extremely effective to treat knotweed as it combines two classes of herbicide to target different processes within the plant. Like Milestone, Clearview should only be used when plants are actively growing. Clearview is a selective product that will not kill grass. Note that is cannot be used in close proximity to water courses. Check label distances and provincial regulations. Clearview should be applied to knotweed infestations in the spring when plants are actively growing. Once weather becomes consistently hot and sunny with little rain and plants are mature, Clearview will not provide good efficacy. Clearnview has some residual effect in the soil and will kill newly germinated seed and new clonal growth. Any follow up treatments in the same year will need to be done with a different product (usually glyphosate).

**Garlon (triclopyr)-** Garlon can be effective to treat knotweed however it can be quite limited in the areas that it can be used. Read the label carefully prior to use. This product is most commonly used on rights of way. It is a selective product so will not kill grass and has residual effects in the soil. It is best used when plants are actively growing. This is not a common choice for knotweed treatment.

**Imazapyr-** Imazapyr is a non selective product that is very effective on knotweed. It is the product most extensively used to treat knotweed in the United States. In Canada, the product is restricted in its use near water and cannot be used within 30m of watercourses making it an uncommon choice for knotweed treatments here. It can be applied with good efficacy regardless of growing stage. It can be a good choice for follow up treatments where it can be applied.

\*Again, it is important to note that herbicides must be applied by a certified applicator only and their use directed by someone with the experience and knowledge of the products and applicable regulations.

### Treatment timing

Treatment timing is an important and often overlooked consideration. In the past, advice has been to treat knotweed one time in the Fall, but this is based on a generalized understanding of plant physiology and a poor understanding of herbicide translocation. One treatment in the fall has also shown poor results. Knotweed infestations should be treated at least twice in one growing season. First treatments should be when plants are actively growing but have enough foliage to take up enough product to effectively kill the often extensive root system. A general guideline is to wait until the plants are at least 1.2m in height prior to first treatment. Follow up treatment should be conducted no sooner than 3 weeks after the first application. Depending on the product used, plant death can take longer. It is important to know the different "looks" of plant mortality after herbicide use as depending on the class of herbicide, the plant damage will look different. This will help with proper evaluation of treatment efficacy. Glyphosate will take longer to show signs of damage than other products. One trick it to find a live and healthy, untreated plant and compare it directly to the treated plants (you can even use a picture). This will help to show the amount of damage more easily in cases where plant death is slow.

#### Seedling growth

It is important to note that Bohemian knotweeds are capable of reproducing by seed. This makes it important to check for seedling growth over the course of the growing season at treatment sites. When possible, products with a residual effect may be preferred for Bohemian knotweed sites.

#### Monitoring

Sites should be monitored after plant treatments and data recorded. Sites should be monitored each year even after sites appear to be eradicated. At this time, little is known about the seed bank of Bohemian knotweed and so seed viability duration is unknown. We do know that seed germination appears to be light sensitive so it is critical that no soil disturbance occur at these sites.

#### Restoration

Knotweed species use allelopathy as a plant defense. These chemicals released into the soil prohibit the growth of other plant species. While we are just beginning to understand the nature and duration of the allelopathic effects on the soil, it is important that sites are not immediately re-planted after treatment. Once a site is eradicated, it should be left for at least one year before re-planting. Bohemian knotweed sites should not have their soil disturbed as the seed bank must not be exposed to light. Restoration activities on those sites will need to consider the introduction of additional growth mediums for plants on top of the existing soil.
# Appendix 2: Proposed Draft Agenda for Annual Review of the "Regional Inter-Jurisdictional Invasive Plant Management Strategy for the Sunshine Coast"

Proposed Items:

#### 1) Review of Goals Set out of Previous Year

- a. Prevention
- b. Management
- c. Collaboration

#### 2) Jurisdictional Reports on Annual Goals

- a. Challenges
- b. Successes

#### 3) Inter-jurisdictional challenges and successes

#### 4) Goal setting for upcoming year

- a. Prevention
- b. Management
- c. Collaboration

# **Appendix 3: Invasive Plant Contractor Requirements List**

In addition to any requirements for contractors specific to a particular jurisdiction (eg. insurance requirements and WorkSafe), the following should be considerations for hiring an invasive plant contractor:

- Has a valid applicator license from the BC Ministry of Environment (check to ensure license has not expired or will not expire during the contract) for application on Industrial Vegetation and Noxious Weeds (be aware that there are different types of licenses for different uses).
- Has a service licence (Pesticide Use License) from the BC Ministry of Environment
- Has a safety manual.
- Has copies of the herbicide labels and MSDS sheets for each of the products that will be used in their truck at all times.
- Can demonstrate familiarity with the herbicide labels and MSDS sheets for any products being used.
- Can demonstrate an understanding of calibration of spray equipment and appropriate application rates of specific products being used (you should always ask what rate they will use and double check that it is consistent with the label).
- Can demonstrate an understanding of the restrictions of herbicide use as it pertains close to water sources such as streams, ditches and wells. Staff hiring or approving contractors should also be aware of these restrictions to ensure compliance.
- Has experience managing the target species and/or has trained with or worked with someone that is experienced with the management of those species.
- Has herbicide signage that is compliant with the Ministry of Environment requirements that has your desired contact information (contact information should be a contact at the applicable jurisdiction, not the contractor).
- Is willing and able to follow any BMPs provided by the jurisdiction for the species.
   Please note that this may not be a complete list but is here to help guide the hiring and/or approval process for invasive plant contractors.

# Appendix 4: Appendix 4- Summary of Recommended Actions for Government Agencies and the ISTWG

Each section of the strategy set out a list of suggested actions. For easy reference, those actions have been summarized below by section of the strategy. Note that each recommended action is colour coded as "no cost-very low cost" (green), "low cost-medium cost" (blue), "higher cost" (orange). Note that cost coding is approximate and is for quick reference purposes only.

# **Recommended Actions for Government** Agencies:



# Section 2.0 Roles and Responsibilities

1 - Continued financial and staff support from the SCRD for the Invasive Species Technical Working Group and other member jurisdictions. Funding models for the group could be examined as the group begins working on the "Recommended Actions" set out in the strategy.

2 - Consideration of the creation of an SCRD Invasive Species Management Committee (establishment of an SCRD Service for Invasive Plant Management)

3 - Continued financial support from the Provincial Invasive Plant Program to begin implementation of this strategy that they have so generously funded.

# Section 3.3 Education of employees and the public

1 - All levels of government should ensure that their operational staff take an invasive species prevention training program. Staff training could be completed by a contractor in the area, one of the local weed committees or possibly through the BC Ministry of Transportation Weeds and Roads Program. Such training should include: identification of priority invasive species in the area, identification of species that are a threat but not yet present in the area, possible vectors of spread, best management practices for priority species, and contact information for reporting.

2 - Participate in region-wide, prevention-based education programs determined appropriate by the ISTWG.

# Section 3.4 Reporting

1 - (BC MFLNRORD) Ensure that the "Report-A-Weed" reports are being directed to SCRD staff.

2 - (SCRD) direct any reports to the appropriate jurisdiction (if not SCRD jurisdiction).

3 - Each local government and First Nations have a staff person that ground truth reports within their jurisdiction.

# Section 3.5 Regulation

1 - (SCRD) implement a regulatory tool for the management of invasive plants.

# Section 3.6 Disposal

1 - Ensure that any contracts with green waste/composting companies reflect the current science for proper disposal of specific invasive species.

2- Ensure that there is a stream for the disposal of all invasive species biomass and recognize that temporary streams may need to be developed for specific species.

1 - Investigate possible burning permits for specific invasive species biomass

#### Section 4.1 Invasive Alien Plant Program (IAPP) Database

1 - Any jurisdictions not currently authorized to use IAPP, apply for access

2 - Jurisdictions need to select staff member(s) and/or invasive plant contractor(s) to enter and manage their data and make sure that all staff handing invasive plant issues are aware of who the "IAPP" staff member(s) is/are.

3 - New and old users of IAPP should take the IAPP training course if possible and review IAPP training materials available online.

#### Section 4.2 Mapping to Plan and Measure Progress

1 - Help to complete inventories within your jurisdiction if they have not yet been completed. This can be done over time (eg. identify priority areas for inventory each year)

2 - Ensure that those conducting invasive plant management of any kind are required to complete the applicable IAPP form (Plant Survey, Monitoring Report, Chemical Treatment Record, Mechanical Treatment Record etc.) and that the data is entered into IAPP at frequent intervals (eg. within a particular time period after the data was collected).

#### Section 4.3 Cross-jurisdictional Projects and Collaboration

- 1 Participate in cross-jurisdictional project planning.
- 2 Create any required processes that would enable quick participation in cross-jurisdictional projects.
- 3 Budget annually for cross-jurisdictional projects (even a small amount).

#### Section 5.1.1 Classifying Management Areas

- 1 Assist with the development of the regional map which classifies invasive plant management areas
- 2 Assist with the development of the plant lists for each management area classification

#### Section 5.4.3 Volunteers

1 - Engage with local stewardship groups on invasive plant projects.

2 - Provide IAPP data collection forms to stewardship groups conducting invasive plant control work and collect them when work is completed so data can be entered.

## Section 5.5 Best Management Practices and Staying Current

1 - Ensure any contractors or staff conducting invasive plant control are aware of and following the BMPs for target species

2 - Rely on quality science and field experts to inform control methods

#### Section 5.6 Treatment Plans and Evaluation

1 - Have treatment plans designed by an expert for large-scale projects and/or projects that require special consideration.

2 - Have an outside expert evaluate control work completed at the end of each field season on a certain

#### Section 6.2 Strategy Acceptance and Endorsement

1 - Work with other jurisdictions within the ISTWG to agree upon priority annual goals that can be worked on within each individual jurisdiction

2 - As part of the annual evaluation, evaluate the work done to achieve goal and track both successes and barriers to success

# **Recommended Actions for the ISTWG**

#### Section 2.0 Roles and Responsibilities

1 - Identification of funding opportunities for implementing different parts of the strategy including the examination of funding models for the group.

2 - Seeking formal adoption of the strategy by each member organization.

3 - Beginning initial work on implementing different parts of the strategy.

4 - Annual meeting to evaluate strategy progress and set goals for the upcoming year.

#### Section 3.1 Identification of possible sources of infestation/vectors of spread

1 - Hold an annual meeting dedicated to the identification of vectors/sources of infestation and spread in the region. After the list is completed, identify priority vectors to target and direct educational resources accordingly.

## Section 3.2 Engagement in Provincial Early Detection Rapid Response (EDRR) Program/Regional EDRR

1 - Establish regional level communication with the Provincial EDRR program (eg. ensure provincial government EDRR staff from FLNRORD are connected with the correct representative of the ISTWG).

2 - Have a presentation on the provincial EDRR program done in a ISTWG meeting.

3 - Establish a regional EDRR program (see tasks listed in previous section).

4 - An annual review of the provincial EDRR species should be scheduled for the group. Watch lists or other educational materials regarding species that should be reported or watched for should be disseminated by the group to all governments and to the greater community in the region.

# Section 3.3 Education of employees and the public

1 - Establish a regional district wide "Do Not Mow" invasive plant signage program for all levels of government within the management area. While the BC Ministry of Transportation and Infrastructure has already implemented this program along its rights of way, it could be implemented by other jurisdictions for any roads, ditches, boulevards, or parks it is responsible for maintaining. This would include the production of signage (could be done by individual jurisdictions), the identification of sites requiring signage, and the coordination of the placement and removal of the signage each year.

2 - Apply for summer education/outreach workers through program such as Canada Summer Jobs to implement programs at local nurseries, recreation events, conduct mapping etc.

3 - Adopt the Play, Clean, Go program throughout the region. Choose specific aspects of the program to begin with and identify others for the future.

4 - Identify other prevention-based education programs for the region and work for region-wide participation.

5 - Print Knot on My Property brochures for private landowner knotweed notification

## Section 3.4 Reporting

1 - Technical Working Group members should familiarize themselves with the Provincial reporting app "Report-A-Weed" and begin promoting its use to members of the public as it is an excellent public engagement tool.

#### Section 3.5 Regulation

1 - Technical Working Group members advocate for the implementation of an SCRD regulatory tool for the management of invasive plants.

#### Section 3.6 Disposal

1 - Ensure that all levels of government have the correct information on composting requirements for priority species and that this information is disseminated to all relevant groups including stewardship groups working in local parks and public works staff.

## Section 4.1 Invasive Alien Plant Program (IAPP) Database

1 - Ensure members agree to house data within IAPP (make a motion at a regular meeting of the working group)

2 - Host an IAPP training session

3 - Analyze data currently entered within the region to identify gaps (Simple data extracts with accompanying maps or even a look at IAPP map view would accomplish this). \*Note map view does not require authorized access (though you can not get the specific site information with limited access)

4 - Consider fund raising for a summer student to complete gaps in regional invasive plant inventory (could be combined with an outreach/education position).

# Section 4.2 Mapping to Plan and Measure Progress

1 - Determine whether any in-house GiS (any of the participating jurisdictions) is available with the purposes of creating an annual set of maps using the data in IAPP

2 - Have maps developed annually that show plant surveys and any management activities (to whichever level of detail the working group determines necessary eg. by species)

3 - Create maps of invasive free areas (by priority species) that can be used for planning purposes to increase "invasive-free" areas.

4 - Determine high priority areas and maps these as a layer to be able to include in other invasive plant maps (sensitive ecosystems or transition areas that are of high priority for management).

#### Section 4.3 Cross-jurisdictional Projects and Collaboration

1 - Facilitate the annual planning of at least one cross-jurisdictional project each year.

## Section 5.1.1 Classifying Management Areas: Technical Working Group

- 1 Facilitate the development of the invasive plant management area classification map
- 2 Facilitate the development of the invasive plant lists for each management area classification

### Section 5.4.3 Volunteers

1 - Facilitate the training of local stewardship groups conducting invasive plant control work on IAPP data collection and Best Management Practices for species they will be working on.

#### Section 5.5 Best Management Practices and Staying Current

1 - Facilitate the literature review of control methods of priority species every two years

2 - Maintain regular contact with the Provincial Invasive Plant Program to learn about any changes to allowable control methods and/or new approaches to managing priority species.

#### Section 5.7 Capacity Building

1 - Host herbicide applicator certification course/hands on knotweed treatment/practical applicator course for local government staff and/or interested individuals

#### Section 6.2 Strategy Acceptance and Endorsement

1 - Host the annual review of the regional strategy within a regular ISTWG meeting

2 - Write the annual report on strategy progress

# **Appendix 5: Annual Invasive Plant Management Activity Calendar**



SECTION & ACTION	Consultant Recommended	Staff Recommended	Fit existing SCRD	Intergov. Cooperation	Timing			Budget	Notes
	Lead	Lead	Service	Opportunity	S	М	L		
Section 2.0 Roles and Responsibilities									
Continued financial and staff support from the SCRD for the Invasive Species Technical Working Group and other member jurisdictions. Funding models for the group could be examined as the group begins working on the "Recommended Actions" set out in the strategy.	Local Government	Composite of leads indicated below.	Some components fit (e.g. Regional Planning, Utilities, Solid Waste, Parks, Sustainability)	Yes					This recommendation is an aggregate of other actions, placed appropriately within SCRD service areas.
Consideration of the creation of an SCRD Invasive Species Management Committee (establishment of an SCRD Service for Invasive Plant Management)	Local Government	Board decision					X		This is a longer term strategy that might be considered after short-term actions are complete.
Continued financial support from the Provincial Invasive Plant Program to begin implementation of this strategy that they have so generously funded.	Provincial Government	Provincial Government	Support for work within service areas could fit.	Potentially	Х	X			Staff are always scanning for grant opportunities to support workplan priorities.
Identification of funding opportunities for implementing different parts of the strategy including the examination of funding models for the group.	ISTWG	SCRD staff (with input from others)	Yes – Regional Planning and Finance	Yes	X	X			Staff are always scanning for grant opportunities to support workplan priorities.
Seeking formal adoption of the strategy by each member organization.	ISTWG	Various, acting within area of responsibility							SCRD could lead and request updates as to each body's commitments
Beginning initial work on implementing different parts of the strategy.	ISTWG	Various, acting within area of responsibility		Yes	Х	X			Very general strategy.
Annual meeting to evaluate strategy progress and set goals for the upcoming year.	ISTWG	Area Invasive Species Council	Yes, working within service areas	Yes		X	X	\$1,500	Work beyond a simple annual check- in would be outside of scope of SCRD services.

