



ELECTORAL AREA SERVICES COMMITTEE

Thursday, July 20, 2023

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda Pages 1 - 2

PRESENTATIONS AND DELEGATIONS

2. Pam Robertson, Tiny Home Alliance of Canada and Sunshine Coast Tiny Homes Ltd. Annex A
3 - 14
Regarding Update for a Temporary Movable Small Home Pilot Project in Rural Areas.
3. Pablo Yuste, OMICRON AEC and Angela Letman, Very Coast Planning and Design Verbal
Regarding Development Variance Permit Application DVP00085 (Cawley Point Cabins).

REPORTS

4. Development Variance Permit Application DVP00085 (Cawley Point Cabins) Annex B
15 - 43
Senior Planner
Electoral Area B - Rural Planning (Voting – A, B, D, E, F)
5. Zoning Amendment Bylaw No. 722.2 Consideration of First, Second and Third Readings (562 Veterans Road) Annex C
44 - 46
Planner II
Electoral Area E - Rural Planning (Voting – A, B, D, E, F)
6. Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of First and Second Readings Annex D
47 - 73
Planner II
Electoral Area F - Rural Planning (Voting – A, B, D, E, F)
7. Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Mitigation Watercourse and Shoreline Protection Amendments Annex E
74 - 84
Planner II and Senior Planner
Rural Planning (Voting – A, B, D, E, F)

8. Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone
Planner II
Electoral Area E - Rural Planning (Voting – A, B, D, E, F) Annex F
85 - 91
9. 2023 Electoral Areas' Grant-in-Aid Debrief and Policy Discussion
*General Manager, Corporate Services / Chief Financial Officer
Administrative Assistant, Corporate and Administrative Services*
Grant-in-Aid (Voting – A, B, D, E, F) Annex G
92 - 116
10. Roberts Creek Park Protection
Manager, Parks Services
Community Parks Service (Voting – B, D, E, F) Annex H
117 - 122
11. RFP 2334502 Engineering Services Ports Capital Projects Award
Capital Projects Coordinator
Ports Service (Voting – B, D, E, F) Annex I
123 - 124
12. Electoral Area E (Elphinstone) Advisory Planning Commission
Minutes of June 28, 2023
Electoral Area E - Rural Planning (Voting – A, B, D, E, F) Annex J
125 - 127
13. Ports Monitors Committee Meeting Notes of May 29, 2023
Ports Service (Voting – B, D, E, F) Annex K
128 - 130

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

Temporary Housing - Pilot Project

Presented by Pam Robertson

Re-presenting the Pilot Project delegated in 2018 & 2021

Document is titled 2018- SEP-06 PCD
Agenda Package

Results of the Pilot project presented in 2018

Regarding the previous staff report, it was just a report, it didn't go any further, although there is a resolution calling for a pilot project plan as result of this report:

264/18

Recommendation No. 6 *Potential for a Temporary Movable Small Home Pilot Project in Rural Areas*

THAT the report titled Potential for a Temporary Movable Small Home Pilot Project in Rural Areas be received;

AND THAT a report be provided to the Committee in Q1 2019 with regard to:

- a) a pilot project plan to implement temporary use permits for temporary small movable homes, proposed to have a duration of three years, focus on auxiliary dwellings, and include a cap of 20 permits per electoral area per year reviewed annually;
- b) amendments to Zoning Bylaw Nos. 310 and 337 and Procedure and Fees Bylaw No. 522;

AND FURTHER THAT this report be referred to SCRD Advisory Planning Commissions and Vancouver Coastal Health for comment.

No action has been taken on this resolution.

Outline of the Pilot Project

- Temporary Use Permit allowing property owners the ability to have an ease of access to a temporary secondary dwelling, subject to existing Land Use Policies.
- Incentivize Smart Growth-oriented infill building in rural areas.
- Project to run for a minimum of three years allowing substantial time for assessments, to determine successes or setbacks.
- Most importantly provides immediate affordable housing solutions.



Benefits of the Pilot Project

- Easy installation of recreational vehicles, RV tiny houses, park model homes, micro homes, or shipping containers to be used as secondary dwellings.
- Protect the community from illegal dwellings that are improperly constructed and that are disconnected from amenities. ie School bus Wilson Creek, outbuildings with no amenities, Vancouver News - increasing numbers of people living in vehicles and squatters etc.
- Gives a proactive support to members of the community who are challenged in this time of economic difficulties, specifically those who are looking to leave the Sunshine Coast to find more affordable housing like our service workers.
- Minimizes intrusion on land and resources using existing RV's, Tiny Homes, and small pre built outbuildings.

Advantages to the SCR D

- Minimizes strain on our water constraints, as these units are traditionally low water use – re hot water on demand, low flow & or composting toilets etc.
- Densification of existing land parcels which have more than enough space to house these homes, and are already zoned for such land uses, no additional and lengthy administration needed.
- Fees to contribute to the program itself (self generating) to minimize expense to the SCR D ie 1200- 1500 per unit for the entire program per home.
- SCR D recognized for its contribution to the betterment of the community addressing the need for immediate and affordable housing.

Recreational Vehicle

- Easily connected to the existing septic, power and water.
- Another option would be a holding tank approved on an individual basis by the VCH (as outlined in the original Supporting Letter)
- No foundation needed- minimum intrusion to land, setbacks etc.



Tiny House RV

- Ensure the units meet existing density, setback and other Official Community Plan or Bylaw regulations.
- They can be regulated so that they are built to the CSA standards as Z240 RV -14 Series or Z241 Park Model
- Esthetically pleasing can be cohesive to neighborhood or house
- Diversify housing options instead of more complexes, duplexes or apartment buildings
- Integration vs segregation



ACT NOW!

This TUP process poses as an immediate option towards as affordable housing solution.

Safety net for displaced people, preventing homelessness.

Protect our seniors and participate in the 'age friendly' communities' initiative.

Act as part of the Regional Growth Strategy managing sustainable growth to our community

Protect our young families who are moving off the Coast to find affordable housing



Other references of Tiny Homes in Package

- **City of San Luis Obispo Moveable Tiny Houses As ADUs Ordinance**
- **THE CORPORATION OF THE CITY OF GRAND FORKS: Page 15 Tiny House On Wheels Bylaw**
- **Tiny Homes – An Alternative to Conventional Housing: BC Housing Report 2021**
- **Tiny homes brochure for Fresno California – has outline of acceptable tiny homes allowable- great reference**

Thank you!

The SC community hopes we
can address this issue promptly
together.



Links to Pages outlined in PowerPoint on page 10

Tiny Homes –An Alternative to Conventional Housing: BC Housing Report 2021

<https://www.bchousing.org/research-centre/library/housing-forms-designs/tiny-homes-alternative-conventional-housing>

Tiny homes brochure for Fresno California –has outline of acceptable tiny homes allowable-great reference

<https://www.fresno.gov/planning/faqs/>

fresno.gov/planning/faqs/#can-i-have-a-tiny-home-on-my-property

City of San Luis Obispo Moveable Tiny Houses As ADUs Ordinance

<https://www.slocity.org/government/departments-directory/community-development/housing/tiny-home-on-wheels>

THE CORPORATION OF THE CITY OF GRAND FORKS: Page 15 Tiny House On Wheels Bylaw

<https://www.grandforks.ca/wp-content/uploads/bylaws/By2039-Zoning-Bylaw.pdf>

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Service Committee – July 20, 2023

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Development Variance Permit DVP00085 (Cawley Point Cabins)

RECOMMENDATIONS

- (1) THAT the report titled Development Variance Permit DVP00085 (Cawley Point Cabins) be received for information;
- (2) AND THAT Development Variance Permit DVP00085 to vary Zoning Bylaw No. 722, Section 5.16.1(a) by reducing the setback from the natural boundary of the ocean for the structures as shown on the Reference Plan (Attachment A) from 15 m to the following setbacks,

Building or structure:	Reduced minimum setback:
Cabin 1	2.7 m
Cabin 4	8 m
Cabin 5	2.5 m
Cabin 8	3.9 m
Cabin 14	4 m
Yurt 2	2.7 m
Boardwalks	Per Reference Plan

be issued, subject to:

- A. Implementation of an environmental restoration plan according to the Assessment of Shoreline Impacts of the TELUS Wilderness Point, prepared by Diamond Head Consulting, dated February 15, 2023 (Attachment C), including a performance bond of \$15,000 deposited to SCRD to guarantee landscape planting work of the plan, within 24 months of issuance of this Permit.
- B. The environmental restoration plan be reviewed by SCRD and shíshálh Nation before its implementation.
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) received a Development Variance Permit application (DVP00085) requesting reduced setbacks from the natural boundary of the ocean for a number of existing structures located on the subject property near Cawley Point at Storm Bay (Reference Plan, Attachment A). The sought setbacks are as follows:

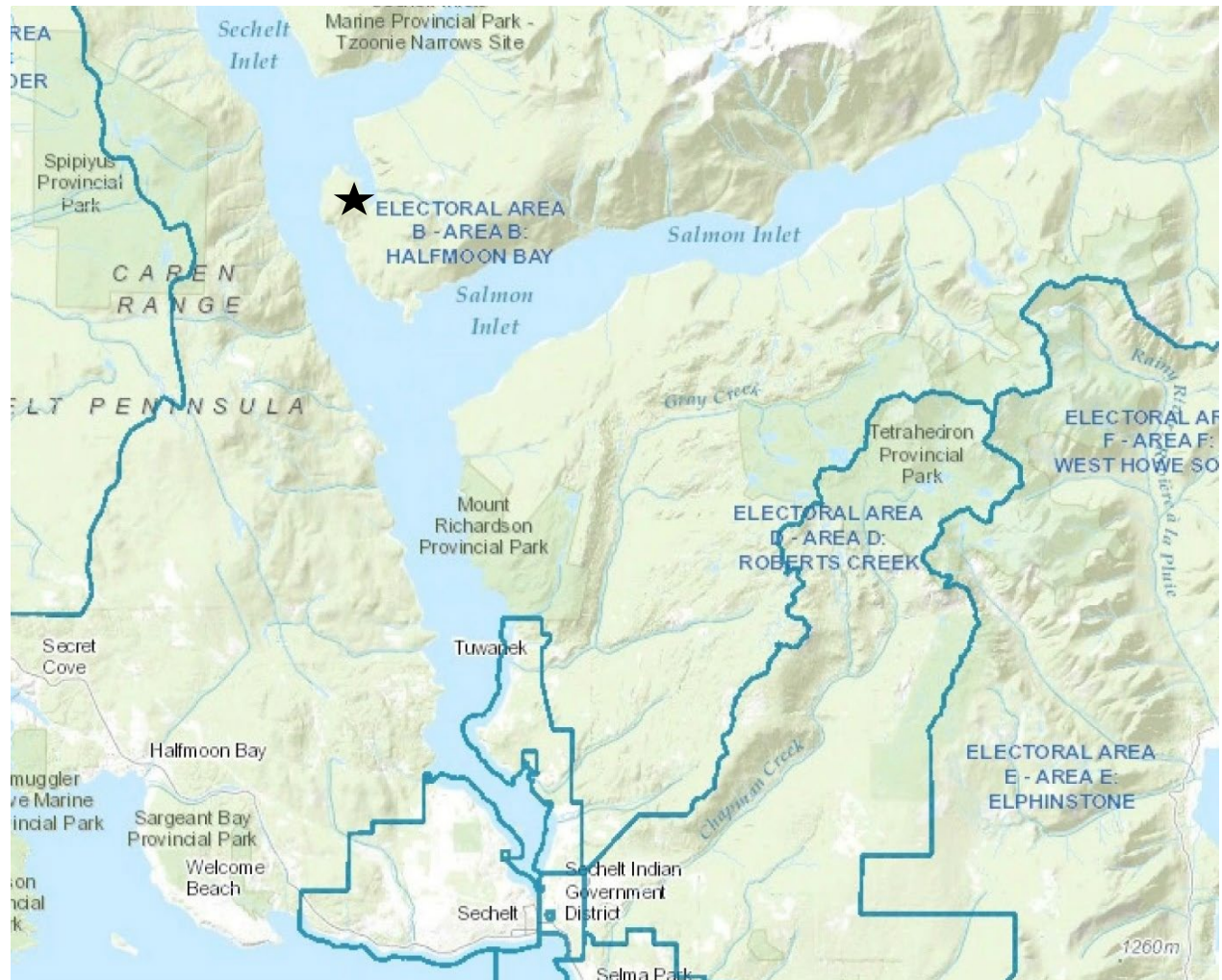
Building or structure	Setback sought by variance	Setback required by Bylaw 722
Cabin 1	2.7 m	15 m
Cabin 4	8 m	15 m
Cabin 5	2.5 m	15 m
Cabin 8	3.9 m	15 m
Cabin 14	4 m	15 m
Yurt 2	2.7 m	15 m
Boardwalks	Per Reference Plan	15 m

The purpose of this report is to present this application to the Committee for consideration and decision. Table 1 below is a summary of the application.