SECTION & ACTION		Fit existing	Intergov.	Timing			Budget	Notes	
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	_	
Section 3.1 Identification of possible sources of infestation/vectors of spread									
Hold an annual meeting dedicated to the identification of vectors/sources of infestation and spread in the region. After the list is completed, identify priority vectors to target and direct educational resources accordingly.	ISTWG	Area Invasive Species Council	Not for leading Yes for participating	Yes	X	x		\$1,000	Could form port of annual progress/check-in meeting. Costs associated with travel expenses for experts.
Section 3.2 Engagement in Provincial Early Detection Rapid Response (EDRR) Program/Regional EDRR									
Establish regional level communication with the Provincial EDRR program (e.g. ensure provincial government EDRR staff from FLNRORD are connected with the correct representative of the ISTWG).	ISTWG	Area Invasive Species Council	No	No	X				Research with area invasive species council.
Have a presentation on the provincial EDRR program done in a ISTWG meeting.	ISTWG	Area Invasive Species Council	SCRD participation fits with Solid Waste, Parks (corporate fit)	Yes	X	X		\$1,000	Annual/biannual training opportunity. Costs for expert/partner travel.
Establish a regional EDRR program (see tasks listed in previous section).	ISTWG	Area Invasive Species Council	No	N/A		X			Corporate integration opportunities for participation in an Invasive Species Council EDRR program.
An annual review of the provincial EDRR species should be scheduled for the group. Watch lists or other educational materials regarding species that should be reported or watched for should be disseminated by the group to all governments and to the greater community in the region.	ISTWG	Area Invasive Species Council	No	N/A		X			Fits with annual meeting or ongoing corporate training. Community dissemination of information does not fit well with SCRD service areas.

SECTION & ACTION	Consultant	Staff		Intergov.	Timing			Budget	Notes
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L		
Section 3.3 Education of employees and the public									
All levels of government should ensure that their operational staff take an invasive species prevention training program. Staff training could be completed by a contractor in the area, one of the local weed committees or possibly through the BC Ministry of Transportation Weeds and Roads Program. Such training should include: identification of priority invasive species in the area, identification of species that are a threat but not yet present in the area, possible vectors of spread, best management practices for priority species, and contact information for reporting.	Local Government	Local Governments	Corporate training fit.	Yes, very much so.	X	X		\$1,500	Good near-term milestone. Community partnership opportunity.
Participate in region-wide, prevention- based education programs determined appropriate by the ISTWG.	Local Government	Design: Area invasive species council. Implementation: local governments and other land managers within their service areas.	Yes, corporate fit within solid waste, utilities and parks.	Potentially		x		To be determined	Could be a good medium-term milestone.

SECTION & ACTION		Fit existing	Intergov.	Timing	)		Budget	Notes	
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	_	
Establish a regional district wide "Do Not Mow" invasive plant signage program for all levels of government within the management area. While the BC Ministry of Transportation and Infrastructure has already implemented this program along its rights of way, it could be implemented by other jurisdictions for any roads, ditches, boulevards, or parks it is responsible for maintaining. This would include the production of signage (could be done by individual jurisdictions), the identification of sites requiring signage, and the coordination of the placement and removal of the signage each year.	ISTWG	Design: Area invasive species council. Implementation: local governments and other land managers within their service areas.	Yes, corporate fit within facility services, utilities and parks.	Potentially		X		\$2,000? (signage)	Derivative of (and thus contingent on) prevention program design. Good strategy for creating awareness and modelling best practice.
Apply for summer education/outreach workers through program such as Canada Summer Jobs to implement programs at local nurseries, recreation events, conduct mapping etc.	ISTWG	Area Invasive Species Council	No			X	X		Derivative of (and thus contingent on) prevention program design. Relies on having materials and some base awareness. Medium or long- term strategy.
Adopt the Play, Clean, Go program throughout the region. Choose specific aspects of the program to begin with and identify others for the future.	ISTWG	Area Invasive Species Council Land managers and local governments within their areas of jurisdiction	Could fit with parks and recreation (limited scope)	Yes		X	X	\$2,000? (signage)	Derivative of (and thus contingent on) prevention program design.
Identify other prevention-based education programs for the region and work for region-wide participation.	ISTWG	Area Invasive Species Council	No				X		Derivative of (and thus contingent on) prevention program design.

SECTION & ACTION			Intergov.	Timing			Budget	Notes	
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	-	
Print Knot on My Property brochures for private landowner knotweed notification	ISTWG	Area Invasive Species Council	No	Yes	Х				SCRD offices could serve as a distribution point
Section 3.4 Reporting									
(BC MFLNRORD) Ensure that the "Report-A-Weed" reports are being directed to SCRD staff.	Local Government	Area Invasive Species Council	May be acted on when on SCRD lands			X			
(SCRD) direct any reports to the appropriate jurisdiction (if not SCRD jurisdiction).	Local Government	Area Invasive Species Council	May be acted on when on SCRD lands			X			
Each local government and First Nation have a staff person that ground truth reports within their jurisdiction.	Local Government		No				x		Does not fit with existing SCRD service. Further research on models used elsewhere required. Success would be based on community awareness, expertise of groundtruthers, etc. May be a longer term action building on foundational strategies.
Technical Working Group members should familiarize themselves with the Provincial reporting app "Report-A- Weed" and begin promoting its use to members of the public as it is an excellent public engagement tool.	ISTWG	Land managers and local governments acting within their area of jurisdiction	Corporate use can be integrated with corporate training	Yes		X			Could be integrated with corporate training.
Section 3.5 Regulation									
(SCRD) implement a regulatory tool for the management of invasive plants.	Local Government	Requires further research, including role of Province in rural areas	Regional planning (for research)	Yes		X	X	Staff time costs	Education and awareness (voluntary compliance) may be a first priority.
Technical Working Group members advocate for the implementation of an SCRD regulatory tool for the management of invasive plants.	ISTWG		No						Advocacy action.

SECTION & ACTION	Consultant	Staff			Timing			Budget	Notes
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	-	
Ensure that any contracts with green waste/composting companies reflect the current science for proper disposal of specific invasive species.	Local Government	Land managers and local governments acting within their area of jurisdiction	Yes, solid waste and other services when contracting disposal services	Yes, for contract language	X				
Ensure that there is a stream for the disposal of all invasive species biomass and recognize that temporary streams may need to be developed for specific species.	Local Government	SCRD, in collaboration or coordination with regulatory authorities	Yes, solid waste	Potentially	x	X		To be determined	This is a foundational item for many other strategies. Maybe opportunities for grant support.
Investigate possible burning permits for specific invasive species biomass	Local Government	SCRD, in collaboration or coordination with regulatory authorities	Yes, solid waste	Potentially	x	×			Can be reviewed in the context of disposal options.
Ensure that all levels of government have the correct information on composting requirements for priority species and that this information is disseminated to all relevant groups including stewardship groups working in local parks and public works staff.	ISTWG	SCRD, in collaboration or coordination with regulatory authorities	Yes, solid waste	Yes	Х	X			
Section 4.1 Invasive Alien Plant Program (IAPP) Database									
Any jurisdictions not currently authorized to use IAPP, apply for access	Local Government	Local Government	Where integrated with corporate processes	No		X			Success is predicated on good foundation education and awareness.

SECTION & ACTION			Fit existing	Intergov.	Timing		Budget	Notes
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	
Jurisdictions need to select staff member(s) and/or invasive plant contractor(s) to enter and manage their data and make sure that all staff handing invasive plant issues are aware of who the "IAPP" staff member(s) is/are.	Local Government	Local Government	Where integrated with corporate processes	Potentially		X		Success is predicated on good foundation education and awareness.
New and old users of IAPP should take the IAPP training course if possible and review IAPP training materials available online.	Local Government	Local Government	Where integrated with corporate processes	Potentially		X		Success is predicated on good foundation education and awareness.
Ensure members agree to house data within IAPP (make a motion at a regular meeting of the working group)	ISTWG	Local Government	Yes			X		
Host an IAPP training session	ISTWG	Area Invasive Species Council	Potentially	Yes		Х		Corporate training integration opportunity.
Analyze data currently entered within the region to identify gaps (Simple data extracts with accompanying maps or even a look at IAPP map view would accomplish this). *Note map view does not require authorized access (though you can not get the specific site information with limited access)	ISTWG	Area Invasive Species Council	Limited fit with Regional Planning and GIS	Potentially		X		
Consider fundraising for a summer student to complete gaps in regional invasive plant inventory (could be combined with an outreach/education position).	ISTWG	Area Invasive Species Council	No				X	Longer term action predicated on completing earlier strategies.

SECTION & ACTION	Consultant	Staff			Timing			Budget	Notes
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	-	
Ensure that those conducting invasive plant management of any kind are required to complete the applicable IAPP form (Plant Survey, Monitoring Report, Chemical Treatment Record, Mechanical Treatment Record etc.) and that the data is entered into IAPP at frequent intervals (e.g. within a particular time period after the data was collected).	Local Government	Local governments and land managers.	Yes for SCRD properties (e.g. Parks, Facility Services)	Not for work, potentially for process alignment		X		Staff time required	Can be introduced as a business process.
Section 4.2 Mapping to Plan and Measure Progress									
Help to complete inventories within your jurisdiction if they have not yet been completed. This can be done over time (e.g. identify priority areas for inventory each year)	Local Government	Area Invasive Species Council (SCRD within corporately- managed lands)	Yes for SCRD properties (e.g. Parks, Facility Services)	Potentially		X		Staff time required	Not currently resourced. Potential for grant funding and coordinated approach across jurisdictions.
Determine whether any in-house GiS (any of the participating jurisdictions) is available with the purposes of creating an annual set of maps using the data in IAPP	ISTWG	SCRD	Can be researched by GIS	Yes		X		Staff time required	
Have maps developed annually that show plant surveys and any management activities (to whichever level of detail the working group determines necessary eg. by species)	ISTWG	Area Invasive Species Council		Potentially		X			SCRD (and other local governments) role for corporately-managed lands.
Create maps of invasive free areas (by priority species) that can be used for planning purposes to increase "invasive-free" areas.	ISTWG	Area Invasive Species Council	No			X			SCRD (and other local governments) role for corporately-managed lands.

SECTION & ACTION			Intergov.				Budget	Notes	
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	_	
Determine high priority areas and map these as a layer to be able to include in other invasive plant maps (sensitive ecosystems or transition areas that are of high priority for management).	ISTWG	Area Invasive Species Council	No			X			SCRD (and other local governments) role for corporately-managed lands.
Section 4.3 Cross-jurisdictional Projects and Collaboration									
Participate in cross-jurisdictional project planning.	Local Government	Local governments or land managers	Yes, within service areas	Yes	X				Very general action.
Create any required processes that would enable quick participation in cross-jurisdictional projects.	Local Government	Local governments or land managers	Yes, within service areas	Yes	X				Very general action.
Budget annually for cross-jurisdictional projects (even a small amount).	Local Government	Local governments or land managers	Yes, within service areas	Yes	Х				This approach is undertaken as normal practice in some areas (e.g. training).
Facilitate the annual planning of at least one cross-jurisdictional project each year.	ISTWG	Local governments or land managers	Yes, within service areas	Yes	Х				Yes, implied by comments within this analysis. Training and education are early-win examples.
Section 5.1.1 Classifying Management Areas									
Assist with the development of the regional map which classifies invasive plant management areas	Local Government	Local government and land managers	Yes, within service areas	Yes		X		Staff time	
Assist with the development of the plant lists for each management area classification	Local Government	Local government and land managers	Yes, within service areas	Yes		X		Staff time	
Facilitate the development of the invasive plant management area classification map	ISTWG	Area Invasive Species Council	No	No		X			
Facilitate the development of the invasive plant lists for each management area classification	ISTWG	Area Invasive Species Council	No	No		X			

SECTION & ACTION	Consultant Staff		Intergov.	Timing	]		Budget	Notes	
	Recommended Lead	Recommended Lead	SCRD Service	Cooperation Opportunity	S	М	L	-	
Section 5.4.3 Volunteers									
Engage with local stewardship groups on invasive plant projects.	Local Government	Area Invasive Species Council	Generally no	Potentially	X	X			
Provide IAPP data collection forms to stewardship groups conducting invasive plant control work and collect them when work is completed so data can be entered.	Local Government	Area Invasive Species Council	No	No		X			
Facilitate the training of local stewardship groups conducting invasive plant control work on IAPP data collection and Best Management Practices for species they will be working on.	ISTWG	Area Invasive Species Council	No	No	Х				May be synergy with corporate training.
Section 5.5 Best Management Practices and Staying Current	Local Government								
Ensure any contractors or staff conducting invasive plant control are aware of and following the BMPs for target species	Local Government	Local governments/land managers	Yes for work on SCRD property	No	X	X			
Rely on quality science and field experts to inform control methods	Local Government	Area Invasive Species Council	No	No	Х	X			Would look to invasive species council for updates on BMPs.
Facilitate the literature review of control methods of priority species every two years	ISTWG	Area Invasive Species Council	No	No		X	X		Would look to invasive species council for updates on BMPs.
Maintain regular contact with the Provincial Invasive Plant Program to learn about any changes to allowable control methods and/or new approaches to managing priority species.	ISTWG	Area Invasive Species Council	No	No		X	X		Would look to invasive species council for updates on BMPs.

SECTION & ACTION				Intergov.	Timing			Budget	Notes
	Recommended Lead	Recommended SCRD Lead Service	SCRD Service	Cooperation Opportunity	S	М	L		
Section 5.6 Treatment Plans and Evaluation									
Have treatment plans designed by an expert for large-scale projects and/or projects that require special consideration.	Local Government	Any land manager undertaking large projects	Yes where corporate project	No	X	X			Standard business practice. Opportunity to share/exchange learning from major projects.
Have an outside expert evaluate control work completed at the end of each field season	Local Government	Any land manager undertaking large projects	Yes where corporate project			X	X	To be determined.	Medium or long term action predicated on completing control work.
Section 5.7 Capacity Building									
Host herbicide applicator certification course/hands on knotweed treatment/practical applicator course for local government staff and/or interested individuals	ISTWG	Area Invasive Species Council or local governments	Yes, for corporate training	Potentially		X			
Section 6.2 Strategy Acceptance and Endorsement									
Work with other jurisdictions within the ISTWG to agree upon priority annual goals that can be worked on within each individual jurisdiction	Local Government	Area Invasive Species Council (as facilitator) or local governments	Potentially	Potentially		X		Staff time	
As part of the annual evaluation, evaluate the work done to achieve goal and track both successes and barriers to success	Local Government	Area Invasive Species Council (as facilitator) or local governments	Potentially	Potentially		X		Staff time	
Host the annual review of the regional strategy within a regular ISTWG meeting	ISTWG	Area Invasive Species Council	No			X			
Write the annual report on strategy progress	ISTWG	Area Invasive Species Council	No			Х			

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO:	Planning and Community Development Committee – May 9, 2019
AUTHOR:	Karen Preston, Manager, Recreation and Community Partnerships
	Ken Robinson, Manager, Facility Services and Parks

SUBJECT: Chinook Swim Club Facility Rental Requests

#### RECOMMENDATION(S)

THAT the report titled Chinook Swim Club Facility Rental Requests be received;

AND THAT staff coordinate with the Chinook Swim Club using the current Pool Lane Policy to schedule whole-pool special events and to schedule additional lane access;

AND THAT Community Recreation Facilities Fees & Charges Bylaw 599 be amended to establish a youth pool lane/pool rental rate;

AND FURTHER THAT a 2020 Budget Proposal be prepared to support engineering and staffing required to reschedule the annual maintenance shutdown of the Sechelt Aquatic Centre from June to May.

#### BACKGROUND

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

#### 040/19 **Recommendation No. 1** Chinook Swim Club Delegation

THAT the delegation materials and letters of support provided by the Chinook Swim Club be received;

AND THAT staff provide a report on the Chinook Swim Club request for reconsideration of the pool lane policy, increased lane access, lane fee reduction and change to facility shutdown timing.

The purpose of this report is to provide options and recommendations in response to the Chinook Swim Club's requests.

#### DISCUSSION

The Chinook Swim Club regularly rents the Sechelt Aquatic Centre. The Club rents the largest volume of pool time of any organization. The Chinook Swim Club rents main pool lanes at Sechelt Aquatic Centre five days a week. The Club has 2 morning and 5 evening rental times each week, totaling approximately 28.5 hours per week. In addition, they rent the Gibsons and District Aquatic Facility on Saturdays, approximately 6 to 8 hours per week.

Chinook Club's rentals are focused at Sechelt Aquatic Centre because the pool is a standard competition and training length (25m), whereas Gibsons and Pender pools are 20m.

The Sechelt Aquatic Centre has a main pool tank with 6-lanes that includes the play features of 1 diving board, 1 rope swing and 1 climbing wall. There is a leisure pool that has a lazy river, spray features, and a water slide. In addition the Centre offers hot areas with a hot tub, sauna, and a steam room.

Through their delegation presentation, the Club made four requests:

- 1. Reconsideration of the pool lane policy in order to rent the entire Sechelt Aquatic Centre main pool tank to run small meets.
- 2. Access to additional lanes during regular practices on an ongoing basis because of the large number of members that they have.
- 3. A reduction in lane fees
- 4. A change to the facility shutdown dates in order for their members to train in a 25 metre pool in preparation for provincial championships held in July.

#### **Options and Analysis**

#### Policy Context: Parks and Recreation Master Plan

The Parks and Recreation Master Plan was adopted by the SCRD Board in January 2014 with a purpose to define a collective vision for parks and recreation in the Sunshine Coast for the next 10 years.

The Master Plan outlines four basic goals for parks and recreation in the region:

- Strengthen community fabric throughout the region
- Motivate individuals and families to be healthy and active
- Be stewards of the environment
- Contribute to a diverse and sustainable economy

Thirty (30) core activities were designed to meet the needs of Sunshine Coast residents and achieve these goals. Specifically relating to this staff report, the list includes the need for activities such as spectator sports, social activities for children and youth, and indoor fitness including aquatics. The plan outlines that children and youth are less active than in previous years and recreation has a role to play in engaging children and youth to be more active, develop skills and create an environment in which to learn with the implementation of these children and youth focused activities. Recommendations include working with community organizations and providers to offer diverse programming to engage children and youth beyond the level that currently exists through access to facility rentals or through partnerships.

#### Analysis of Each Request from the Chinook Swim Club

#### 1. Reconsideration of the pool lane policy (enabling whole pool rentals)

Current pool lane policy is set in the Sechelt Aquatic Centre's Policy and Procedure Manual. This manual was developed at the time of facility opening based on recreation/pool norms from other jurisdictions and practice at other Sunshine Coast public pools. Staff are not aware of any specific consultation with users related to the pool lane policy at the time it was drafted. The current policy outlines:

1. Pool's Priority of Use

The priority schedule, governing the use of this facility, has been established to guide the management and staff in the operation of the facility. Priorities of the facility are as follows:

- a. Aquatic and Fitness Instructional Programs
- b. Recreational Swimming and Fitness Leisure opportunities
- c. Organized Sport
- d. Facility Rental Opportunities
- e. Leadership Training programs
- f. Staff In-services
- 2. Lap Pool Guidelines
  - a. Designated lane for length swimming
  - b. All efforts will be made to have one lane available at all times for length swimming

The Chinook Swim Club typically holds 2 fun swim meets per year at the Sechelt Aquatic Centre. These meets are typically 2-3 hours in duration. During these meets, 5 lanes are rented and 1 lane remains available to the public for length swimming. The swim club would like to rent all 6 lanes of the main pool during these fun meets.

Staff suggest that, based on Chinook Club's desire to hold no more than four events per year, and no similar requests from other users, there is sufficient latitude to interpret the policy to enable rental of all 6 lanes on a limited basis.

In order to minimize service impacts for users, and to maximize benefit for sport groups, in making such an interpretation of policy, staff would:

- a. Set a limit of up to 4 special events annually for all users.
- b. Require a minimum of 1-month advance notice so that staff can notify patrons and mitigate any program impacts. Staff would work with Chinook Club to select dates that meet the Club's goals while limiting impacts to other users.
- 2. Increased lane access

The Chinook Swim Club requested two different types of increased lane access:

- A. The first is for increased lane access to have more pool space for their current swimmers during practices and so that they can grow the membership of the swim club.
- B. The second way is to have a Saturday practice time at Sechelt Aquatic Centre.

Options presented below have taken into consideration the request for increased lane access while evaluating the least impact on the other users of Sechelt Aquatic Centre. The needs of the club have also been considered such as the requirement of rentals being before and after school and the Saturday practice request.

#### Options available:

- Staff have identified time blocks where additional lanes can be provided to Chinook Club without an impact on other programming/services. These include Wednesdays from 5:30-6:00 pm, Thursdays from 4:45-5:45 pm, and additional time Monday, Wednesday and Friday from 6:05 – 7:45 am.
- 2. Other possible additional lane times with moderate impact on other users have been identified such as Mondays from 4:00-5:30 pm and Saturday from 4:00-6:00 pm during nonpeak times (i.e. not at spring break and Christmas holidays). These times would impact patrons by removing the ability to use the play features including the rope swing, diving board and climbing wall during this rental.

Staff recommend that the times noted in Option 1 be shared with the Chinook Club and rental confirmed where desired.

Times noted in Option 2 are not preferred, but if this additional time (in addition to Option 1 times) is desired by Chinook Club, staff could explore <u>some</u> lane allocation in these windows on a trial basis to gauge impacts.

#### 3. Lane fee reduction

Lane fees for the Sechelt Aquatic Centre are authorized through the Fees & Charges Bylaw No. 599. When the facility was opened in 2007, the Bylaw set the non-profit lane fees at \$17.50 per lane, per hour and have been increased twice since the adoption of the original bylaw; once with an increase of \$1.25 and a second time of \$0.25 to bring the fee to the current non-profit rate of \$19.00 per lane, per hour. No youth rate has been developed for pool lane rentals, which is a departure from how SCRD ice is priced/rented.

In a recent survey of lane fees conducted by British Columbia Recreation and Parks Association (BCRPA) with 17 other facilities for 2018/2019:

- SCRD's lane fee is \$1.40 higher per hour than the average for 5 facilities with nonprofit rates.
- SCRD's lane fee is \$4.80 higher than 9 facilities listing a youth rate.
- Three other facilities (Port Hardy, Gold River, Saanich) with 25 metre pools have lane fees that are the same or more than SCRD's. The survey information regarding lane rental fees is attached to this report (Attachment A).

When considering fees from other jurisdictions it should be noted that lane fees reflect a number of factors, such as supply and demand of lane times, operating costs, the local government's level of tax subsidy for recreation and how recreation assets are managed. Nonetheless, lane fees are an important indicator of recreation access.

Staff recommend having individual rates for youth and nonprofit instead of the combined rate of \$19 per lane as this would assist in ensuring the fees are not a barrier to youth participation in team sports, provide equity to users and ensure financial sustainability. There is alignment between this approach and the Parks and Recreation Master Plan.

The proposed youth rate would be \$17 per lane per hour and the nonprofit rate would remain the same at \$19 per lane per hour. The new youth rate would be just above the average of \$16.84 of all facilities listed in the survey attached to this report.

Sechelt Aquatic Centre	Present Non – Profit	Proposed Youth Rate
Competition or Leisure Tank (lane)	\$19/lane/hour	\$17/lane/hour
Competition or Leisure Tank (hour)	\$145/hour*	\$125/hour*

Gibsons & District Aquatic Centre	Present Non – Profit	Proposed Youth Rate
Gibsons Pool (lane)	\$20/lane/hour	\$17/lane/hour
Gibsons Pool (Full)	\$75/hour*	\$75/hour*

\*Rate for entire pool is charged if/when a dedicated staff resource is required to facilitate the rental (based on facility schedule and bather load).

See Financial Implications sections below for further analysis.

This change would benefit other youth aquatics groups such as Youth Water polo, Community School programs, SIB day camps and Cadets. For clarity, staff would define youth as groups whose membership is limited to participants under the age of 19.

If directed by the Board, staff would prepare a fees and charges bylaw amendment.

4. Change to the Sechelt Aquatic Centre shutdown dates starting in 2020

Each year, the Sechelt Aquatic Centre is closed during the month of June (with slight extensions or reductions to accommodate special projects, as needed) for required annual maintenance and capital work to be completed. The timing of the annual closure leaves the Chinook Swim Club members without the ability to train in a 25-metre pool during the month prior to provincial competitions (held in July).

Access to the Gibsons and District Aquatic Facility and the Pender Harbour Facility and Aquatic Centre's 20-metre pools is available during this time. A 25-metre pool is standard for competition swimming and the preference for training for the provincial competitions. As a result, the Chinook Swim Club has requested a change to Sechelt Aquatic Centre shutdown dates.

Operations staff are responsible for the annual maintenance of three aquatic facilities, two arenas, and a community centre. Each has specific timeframes for work to be done. There are constraints and considerations around when annual maintenance can be completed at arenas and pools, as has been noted in staff reports respecting arenas/ice seasons.

Specific considerations for timing of the Sechelt Aquatic Centre maintenance shutdown:

- Water table/hydrostatic pressure:
  - Annual maintenance and repair work to pool basins is best completed when pools are drained and ground water tables are low preventing water from reentering the pool. Hydrostatic valves are used to allow water to enter the pool from the ground to equal the hydrostatic pressure. Typically water tables are low June to September.
  - Valve failure is a real risk. When operated by the Town of Gibsons, the Gibsons and District Aquatic Facility pool basin was damaged due to hydrostatic pressure leading to costly repairs and extended closure.
  - Sechelt Aquatic Centre's 25 metre pool has 2 hydrostatic valves but the hot tub and leisure pool were constructed with no hydrostatic valves.
  - An engineering review of hydrostatic risks is recommended as part of considering a new shutdown schedule.
  - Pool maintenance work would be hampered if groundwater is coming into the pool through a hydrostatic valve. Annual maintenance work normally consists of tile repair, grouting and caulking of pool basin.
- Water shortages/conservation efforts:
  - A maintenance shutdown no later than June limits impacts on community water supply.
  - Timing of work/operating demands from other recreation facilities:
    - Many of the same staff are involved in maintenance work (and facility operation); maintenance periods are staged in order to make best use of available staff resources.
    - Pool projects are staged outside of the season when arena operations demand more staff time.
- Seasonal use of Sechelt Aquatic Centre:
  - Average patron attendance by month (pool and gym combined) is:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Average over												
past 3 years	14,376	12,744	18,755	11,694	8,272	2,385*	15,584	19,812	13,613	15,867	16,636	15,023
(2016 - 2018)												

\*Historical month for maintenance shutdown.

Staff have analyzed programming cycles, other user needs, and operational constraints and considerations and suggest that the status quo timing (June shutdown) best balances the constraints and considerations above.

Acknowledging the Chinook Club's request and the Board direction to review shutdown timing, subject to a favorable result from an engineering water table/hydrostatic risk analysis completed in-season (estimated to cost up to \$40,000), advancing shutdown into May appears practical but is likely to create new timing and cost pressures.

Advance planning for capital projects (appreciating the timeline for annual budget approval and lead times for equipment orders) may be required. Staff note that extended ice seasons, if delivered through the allocation policy, would create staffing pressures that could result in higher peak demand for staffing. This need should be evident well in advance based on planned improvements to ice allocation processes. Based on hours required, the estimated incremental peak staff resource requirements are in the \$10,000 range.

May is not the preferred timing for the Chinook Swim Club but is an improvement over status quo as it would provide some pool time prior to July competitions. May is typically the month with the lowest patron visitation at Sechelt Aquatic Centre.

Alternative timing such as April or November was reviewed but appears less promising; either the water table is higher and/or operating demands (and facility use) are far greater. For example, incremental staffing requirements for April jump to over \$30,000.

If directed to do so, staff would bring forward a 2020 budget proposal for engineering review and detailed staffing requirements. Work on an engineering scope/tender would be required such that the project can be awarded immediately upon budget approval.

#### Financial Implications

#### Lane Fee Change

Based on current annual rental of 1099 hours from all youth aquatics renters, the projected revenue impacts of establishing a youth lane/pool rental rate would be -\$2,198 annually. Based on Chinook's interest in renting additional time 200 hours annually, this revenue loss would be offset through new revenue of \$3,400, for a potential net revenue increase of \$1,202. Staff are cautious in confidently suggesting this change would be revenue-positive as there are a number of intervening variables: induced demand, potential lost revenue from other users, failure of requested rentals to materialize, minor operating cost increases from increased usage, etc.

Annual recreation revenues are variable. The projected impact from this change is not considered material in the scope of the overall Recreation budget and no Financial Plan amendment is recommended at this time. Staff will monitor results of any change that is implemented.

#### Change of Annual Shutdown Timing

If directed to do so, staff would bring forward a 2020 annual budget proposal for engineering review (estimated up to \$40,000) and detailed staffing requirements (estimated at around \$10,000). Work on an engineering scope/tender would be required such that the project can be awarded immediately upon budget approval. Based on the level of current planning, it is not possible to confirm if making the change in 2020 (versus implementing in 2021) is possible – this would be researched further.

There may be revenue impacts (positive or negative) associated with moving the annual shutdown timing. These impacts may be more pronounced in the first year(s) of implementing a change.

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

Staff are prepared to move forward with dialogue with Chinook Swim Club regarding pool lane policy/special events and pool lane access (additional rental times).

Pending Board direction, a bylaw amendment to establish a youth pool rental fee will be prepared and/or a 2020 annual budget proposal to support moving the annual maintenance shutdown at Sechelt Aquatic Centre from June to May.

#### Communications Strategy

Staff communicated with the Chinook Swim Club during the preparation of this report. The report was shared on publication with the Club.

#### STRATEGIC PLAN AND RELATED POLICIES

The subject matter of this report aligns with the Parks and Recreation Master Plan.

- Goal One: Strengthen community fabric throughout the region
- Goal Two: Motivate individuals and families to be healthy and active

#### CONCLUSION

The Chinook Swim Club requested reconsideration of the pool lane policy, additional pool lane access, a reduction in lane fees and a change in the time of the Sechelt Aquatic Facility shutdown. Staff reviewed the requests and analyzed impacts.

Staff are prepared to work with the Club on special events and additional pool lane access under the current pool lane policy.