Table 1: Application Summary

Applicant:	Telus Communications Inc.
Legal Description:	DISTRICT LOT 4444 GROUP 1 NEW WESTMINSTER DISTRICT
PID:	015-852-792
Electoral Area:	Area B
Civic Address:	Cawley Point at Storm Bay
Zoning:	RU2 – Rural 2
OCP Land Use:	Resource
Proposed Use:	Existing accessory cabins and boardwalks

Figure 1 - Location Map



Prior to the purchase by the current owner of the 124-ac Cawley Point property in early 2020, the previous owners operated a seasonal camping resort and had constructed a variety of structures on the site, including several elevated tent platforms, yurts, a single-family dwelling, a workshop, a building with a washroom and a kitchen, and numerous accessory structures. The current owner constructed along the water's edge eight timber cabins (1, 3, 4, 5, 6, 8, 13, 14) as shown on the Reference Plan) and connecting boardwalks without building permits in 2021 and 2022. The cabins range from 200 ft² to 320 ft² in size. Several of the cabins were built on the existing elevated tent platforms, while others were built in new locations.

The table below summarizes the current state of those structures (numbering not in numeric order) and action to be taken with respect to bylaw setback requirements.

Structure	Bylaw 310 - setback 7.5 m	Bylaw 722 - setback 15m	Action to be taken
Cabin 1	non-conforming	non-conforming	seek variance
Cabin 3	conforming	conforming	remain
Cabin 4	conforming	non-conforming	seek variance
Cabin 5	non-conforming	non-conforming	seek variance
Cabin 6	non-conforming	non-conforming	remove
Cabin 8	non-conforming	non-conforming	seek variance
Cabin 13	non-conforming	non-conforming	remove

Cabin 14	non-conforming	non-conforming	seek variance
Parts of boardwalks	non-conforming	non-conforming	seek variance
Yurt 1	conforming	non-conforming	legal non-conforming status
Yurt 2	non-conforming	non-conforming	seek variance
Tent 3	conforming	non-conforming	remove
Tent 4	non-conforming	non-conforming	remove
Tent 5	non-conforming	non-conforming	remove

Under the RU-2 zoning, sleeping cabins are not permitted as part of a campground use. The applicant is in the process of engaging with SCR D and consulting with shíshálh Nation to bring forward a rezoning application that would permit all uses associated with Telus' plan to establish a recreational camp facility at the subject location.

As noted below, Telus has consulted with shíshálh Nation on this DVP to rectify non-conforming issues (Building Code and Zoning Bylaw) of existing structures which are planned to be parts of the future camp. If the DVP application is approved, Telus would ensure that all conditions of the DVP are satisfied, and building permits are obtained for the buildings and structures.

In conformance with current zoning the existing cabins and yurts will only be used for non-residential or accessory uses such as storage, maintenance, artist studio, workshop, assembly, etc., and as such they contain no sleeping accommodations, or cooking or plumbing facilities.

Applicant's Rationale

A geotechnical hazard assessment review by Boundary Consulting and an environmental impact review by Diamond Head Consulting provide hazard assessment and environmental impact assessment of the as-built conditions of the existing structures, and weigh these against the pros and cons of relocating the non-conforming ones further back from the natural boundary of the Inlet. In summary, there is technical rationale from both geo-technical and environmental perspectives by both reports supporting the retention of the boardwalks and five cabins (1, 4, 5, 8, 14) as located within the 15 m setback, and the removal of two cabins (6, 13) and three tents (3, 4, 5). The applicant is seeking variance from the Bylaw setback requirement to permit retention of five cabins, one yurt and the boardwalks. The variance, if approved, would support the application for building permits for accessory use of these structures. To mitigate impacts by these structures, the applicant proposes to implement an environmental restoration plan.

DISCUSSION

Zoning Bylaw No. 722

Section 5.16.1 of the Zoning Bylaw states that:

No, building or structure or any part thereof, except a boathouse located within an inter-tidal zone or within the I13 Zone, shall be constructed, reconstructed, moved, located or extended within:

- a) 15 m of the natural boundary of the ocean;*

Cabins (1, 4, 5, 8, 14), yurt 2 and some boardwalks do not meet this requirement.

Halfmoon Bay Official Community Plan

No Development Permit Areas are designated for the subject property and surrounding areas.

General policy related to the environment:

6.18 Protect shorelines by limiting the amount of intensive development in proximity to the natural boundary of water bodies.

Consultation

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

Referral Agency	Comments
SCRD Building Department	Review of building permits subject to approval of variance
shíshálh Nation (referral sent on February 3, 2023)	<ul style="list-style-type: none"> • The plan for the cabins to come down is conditional in that TELUS will need to remediate the impacts in the riparian area. We are aware that TELUS has a consultant (Diamond Head) who can achieve this. • Specifically, a restoration specialist who developed a plan to remediate the development footprint – any plans for restoration should be shared with shíshálh Nation.
Halfmoon Bay Fire Department	No concerns
Neighbouring Property Owners/Occupiers	Notifications were mailed on June 23, 2023 to owners and occupiers of properties within a 100 m radius of the subject property. Comments from residents questioning the building permit and variance application process and asking for environmental protection of the Sechelt Inlet and limiting development scale have been received prior to the report review deadline.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may attend the Committee of the Whole meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*, and it is anticipated that if the subject DVP is approved the applicant will be required to satisfy this duty under this legislation through normal process that applies to all development.

Planning Analysis

Staff have evaluated this application against criteria for development variance permit in SCR D Board policy 13-6410-6, as detailed below:

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw*

The intent of the requirement of the Bylaw for a 15 m setback from the natural boundary of the ocean is to protect the coastal natural environment and protect buildings and structures from

coastal flooding. Although the subject property and surrounding areas are not designed a Development Permit Area by the Halfmoon Bay OCP, potential geo-hazards related to coastal flooding and coastal slope are typical for areas along the shoreline. Environmental policies of OCP also call for protection of the foreshore natural environment from encroaching buildings and intense development.

Based on assessment of the technical reports, the structures proposed to be retained are safe from coastal flooding and coastal slope hazards, and the environmental impact they have on areas along the shoreline can be mitigated by implementing a number of restoration measures in several disturbed areas. This justifies the retention of these structures and maintains the intent of the bylaw.

Additionally, three (5, 8, 14) of the five cabins will undergo alterations to their foundations and structural framing to strengthen their geo-technical safety. Engineering design of the alterations will be reviewed in their building permit applications.

2. The variance should not negatively affect adjacent or nearby properties or public lands

The variance has no impact on adjacent land properties which are located on the other side of Storm Bay or the Sechelt Inlet.

3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances

Some of the structures and boardwalks were built on existing platforms or previously cleared land that are within the setback area. Retaining them in place can help to reduce land clearing and alteration elsewhere on the property. If the variance is approved, building permits will be applied for to ensure their compliance with the Building Code.

4. The proposed variance represents the best solution for the proposed development after all other options have been considered

Weighing against relocation, the technical reports support retention of the five cabins, one yurt and boardwalks in place as the best option, which will be accompanied by structural strengthening of the cabins and environmental restoration actions.

5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property

As recommended by the technical reports, retention of the structures will be accompanied by restoration actions to mitigate negative impact on the natural environment in portions of the property. Implementation of an environmental restoration plan along with a performance bond of \$15,000 to guarantee landscape planting work are proposed as conditions of the development variance permit.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit some of the existing structures in question to remain in place.

Staff recommend this option.

Option 2: Refer the application to the Area B APC

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the Board. Further notification is not required with this option.

Option 3: Deny the permit

The zoning bylaw regulation would apply, and some of the structures would have to be removed or relocated outside of the setback areas. The applicant could, as an alternative option, seek relief through the Board of Variance.

CONCLUSION

The proposed development variance permit would allow five existing cabins, one yurt and boardwalks to remain in place on the subject property and bring them into compliance with the Building Code through application of building permits. This represents a reasonable solution to the non-compliance issue of these structures and facilitate their appropriate use in the future.

Staff recommend issuing the development variance permit as noted in the recommendation, subject to implementation of an environmental restoration plan.

ATTACHMENTS

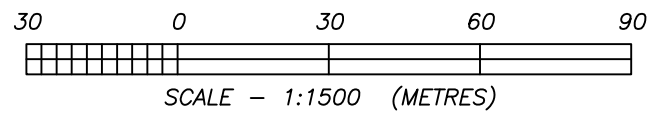
Attachment A – Reference Plan

Attachment B – Site plan and photos

Attachment C – Assessment of Shoreline Impacts

Reviewed by:			
Manager	X – J. Jackson	Finance	
A/GM	X – R. Shay	Legislative	
CAO	X - D. McKinley		