Staff recommend establishing a youth lane and pool rental rate. A bylaw amendment to establish such a fee is required.

If directed to proceed with further consideration of moving the annual maintenance shutdown of Sechelt Aquatic Centre from June to May, staff would prepare a 2020 budget proposal for an engineering report and potential staffing impacts.

Reviewed b	y:		
Manager	X - K. Preston	Finance	X – A. Legault
_	X - K. Robinson		_
GM	X – I. Hall	Legislative	X – A. Legault
A/CAO	X – A. Legault	Other	

#### **Attachments**

Attachment A – Survey of Fees and Charges

# Attachment A

#### Cowichan Valley Regional District Recreation and Culture Department SURVEY OF FEES AND CHARGES - 2016 SECTION "C" - POOL HOURLY LANE RENTALS - SWIM CLUBS

NO	COMMUNITY	SWIM MEET	FULL POOL	PER LANE
		RATE PER HOUR	RATE PER HOUR	PER HOUR
		2018/19	2018/19	2018/19
1	Campbell River	133.87 (included 2 guards)	161.70 full pool (guards @ actual cost) 50.92 shared	
2	Comox Valley Sports Centre (SC)	122.85	Youth 84.40 Adult 134.60	Youth 14.05 Adult 22.40, other 26.85
	Comox Valley Aquatic Centre (AC)	163.85	Youth 112.55 Adult 179.45	Youth 14.05 Adult 22.40, other 26.85
3	Cowichan Aquatic Centre	Full Day Rates: 1558.18 Half Day Rate: \$831.03 (includes full aquatic side,staffing and two party rooms)	Prime Time/Non Prime Commercial: 310.26 / 263.71 Private: 155.12 / 131.86 Schools: 93.08 / 79.12 Non Prof: 116.34 / 98.90	Commercial: 39.89 / 33.91 Private: 19.95 /16.95 Schools: 11.97/10.18
4	Esquimalt Recreation Centre	N/A	\$170/hour plus \$26.50/hour for each lifeguard needed	
5	Gold River	56.81	129.89	21.37
6	Ladysmith	no swim due to space limitations	121.04	13.26
7	Nanaimo	Private/Adult = 21.72/lane Youth=10.86/lane	NAC=845.73 Beban=417.85	
8	Oak Bay	n/a	n/a	14.70
9	Port Alberni			
10	Port Hardy		80.35	19.15
	Effective August 1, 2016		81.95	19.55
11	Powell River	n/a	104.30 youth/156.04 adult/195.55 commercial	17.75 Youth/ 26.05 Adult
12	Ravensong (Parks/Qualicum) Regional District of Nanaimo September 2019- August 2020 fees and charges not yet set, should be available June 2019	143.36	95.53	Minor 15.45/Adult 22.73/Commercial 37.79
13	Saanich Commonwealth Place	non profit 15.79/lane	Leisure Lap Pools Only 139.39 After Hours 163.54	
	Saanich (Gordon Head)	non profit 15.49/lane	Commercial: 197.4	28.61
14	Sidney/North & Centre Saanich (Panorar	Youth 115.00	Youth 115.00	Youth 14.70
15	Sooke (effective Septempber 1/16)			
16	Sunshine Coast <b>Non Profit</b> - (Gibsons & District Aquatic Facility)	\$75	\$75	20.00
	Sunshine Coast <b>Commercial</b> - (Gibsons & District Aquatic Facility)	\$90	\$90	25.00
	Sunshine Coast <b>Non Profit</b> - (Sechelt Aquatic Facility)	\$145 Competition and or leisure Tank	\$145 Competition and or leisure Tank	19.00
	Sunshine Coast <b>Commercial</b> - (Sechelt Aquatic Facility)	\$275 Competition and or Leisure Tank	\$275 Competition and or Leisure Tank	25.00
	Sunshine Coast <b>Non Profit</b> - (Pender Harbour Aquatic and Fitness Centre)	\$85/hour (includes 2 lifeguards)	\$85/hour (includes 2 lifeguards)	21.25
	Sunshine Coast <b>Commercial</b> - (Pender Harbour Aquatic and Fitness Centre)	n/a	\$85/hour (includes 2 lifeguards)	21.25
17	Victoria - Crystal Pool	n/a	n/a	See chart below
18	Westshore Parks & Rec.	\$107.63/youth commerc/swim club	\$226.01/commercial	13.44 non profit 28.25 commercial

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – May 9, 2	2019
---	------

AUTHOR: Sam Adams, Parks Planning Coordinator

SUBJECT: HARBOUR AUTHORITY OF PENDER HARBOUR SEWAGE TREATMENT SYSTEM -LICENCE AGREEMENT RENEWAL

#### RECOMMENDATIONS

THAT the report titled Harbour Authority of Pender Harbour Sewage Treatment System - Licence Agreement Renewal - be received;

AND THAT the revised licence agreement with the Harbour Authority of Pender Harbour be approved with a five year term effective the date of signing;

AND FURTHER THAT the Delegated Authorities be authorized to sign the licence agreement.

#### BACKGROUND

A previous licence issued by SCRD has recently expired that allows the Harbour Authority of Pender Harbour to use Part of Lot 1, Reference Plan 3397, Block 20, District Lot 1023, Plan 7125 (SCRD Cultural Center and former Ranger Station) to construct and operate a sewage treatment system for use by an adjacent marina.

#### DISCUSSION

The licence has been in effect since 2003 and there have been no known issues or concerns. Staff confirmed the Harbour Authority's desire to renew the licence.

The licence contains the following general terms and conditions:

- Licencee is responsible for all repairs and maintenance.
- An irrevocable letter of credit is provided to a maximum of \$10,000 to protect the SCRD's interests. The current letter of credit on file is in the amount of \$3,000.
- SCRD may use the system for structures or washrooms on the site subject to capacity.
- Standard indemnification and insurance provisions apply.

As part of the renewal with the Harbour Authority, staff are recommending some modifications to modernize the licence agreement to cover off risk management and financial considerations, such as the new Public Sector Accounting Board's (PSAB)-asset retirement obligation requirements which come into effect in 2022.

#### **FINANCIAL IMPLICATIONS**

The prior licence charged an amount of \$1 per annum for rent. It is recommended that this be increased to \$25.00 per annum to cover some of the administrative overhead costs of processing the licence.

#### STRATEGIC PLAN AND RELATED POLICIES

The recommendations of this report align with SCRD strategic priority to facilitate community development.

#### CONCLUSION

Harbour Authority of Pender Harbour has held the licence in good standing with the SCRD since 2003.

Staff recommend renewing the licence for a period of 5 years and will work with the Harbour Authority on the recommended changes.

Reviewed by:			
Manager	X – A. Allen	Legislative	X – A. Legault
GM	X – I. Hall	Parks	X – K. Robinson
A/CAO	X – A. Legault	Risk	X – V. Cropp
		Management	
		CFO/Finance	X – T. Perreault

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Planning and Community Development Committee – May 9, 2019

**AUTHOR:** Rebecca Porte, Parks Planning Coordinator

SUBJECT: WHISPERING FIRS PARK NAME CHANGE REQUEST FOLLOW UP REPORT

#### RECOMMENDATIONS

THAT the report titled Whispering Firs Park Name Change Request Follow Up Report be received;

AND THAT the name Whispering Firs Park be retained.

#### BACKGROUND

In August 2018, the Woodcreek Park Neighbourhood Association (WPNA) submitted a request to SCRD to change the name of Whispering Firs Park to Woodcreek Park. Whispering Firs Park is a 7.8 hectare SCRD Community Park in Elphinstone and is adjacent to the Woodcreek Park subdivision. The park was named through a naming contest at Cedar Grove Elementary School in 1984. SCRD staff wrote an initial report regarding this request and on February 21 2019, SCRD Board passed the following resolution:

#### 040/19 **Recommendation No. 8** Whispering Firs Park Name Change Request

THAT the report titled Whispering Firs Park Name Change Request be received;

AND THAT the report be referred to Skwxwú7mesh Nation, Elphinstone Advisory Planning Commission, and Gibsons and District Volunteer Fire Department;

AND THAT a public participation process be initiated to garner feedback on a name change;

AND THAT Transit staff review the consistency of bus stop names in the area;

AND FURTHER THAT staff report to a future Committee summarizing the consultation and feedback.

The purpose of this report is to provide an overview of the consultation and feedback that has been received.

#### DISCUSSION

The discussion includes a summary of referrals and public participation.

*Public Participation Process*: Staff developed a questionnaire requesting feedback regarding the potential name change. The questionnaire included a yes/no question and an opportunity to

comment. The questionnaire was promoted on the SCRD website and on Facebook and was open from April 3 to April 23. A total of 202 responses were received. Approximately 60 percent of the responses were opposed to the name change, with 40 percent being in favour. Over 75 comments were submitted. A representative sample of comments received are provided in the table below:

YES to name change	NO to name change
<ul> <li>Easier to give directions if subdivision and park name the same</li> <li>Currently confusing</li> <li>Will create cohesiveness</li> <li>The name Woodcreek Park is an inviting name</li> <li>Name change makes sense</li> </ul>	<ul> <li>Naming the park and subdivision the same name will create confusion</li> <li>The current name captures the spirit of the park and is a good name</li> <li>Current name was created by kids – it should be left</li> <li>Woodcreek Park subdivision and Whispering Firs Park are not one and the same and should not be named as such</li> <li>There would be costs to SCRD and community organizations associated with updating signage, brochures, maps, etc.</li> </ul>

Many people who support the name change believe it will create a sense of neighbourhood cohesiveness, and resolve any name confusion that is currently being experienced. On the other hand, many people are attached to the current park name, and believe that a name change will create confusion in the area.

*First Nation Consultation:* Staff sent a referral to Skwxwú7mesh Nation and have not received response.

*Gibsons and District Volunteer Fire Department (GDVFD):* GDVFD had no concern with a potential name change. The names would be logged as common place names with dispatchers.

*Elphinstone Advisory Planning Commission (APC):* The Elphinstone APC discussed the name change request at a March 27, 2019 meeting. The APC did not provide a firm recommendation either way. Some discussion points regarding the potential name change included:

Support	Concerns
<ul> <li>Could enhance community identity and create consistency between Woodcreek Park neighbourhood and park</li> <li>Opportunity to consult with First Nations regarding signage</li> </ul>	<ul> <li>First Nations should have opportunity to suggest a name.</li> <li>30 years of history behind the current name (school naming contest).</li> </ul>

If name change were to proceed perhaps	<ul> <li>Does not seem logical for the park and</li> </ul>
trail within park could be named	subdivision to share the same name.
Whispering Firs Trail.	

#### Options

#### Option 1: Retain current name of the park (recommended option)

The feedback from the online questionnaire and the APC meeting was neither overwhelmingly in support nor overwhelmingly opposed to a name change. The responses were slightly more in favour of retaining the current name of Whispering Firs. Staff have not identified a regional benefit to the name change.

#### Option 2: Change the name of the Park (not recommended)

Accept the request of the Woodcreek Park Neighbourhood Association and proceed with renaming the park, subject to confirmation with the Skwxwú7mesh Nation. A communication plan would be developed, including updates to SCRD web and print materials. New signage would be prepared and installed (funded from operations budget and/or final phase of signage upgrade project, as appropriate); estimated at \$1,000).

#### **COMMUNICATION STRATEGY**

Staff shared this report with the WPNA on publication. Staff will continue to engage with WPNA on park and trail projects in the area.

#### STRATEGIC PLAN AND RELATED POLICIES

N/A

#### CONCLUSION

This report follows up on a February 2019 report regarding a request to change the name of Whispering Firs Park to Woodcreek Park. Community consultation has taken place and it is recommended that the park name of Whispering Firs be retained.

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

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO:	Planning and Community Development Committee – May 9, 2019
AUTHOR:	Andrew Allen, Manager, Planning and Development
SUBJECT:	FRONTAGE WAIVER FRW00002 (POWELL) – ELECTORAL AREA B

#### RECOMMENDATIONS

THAT the report titled Frontage Waiver FRW00002 (Powell) – Electoral Area B be received;

AND THAT the requirement for 10 per cent perimeter road frontage for the proposed creation of Lots 1 and 2 in the subdivision of Lot 5 Block 7 District Lot 1325 Plan 7892 be waived.

#### BACKGROUND

The SCRD has received a Frontage Waiver Application in relation to a two-lot subdivision at 8098 Redrooffs Road in Halfmoon Bay (Attachment B).

Section 512 of the *Local Government Act* requires that all new parcels have at least 10 per cent of their perimeter fronting a public road unless a local government waives the requirement. Neither the parent parcel nor the proposed lots meet the 10 per cent perimeter road frontage requirement and therefore the applicant is requesting the SCRD Board consider waiving the road frontage requirement to permit the proposed subdivision.



Figure 1 - Location of subject property

Owner / Applicant:	Walter Powell		
Civic Address:	8098 Redrooffs Road		
Legal Description:	Lot 5 Block 7 District Lot 1325 Plan 7892		
Electoral Area:	B - Halfmoon Bay		
Parcel Area:	4,645 m <sup>2</sup>		
OCP Land Use:	Residential B		
Land Use Zone:	Residential 2 (R2)		
Subdivision District:	C - 2000 m² minimum parcel size		
Application Intent:	ication Intent: To waive the requirements for 10% frontage along a public road for the propose creation of Lots 1 and 2 in the subdivision of Lot 5 Block 7 District Lot 1325 Plan 7892.		

#### Table 1 - Application Summary

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

#### DISCUSSION

#### Analysis

The subject property is accessed by a single driveway off Redrooffs Road. Potential future access could be provided via the Lohn Road allowance located at the rear of the parcel.

The parent parcel presently contains two single family dwellings in conformance with zoning regulations. One dwelling will be located on each new proposed lot (Attachment A).

The Halfmoon Bay Advisory Planning Commission reviewed the application the application in November, 2018 and supported the application as proposed.

Figure 2 - Aerial View of the Subject Property



#### Options

Possible options to consider:

#### Option 1: Issue the frontage waiver.

The proposed subdivision conforms to zoning regulations and issuance of the frontage waiver will enable the subdivision to receive final approval.

Staff recommend this option as listed in the recommendation.

#### Option 2: Deny the frontage waiver.

The proposed subdivision could not proceed.

#### STRATEGIC PLAN AND RELATED POLICIES

N/A

#### CONCLUSION

A waiver for the 10% perimeter frontage requirement is required by the SCRD Board for the proposed subdivision to proceed.

Staff support this application and recommend issuing a road frontage waiver for proposed Lots 1 and 2, which will allow the subdivision to be considered for final approval by the Ministry of Transportation and Infrastructure.

Attachments

Attachment A – Proposed Subdivision Plan Attachment B - Frontage Waiver Request

Reviewed by:				
Manager	X – A. Allen	Finance		
GM	X – I. Hall	Legislative		
A/CAO	X – A. Legault	Other		
# APPLICATION TO SUBDIVIDE LOT 5, BLOCK 7, DISTRICT LOT 1325, PLAN 7892 THE PROPERTY CURRENTLY HAS TWO RESIDENTIAL ADDRESSES: 8098 REDROOFFS ROAD AND 8100 REDROOFFS ROAD VON 1Y1 EXISTING SCRD WATER SUPPLY PROPOSED NEW SCRD WATER SUPPLY FOR 8098 REDROOFFS ROAD 17.08 m EXISTING HYDRO METER FOR -8098 REDROOFFS 11.02 m° 8100 EXISTING HYDRO EXISTING POLE AND METER GARAGE FOR 8100 REDROOFFS 32.02 m i dí . . . . . 8098 Q SED ACCESS i'A'i EXISTING HOUSE EXISTING SEPTIC FIELD 30.18 m 27.34 m REDROOFFSROND 5 METER TAPICAL ETERTYPICK



December 14, 2018

From: Walter Powell 8098 Redrooffs Rd., Halfmoon Bay BC V0N 1Y1

- To: Sven Koberwitz SCRD Planning and Development 1975 Field Rd., Sechelt BC VON 3A1
- Re: Application to Subdivide 8098 Redrooffs Rd., Halfmoon Bay BC Lot 5 Block 7 District Lot 1325 Plan 7892 MOTI File No. 2018-05821

Sven:

Please consider this letter as a request to waive the requirement for the above proposed lots to have a minimum frontage of 10% of the lot perimeter.

Thank you,

Walter R. Powell, Architect AIBC

ANNEX J

#### SUNSHINE COAST REGIONAL DISTRICT

#### Ports Monitors (POMO) Committee Wednesday July 11, 2018 Eric Cardinall Hall, 930 Chamberlin Road

#### **MEETING NOTES**

PRESENT	SCRD GM Planning & Community Development SCRD Parks Planning Coordinator SCRD Administrative Assistant POMO Committee Member (Vaucroft) POMO Committee Member (Eastbourne) POMO Committee Member (Gambier Harbour/West Bay) POMO Committee Member (Gambier Harbour) POMO Committee Member (Halkett Bay) POMO Committee Member (Halkett Bay) Ports Community Contact (Hopkins Landing) Electoral Area F (West Howe Sound) Director	Ian Hall Sam Adams (Chair) Autumn Ruinat Russ Spencer Al Borthwick Joseph Wright Bruce Pollock Grant Henderson Heather Blackwood Ian Winn
REGRETS	POMO Committee Member (Keats Landing) POMO Community Contact (Halfmoon Bay)	John Richardson Ralph Rutherford

#### CALL TO ORDER 9:00 a.m.

#### ACKNOWLEDGMENT AND WELCOME

It was acknowledged that the Ports Monitors (POMO) Committee meeting was held within the territory of the shíshálh Nation.

#### INTRODUCTIONS

Roundtable introductions of Ports Monitors (POMO) Committee, Ports Community Contact and SCRD Staff members in attendance.

Sam Adams was designated the Chair for the meeting until a Chair and Vice-Chair is selected.

**AGENDA** The agenda was accepted as amended:

ADD NEW BUSINESS: Nominations for Chair and Vice-Chair.

#### **MEETING NOTES**

The Ports Monitors (POMO) Committee Meeting Notes of September 19, 2017 were received and accepted as presented.

#### PORTS CAPITAL PROJECTS

#### 2018 Capital Projects Update

The SCRD recognizes the Ports Monitors Committee members' history and knowledge regarding ports and docks. A brief history of the Ports Service function was provided and included the following points:

2018 Capital Projects were approved in March 2018. The projects include the West Bay float, the Halkett Bay approach and Vaucroft approach, pilings and float.

Communications on project scope and dates will begin in the Fall. Pre-engineering and design work will be happening in the summer. Work will take place during the low season. Coordination will take place with the communities at each dock and with Camp Fircom at Halkett Bay

#### 2019 Budget Planning

2019 Budget Planning begins in September. Major inspections will be conducted at Hopkins Landing and Halfmoon Bay docks.

#### PORTS MAINTENANCE

The SCRD has a service contract for ports inspections and maintenance and occasionally using internal building/facility maintenance staff. The service contract will be re-tendered in 2018.

The approach to ports maintenance takes into consideration the cost of mobilization; work is batched together and scheduled around seasonal maintenance and inspections.

A handout was provided with the list of maintenance items from the winter inspections and provided to the POMO members for information. Comments from POMO included the following items:

- Would like more information regarding the UHMC Wheels
- Hopkins Landing flange replacement
- Camp Fircom has noted crane deficiencies.
- SCRD staff noted that Crane work is not included on the maintenance list.
- Gambier Harbour power wash float is needed.
- How long does the lifeline rope need to be?
- Halkett Bay loading zone paint. Could a dinghies storage area be made with yellow paint?
- Gambier North Float at low tide, dolphin at low tide North east corner of south pile. Missing lie bolt at one of cross braces.
- Could POMO or community members do the general painting jobs?

Director Winn asked if a Ports Monitor Committee member or resident at the dock could do basic maintenance work. What is required by the SCRD for liability?

General Manager Hall stated that the SCRD is open to partnership and will look into what the requirements would be and how the SCRD could support volunteers to do the types of basic work volunteers are offering to do. Staff will look into this and report back at the next POMO meeting.

#### PORTS SAFETY / ASSET MANAGEMENT PROJECT

The Ports Load Limit Safety Assessment project was approved as part of the 2018 Budget process. The project has three parts as follows:

- Update drawings for the facilities, standard set, dimensions
- Load limit safety standard requirement for vehicle weight.
- General review of ports inspections, maintenance, safety with current regulations.

The benefits of this project will allow for more accurate capital project planning, quicker and more timely service and safety improvements. The results and recommendations will be integrated into next maintenance contract. The SCRD will seek feedback from POMO with respect to each facility.

#### NEW PORTS MAINTENANCE CONTRACT

The new Ports Maintenance contract will go to tender in the Fall. The committee discussed the work included in the current contract and suggested changes to the activities.

#### PORTS REGULATIONS

The Ports Regulations were reviewed and two laminated sheets were provided for each dock area.

The two most common reports from the public on ports regulations are for short term moorage enforcement and dinghies stored on floats. POMO members provided feedback regarding education or compliance with regulations as follows:

- Eastbourne create a permitted area for dinghies at under gangway? There can be up to 15 stored on the float or tied up over the time limit. There may be challenges to communicate this.
- Hopkins Landing challenges with street parking and there are often boats mooring over the 24 hour time limit. Concern for boats coming from Gambier Island that are driving too fast. Safety issue for kids that are swimming or jumping from the dock.
- Gambier Harbour most regular users know the regulations, tend to be more of a weekend/tourist issue. Dinghies are put in a designated area for storage and it works very well. There are 3 communal dinghies.
- Discussion and interest in a communal dinghy program. Gather lessons from Gambier Harbour and the SCRD could look at how to support communities with implementation and communication.
- The definition of a dingy should be included in the regulations.

SCRD Bylaw Enforcement Division can assist with attending to docks with boats over the moorage time. Please contact the SCRD Ports Division to report and issues will be triaged. The RCMP is open to collaborate and respond to water safety issues.

#### ROUNDTABLE

Al Borthwick, Eastbourne – Interested in a solution to the dinghies issues. Happy with the beams put down on the float for the gangway.

Heather Blackwood, Hopkins Landing – Concerns with increased vehicle traffic, parking issues continue to be a challenge. There is a lot of garbage left at the dock. The dock is enjoyed by the community. More signage is needed or can be replaced in some spots.

Joseph Wright, Gambier Harbour and West Bay – Received comments regarding the stability of new float and complements of West Bay capital work.

Bruce Pollock, Gambier Harbour – Interested in the community dinghy program idea and happy to share lessons from Gambier Harbour. Noted that the definition of dinghy is 2.7m and shorter, self-propelled.

Electoral Area F (West Howe Sound) Director, Ian Winn – Thanked the POMO Committee for volunteering their time. The Committee is an important aspect of the Ports Service.

Grant Henderson, Halkett Bay – Expressed appreciation for the safety repairs. The Halkett Bay community is growing with more full time residents. Residents are looking to organize around dock amenities, dock upkeep (shed/garbage) and fire safety notice boards.

Russ Spencer, Vaucroft – Looking forward to the capital improvements coming to Vaucroft. In the past, community members have done the repairs when needed.

#### **NEW BUSINESS**

#### Nominations for Chair and Vice-Chair

Bruce Pollock offered to volunteer for the role of Chair and Joseph Wright volunteered as the Vice-Chair. Elections will occur at the next meeting.

#### New Brighton Dock

The Committee discussed the expiration of the lease currently held by the Squamish Nation. The SCRD is aware of the situation.

**RESOURCES** Handouts were provided for the field tour at Hopkins Landing dock.

ADJOURNMENT 3:30 p.m.

#### FIELD TOUR AT HOPKINS LANDING DOCK

Sam Adams let the discussion on how to identify parts of a port facility and the items included on the quarterly inspection checklist.

#### SUNSHINE COAST REGIONAL DISTRICT POLICING COMMITTEE

#### April 18, 2019

MINUTES OF THE SUNSHINE COAST POLICING COMMITTEE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT 1975 FIELD ROAD, SECHELT, BC.

<b>PRESENT:</b> (Voting Members)	Director, Electoral Area F, Chair Director, Electoral Area A Director, Electoral Area B Director, Electoral Area D Director, Electoral Area E Mayor, District of Sechelt Councillor, District of Sechelt Mayor, Town of Gibsons School District #46 Trustee	Mark Hiltz Leonard Lee Lori Pratt Andreas Tize Donna McMahon Darnelda Siegers Tom Lamb Bill Beamish Sue Girard
ALSO PRESENT: (Non-Voting)	RCMP Staff Sergeant SCRD Acting Chief Administrative Officer Executive Assistant / Recorder Media	Poppy Hallam Angie Legault Tracey Hincks 1
CALL TO ORDER AGENDA	<ul><li>1:35 p.m.</li><li>The agenda was adopted as amended to include the following:</li><li>Discussion on the relationship between mental health and the RCMP</li></ul>	
MINUTES		

#### Recommendation No. 1 Minutes

The Sunshine Coast Policing Committee recommended that the minutes of January 24, 2019 be received as presented.

#### REPORTS

#### **<u>Recommendation No. 2</u>** Sunshine Coast Policing Committee Terms of Reference

The Sunshine Coast Policing Committee recommended that the report titled Sunshine Coast Policing Committee Terms of Reference be received;

AND THAT the Sunshine Coast Policing Committee Terms of Reference be amended to remove the following non-voting members from Section 3.1.2:

- g) Crimestoppers
- h) Gibsons Citizens on Patrol
- i) Sechelt Citizens on Patrol
- k) Halfmoon Bay Citizens Association
- I) Roberts Creek Community Association
- m) Elphinstone Electors Community Association

AND FURTHER THAT the Sunshine Coast Policing Committee Terms of Reference Section 3.1.3 be amended to add a sub-section c) as follows:

c) Representatives of other community and/or service organizations such as, but not limited to RainCity and Sunshine Coast Community Services Society may attend the meetings as resource persons and may, upon approval of the Board, be appointed as non-voting members.

#### **Recommendation No. 3** Sunshine Coast Policing and Public Safety Committee

The Sunshine Coast Policing Committee recommended that the Sunshine Coast Policing Committee be renamed Sunshine Coast Policing and Public Safety Committee.

#### **Recommendation No. 4** Monthly Crime Statistics – January 2019

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for January 2019 be received.

#### **Recommendation No. 5** Monthly Crime Statistics – February 2019

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for February 2019 be received.

#### **Recommendation No. 6** Monthly Crime Statistics – March 2019

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for March 2019 be received.

#### NEW BUSINESS

The Committee discussed the relationship between mental health and the RCMP.

#### **Recommendation No. 7** Mental Health Delegation Invitation

The Sunshine Coast Policing Committee recommended that staff contact Vancouver Coastal Health and request a presentation on the relationship between mental health and policing at the next meeting.

#### ROUNDTABLE

The following issues / concerns were discussed:

- Speeding in the Cedar Grove area
- Appreciate increased RCMP presence on the Highway
- Lower Road complaints about speeding
- Bligh Road campers and RVs parked on private property
- Interest in access to crime rate statistics once supportive housing is in place in Sechelt

ADJOURNMENT 2:30 p.m.

Committee Chair

#### SUNSHINE COAST REGIONAL DISTRICT TRANSPORTATION ADVISORY COMMITTEE April 18, 2019

RECOMMENDATIONS FROM THE TRANSPORTATION ADVISORY COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT: (Voting Members)	Director, Electoral Area E, Chair Director, Electoral Area A, Vice-Chair Director, Electoral Area B Director, Electoral Area D Director, Electoral Area F Director, Town of Gibsons Director, District of Sechelt Director, District of Sechelt Ministry of Transportation & Infrastructure Ministry of Transportation & Infrastructure BC Ferry Corporation Trustee, School District No. 46 Transportation Choices (TraC)	Donna McMahon Leonard Lee Lori Pratt Andreas Tize Mark Hiltz Bill Beamish Darnelda Siegers Tom Lamb Don Legault Colin Midgley James Walton Sue Girard Alun Woolliams
ALSO PRESENT: (Non-Voting)	GM, Planning and Community Development GM, Infrastructure Services RCMP Southern Sunshine Coast Ferry Advisory Committee Sunshine Coast Tourism MLA Simons Constituency Office SCRD Administrative Assistant / Recorder Public Media	Ian Hall Remko Rosenboom Sgt. Poppy Hallam Diana Mumford Paul Kamon Michelle Morton A. O'Brien 5 1
CALL TO ORDER	2:45 p.m.	
AGENDA	The agenda was adopted as presented.	
MINUTES		
Recommendation No. 1	Transportation Advisory Committee Meetir January 24, 2019	ng Minutes of

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of January 24, 2019 be received.

#### REPORTS

#### **Recommendation No. 2** Transportation Advisory Committee Terms of Reference

The Transportation Advisory Committee recommended that the report titled Transportation Advisory Committee Terms of Reference be received;

AND THAT one representative from Sunshine Coast Tourism be added as a non-voting member to the Terms of Reference;

AND THAT reference to SCRD Manager of Transportation and Facilities be updated to Manager of Transit and Fleet;

AND THAT one representative from the Southern Sunshine Coast Ferry Advisory Committee be added as a voting member to the Terms of Reference;

AND FURTHER THAT Duties/Mandate 2.1 d) be amended to read "Encourage consultation and collaboration on a broad range of transportation issues, initiatives and long term strategic planning on the Sunshine Coast."

The Transportation Advisory Committee discussed the procedure for recommendations to pass through the Infrastructure Services Committee or another SCRD Standing Committee prior to going to the SCRD Board for adoption. If there is urgency to a particular item, the recommendation could be brought forward directly to the Board meeting following a Standing Committee or as a late item.

#### Three year plan for Transportation Advisory Committee – Director McMahon

The Committee discussed topics for the Transportation Advisory Committee three year plan as follows:

- 2011 Transportation Master Plan advocate more strongly for any items in the Plan
- Advocating with senior levels of government around areas that are out of SCRD jurisdiction: safety on Highway 101, stormwater management, connectivity between roads, communities and transportation, safety for vulnerable road users, etc.
- TraC project planning, communication of changes or plans that will be implementing, such as BC Transit, MOTI work plan
- Collaboration and coordination at planning stages of infrastructure (watermain) upgrades and opportunity to include active transportation (bike lanes) at the same time.
- SC Tourism background strategic planning reports for key transportation stakeholders, BC Ferry traffic projections for the two ferry service in 2024.
- Collaboration and coordination between stakeholders for large events. Ex: international downhill bike race, Earth Day festival.
- Suggestion to add Upcoming Events as a standing agenda item.
- During Roundtable, TAC members could mention any key background reports or upcoming significant events for information.
- Committee should be made aware of the review of the annual maintenance contracts and be a stakeholder in the review through the Contractor Assessment Program.
- MOTI Contractor Assessment Program is currently being reviewed. Generally, representatives are: 1 politician, 1 transit or school bus company, 1 trucking company. It is not clear what the program will look like after being re-written.
- Suggestion for stakeholders of the Committee to present their strategic plan, current initiatives, updates around transportation initiatives.

- MOTI project plans, service plans are available online. Transportation project announcements go through the MLA's office.
- MLA Constituency Assistant, Michelle Morton noted that Transportation related press releases can be forwarded to the Committee.