TOPOGRAPHIC PLAN OF PART OF DISTRICT LOT 4444 GROUP 1 NEW WESTMINSTER DISTRICT

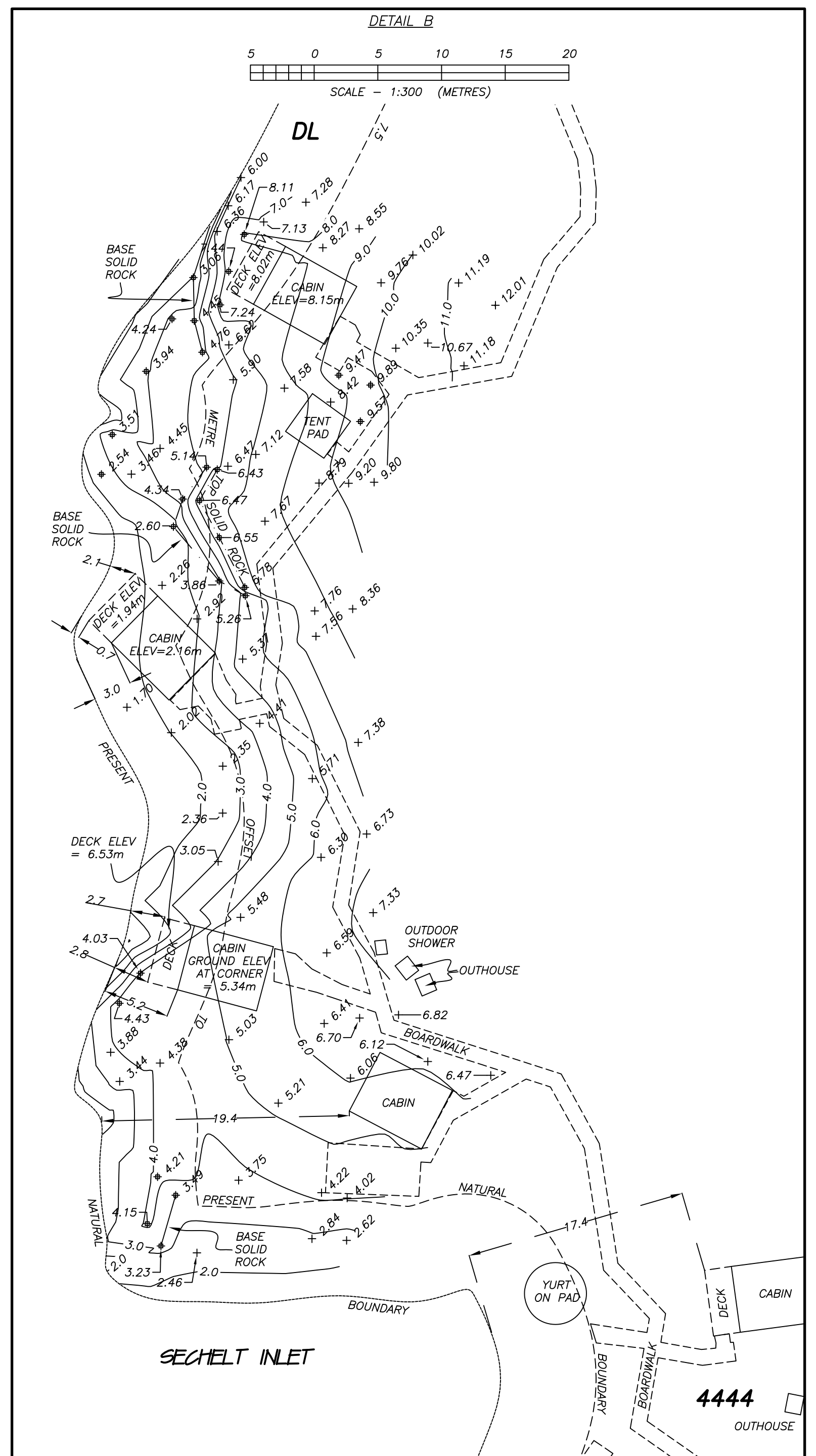
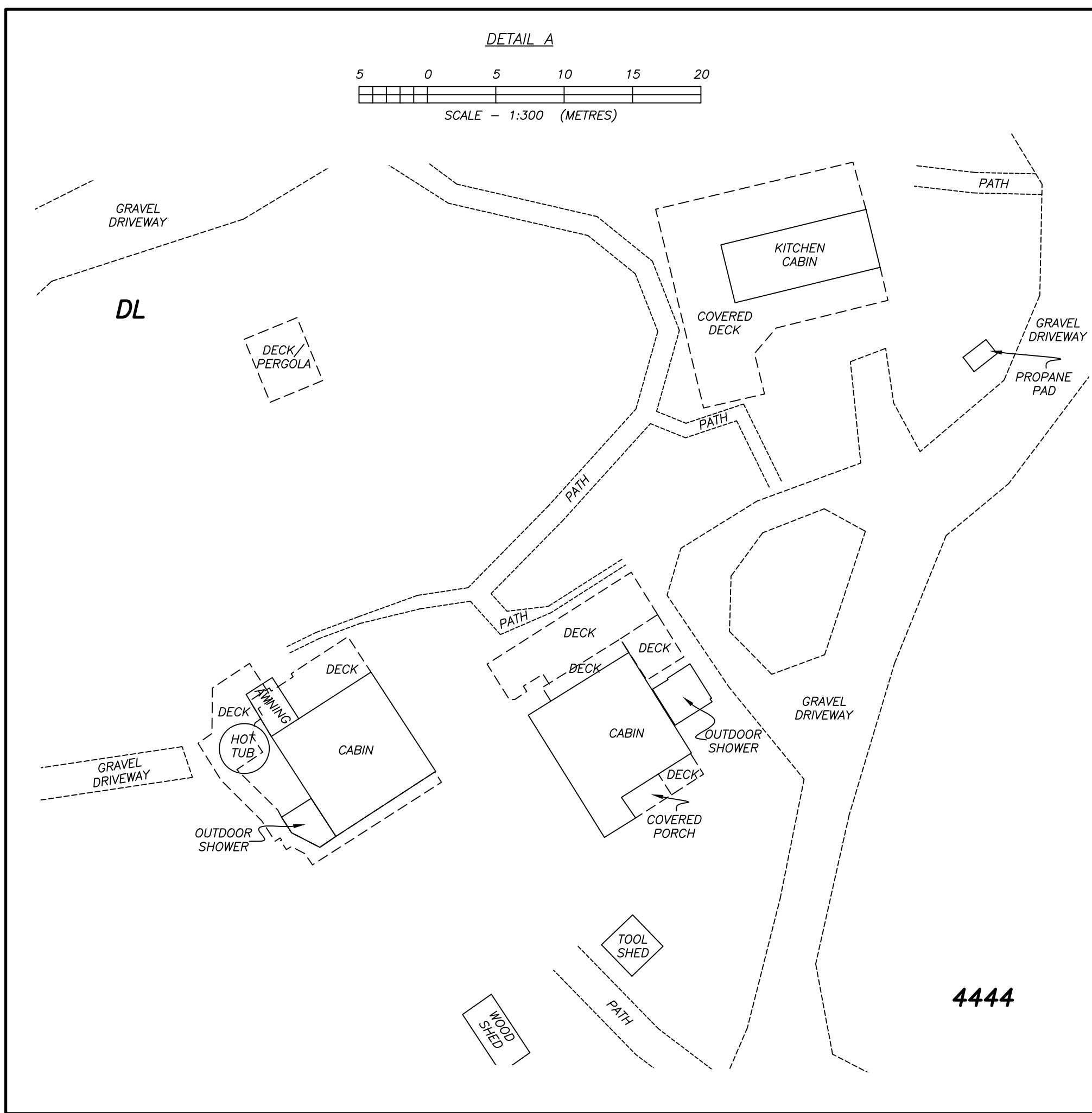
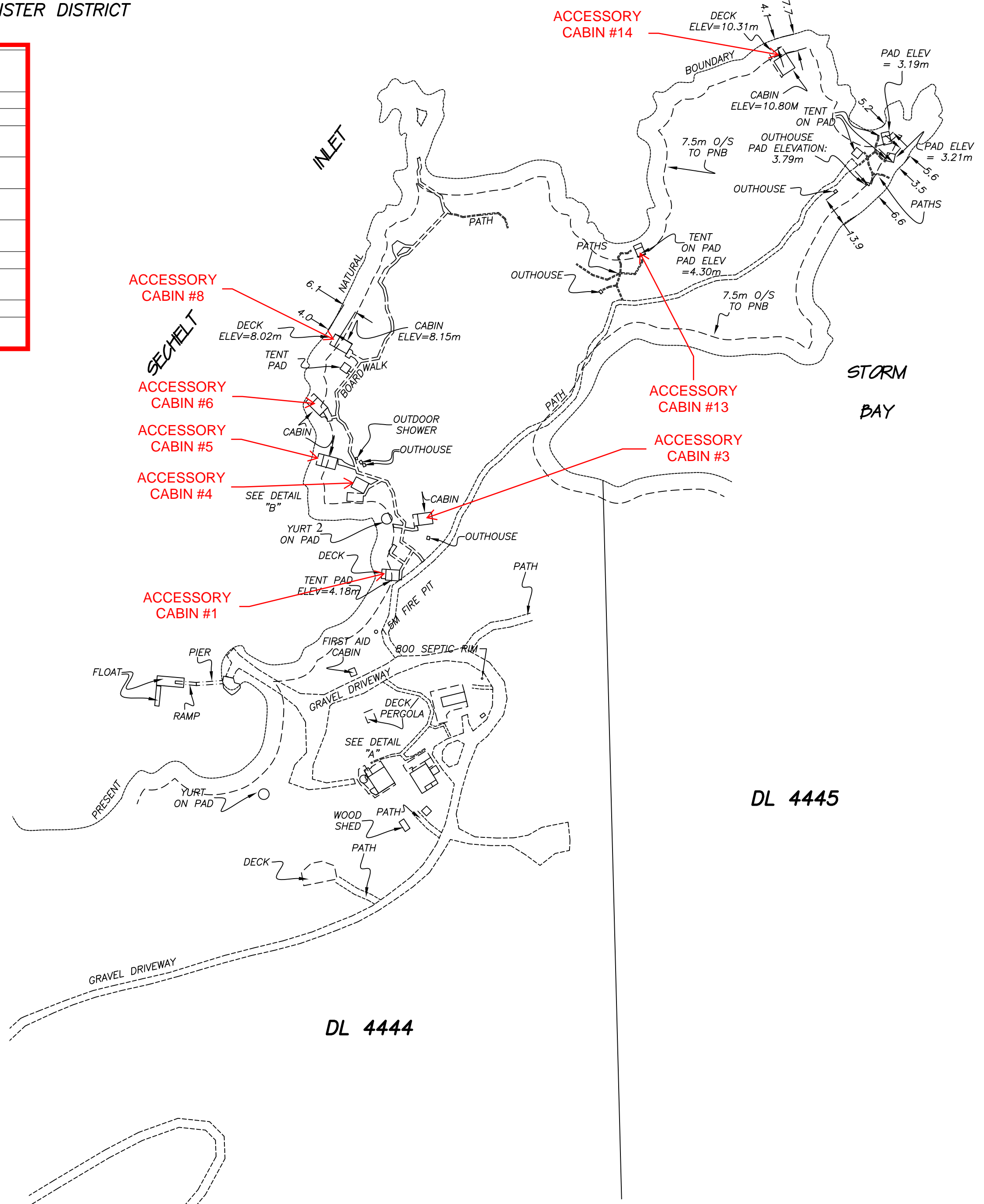
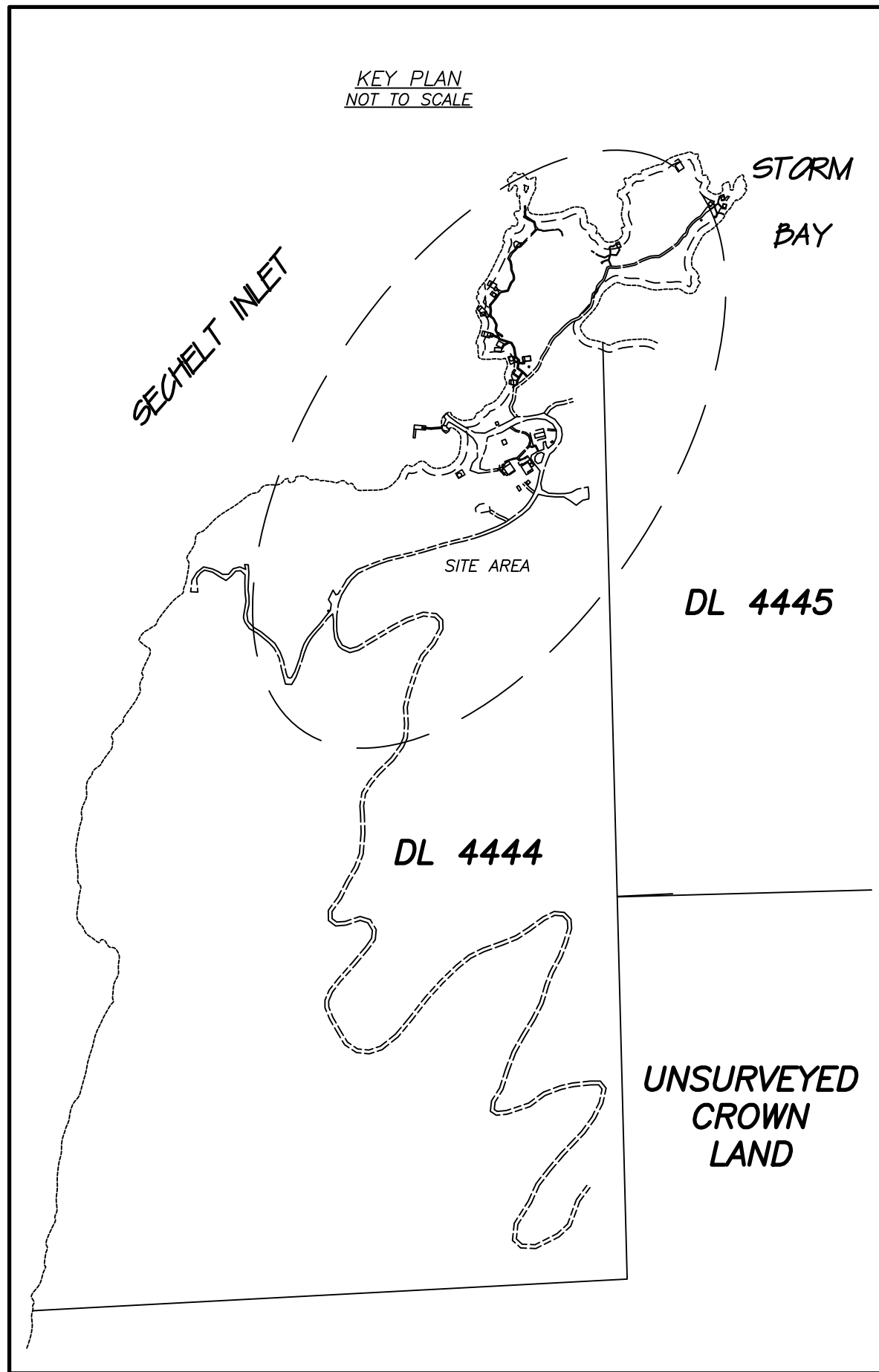


LOCATION: STORM BAY, BC
PID: 015-852-792

LEGEND:

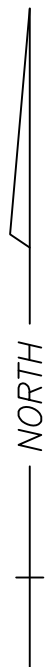
- ▲1.70 DENOTES GROUND ELEVATION
- ▲4.2 DENOTES GROUND ELEVATION OF SOLID ROCK

REFERENCE	STATUS
ACCESSORY CABIN #1	SEEKING VARIANCE
ACCESSORY CABIN #3	TO REMAIN
ACCESSORY CABIN #4	SEEKING VARIANCE
ACCESSORY CABIN #5	SEEKING VARIANCE & FOUNDATION MODIFICATION
ACCESSORY CABIN #6	TO BE REMOVED
ACCESSORY CABIN #8	SEEKING VARIANCE & FOUNDATION MODIFICATION
ACCESSORY CABIN #13	TO BE REMOVED
ACCESSORY CABIN #14	SEEKING VARIANCE & FOUNDATION MODIFICATION



NOTE:

ALL DISTANCES ARE IN METRES.
 GEODETIC ELEVATIONS ARE IN METRES, DERIVED FROM DUAL-FREQUENCY GNSS OBSERVATIONS WITH REAL TIME CORRECTIONS FROM THE SMARTNET RTN AND ARE REFERENCED TO THE COVD28 DATUM.
 THIS PLAN IS FOR PRELIMINARY DESIGN PURPOSES ONLY AND REPRESENTATIVE OF FEATURES AND STRUCTURES AT THE TIME OF THE SURVEY. FINAL BUILDING LOCATIONS MUST BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION.
 FEATURES SHOWN IN 'DETAIL A' LOCATED 2020.
 LOT DIMENSIONS ARE DERIVED FROM FIELD MEASUREMENTS AND FROM REGISTERED LTO RECORDS.
 THIS PLAN WAS PREPARED FOR THE EXCLUSIVE USE OF DAKOTA RIDGE BUILDERS LTD.
 THE REGISTERED OWNER OF DL 4444 IS TELUS COMMUNICATIONS INC.