#### **Custom Transit Service Update**

General Manager, Infrastructure Services, Remko Rosenboom, provided a summary of the report content: change in registration process for new users to the handyDART program, service review of the overall custom transit service, streamline delivery model in terms of hours, days and coverage of the service. Comments and suggestions are welcomed and updates will be provided to the Transportation Advisory Committee.

#### Recommendation No. 3 Custom Transit Service Update

The Transportation Advisory Committee recommended that the report titled custom Service Transit Update be received for information.

Discussion included the following points:

- Public concerns regarding the handyDART program include: system is cumbersome for rural areas that are not covered, challenges with accessing difficult terrain, driveways, sign up process is challenging.
- Seniors Planning Table may have comments regarding this report.
- Accessible taxis would be beneficial.
- The requirement for accessing service is to be located within 1.5km distance of transit service and this is prohibitive for rural residents.

#### COMMUNICATIONS

Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee provided a summary of the April 2019 Bulletin: statistics for February 2019, ferry service is changing for 4 days over Easter long weekend (handout of revised sailing schedule distributed), there are 14 new Ferry Advisory Committee members.

#### Recommendation No. 4 April 2019 Ferry Advisory Committee Bulletin

The Transportation Advisory Committee recommended that correspondence from Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee regarding April 2019 Ferry Advisory Committee Bulletin be received.

Alun Woolliams, Transportation Choices – Sunshine Coast provided a summary of Active Transportation Month activities. The initiative encourages the use of active transportation for the month of May and includes events already happening on the coast. Bike to Work Week will still be a component of the event but be transformed into a longer, more diverse, and wider scope program. Local governments are encouraged to support and promote May as Active Transportation Month.

#### **Recommendation No. 5** Active Transportation Month

The Transportation Advisory Committee recommended that correspondence from Alun Wooliams, Transportation Choices – Sunshine Coast regarding May is Active Transportation Month flyer be received.

Alun Woolliams, Transportation Choices – Sunshine Coast stated that the Gibsons Grind Gran Fondo has been cancelled for 2019 due to increase in traffic and deterioration in the quality of Highway 101. Event organizers were concerned for the safety of participants.

MOTI commented that permits were not obtained by the Gibsons Grind Gran Fondo event organizers. Events on MOTI roads require permits to address liability and public safety. Ex: bike or running events, parades.

Robin Merriott, Sunshine Coast 101 Committee stated that MLA, Nicholas Simons presented the petition to construct a new highway in the legislature in March. The petition has over 7,000 signatures. Committee members have had meetings with Minister Claire Trevena, MP Pamela Goldsmith Jones and MLA, Jordan Sturdy. The Committee is requesting support from local governments.

#### Recommendation No. 6 Sunshine Coast 101 Committee Letter

The Transportation Advisory Committee recommended that correspondence from Robin Merriott, Sunshine Coast 101 Committee regarding letter of support to construct a highway be received;

AND THAT the letter be brought forward to a future Infrastructure Services Committee meeting for further discussion.

#### **NEW BUSINESS**

#### Gas Tax Funding Update (Director McMahon)

Discussion included the following points:

- Federal government has announced more gas tax money, awaiting clarity on how it can be used/spent.
- In the past, the Regional District could not use gas tax money to widen shoulders or build bike lanes because they don't own the infrastructure. The Ministry has come up with a Memorandum of Understanding and license of occupation to be issued for this purpose. A pilot project is taking place on Gabriola Island to see if this options works. If the pilot works, it will be rolled out to other Regional Districts. The Licence of Occupation would be ongoing, for a minimum of 10 years.
- Gas tax money may also apply to building bus shelters.
- Timeline for MOU is an 18 month process, involves permits, license of occupation and partnership with MOTI.
- Progress on the MOU and updates will be provided to a future Standing Committee.
- District of Sechelt is exploring a mobile burner for disposal of knotweed in partnership with the Community Forest. Similar approach was used in Powell River.

#### Reed Road Shoulder Improvements (Director McMahon)

Discussion included the following points:

- Concern that Reed Road has become the bypass.
- Concern with the Suncoaster trail proposed route on Reed Road.
- Town of Gibsons is planning for bi-directional bike walking path on their side of the road.
- Suggestion for developing a joint strategy for Reed Road with MOTI, Town of Gibsons and SCRD.

- MOTI Does not own right of way on some sections of North, Pratt, Payne and Reed Road. Can look at portions now, can proceed once subdivision starts happening.
- MOTI is concentrating on Highway 101 ferry-to-ferry route: widening shoulders.
- Suggestion to post signage to re-route traffic away from Reed Road.
- District of Sechelt owners donating parts of road back to the District.
- Other alternate bike routes may be coming from Sunnycrest, Aurora, and Woodsworth Roads.

#### Litter Accumulation on the sides of the highway (Director Beamish)

Discussion included the following points:

- Complaints of litter on Reed Road. What programs does MOTI have for litter pick-up?
- The highway maintenance contractor is currently required to pick up litter that is visible from the gravel (once every 3-6 months). This process of changing as of May 1, with the new contract.
- Adopt-a-Highway program for littler pick up by community volunteer groups.
- Town of Gibsons is allowing residents to put out extra garbage bags for residents who pick up litter for Earth Day.
- Sunshine Coast Association for Community Living has a litter pick-up program and offered to add Reed Road to their service area.

#### ROUNDTABLE

Committee members provided roundtable updates as follows:

Paul Kamon (Sunshine Coast Tourism) – Interested in the tourism opportunity with increase in visitors to the coast.

Trustee Sue Girard (SD46) – Noted the letter from Cedar Grove Elementary School regarding policing, road safety, speed watch and signage.

Director Pratt (Halfmoon Bay) – Volunteers are interested in trash pick-up, will use the formal process through MOTI found online.

Director Hiltz (West Howe Sound) – Inquired about the responsibility and cost recovery for the lamp post that fell after flood in Langdale area. MOTI noted it will be covered by the maintenance Contractor.

Director Tize (Roberts Creek) – Inquired if BC Ferries can provide statistics about how many people are on the coast at a certain time of year.

James Walton (BC Ferries) – Will report back at next meeting if ridership data could be provided to the Committee as well as any traffic projections for the two ferry service in 2024.

Diana Mumford (Southern Sunshine Coast Ferry Advisory Committee) – Inquired about Park and Ride options as discussed at the last meeting.

James Walton (BC Ferries) – Interested in Park and Ride options as well. Specific dates have not been scheduled for the terminal redevelopment. Starting by end of summer, the employee parking lot will be first.

Director Siegers (District of Sechelt) – Interested in specific dates to further discussion on Park and Ride options in Sechelt.

Director McMahon (Elphinstone) – Noted that the "cat's eyes" reflectors installed on the highway have been appreciated, centre line painting is required on Pratt Road, the three way stop at Harry Road/Oceanbeach Esplanade needs paint refreshed. Has received complaints of "jake" (engine retarder) brakes on Pratt Road (because of Gospel Rock development) and many emails about safety on Highway 101: near Poplar's Trailer Park, highway speed, crosswalks.

Don Legault (MOTI) – Maintenance contractor is now responsible for installing 3000 "cat's eyes". Could put up a sign in the location where jake brakes area being used on Pratt Road.

Director Lee (Egmont/Pender Harbour) – Inquired how to find out when lines are going to be painted in Area A.

Don Legault (MOTI) – Road painting is contracted out: centre, lane and fog lines are repainted every year. The list of side roads for painting will be complete soon.

Remko Rosenboom (SCRD) – Noted that Transit ridership continues to increase.

Director Beamish (Town of Gibsons) – Requested the SCRD Transportation Manager present to the Town of Gibsons. The Town is interested in an Upper-lower transit connector more frequently.

Alun Woolliams (TraC) – Requested that bike lane sweeping be done before Bike to Work week event. Is the new maintenance contractor receiving feedback via social media platforms?

Don Legault (MOTI) – Noted that the contractor is aware and sweeping will be done prior to the Bike to Work week event. The new maintenance contract starts on May 1 and was awarded to Capilano Highways.

Sgt. Poppy Hallam (RCMP) – RCMP will be following up on complaints that cement trucks are not adhering to the stop sign at Veterans and Fitchett Road.

Don Legault (MOTI) – Noted that there is a paving project on Port Mellon Highway out for tender and closes next week.

ADJOURNMENT 4:19 p.m.

Committee Chair

#### SUNSHINE COAST REGIONAL DISTRICT

#### AREA A - EGMONT/PENDER HARBOUR ADVISORY PLANNING COMMISSION

April 24, 2019

#### RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING HELD AT THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST HIGHWAY, MADEIRA PARK, BC

PRESENT:	Chair Vice Chair Members	Alan Skelley Peter Robson Jane McOuat Dennis Burnham Gordon Politeski Yovhan Burega Janet Dickin Gordon Littlejohn Catherine McEachern Sean McAllister
ALSO PRESENT:	Electoral Area A Director Recording Secretary Public	Leonard Lee Kelly Kammerle 1
REGRETS:		Alex Thomson Tom Silvey
CALL TO ORDER	7:00 p.m.	
AGENDA	The agenda was adopted as presented.	
MINUTES		

Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of January 30, 2019 and February 27, 2019 were approved as circulated.

The following minutes were received for information:

- Roberts Creek (Area D) APC Minutes of January 21, February 18 & March 18, 2019
- Elphinstone (Area E) APC Minutes of January 23 & February 27 & March 27, 2019
- West Howe Sound (Area F) APC Minutes of February 26 & March 26, 2019
- Planning and Community Development Committee Minutes of December 13, 2018 & January 10, February 7 & March 14, 2019

#### REPORTS

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392 – Electoral Area B

Key points of discussion:

- The proposal brought forward by the applicant's party regarding Dynamic Rural Zoning for Secret Cove Heights was received by the APC.
- This is an Area B APC matter and the APC will withhold commenting until further information and other comments are received.

#### DIRECTOR'S REPORT

The Director's Report was received.

- NEXT MEETING May 29, 2019
- ADJOURNMENT 8:45 p.m.

#### SUNSHINE COAST REGIONAL DISTRICT

#### AREA B - HALFMOON BAY ADVISORY PLANNING COMMISSION

April 23, 2019

## RECOMMENDATIONS FROM THE AREA B ADVISORY PLANNING COMMISSION MEETING HELD IN THE COOPERS GREEN COMMUNITY HALL AT COOPERS GREEN PARK, 5500 FISHERMAN ROAD, HALFMOON BAY, BC

PRESENT:	Chair	Frank Belfry
	Members	Elise Rudland Guy Tremblay Bruce Thorpe Barbara Bolding Alda Grames Jim Noon Eleanor Lenz Catherine Ondzik
ALSO PRESENT:	Area B Director Recording Secretary Public	Lori Pratt Katrina Walters 3
REGRETS:		Marina Stjepovic Nicole Huska
CALL TO ORDER	7:03 p.m.	
AGENDA	The agenda was adopted as presented with requested addition under New Business: Wood Bay Heights. Additional request for	

#### ELECTION OF THE CHAIR AND VICE CHAIR

Nomination of current chair Frank Belfry; election by acclamation. Nomination of current Co Vice-Chairs Elise Rudland and Eleanor Lenz; election by acclamation.

during the Director's Report.

information on Tiny Homes and Toma Subdivision to be discussed

#### MINUTES

#### Area B Minutes

The Area B APC minutes of June 26, September 25, and November 27, 2018 were adopted as presented.

#### <u>Minutes</u>

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes, September 26, November 28, 2018; January 30, & February, 27 2019
- Roberts Creek (Area D) APC Minutes, September 17, October 15, & November 19, 2018; January 21, February 18, & March 18, 2019
- Elphinstone (Area E) APC Minutes, September 26, & November 28, 2018; January 23, February 27, & March 27, 2019
- West Howe Sound (Area F) APC Minutes, September 25, 2018; February 26, & March 26, 2019
- Planning and Community Development Committee Minutes, September 6, October 11, November 15, December 13, 2018; January 10, February 7, & March 14, 2019

#### REPORTS

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392- Electoral Area B

Note: The applicant, an APC member, declined to attend due to conflict of interest.

The APC discussed the staff report regarding the Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392. The following concerns/points/issues were noted as two distinct issues:

- 1. Density
- 2. Dynamic Rural Zone
- 1. Density:
  - This area was originally part of the private forest land and it is problematic not having a larger scale plan which controls development and density with regards to private forest lands. Traditionally, the minimum lot size on Private Forest Lands was 100 hectares and Halfmoon Bay has historically been supportive of the SCRD's position (of the 100 hectare minimum).
  - The density that was established in the Official Community Plan (OCP) was developed with great community consultation and this proposal is inconsistent with the OCP.
  - There are other suitable locations for higher density growth (the 300 acre parcel at the South end of Highway 101 & Redrooffs)
  - Considering the suggestion of supporting families: there is no bus system or school bus servicing this area; if migrant workers were employed, they would have to be housed.
  - How is the 'dynamic rural zone' defined? Is this proposal a test case or is it to be applied as a new zone throughout the Sunshine Coast?
  - More clarity is needed about the dynamic zone concept; it appears to be a conflict of interest when the developer is formulating a new zone that will be applied specifically to their development proposal.

- Considering the 10 acre parcel size: until there is a broader scale plan for connecting our parks with our waterways in the land North of the highway, we should consider this land, the waterways, etc. to be a public amenity that is managed as a commodity for the greater public interest.
- With a 10 acre parcel size, see strata as an affordable option for housing. Bigger lots become more affordable with the sharing of hydro, septic, etc.
- First Nations' contributions are extremely important particularly in regards to input on creeks, roads, etc. The proposal is lacking information on roads and on access to lands beyond or in consideration of a possible future Highway 101 bypass.
- Being a part of the OCP process for 4 years, we listened to the people of Halfmoon Bay and in favour of keeping Halfmoon Bay "rural by nature".
- Should consider the problem with urban interface and fire: trying to control fire; the larger lots created by forestry reduce the hazard of spreading fire.
- When this application came to the APC two years ago we had 11 comments; 7 of these comments reflected concerns over spot density. There is not enough of a change in the current proposal to negate these prior concerns.

#### Recommendation No. 1

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392- Electoral Area

Regarding the Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392-Electoral Area, the APC supports Option 3 in the staff report to 'refuse the OCP amendment and rezoning as proposed'.

2. The Dynamic Rural Zone:

- Like the idea of a dynamic zone; see it as a scaled up version of home business, just don't think that this is the right location for it.
- There is a concern regarding having unrelated employees: five unrelated people and four workers means up to 9 people in a building and people/neighbours should be informed.
- There may be an issue of noise pollution with home-based businesses: for example people in rural areas might want to do woodworking, which may cause a noise problem. With the smaller proposed lot size, would have to limit the types of business; including keeping of poultry, livestock etc.
- Disturbances in the neighbourhood need to be taken very seriously.
- Like the idea of a dynamic rural zone; of picking the best from the agricultural and rural residential; but unsure whether something like this should come from an outside source (developer) or from the SCRD.
- Think we would like to see this idea located closer to the 'hub'.
- Need a more defined vision of what this zoning mixing would allow.
- Doesn't seem right that it would come this way (from the developer).
- Would like to see the SCRD define what this is and how it would be integrated in a zoning map: need more information and where it might happen.
- There is general support for this zoning concept but need a more rigorous study of lot size permitted, land use, building size, infrastructure, services that are available, and circulation of natural drainage.

- Arsenic is a problem: when you build, it is reported, but after that, there is no reporting. If 12 wells are built, these wells will affect the existing wells in surrounding areas, and possible arsenic content.
- The soils in Gibsons and Roberts Creek are better suited to this type of zoning.
- Suggest that the SCRD look into this further come up with a new zoning, and where it could go.
- Was this dynamic zone only proposed because of this particular subdivision? Are we only asking the SCRD to further define the dynamic zoning concept so that the developer can apply again?