DATE OF TOPOGRAPHIC SURVEY:
NOVEMBER 24, 2022
 STRAIT LAND SURVEYING INC.
SEAMUS POPE, BCL
 BOX 61 (5689 DOLPHIN ST)
SECHELT, BC V0N 3A0

PROJECT DATA

PROJECT NAME / CIVIC ADDRESS:

TELUS WILDERNESS POINT
CAWLEY POINT, SECHELT INLET, BC, CANADA

LEGAL DESCRIPTION:

DISTRICT LOT 4444, GROUP 1,
NEW WESTMINSTER DISTRICT

PID: 015-852-792
FOLIO: 746.064.34.000

JURISDICTION:

SUNSHINE COAST REGIONAL DISTRICT

ZONING:

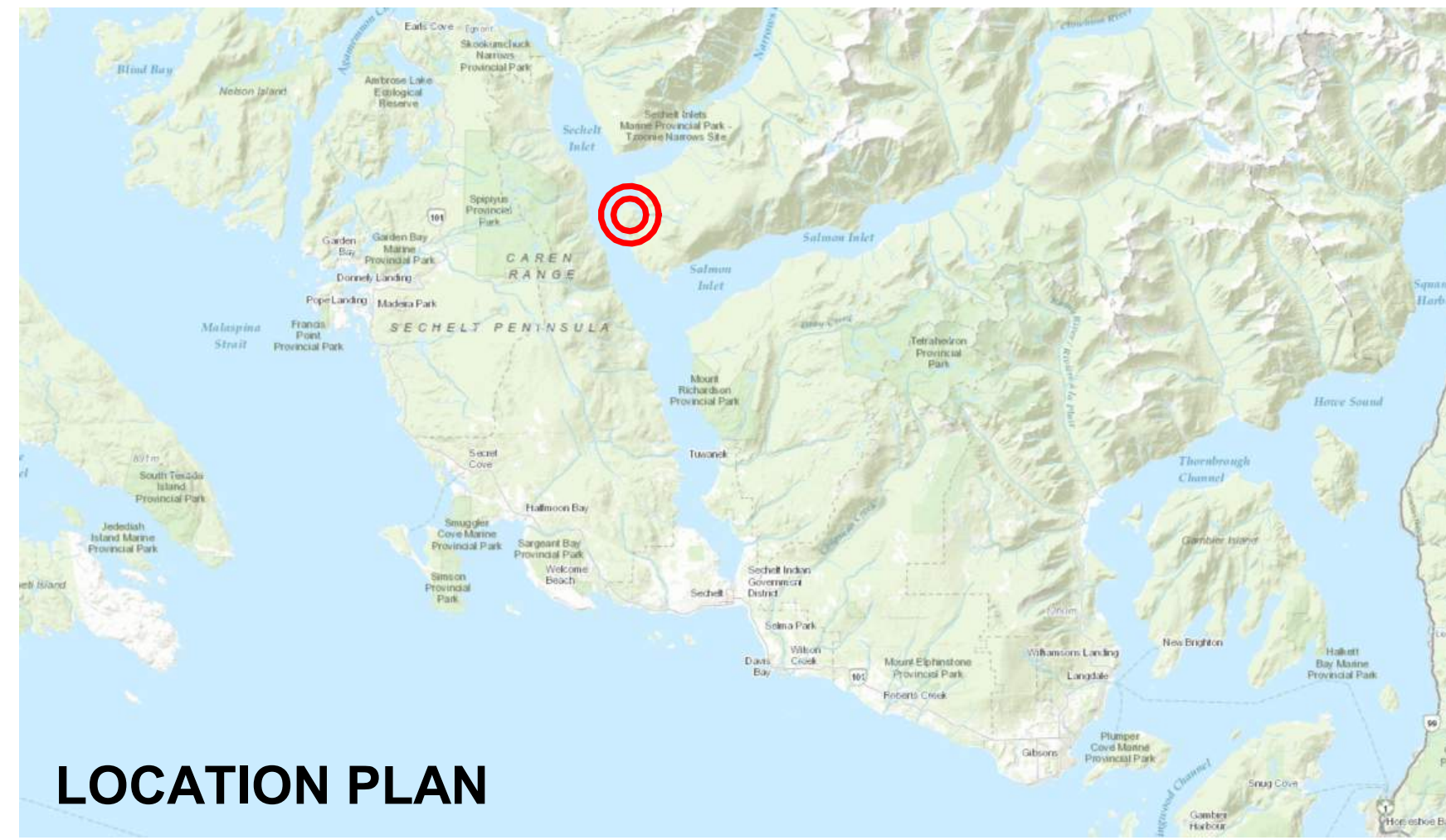
RU-2 (RESOURCE RESIDENTIAL)

MINIMUM PARCEL AREA: 100 HECTARES

MAXIMUM LOT COVERAGE: 5%

MINIMUM SETBACKS:
PRINCIPAL USE:
FRONT / REAR = 7.5m
INTER / EXTER. SIDE = 7.5m
ACCESSORY STRUCTURE:
FRONT / REAR = 1.5m
INTER / EXTER. SIDE = 1.5m

HEIGHT LIMITATION:
AGRICULTURAL = 15.0m
RESIDENTIAL = 8.5m
ACCESSORY STRUCTURE = 5.0m



BUILDING SCHEDULE					
REFERENCE	STATUS	YEAR BUILT	APPROX. SIZE (m)	ELEVATION (m)	NOTES
ACCESSORY CABIN #1	SEEKING VARIANCE	Adopted Dec. 2022	4.88 x 6.10	4.18	MODIFY FOUNDATION AND STRUCTURE TO MEET CODE
ACCESSORY CABIN #3	TO REMAIN	Adopted Dec. 2022	4.88 x 6.10	6.19	MODIFY FOUNDATION AND STRUCTURE TO MEET CODE
ACCESSORY CABIN #4	SEEKING VARIANCE	Adopted Dec. 2022	4.88 x 6.10	6.39	MODIFY FOUNDATION AND STRUCTURE TO MEET CODE
ACCESSORY CABIN #5	SEEKING VARIANCE & FOUNDATION MODIFICATION	Adopted Dec. 2022	4.88 x 6.10	6.83	MODIFY AND RELOCATE FOUNDATION, STRUCTURE AND DECK SUPPORTS TO MEET CODE
ACCESSORY CABIN #6	TO BE REMOVED	Adopted Dec. 2022	4.88 x 6.10	2.16	POSSIBLE RELOCATION
ACCESSORY CABIN #8	SEEKING VARIANCE & FOUNDATION MODIFICATION	Adopted Dec. 2022	4.88 x 6.10	12.85	MODIFY AND RELOCATE FOUNDATION, STRUCTURE AND DECK SUPPORTS TO MEET CODE
ACCESSORY CABIN #13	TO BE REMOVED	Adopted Dec. 2022	3.63 x 3.73	4.30	
ACCESSORY CABIN #14	SEEKING VARIANCE & FOUNDATION MODIFICATION	Adopted Dec. 2022	6.10 x 7.32	10.81	MODIFY AND RELOCATE FOUNDATION, STRUCTURE AND DECK SUPPORTS TO MEET CODE
TENT #3	TO BE REMOVED	Adopted Dec. 2022		?	
TENT #4	TO BE REMOVED	Adopted Dec. 2022		3.19	
TENT #5	TO BE REMOVED	Adopted Dec. 2022		3.21	
YURT #1	EXISTING PRE 2020	Prior to Dec. 2020		7.97	
YURT #2	EXISTING PRE 2020	Prior to Dec. 2020		4.57	

PROJECT CONTACTS

OWNER'S AGENT

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GEOTECHNICAL

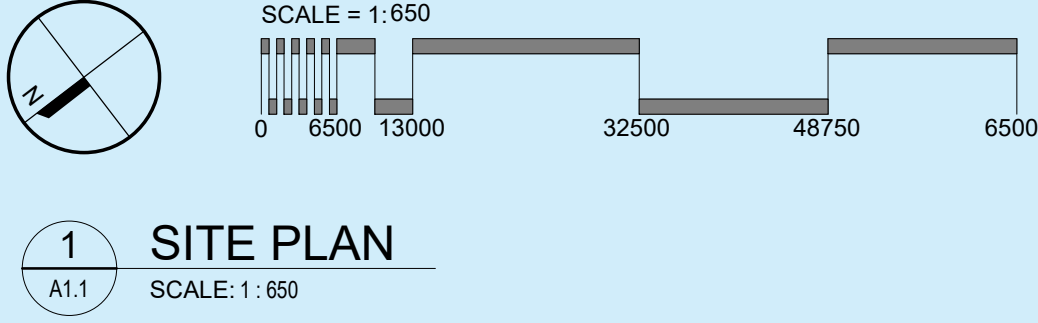
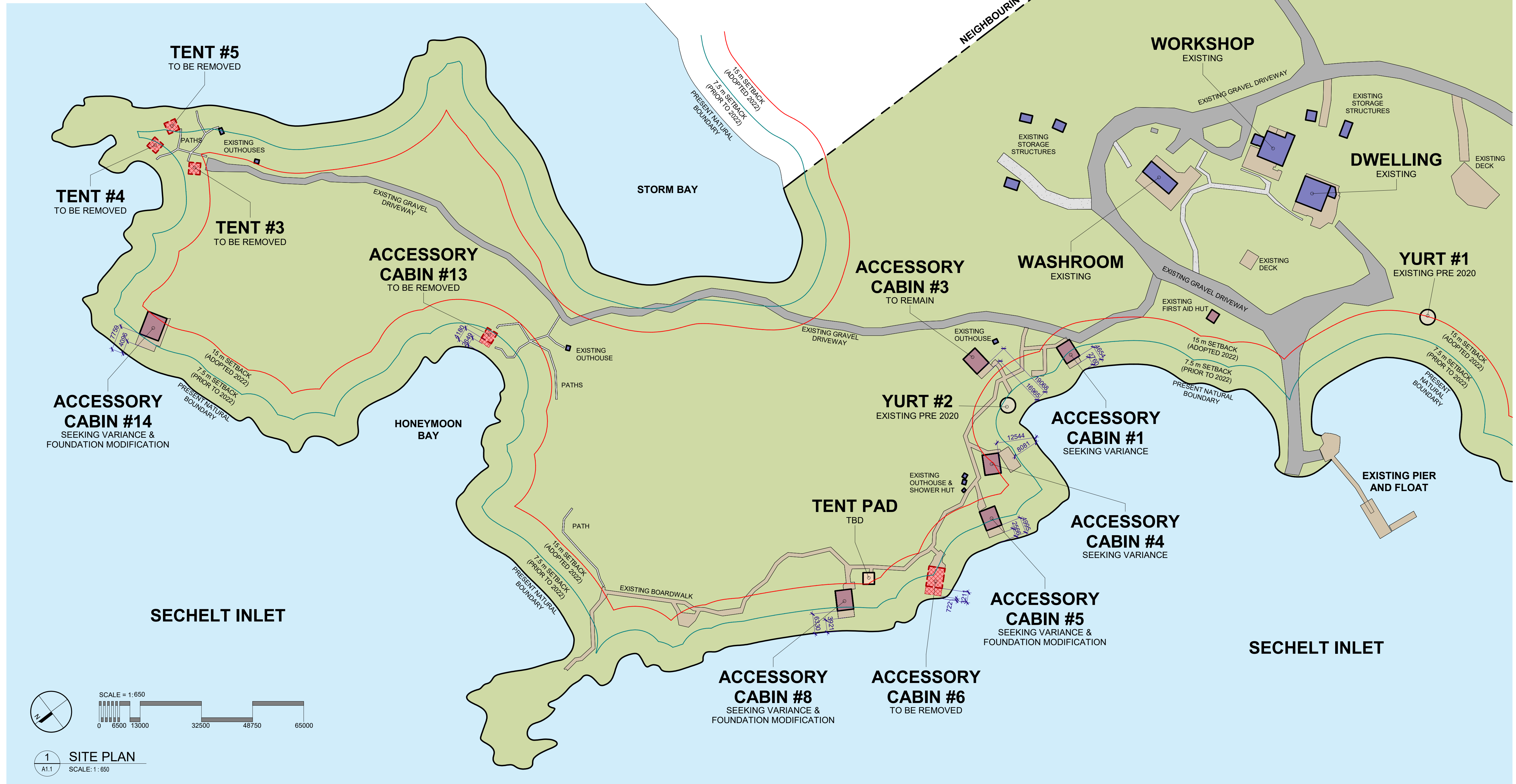
BEN SMALE, P.ENG
BOUNDARY CONSULTING SERVICES LTD.
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ENVIRONMENTAL

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SURVEYOR

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SECHELT, BC, V0N 3A0
E-MAIL: seamus@straitlandssurveying.com
PHONE: 604-488-3237
FAX: -



WILDERNESS POINT
DISTRICT LOT 4444, CAWLEY POINT, SECHELT INLET, BC, CANADA

DEVELOPMENT PERMIT VARIANCE - SITE PLAN
SCALE: As indicated

A1.1



November 23, 2022
Updated February 15, 2023

TELUS

510 West Georgia St
23rd floor
Vancouver BC

Re: Assessment of Shoreline Impacts of the TELUS Wilderness Point

Introduction

TELUS is undergoing the planning phase for development on their TELUS Wilderness Point property in the Sechelt Inlet. This site is being developed as a youth camp and corporate leadership centre. Diamond Head Consulting (DHC) was retained to conduct an environmental overview assessment which was completed in 2020. Initial site visits were conducted by Michael Coulthard, Aubrey Butcher, and Cassandra Cummings. Since the initial fieldwork (July 21st and 29th, 2020), 7 structures have been constructed along the foreshore at the north end of the property. Several of these were built on existing tent deck platforms, while others were built in new locations and connected via boardwalks. TELUS is retroactively obtaining permits through the Sunshine Coast Regional District (SCRD) for the existing structures as well as 7 additional structures. A site visit was conducted by Aubrey Butcher, on November 2nd to assess these foreshore buildings.

Sunshine Coast Regional District policy for natural boundary setbacks

SCRD adopted a new zoning bylaw in October 2022 (Zoning Bylaw 722). Section 5.16 of this bylaw addresses development adjacent to the Natural Boundary of the Ocean, and section 5.18 establishes a minimum flood construction level of 2.0 m above the current natural boundary of the ocean. This bylaw prohibits a building, dwelling or accessory building or structure of any part thereof to be constructed, reconstructed, moved, extended, or located within 15 m of the natural boundary of the ocean. Many of the structures on the property are within this 15 m setback and TELUS is seeking a variance to this bylaw.

Summary of Initial Recommendations

Diamond Head Consulting Ltd. (DHC) was previously retained to develop an Environmental Assessment in the summer of 2020 for Cawley Point to highlight and inventory environmental constraints and features to inform the master planning process. Features of significance were identified, and recommendations were made to ensure the project meets applicable regional, provincial, and federal laws. The following highlights DHC's recommendations that are applicable to this study area.

1.1.1 Freshwater Protections

The Cawley Point Lands fall within the jurisdiction of the provincial Riparian Areas Protection Regulation (RAPR) which protects freshwater watercourses. Full descriptions of watercourse protections and regulations can be found within section 5.1 of the Environmental Assessment Report dated August 15th, 2020. The following is to provide context for the foreshore area focused on as part of this report. One wetland (#1) is situated between the cabins on Cawley Point and the remainder of the site. This wetland requires a 15 m SPEA on all sides, which extends to 30 m directly south to preserve shade for the wetland.

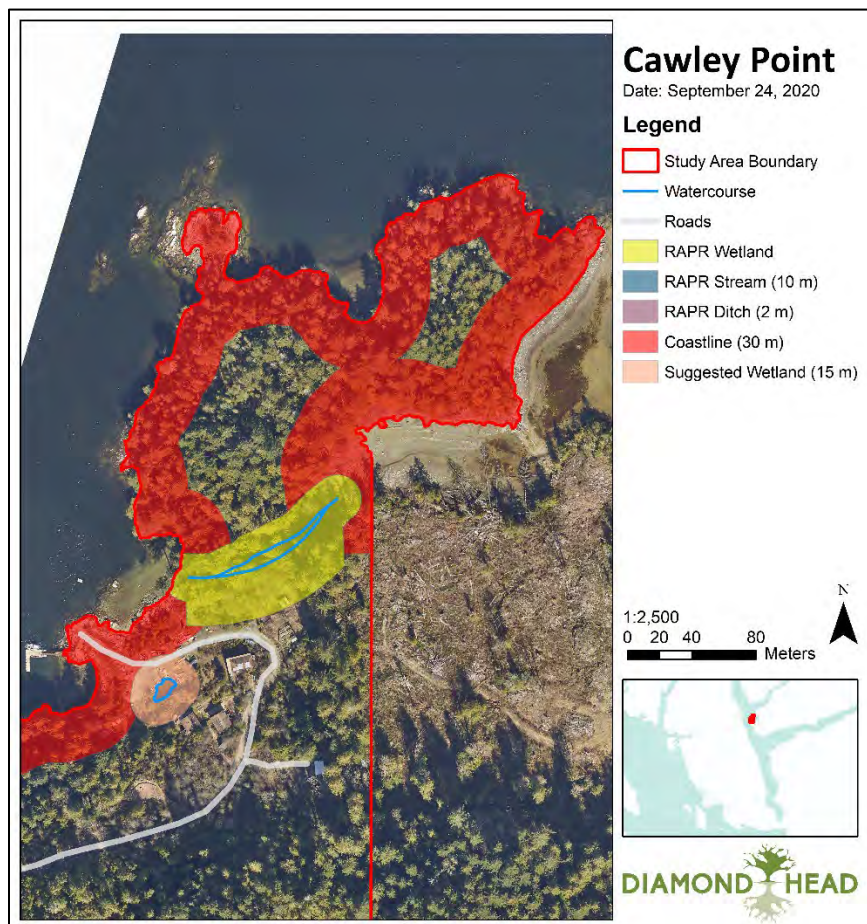


Figure 1 Coastline and RAPR buffers identified during previous assessments of the property.

1.1.2 Marine Shoreline Protections

The Fisheries Act includes protections for fish habitat within Canadian waters (Section 35). This act prohibits the harmful alteration, disruption, or destruction (HADD) of fish or fish habitat including marine foreshore and intertidal zones. Specific setback requirements are not defined by the DFO, however 30 m setbacks off the highest tide line were recommended to meet the DFOs expectations for new development. It was recommended that if development is planned within this setback, DFO should be consulted to mitigate risk associated with the development.

2.0 Observations

Each existing building was individually assessed to determine its impacts on the shoreline environment. Proposed sites for future buildings, staff housing or other structures were also surveyed to determine any environmental constraints. The location and size of the future structures was based on Wilderness Point Cabin Site Plan, dated September 15th, 2022 (Figure 1).

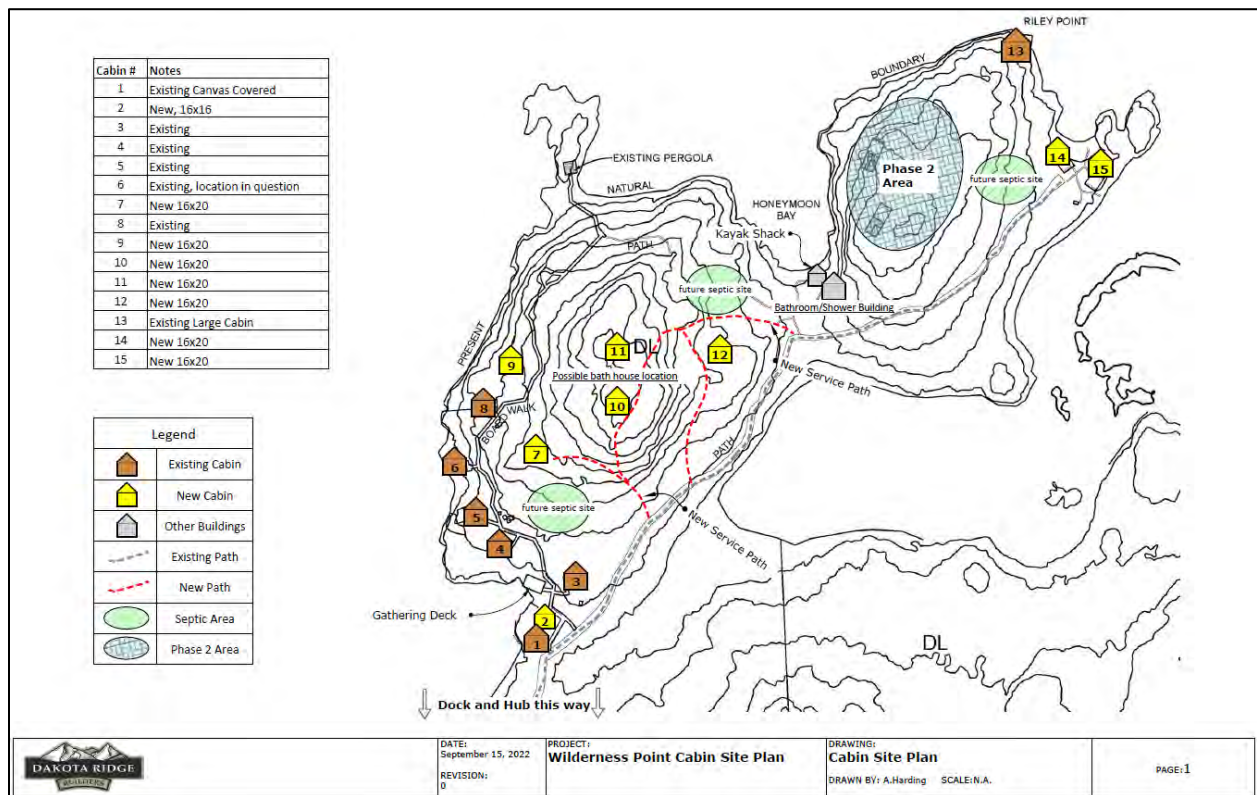


Figure 2 Wilderness Point Cabin Site Plan provided to DHC.

2.1 Ecology on the point

The surveyed area includes a variable topography of bedrock outcroppings with several low-lying flat sections. Most of the point is classified as site series 03 following the Biogeoclimatic Ecosystem Classification system. This ecology features moderately dry soils with poor to medium nutrient

availability. Douglas-fir (*Pseudotsuga menziesii*) are the most common tree species. The understory vegetation is primarily comprised of salal (*Gaultheria shallon*). On bedrock outcroppings, soils become very thin or are absent, resulting in very dry growing sites. These areas are classified as site series 02 and characterized by sparse tree coverage of Douglas-fir and some shore pine (*Pinus contorta*). The understory is open but dominated by mosses and lichens. These rock outcroppings are often small and interspersed throughout the area. Lower lying areas between hills or in flatter areas adjacent to the shoreline have slightly wetter and richer soils. This is characterized by site series 01. Western redcedar (*Thuja plicata*) becomes more common in these low areas and there is more diversity of understory vegetation.

Throughout the point, particularly adjacent to boardwalks and around the buildings, smaller understory trees and larger shrubs have been removed to improve views. Lower branches of mature trees have also been pruned in these areas.



View of surveyed area during an initial site visit (July 21st, 2020)



View of surveyed area on November 2nd, 2022.

2.2 Building 1

Building 1 is situated along a rocky shoreline, with a small seasonally inundated shoreline meadow slightly above the high tide line. This meadow is dominated by sedges and sea asparagus (*Salicornia*) similar to the lagoon on the western end of Cawley Point. Terrestrial ecology is classified as site series 01. Several large, mature Douglas-fir and western redcedar (*Thuja plicata*) trees are growing immediately adjacent to the structure. The building and deck are built approximately 1-1.5 m from the natural boundary of the sea. It is unclear if any roots were cut during construction as the deck is directly above the base of these trees. The Douglas-fir in front of the deck is approximately 20 m in height and 70 cm in diameter. Understory vegetation has been cleared and/or trampled around the deck. The structure is made from a plasticised fabric stretched over a frame and on top of a wooden tent platform. The platform is sitting on concrete deck-blocks and directly on the ground or on cut stumps. An asphalt roof covers the tent structure and the deck.



View of the structure and proximity to adjacent trees.



View of the footings, several footings are placed directly on the ground/stumps or concrete deck blocks.



View of the understory brushing around the structure.

2.3 Building 2

This building has not been constructed. The proposed site is directly north of Building 1. This cabin will be on an extension of an existing deck pad, which is currently approximately 9 m from the natural boundary of the sea.

2.4 Gathering Deck/Yurt

This existing structure includes a deck with a fabric yurt on top. Current plans are to remove the yurt but keep the deck in place. The deck is built approximately 2 m from the natural boundary of the sea. Footings for the deck are concrete blocks. Minor digging/regrading is evident beneath this deck. Based on observations, this deck is not a new construction, though several footings and supports have been replaced.



View of the deck and yurt (Photo taken July 21st, 2020).



View of beneath the deck.

2.5 Building 3

Building 3 is set back from the shoreline and opposite of the gathering deck/yurt. This building is approximately 17 m from the natural boundary of the sea. The underside of the platform has been boarded up with plywood. The footings appear to be on the ground and/or on blocks. Terrestrial ecology is classified as site series 01, though this area begins to transition towards site series 03, occurring further up the hill and to the north.



View of footings and understory disturbance around building 3.



View of understory disturbance around building 3.

2.6 Building 4 & 5

Buildings 4 and 5 are located next to each other. Building 5 and its deck is built approximately 3 m from the natural boundary of the sea. Building 4 and its deck are approximately 8 m from the natural boundary. The shoreline around Building 4 & 5 is rocky, and dominated by rockweed, algae, and barnacles. Building 5 is situated above a rock outcrop, approximately 2-3 m above sea level. Terrestrial ecology is classified as site series 03. Building 4 has been built around a large Douglas-fir, and several western red-cedars. Understory vegetation has been disturbed around the structure from construction, and many of the smaller trees in the area have been cleared to provide views.



Building 4 and a deck has been built around a large Douglas-fir.



View of understory plants beneath the building and deck.



View of building 4, with building 5 in the background.



View of building 5, with building 6 in the background.

2.7 Building 6

This structure is built approximately 1 m from the natural boundary from the sea and its deck extends to the natural boundary. The structure is built above a rock outcrop, overlooking the inlet. Vegetation beneath the deck and platform is still alive, having only recently been covered. Terrestrial ecology in this area is classified as site series 03, with small pockets of site series 02 along the shoreline.



View of building 6.



View of understory plants beneath the building and deck.