#### Recommendation No. 2

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392- Electoral Area

Regarding the Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392-Electoral Area, the APC recommends that the SCRD provide more context for the proposed Dynamic Rural Zoning by defining, more specifically, what the rural dynamic zone is to be and where it may be applied throughout the Sunshine Coast.

#### **NEW BUSINESS**

#### Wood Bay Heights Subdivision

There is concern because the original developer dedicated a wetland on the adjacent property as parkland, which is managed by the SCRD as an ecological reserve. Two years ago the current owners cleared trees and removed the dam under the assumption that it was their property. Would like the developer to restore the wetland reserve.

#### DIRECTOR'S REPORT

The Director's Report was received.

NEXT MEETING May 28, 2019

ADJOURNMENT 9:15 p.m.

#### SUNSHINE COAST REGIONAL DISTRICT

#### ROBERTS CREEK AREA D -ADVISORY PLANNING COMMISSION

April 15, 2019

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD IN THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, B.C.

PRESENT:	Chair Members	Bill Page Mike Allegretti Marion Jolicoeur Cam Landry David Kelln Alan Comfort Chris Richmond	
ALSO PRESENT:	Electoral Area D Director Recording Secretary Public	Andreas Tize Vicki Dobbyn 2	
REGRETS:	Area D Alternate Director Members	Tim Howard Gerald Rainville Heather Conn	
ABSENT:	Members	Nichola Kozakiewicz Dana Gregory Danise Lofstrom	
CALL TO ORDER	7:05 p.m.		
AGENDA	The agenda was adopted as presente moving item #10 before item #8	The agenda was adopted as presented with the exception of moving item #10 before item #8	
MINUITES			

#### MINUTES

Area D Minutes

Roberts Creek (Area D) APC minutes of February 18, 2019 and March 18, 2019 were approved as circulated.

#### Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of February 27, 2019 March 27, 2019 Meeting Cancelled
- Halfmoon Bay (Area B) APC February 26 and March 26, 2019 Meetings Cancelled
- Elphinstone (Area E) APC Minutes of February 27 and March 27, 2019
- West Howe Sound (Area F) APC Minutes of February 26 and March 26, 2019
- Planning and Community Development Committee Minutes of March 14, 2019

#### REPORTS

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No 675.3 and Zoning Amendment Bylaw No 310.174 for Remainder District Lot 2392 – Electoral Area B

Key points of discussion:

- Secret Cove Heights Project Manager presented background information on the proposed amendments and usage for the proposed Secret Cove Heights development. The Planning Department has suggested a new land use zone with a blend of rural residential and agricultural zone, and that the development be density neutral. Lots would be 2.5 acre minimum and require a private well and septic system (as per Vancouver Coastal Health requirements). Business use at home would allow increasing number of employees to four. It is suggested that there be a buffer zone between this new Dynamic Rural zone and property with a different zoning. It will not be zoned for light industry.
- APC would like restrictions on businesses to exclude heavy industry and manufacturing, and to include more definition on types of permitted use, and setbacks for parking.
- Interesting that this proposal is in the same package as the one concerning DL1312, which involves land in Z zone proposed to be rezoned as rural residential with 2.5 acre lots.
- One rationale for this new zoning is to consider what supplies the densified core. The periphery has to be efficient in its ability to supply the rest of community with goods and services to create a resilient economy. There is not a supply of more affordable 2.5 acres parcels in the area, for this purpose.
- Concern that the ultimate use would not be maintained for the intended purposes.
- There is a need for this kind of zoning.
- Could be restrictions such as maximum square footage of buildings, and no short-term rentals, to try to keep the use of the property on target.
- APC considered the entire proposal in detail and questioned the location of the development, which is far from the village hub. It was clear that a decision on the desirability of a development such as Secret Cove Heights should be left to the Area B APC, as Area D APC members were unfamiliar with the Halfmoon Bay OCP. It is unfortunate that the Dynamic Rural zone idea was linked to the approval of the location of this development in Halfmoon Bay, and it was expressed that the Dynamic Rural zone description and purpose should be discussed on its own merit. Therefore discussion focussed on the Dynamic Rural zone, and enthusiasm for further development of the description of this zone should not be taken as an endorsement of the Secret Cove Heights proposal.

#### Recommendation No. 1

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No 675.3 and Zoning Amendment Bylaw No 310.174 for Remainder District Lot 2392 – Electoral Area B

The APC recommends that the Dynamic Rural Zone would be a useful zone if it had suitable restrictions for undesirable uses, such as short-term rentals.

## Roberts Creek Official Community Plan Amendment Bylaw 641.12 and Zoning Amendment Bylaw 310.185 (Jacobs – 2723 Toni Rd.)

Key points of discussion:

- Proposal is to change residential C to residential B to allow subdivision of this 2.1 acre lot into two approximately one acre lots.
- If we allow this to go to residential B, there will be many more requests for this change.
- Would it be better to tweak what is permitted on residential C?
- There will be a public information meeting. It will be good to see how this change in land use designation is viewed by the community.
- Lots surrounding this property are one acre.

<u>Recommendation No. 2</u> Roberts Creek Official Community Plan Amendment Bylaw 641.12 and Zoning Amendment Bylaw 310.185 (Jacobs – 2723 Toni Rd.)

The APC supports this Bylaw Amendment.

Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision Remainder District Lot 1312

Due to there not being adequate time for discussion, this item will be deferred to the May meeting.

#### DIRECTOR'S REPORT

The Director's Report was received.

**NEXT MEETING** May 13, 2019

ADJOURNMENT 9.25 p.m.

## ANNEX P

#### SUNSHINE COAST REGIONAL DISTRICT

#### AREA E – ELPHINSTONE ADVISORY PLANNING COMMISSION

#### April 24, 2019

## RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, ELPHINSTONE, BC

PRESENT:	Chair	Mary Degan	
	Members	Rod Moorcroft Dougald Macdonald Nara Brenchley Ann Cochran Rick Horsley Ken Carson Mike Doyle	
ALSO PRESENT:	Electoral Area E Director Recording Secretary Public	Donna McMahon (part) Diane Corbett 3	
REGRETS:	Members	Bob Morris Lynda Chamberlin Sandra Cunningham	
CALL TO ORDER	7:00 p.m.		
AGENDA	The agenda was adopted as amende of items.	The agenda was adopted as amended, with a change in the order of items.	
DIRECTOR'S REPOR	RT		

## The Director's report was received.

#### MINUTES

#### Elphinstone (Area E) Minutes

The Elphinstone (Area E) APC minutes of March 27, 2019 were approved as circulated.

It was noted that Mike Doyle should be listed under "Regrets", not "Absent".

#### <u>Minutes</u>

The following minutes were received for information:

• Roberts Creek (Area D) APC Minutes of March 18, 2019

### 275

- West Howe Sound (Area F) APC Minutes of March 26, 2019
- Planning and Community Development Committee Minutes of March 14, 2019

#### REPORTS

#### Subdivision Application SD000058 (Caerus Construction Limited for Birch)

The APC discussed the staff report regarding Subdivision Application SD000058 (Caerus Construction Limited for Birch) to subdivide a parcel within subdivision district C into two lots. The owner responded to APC comments and questions.

The following points were noted:

- An error was noted on page 19 on the Subdivision Review Checklist, regarding availability of Regional District water supply ("no" was indicated): the owner reported that Regional District water is available.
- Would like a statement from staff about what the SCRD is asking of the applicant, with further clarification regarding water issues and stormwater management.
- Looks pretty straightforward and complies with the OCP; it all seems to be conforming.

#### Recommendation No. 1

Subdivision Application SD000058 (Caerus Construction Limited for Birch)

The APC recommended that Subdivision Application SD000058 (Caerus Construction Limited for Birch) be supported for the following reasons:

- it appears to fit within the OCP;
- it fits the neighbourhood;
- it seems to be conforming; and
- the APC has no issues with it.

Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision Remainder District Lot 1312 – Electoral Area D

The APC received the report entitled "Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision Remainder District Lot 1312 – Electoral Area D" for information.

The applicant reviewed the application in an interactive discussion with APC members regarding an air photo of the property, showing adjacent properties, related infrastructure, current zoning and OCP designations. The property is in the fire district. The applicant noted he would probably run some walking tours, and that the public information meeting would be rescheduled from the previously announced date.

Points and comments in ensuing discussion included:

- Presentation of maps in the staff report could be more clearly laid out to enhance understanding.
- Difficulty with the ALR land classification; would be better off making it a gravel pit.
- Like the idea of having the walking trails to connect with the bus, but how many people are actually going to do that? For affordable housing, you would probably want the bus closer.
- This is in keeping with what is already here and what has already happened. Was a previous property owner in the area; there is no more development that will go up from

there – you would have to cross a lot of creeks, and need bridges; it gets more difficult the further up you get. The proposed development seems to be aligned with existing development in the area and will probably be the last in the area.

- Concern: it is not within the garbage collection area. Would people burn their garbage?
- It is hard to have an opinion without hearing other peoples' view on it. Would like to see what happens after the public information meeting (PIM), to see what the community thinks about it. Can we revisit this after the PIM? Do not have enough information, based on this one meeting. Will attend public meeting and report back.
- Regarding the 70-acres community amenity contribution and using it for affordable housing, not sure that would be a rule the SCRD would follow, putting high density modular housing in a treed area.
- There are tons of options; they are lucky there is someone to do this.
- Concern if there is already resistance to lots above the highway.
- It is beside District Lot 1313; the possibility of use for recreation is huge, the opportunity is huge to maintain this huge swath.
- Can't see how this is going to be detrimental.
- It isn't precedent setting; it is filling in. It is closer to town.
- Wouldn't mind if the density were tripled, and suggested putting smaller lots up there.
- They are in the fire district; this is better than the developments that have already happened.
- Creating that recreation corridor between Area E and D is a way to protect the trail systems, which have multiple users. Accepting the 70 acres would increase usability.
- There is an area where there is a variety of tree species planted 40 or 50 years ago by a previous owner; it would be interesting to learn what is up there.
- Based on responses, it looks like a pretty good project.
- Think it is a win-win for the Regional District and the developer.
- Agree, it is a good opportunity.
- If they are going to have a 15 m high buffer on the north side of the road, who is going to keep it to that? I would scrap that; it would detract from the value of the property.
- Can't think of a better use for the land than subdividing it.

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392 – Electoral Area B

The APC discussed the staff report regarding Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392 – Electoral Area B.

The project manager for Secret Cove Heights Development, Inc. was present in order to answer questions about the application to amend the Halfmoon Bay OCP and Bylaw 310 and to collect suggestions about the Dynamic Rural Zone, which is being developed. She outlined main points from a handout that was distributed. Points included the increased access to property, with smaller lots of 2.5 acres; opportunity to have parents on the property aging in place, or an employee living on the property; increased density would be an opportunity to create a neighbourhood feel, with home-based business people having a chance to hang out their shingle.

Points from discussion included:

- Lack of familiarity with the neighbourhood and Halfmoon Bay makes it difficult to make a recommendation on the proposal.
- Discussion about development above the highway.
- Like the idea of Dynamic Rural zone, looking into it, and exploring the idea, seeing

how it works.

- Concern about it being so far away from the "neighbourhood".
- Up to four workplace staff would mean more traffic going up the roads; could affect rural character.
- The OCP tends to limit development to hub areas; there needs to be a more dynamic and fluid approach to considering development, in light of limits of the land here and the need to be respectful about how we choose to use it.
- The price of land will force businesses to work on smaller parcels.
- Like idea of restricting the dwelling footprint size.
- It would be providing more options on the coast.
- This is a creative land use because of the different modes proposed to use the land for.
- People are doing it anyway; why not legitimize it?
- We need to be more welcoming and open here.
- Has support from all the adjacent neighbours.
- Need to experiment. If we don't try it, we don't give an opportunity to see if a different system is going to work.

It was noted the term "rural" is not clearly defined in the Halfmoon Bay OCP. Comments ensued.

The project manager invited APC members to email feedback or suggestions about the proposed Dynamic Rural zone, and left the meeting at 8:49 pm.

While some APC members were not clear on a preferred option in going forward, most members favoured option 2, to proceed with the application as proposed, whereby staff would "continue to work with the applicant to refine the proposed application with no decrease in density".

The project manager clarified that the proposal would yield between 11 and 12 new parcels, not 12 and 16 as noted in the staff report. Some members had no problem with increased densification; another was dubious about the proposed number of lots, suggesting 9 might be more reasonable.

Several APC members stated they like the idea and supported looking into it.

## Recommendation No. 2

Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392 – Electoral Area B

The APC recommended, regarding Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174, support for option 2, to proceed with the Application as proposed, for the following reasons:

- The APC supports looking into and exploring the idea and how it would work; there is a need to experiment and be open to new ways of development that support the community.
- Support of adjacent neighbours.

**NEXT MEETING** May 22, 2019

ADJOURNMENT 9:10 p.m.

#### SUNSHINE COAST REGIONAL DISTRICT

#### AREA F – WEST HOWE SOUND ADVISORY PLANNING COMMISSION

#### April 23, 2019

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD AT ERIC CARDINALL HALL, 930 CHAMBERLIN ROAD, WEST HOWE SOUND, BC

PRESENT:	Chair	Fred Gazeley
	Members	Susan Fitchett Gretchen Bozack Kate-Louise Stamford John Rogers (part)
ALSO PRESENT:	Director, Electoral Area F Recording Secretary Public	Mark Hiltz Diane Corbett 4
REGRETS:	Members	Doug MacLennan
ABSENT:	Members	Bob Small

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as amended as follows:

- Defer item 8. ALC Application 58605 (Morgan) to May meeting
- Change order of items for the convenience of the Public

#### MINUTES

#### West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of March 26, 2019 were approved as circulated.

#### <u>Minutes</u>

The following minutes were received for information:

- Roberts Creek (Area D) APC Minutes of March 18, 2019
- Elphinstone (Area E) APC Minutes of March 27, 2019
- Planning and Community Development Committee Minutes of March 14, 2019

#### REPORTS

#### Development Variance Permit DVP00046 (Maynard)

The applicant gave an overview of a request for variance to the maximum floor area of an auxiliary dwelling unit located on Marine Drive from 55 m<sup>2</sup> to 61 m<sup>2</sup>.

The APC discussed the staff report regarding Development Variance Permit DVP00046 (Maynard) and queried the applicant. The applicant presented drawings and commentary depicting the development plan.

A neighbour remarked that the amount of variance requested would not be an issue and noted how the applicant would be keeping the large trees on the property.

#### **Recommendation No. 1** Development Variance Permit DVP00046 (Maynard)

The APC recommended support for option one, issuance of the permit, for the following reasons:

- Minimal footprint expansion
- Retention of the trees
- Supports character of local area
- Would be building above the ground rather than digging down.

Introduction of Proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392 (Secret Cove Heights Developments) – Electoral Area B

The applicant, Secret Cove Heights Development Inc., addressed the APC regarding a proposal to amend the Halfmoon Bay OCP and Zoning Bylaw 310 to permit a new zone, "Dynamic Rural", through rezoning and subdivision of a 12.93-hectare (35-acre) parcel zoned Rural 2 (RU2) north of Highway 101. A handout was distributed. The proposal envisioned:

- smaller lots with an accessible price point;
- self-sufficiency of properties with regard to water and septic infrastructure;
- enhanced opportunities for home based businesses with employees;
- with increased density, installation of fibre optic services to enhance opportunities for telecommuting; and
- support for small scale agricultural initiatives.
- The development would create a more dynamic area, and diversify the area without loosing the rural character.