2.8 Building 8

Building 8 is built approximately 4 m from the natural boundary of the sea on a rock outcrop. The understory vegetation has been disturbed around the site from construction and to improve views. The dominant terrestrial ecology of this area is site series 02. Stumps remain throughout the area following tree removals. The ground beneath the structure is disturbed from construction, however some live plants remain beneath the platform. Building footings are on the ground, and concrete blocks.



View of the side of building 8.



View of building 8 on a rock outcrop.



View of ground disturbance and some remaining understory plants.

2.9 Building 7, 9, 10, 11, 12

Buildings 7, 10, 11, and 12 are not built and are proposed to be sited inland, around and on top of the rocky hill. All proposed locations of these structures are outside of the SCRD Natural Boundary of the sea setback area. Ecology in this area is characterized by site series 02, with pockets of 03 in depressions. The understory is dominated by mosses and reindeer lichen (*Cladina sp.*), with some salal. Tree growth in this area is stunted by a lack of soil moisture, resulting in smaller trees which are much older than their size suggests. Average tree height is 17 m, with the largest being 25 m. Average diameter is 25 cm,

however some trees reach approximately 45 cm. A 20 cm cut western redcedar stump was aged to approximately 80 years, meaning some of the largest trees in this stand could be 150-200+ years old. The proposed site for Building 9 is immediately north of Building 8, and above a rocky ridge. The area is currently vegetated and mostly undisturbed aside from smaller tree removals. This building location is approximately 12 m from the natural boundary of the sea.



View of orange flagging along the planned boardwalk access to building 10.



View of a bedrock outcropping near proposed building 11.

2.10 Honeymoon Bay – Washroom/Shower Building

This structure is planned to be removed. The deck currently extends to approximately 0.5 m above the high water mark of the ocean. Footings are on concrete blocks, with some directly on the pebbly beach. A kayak shack and bathroom/shower building are marked on the site plan in this area. Specific plans for this site have not been provided. Terrestrial ecology in this low-lying area is classified as site series 01, however understory vegetation is moderately disturbed due to understory trampling and clearing. Several large western redcedars and Douglas-fir occur in this area, these trees average approximately 80 cm in diameter and are 45 m in height.



View of the Honeymoon Bay building to be removed.



View of the area behind the Honeymoon Bay building.

2.11 Building 13

The ecology surrounding the building is classified as site series 03, with some rocky slopes classified as site series 02. Dominant vegetation includes salal, and moss/reindeer lichen on rock outcrops. Trees are predominantly shore pine, with scattered western redcedar and Douglas-fir. The deck and building platform extend to approximately 5 m from the natural boundary of the sea, however this is on a raised rockface cliff. Cabin footings are directly on the ground, or in some cases sitting on pins which have been drilled into bedrock. Understory vegetation has been trampled and cleared from around the cabin structure. Some live understory vegetation remains beneath the building.



View of the horizontal distance between the deck edge and the water.



View of understory and footings beneath the building and deck.



View of the building and the raised rockface cliff.

2.12 Buildings 14 & 15

These structures have not been constructed. They are identified on the site plans; however, Dakota Ridge Builders have indicated that they will not be constructed. A series of decking and platforms occur over this point, with three tents/yurts placed on the decks. Decking extends to approximately 2 m from the natural boundary of the sea on the north side, and 3 m on the eastern side. Deck footings are on concrete blocks or sitting on stumps and cut logs. Generally, vegetation in this area is less disturbed around the decking and buildings and is classified as site series 01, however ecology transitions to seasonally inundated meadows along the foreshore of the lagoon. These areas are dominated by sedges, pacific ninebark (*Physocarpus capitatus*) and giant vetch (*Vicia gigantea*)



View a tent on the north side of the decking.



View of understory plants beneath the building and deck.



View of a tent on the east side of the decking.



View of the area south of the decking and tents.

2.13 Phase 2 Area

There are proposed buildings to be constructed in this area on a dry rocky outcrop. These will be outside of the 15 m natural boundary of the ocean setback. The area is classified as site series 03 and is dominated by salal and mosses. Like elsewhere on site, dry bedrock outcroppings are scattered throughout the area, and are covered in mosses and reindeer lichen. Trees are mostly Douglas-fir and grand fir. The average tree height is 16 m in height with a diameter of 25 cm.

3.0 Impact statement & Recommendations

In general, the shoreline ecology along the point has been disturbed from its natural state through tree cutting and pruning, understory vegetation clearing and the construction of the cabins and boardwalks. Several of the new buildings have been constructed in areas that were disturbed previously such as preexisting tent pads and boardwalks. On some of these sites, footings and materials have been entirely replaced, making it challenging to verify how recently the disturbance occurred. Several building

platforms were extended during construction and live understory vegetation remained beneath these buildings.

While the marine shoreline is protected through the SCRD Zoning Bylaw, it is also protected federally, through DFO's Fisheries Act. DFO has produced a [factsheet](#) highlighting a list of measures projects should follow to avoid causing harm to fish or fish habitats. An assessment has been provided for each of these measures as a way to evaluate the impacts of these buildings and boardwalks.

1 - Preventing the death of fish. Ensuring materials, work and substances remain outside of the water during and after construction.

Impact assessment: The constructed features are mostly above the high tide line with the exception of the Honeymoon Bay Washroom/Shower Building. DHC was not on-site during construction. Based on the recent site visit, there is no current evidence that there was impact to areas below the high tide line during the construction of these structures. There is low direct risk to fish from the presence of these structures.

2 - Maintain riparian vegetation. Leave undisturbed buffer zones between areas of on-land activity and the natural boundary. Avoid tree removals, and construction methods which compact soil. Use existing trails, roads, and disturbances when possible.

Impact assessment: There have been mature trees that were removed as well as branches of remaining trees that were pruned to allow clearance to building sites and to improve site lines. The loss of these trees has reduced the density of this forest and the cover of lower vegetation in this foreshore riparian zone.

3 - Ensure proper sediment control. Avoid introducing sediments into water through construction/building removal. Implement sediment erosion control measures.

Impact assessment: DHC was not on-site during construction and cannot confirm if sediment and erosion control measures were in place. These sites are very rocky with thin soils. It is difficult to install measures to prevent soil erosion in this type of substrate. The best measure to prevent erosion is to protect ground vegetation and organic cover. Based on site observations, much of the ground vegetation remains including the areas below structures.

4 - Prevent the entry of deleterious substances into water. Deleterious substances include construction chemicals and materials such as grout, paint, solvents, adhesives and concrete. Machinery used on site should be clean and properly maintained to avoid leaks.

Impact assessment: DHC was not on-site during construction and cannot confirm if there were any incidences of deleterious substances spilled into the ocean. The risk from this construction would be primarily from gas used for power tools and equipment.

The cumulative impact of these structures should consider their construction as well as their ongoing presence and human activity within this natural area. DHC cannot confirm if there were impacts such as erosion, sedimentation, or spills during construction. There is a permanent loss of riparian plant communities and habitat within the footprint of the buildings and boardwalk. Vegetation outside of

these footprints is moderately impacted through tree removal and pruning. These changes have altered the wildlife habitat characteristics in this area by reducing structural complexity and cover.

Long term impacts of these structures include increased human presence along this foreshore areas which can impact plants, trees, and wildlife. Much of the Sechelt inlet is in natural areas with limited human disturbance. Increased human presence along the point will impact certain species which have a low tolerance to huam activity. The intensity of this impact will depend on the level of use and the time of year.

3.1 Restoration Opportunities

The are oppotunities to compensate for the some of the impacts caused by these shorelines cabins, tent pads, boardwalks and clearing of trees and understory vegetation. Cabin 6 & 13, as well as tent pads 3,4,5 (corresponding to Cabins 14 & 15 in Figure 2) are planned to be removed. Once these structures have been removed, the disturbed areas that remain should be restored to natural plant communities.

To estimate the area disturbed by the cabins, a 1 m buffer was added to the surveyed building dimensions to account for additional disturbance beyond the building footprint. This 1 m buffer was not added to the tent pads since they have not recently been built and the adjacent areas have naturally restored. The estimated total disturbed area from the cabins and tent pads is 648 m² for the areas within the 15 m shoreline setback. Boardwalks, trails and roads account for an additional 508 m² within the 15 m shoreline setback.

Table 1 Habitat balance for the 15 m shoreline setback.

	Within 15 m shoreline setback	Retained	Removed
Cabins, decks and tent pads	648 m ²	474 m ²	174 m ²
Boardwalks, trails and roads	508 m ²	TBC	TBC
Total	1156 m ²	TBC	TBC

DHC has identified several other areas along the shoreline or in low-lying areas near the shoreline which have been heavily disturbed in the past. The restoration of these other disturbed areas will help to offset the impacts of the cabins, tents and boardwalks that are planned to be retained.

These disturbed areas include:

- The shoreline immediately northeast of the dock, which has been previously used as a staging area for equipment (approximately 760 m²).
- The lowland areas near Cabin 13, where ground disturbance has limited vegetation growth (approximately 1000 m²).

- The shoreline near tent pads 3, 4, and 5, where ground disturbance has limited vegetation (approximately 800 m²).

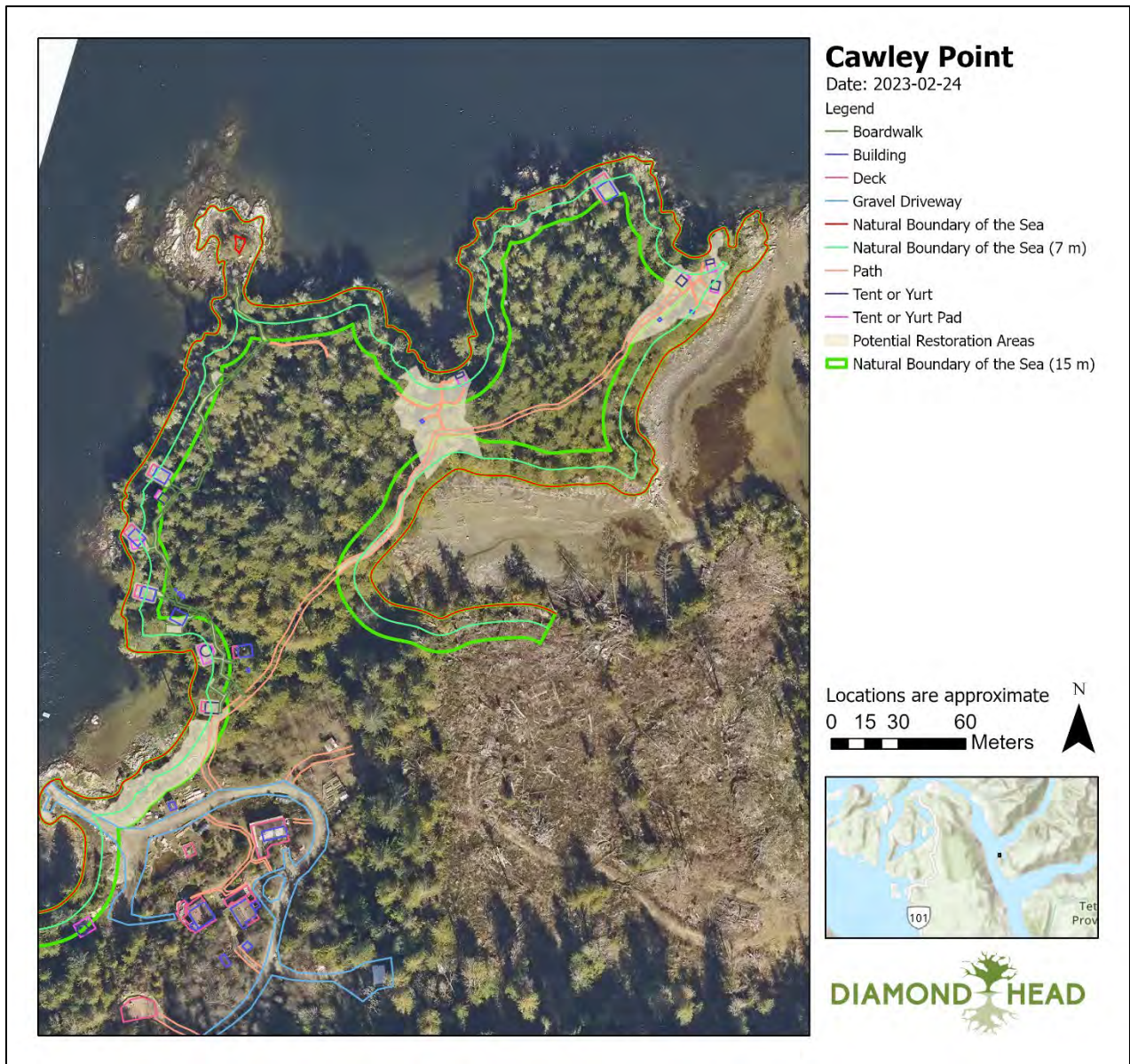


Figure 3 Potential restoration sites for compensation on the point



View of ground disturbance in lowland areas near cabin 13.



View of disturbance and storage around the shoreline of tent pads 3, 4 and 4.



View of the shoreline near the dock and pond with limited riparian vegetation.

These three areas would provide 2,560m² of restoration in the nearby area. **Detailed plans are required for the restoration of these sites.** These detailed plans should consider climate change resilient plant communities, soil amendments, coarse woody debris placement, wildlife habitat features and a monitoring/maintenance plan.

Table 2 Recommended plant species for the site.

	Species Name	Common Name	Notes
Trees	<i>Pseudotsuga menziesii</i>	Douglas-fir	Shade intolerant
	<i>Arbutus menziesii</i>	Arbutus	Shade intolerant
	<i>Thuja plicata</i>	Western redcedar	Plant in moister areas
	<i>Abies grandis</i>	Grand fir	Plant in moister areas
Shrubs	<i>Ribes sanguineum</i>	Red-flowering currant	Plant in groups
	<i>Lonicera involucrata</i>	Black twinberry	Plant in groups
	<i>Physocarpus capitatus</i>	Pacific ninebark	Plant in groups

	<i>Malus fusca</i>	Pacific crabapple	Plant in groups
	<i>Gaultheria shallon</i>	Salal	Plant throughout
	<i>Holodiscus discolor</i>	Oceanspray	Shade intolerant
	<i>Amelanchier alnifolia</i>	Saskatoon	Semi-shade intolerant
	<i>Rosa nutkana</i>	Nootka rose	Shade intolerant

In addition to these restoration areas, measures to prevent further degradation of sensitive habitats are also recommended. At Cawley Point, these areas include dry rocky outcroppings comminated by moss and reindeer lichens (*Cladina sp*), as well as intertidal bays such as Storm Bay. Installing fencing along boardwalks and access to these areas is recommended to ensure these areas remain undisturbed.

Please don't hesitate to call us if you have any questions regarding the material discussed in this report.
Sincerely,



Aubrey Butcher, R.P.Bio
Restoration Biologist
MSc. Ecological Restoration



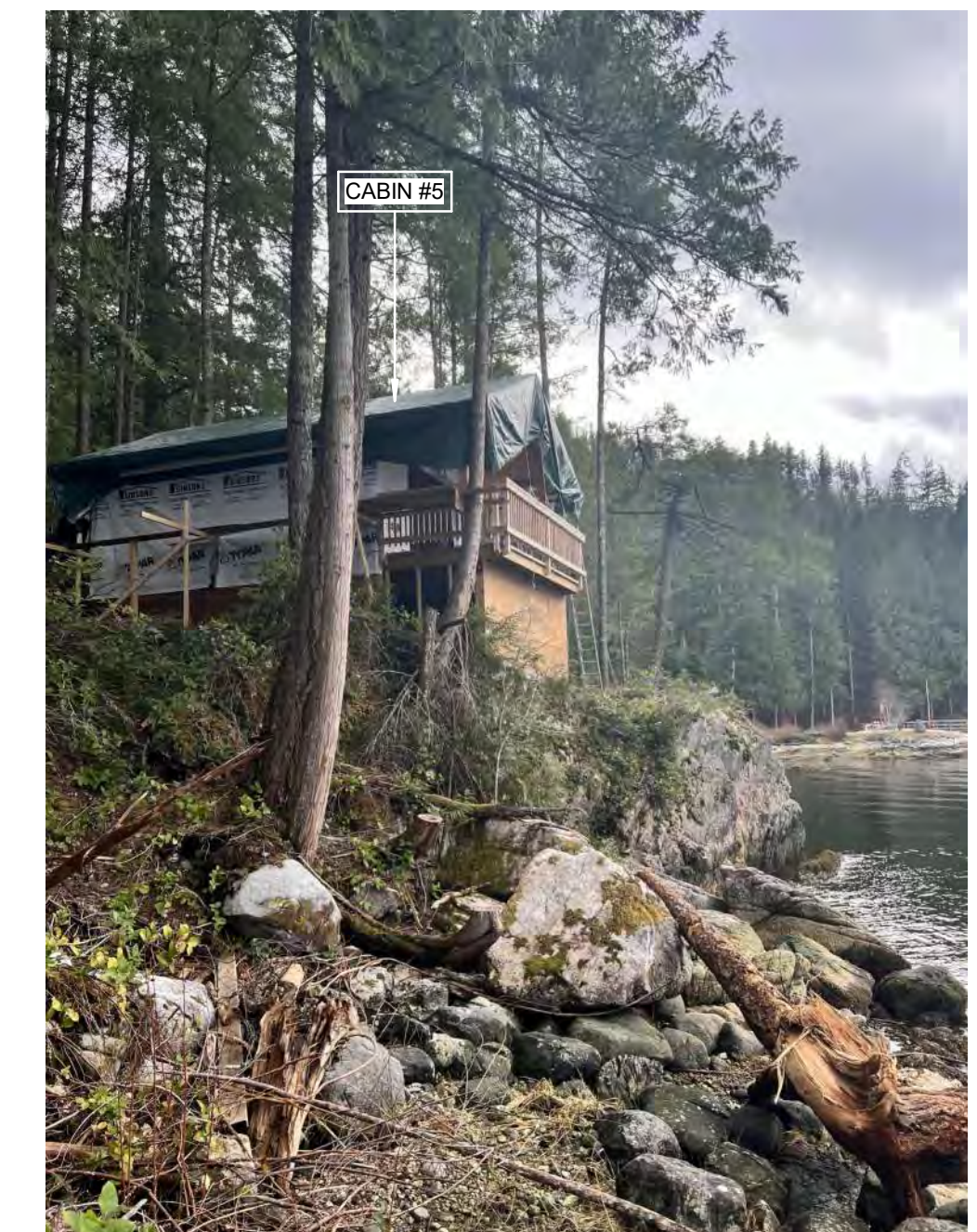
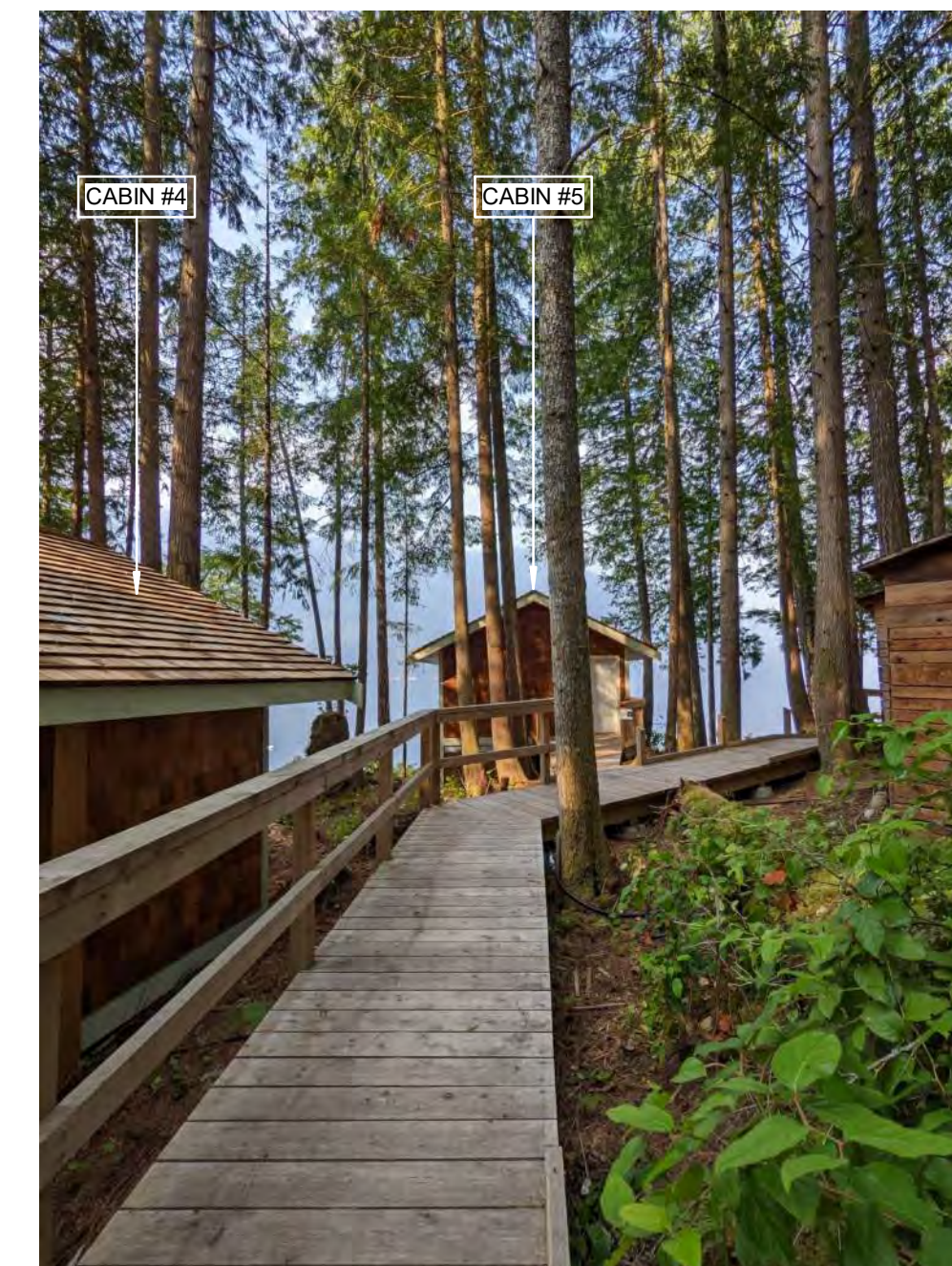
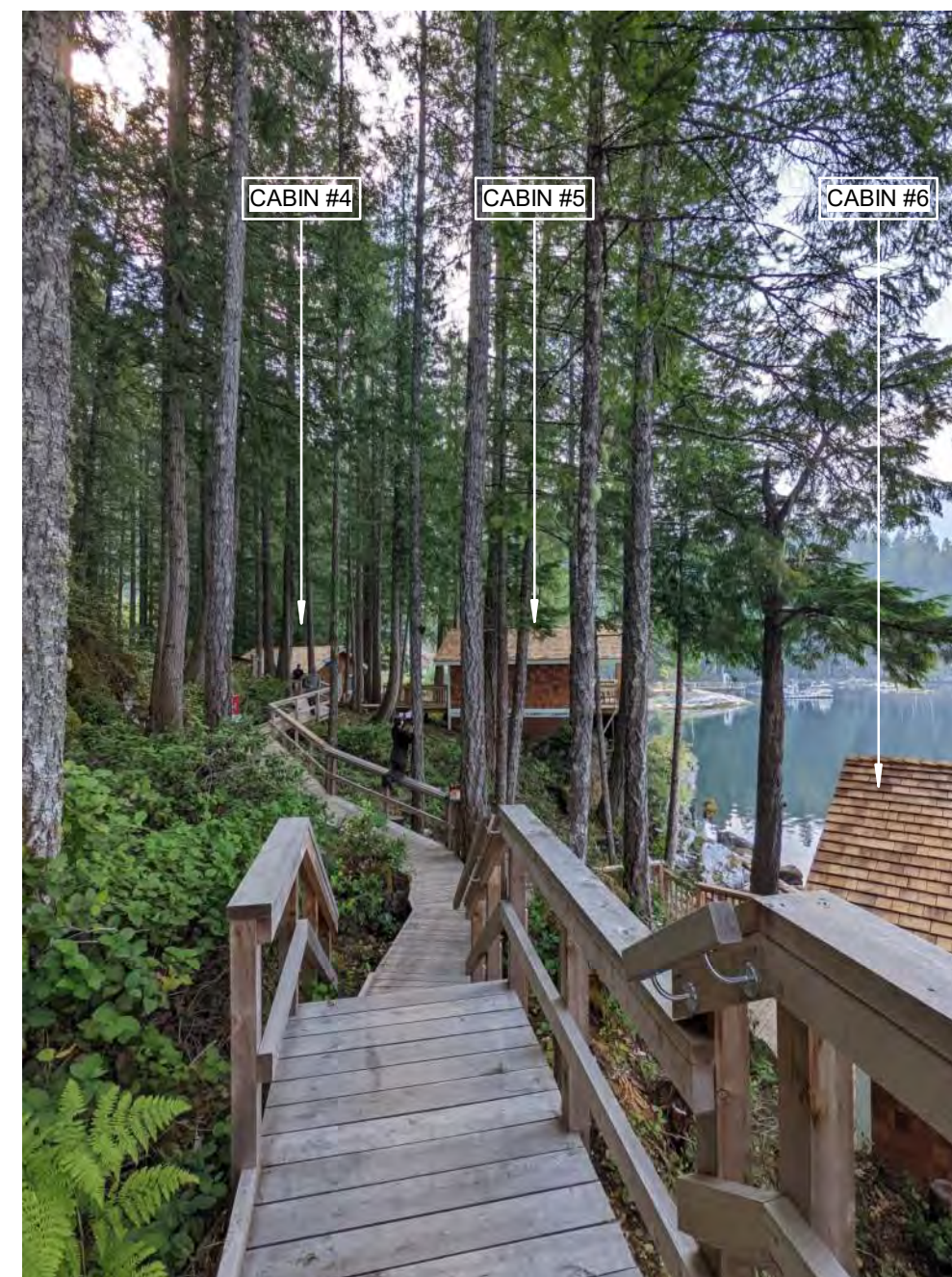
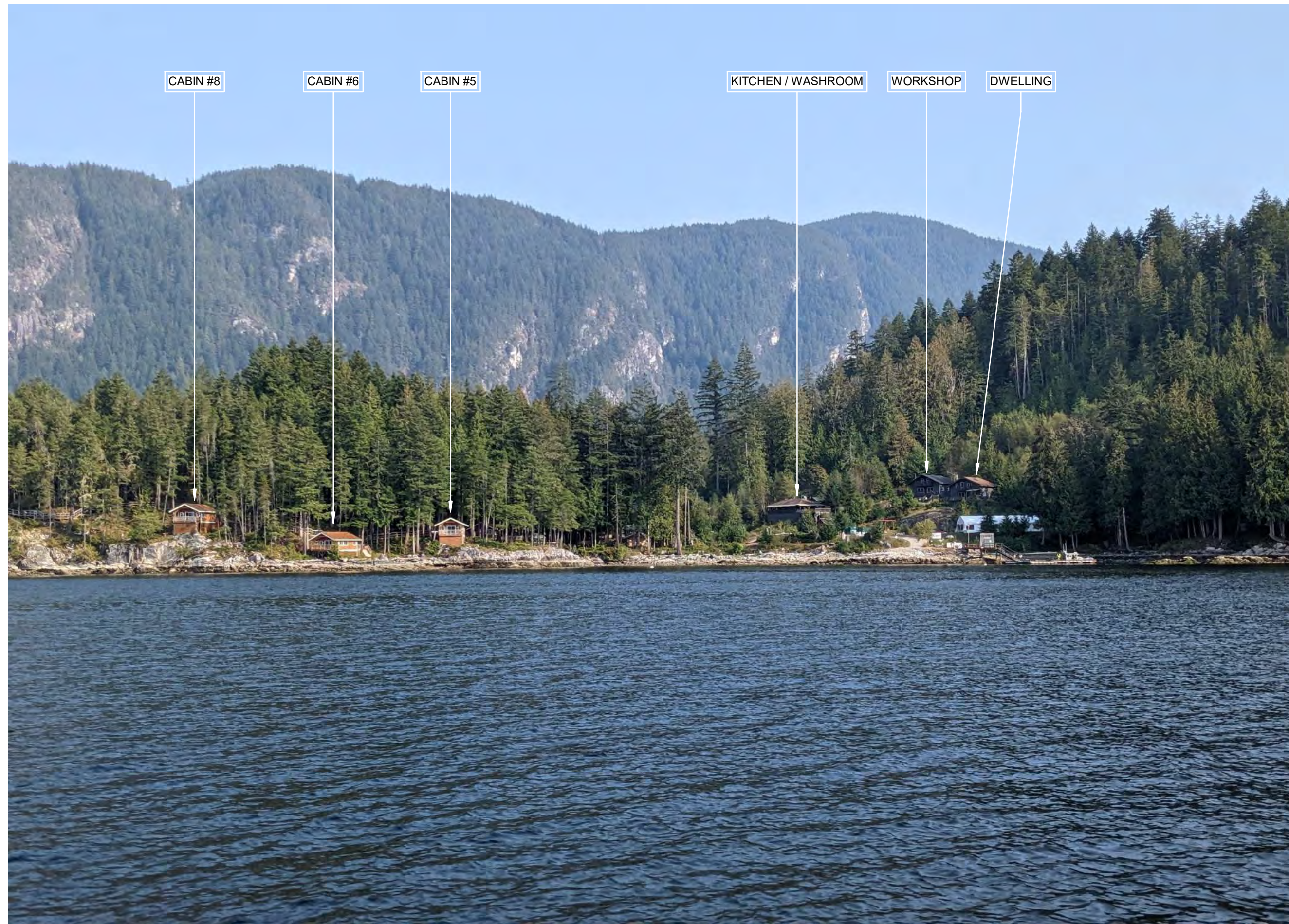
Mike Coulthard, R.P.Bio., R.P.F.
Senior Forester, Biologist
Certified Tree Risk Assessor (46)