The APC discussed the staff report regarding introduction of proposed Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 for Remainder District Lot 2392 (Secret Cove Heights Developments) – Electoral Area B. The following points were noted:

- Inquiry about the standard of Stephens Way, the road to the property.
- Inquiry about why the new zoning would be tested out on a property where the proposed new lot size would be so dramatically different from the original OCP.
- Inquiry about why the owners who live on adjacent 10-acre lots would want much smaller lots for their new neighbours.

- Suggestion that the applicant check out the work done related to housing and agriculture by Deer Crossing the Art Farm.
- Density should start in the hubs, and then slowly go out.
- If this goes forward, it sets a precedent.
- The creek traverses both sides of the road allowance. Determine the extent of the wetlands; could require major changes to owners' thinking if there are restrictions around the wetland.
- Amenity requirements would have to be worked out for the new type of zoning.
- Biggest challenge: approval of Halfmoon Bay OCP committee and Area B APC.
- Supportive of more affordability options, but because it is market-driven, it would be hard to know about its affordability.
- Would not push agriculture, because the land is really not suitable for agriculture other than with greenhouses.
- In marketing the concept, emphasize "hobby farm" and "personal food security" and not so much "agriculture".
- The proposed increase in number of residents could put more pressure on the SCRD for services, amenities. Alleviate the concern about the pressure that will be applied for more services.
- Different uses can be in conflict in close proximity when a parcel is quite small.
- Have specifications on what are acceptable uses.
- It is in the middle of a sparsely populated area.
- How would short-term rentals fit? It would be attractive, off the beaten track.
- Inquiry whether workers would live onsite.
- There would be a better chance of success if the size of parcels is bigger and the density lower.
- The first and biggest hurdle is to amend the OCP.

<u>Conclusion</u>: The APC would be interested in hearing what Halfmoon Bay / Area B APC says about the proposal before making a recommendation.

#### **NEW BUSINESS**

#### Twin Creeks Official Community Plan Review

The APC requested an update on the Twin Creeks Official Community Plan review.

#### DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING May 28, 2019

ADJOURNMENT 9:00 p.m.

## ANNEX R

#### SUNSHINE COAST REGIONAL DISTRICT

#### AGRICULTURAL ADVISORY COMMITTEE

April 23, 2019

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

PRESENT:	Chair Members	David Morgan Paul Nash Gretchen Bozak Jon Bell Barbara Seed
ALSO PRESENT:	Director, Electoral Area F Director, Electoral Area E Manager, Planning & Community Development Water & Energy Projects Coordinator Recorder Public	Mark Hiltz Donna McMahon Andrew Allen Raph Shay Tracy Ohlson 1
REGRETS:	Members	Faye Kiewitz Erin Dutton Raquel Kolof Gerald Rainville

#### CALL TO ORDER 3:32 p.m.

**AGENDA** The agenda was amended to include the following:

- Agricultural Land Commission Meeting
- New Business: Drought Management Plan Amendments

#### MINUTES

#### **Recommendation No. 1** AAC Meeting Minutes for March 26, 2019

The Agricultural Advisory Committee recommended that the meeting minutes of March 26, 2019 be received and approved.

#### REPORTS

#### Agricultural Water Use Study

Key points of discussion:

- Can SCRD provide bulk-purchasing opportunities for irrigation equipment, rainwater collection systems for farmers? SCRD has rainwater harvesting rebate program. Group purchasing for farmers can possibly be implemented through the Southern Sunshine Coast Farmers Institute (SSCFI).
- Irrigation Course offered by Irrigation Industry Association of BC was cancelled, only one applicant. SSCFI may run a similar course.
- Commercial Water rate system already in place for farmers.
- Concern of impact of commercial rate structure on commercial farmers.
- How are water meters read?
- Clarification discussion on rate structure.
- 80% of Sunshine Coast farms have chickens, is that indoor water use? Livestock watering is not regulated.
- Discussion on sufficiency of well supply on farmers.
- Do we know the number of farms on own well system on the Sunshine Coast?

#### **Recommendation No. 2** Agricultural Water Use Study

The Agricultural Advisory Committee recommended that an updated Agricultural Water Use Study be completed in 2020 or once all commercial farms are metered;

AND THAT the Agricultural Advisory Committee be involved in the Terms of Reference for the updated Agricultural Water Use Study.

#### NEW BUSINESS

#### Agricultural Land Commission Meeting

- Director Hiltz provided highlights on attendance at recent Agricultural Land Commission presentation at a conference.
- Discussion on size of parcels for farming and ALC legislation.

#### Recommendation No. 3 Agricultural Land Commission

The Agricultural Advisory Committee recommended that a formal request for the SCRD Board to invite MLA, Nicholas Simmons as a member of the Select Standing Committee on Agriculture, Fish and Food to speak to the Agricultural Advisory Committee and SCRD Board about the future of agriculture on the Sunshine Coast.

#### Drought Management Plan Amendments

Key points of discussion:

- New category for commercial farm watering.
- Types of water use.
- Products food and non-food.
- Sprinkling and micro-drip irrigation.
- Registration of farms to switch to commercial metered water rate.
- Livestock and processing.

The Agricultural Advisory Committee suggested that the Drought Management Plan Summary Table – Commercial Farm Watering section consider the following changes, to be discussed further next meeting:

- Remove the words (food for sale).
- In Stage 4 include the words only for livestock and processing.
- Remove sprinkler use in Stage 2 & 3, allowing sprinkler use during Stage 1 only with the exception of sprinkler use inside greenhouses which is permitted during Stages 1, 2 and 3.
- With respect to drip and micro-drip irrigation, remove the <25 psi or less (pressure component) and focus on amount <x m<sup>3</sup>/day instead.

#### How Farmers Can Provide Their Own Water Source

- Non Chapman water sources
  - o District of Sechelt reclaimed water (non-potable) not available to farmers.
  - Ask District of Sechelt to open source to farmers.
  - No Bulk Water Agreement to enable farmers to drive to Pender Harbour and access water.
  - o Use of wells.
  - Water licences on creeks.
- May agenda item: Public participation at Agricultural Advisory Committee

NEXT MEETING Tuesday, May 28, 2019

ADJOURNMENT 5:12 p.m.

<i>≈</i> BCFerries	SCRD RECEIVED	Key Stakeholder Update
	APR 1 2 2019	
April 10, 2019	CHIEF ADMINISTRAT	IVE

ANNEX S

#### Horseshoe Bay Terminal Development Plan Engagement – A Vision for the Future Concept Refinements Continue

We wanted to provide you with a quick update on the Horseshoe Bay Terminal Development Plan as we continue to refine draft concepts for the terminal. As you may remember from our last update, draft concepts for the terminal have been developed. Over the past three months we have been working through final internal reviews and holding workshops and meetings with the District of West Vancouver, Translink, and the Ministry of Transportation & Infrastructure. This process has been critical to ensure the concepts we are developing are meeting our operational needs, while integrating with the surrounding transportation network, and with the other various plans underway for Horseshoe Bay Village.

Through this review process, we have gathered valuable feedback that we wish to consider before we present the draft terminal concepts to communities for review. To provide time for these refinements to take place, and to allow for further review and analysis, our engagement activities will occur later in the year than expected; we anticipate early fall after the busy summer holiday season is over.

We are also aware that the District of West Vancouver is starting their Local Area Planning process for Horseshoe Bay this Spring. We will remain engaged in this process as a key stakeholder and will be following the outcomes of these important discussions.

In the meantime, we continue to plan for a number of engagement activities for the Horseshoe Bay Terminal Development Plan that will be widely promoted to communities later this year, including:

- Key stakeholder workshops
- A community open house in Horseshoe Bay
- Pop-up engagement events at the terminal and on board vessels
- Online engagement

We will continue to keep you updated as we progress. In the meantime, we welcome any questions you may have about the Terminal Development Plan. As always information, including reports on our previous engagement activities, are available on our webpage at <a href="https://www.bcferries.com/about/hsbvision">www.bcferries.com/about/hsbvision</a>.

#### **Project Manager Contact Information**

If you have any questions about this information or the process itself, please contact Darcy Vermeulen, Director with Context Research and Project Manager for the Horseshoe Bay Terminal engagement, at (604) 669-7300 ext. 209 or <u>dvermeulen@contextresearch.ca</u>.



Coalition of Child Care Advocates of BC P.O. Box 43008 Cascade Burnaby, BC V5G 452 Toll free number across BC: 1-866-965-8550 In Metro Vancouver: (604) 515-5439 Email us: info@10aday.ca

ANNEX T

RECEIVED

APR 2 3 2019 S.C.R.D.

Chairperson Lori Pratt and Board of Directors Sunshine Coast Regional District

Dear Chairperson Pratt and Directors,

As you may know, in 2011 the Coalition of Child Care Advocates of BC and the Early Childhood Educators of BC proposed the <u>\$10aDay Child Care Plan</u> - the Community Plan for a Public System of Integrated Early Care and Learning - which has garnered unprecedented support and is providing the template for BC's government to implement Child Care BC.

MACTER FILE COPY

Our 'made in BC' Plan provides a concrete strategy to meet the needs of BC children, women, families, and employers with quality \$10 a day child care, no-user fees for families who earn less than \$45,000 a year, increased number of licensed spaces, including for children with special needs, \$25 an hour average wages for Early Childhood Educators, and new investments in Indigenous child care.

Supporters of the \$10aDay Plan now represent **2 million** British Columbians. **55 local governments, 31 school boards**, community organizations, labour unions, medical health officers, credit unions, businesses, politicians, academics, media, plus thousands of parents and grandparents from across the province.

Importantly, the Plan advocates for Indigenous peoples to have the power and resources to govern and design their own early care and learning services to meet the vital cultural needs of their communities as affirmed by the United Nations Declaration on the Rights of Indigenous Peoples.

<u>Child care is necessary for parents, especially mothers, to participate in the work-force or to further their</u> <u>education</u>. Because you're aware of how important quality child care services are for healthy children, women's equality, families, businesses, vibrant communities and the economy, we are writing to ask you to add the Sunshine Coast Regional District to the long list of those supporting the \$10aDay Plan.

We, Sunshine Coast Regional District, support the <u>\$10aDay Child Care Plan</u>. This Plan is making a real difference for BC children, women, families and the economy. We urge the provincial government to continue working with communities to implement this quality affordable child care system for BC.

More information on the Plan is available at <u>www.10aDay.ca</u>. Don't hesitate to contact us at info@10aday.ca if you have questions, <u>or would like a presentation</u>, and to let us know if you support the \$10aDay Plan.

Sharon Gregson \$10aDay Child Care Campaign PO Box 43008 CASCADE, Burnaby BC VSG 4S2





SCRD RECEIVED APR 25 ZU19 CHIEF ADMINISTRATIVE OFFICER

ANNFX U

Coast Garibaldi Health Box 1040 5571 Inlet Avenue Sechelt, B.C. VON 3A0 Tel: 604-885-5164 Fax: 604-885-9725

**Environmental Health Services** 

April 24, 2019

Chief Administrative Officer Sunshine Coast Regional District 1975 Field Road Sechelt, BC VON 3A1

Dear Chief Administrative Officer,

#### Re: Referral response to proposed logging in District lot 1313

This letter provides a referral response to the request for VCH to *"review concerns related to the protection of drinking water in alignment with legislation,"* as submitted by your February 27, 2019 letter to our office. Your letter raised concerns about the impacts of timber harvesting on proposed cut block in District Lot 1313 (A91376; block G043C3ZD) on drinking water supplies and aquifer recharge.

It is also important to emphasize that the main provisions of the Drinking Water Protection Act<sup>1</sup> primarily deals with water quality issues, and not concerns of quantity. Section 23 of the Act applies to "domestic water systems" and it provides broad prohibitions against contaminating drinking water or even introducing anything to a drinking water source that would "limit use of the water provided by the system on the basis that there may be a risk of a drinking water health hazard". Nevertheless, the prohibitions of section 23 <u>do not apply if the introduction or activity is authorized</u> or the person is otherwise acting with lawful authority. Water quantity issues and concerns are addressed by the water licensing application and permitting process administered by the Ministry of Forests, Lands & Natural Resource Operations (MFLNRO).

Downslope of the proposed cut block, our office is aware of 9 surface water sources that have water licenses. We are also aware of four downslope wells. None of these water sources (surface water or wells) are regulated as a "water supply system" under the Drinking Water Protection Act, as they are private water supplies that do not serve more than a single family dwelling. This greatly limits our involvement with these private domestic water systems, whether they are surface water intakes or wells reliant on groundwater from aquifers.

Our office has developed standing advice to private water systems that draw on surface water. This advice recognizes that surface water (e.g., creeks, lakes, springs, shallow wells, etc.) used for drinking water is always at risk to contamination from disease-causing pathogens (e.g., viruses, bacteria and parasites) due to its vulnerability to:

- Human activity such as industrial development, logging, industry, agriculture, livestock production, road building and recreation.
- Animal activity near water bodies, including disturbance of stream beds, feces, urine, or animal carcasses decaying in or near a water source.
- Natural/weather events such as flooding, erosion, landslide, torrential rain, spring freshet and other seasonal water quality changes.

Page 1 of 2

<sup>&</sup>lt;sup>1</sup> http://www.bclaws.ca/civix/document/id/complete/statreg/01009\_01



Coast Garibaldi Health Box 1040 5571 Inlet Avenue Sechelt, B.C. VON 3A0 Tel: 604-885-5164 Fax: 604-885-9725

#### Environmental Health Services

For private water systems that draw on surface water, the standing <u>advice</u> from our office is that surface water needs filtration and disinfection prior to use as drinking water. For private water systems that rely on ground water, the <u>standing advice</u> from our office is that treatment options may vary widely depending on the depth of well, and water quality parameters as determined by water analysis labs. Local water treatment professionals can be consulted to determine specific needs in both cases.

Our office has reviewed the Terrain Sedimentation Hydrological Hazard Report for the proposed cut block in District Lot 1313 (A91376; block G043C3ZD) dated January 12, 2018, as provided by the BC Timber Sales Office in Powell River. We have noted that this signed and sealed report by Drew Brayshaw provides specific harvesting recommendations to reduce sedimentation risk, and concludes, *"Harvest of the block presents a low to very low hydrologic hazard to downstream water licenses and wells. No special additional measures to protect downstream or downslope hydrology are warranted beyond those already prescribed for sedimentation hazards."* Our office is not in a jurisdictional position to dispute the findings of this professionally prepared report.

Our office recommends that the findings and recommended technical measures of the Terrain Sedimentation Hydrological Hazard Report be diligently followed if harvesting and road building this cut block is given clearance to proceed.

Beyond erosion/sediment/turbidity control, Vancouver Coastal Health (VCH) also recommends implementation of the following measures to protect sensitive watersheds that experience logging and road building activity:

- Fuel and lubricants should be stored outside of the watershed and to immediately notify VCH, SCRD and BC Ministry of Environment in the event of any spill. Spill containment materials should be readily available on site.
- Post-harvest silvicultural activities should preclude the use of fertilizers, pesticides and herbicides. We
  encourage replanting to accelerate hydrologic stability.

Please do not hesitate to contact our office if you have any questions about this referral response.

Sincerely,

Darren Molder, C.P.H.I.(C) Senior Environmental Health Officer Drinking Water Officer Tel: 604-885-8711 E-mail: darren.molder@vch.ca

Geoff McKee, MD, MPH, FRCPC Medical Health Officer Tel: 604-983-6701 E-mail: geoff.mckee@vch.ca

CC (e-mail): Mark Ritson, Health Protection Manager (VCH) CC (e-mail): Noel Poulin BC Timber Sales

Page 2 of 2

288