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- 8) Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.
- 9) Loss or alteration of any part of this report invalidates the entire report.





ACCESSORY CABIN #2



ACCESSORY CABIN #2



ACCESSORY CABIN #2



ACCESSORY CABIN #4



ACCESSORY CABIN #4



ACCESSORY CABIN #4



ACCESSORY CABIN #5



ACCESSORY CABIN #6



ACCESSORY CABIN #6



ACCESSORY CABIN #8



ACCESSORY CABIN #13



ACCESSORY CABIN #13

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Areas Service Committee – July 20, 2023

AUTHOR: Nick Copes, Planner II

SUBJECT: **Zoning Amendment Bylaw No. 722.2 Consideration of First, Second and Third Readings (562 Veterans Road)**

RECOMMENDATIONS

THAT the report titled Zoning Amendment Bylaw 722.2 Consideration of First, Second and Third Readings (562 Veterans Road) be received for information;

AND THAT Zoning Amendment Bylaw No. 722.2, 2022 be forwarded to the Board for First, Second and Third readings.

BACKGROUND

On September 8, 2022, the SCR D Board adopted Resolution 224/22:

THAT the report titled Zoning Amendment Bylaw No. 310.195, 2022 (562 Veterans Road) Consideration of First, Second and Third Readings with Conditional Adoption be received for information;

AND THAT Zoning Amendment Bylaw No. 310.195, 2022 be given first, second and third readings;

AND FURTHER THAT prior to adoption of Zoning Amendment Bylaw No. 310.195, 2022, the following conditions be met:

- Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the Transportation Act;
- Registration of a Section 219 Restrictive Covenant to ensure adequate future land dedication for a Hough Road Trail connection.

DISCUSSION

Pursuant to this resolution, a covenant to ensure adequate future land dedication for a Hough Road Trail connection has been registered on title of the property, as part of consideration of the zoning amendment to support a proposed two-lot subdivision. The Ministry of Transportation and Infrastructure (MOTI) gave approval to Bylaw No. 310.195, 2022 on September 22, 2022.

Due to the adoption of the new Zoning Bylaw No. 722 to replace Zoning Bylaw No. 310 on October 13, 2022, relative to the timing of the applicant completing requirements for consideration of bylaw adoption, the previously considered Zoning Amendment Bylaw 310.195 for the subject development is required to be re-read as Zoning Amendment Bylaw 722.2 (Attachment A).

While the content of proposed Bylaw No. 722.2 is identical to the previous proposed Bylaw 310.195, legally it is a new bylaw, and therefore staff are required to re-refer it to MOTI to receive re-approval under this new bylaw number after third reading. The bylaw will then be brought back to the Board for consideration of adoption.

This procedure will facilitate the transition of the application under Zoning Amendment Bylaw 310.195 that has previously received first, second and third readings to move forward for consideration of adoption under the new Zoning Bylaw No. 722 currently in effect. There are no changes to the proposed development or bylaw content, and the re-reading of the proposed bylaw amendment under Bylaw 722 is a procedural step to ensure legislative alignment as SCRD transitions to its operation to our new zoning bylaw.

CONCLUSION

Staff recommend that first, second, and third readings be granted for Zoning Amendment Bylaw No. 722.2, in order to facilitate the application proceeding as discussed above.

ATTACHMENTS

Attachment A – Zoning Amendment Bylaw 722.2, 2023

Reviewed by:			
Manager	X – J. Jackson	CFO/Finance	
A/GM	X – R. Shay	Legislative	X – S. Reid
CAO	X - D. McKinley		

SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.2

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019.*

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. 722.2, 2023.*

PART B – AMENDMENT

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:

Schedule B is amended by changing Subdivision District F to Subdivision District D for Lot 13 North East ¼ of District Lot 908 Plan 9768 (PID 009-477-373).

PART C – ADOPTION

READ A FIRST TIME this 27TH DAY OF JULY , 2023

READ A SECOND TIME this 27TH DAY OF JULY , 2023

READ A THIRD TIME this 27TH DAY OF JULY , 2023

APPROVED PURSUANT TO SECTION 52 OF THE *TRANSPORTATION ACT* this #### DAY OF MONTH , YEAR

ADOPTED this #### DAY OF MONTH , YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 20, 2023

AUTHOR: Alana Wittman, Planner II

SUBJECT: Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) –
Consideration of First and Second Readings

RECOMMENDATIONS

1. THAT the report titled Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of First and Second Readings be received;
 2. AND THAT Zoning Amendment Bylaw No. 722.6 be forwarded to the Board for First and Second Readings;
 4. AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 722.6 be arranged;
 5. AND FURTHER THAT Director _____ be delegated as the Chair and Director _____ be delegated as the Alternate Chair for the Public Hearing.
-

BACKGROUND

The SCRCD received a Zoning Bylaw Amendment application to amend the zoning and subdivision district of a property at 268 Stella Marris Road in Area F - West Howe Sound (Figures 1, 2). The purpose of the bylaw amendment is to enable subdivision and future residential development.

The purpose of this report is to present the bylaw to the Board for consideration of First and Second Readings and hold a public hearing. Table 1 provides a summary of the application.

Table 1: Application Summary

Owner/Applicant	Stella Maris Community Development LTD (Richard and Effie Klein)
Legal Description	BLOCK 15 EXCEPT: PART DEDICATED FOR ROAD ON PLAN LMP4631; DISTRICT LOT 1402 PLAN 737
PID	010-536-418
Electoral Area	Area F (West Howe Sound)
Parcel Area	3.84 Hectares
OCP Designation	Residential
Current Zoning	Residential Rural One (RU1)
Current Subdivision District	I (4 ha minimum)
Proposed Zoning	Residential Two (R2)
Proposed Subdivision District	C (0.2 ha minimum)

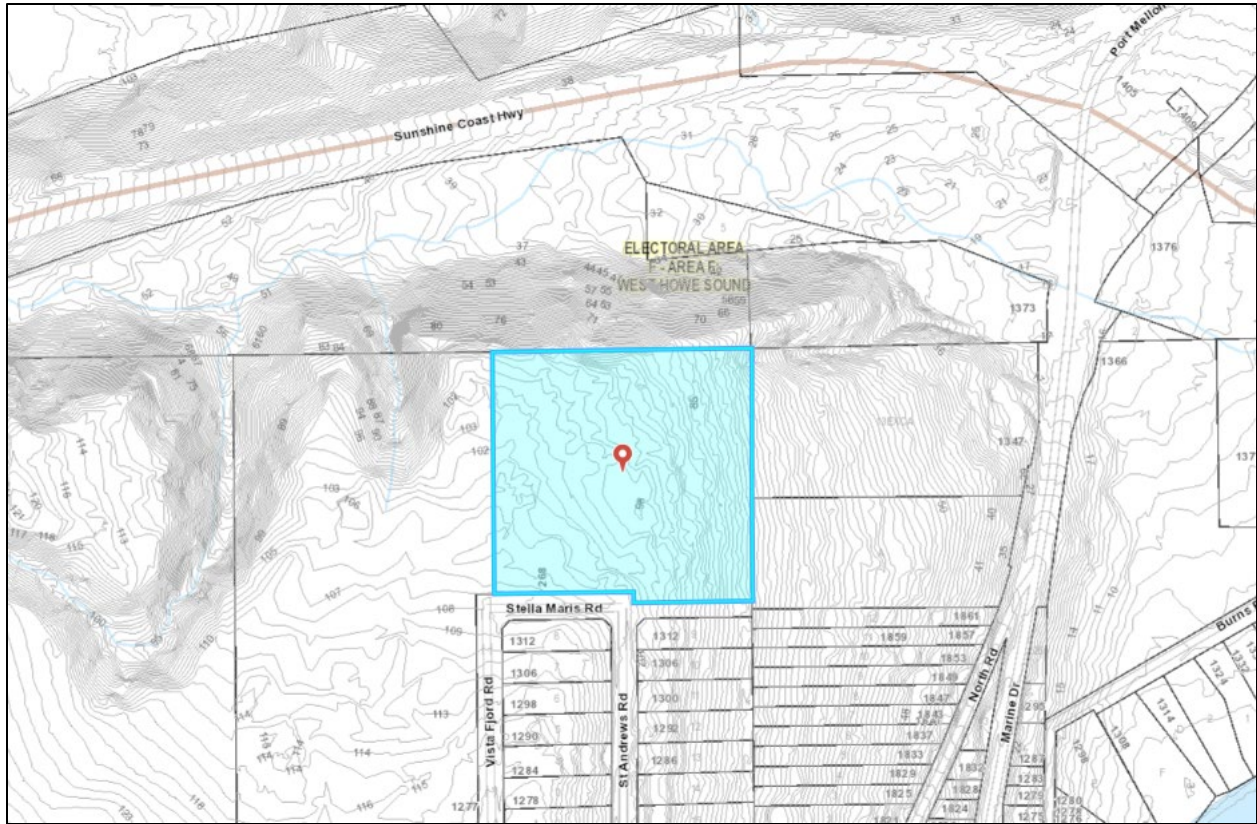


Figure 1- Context Location of Subject Parcel (268 Stella Maris Road)



Figure 2 – Aerial Imagery of the Subject Parcel (268 Stella Maris Road)

Discussion

Site and Surrounding Land Uses

The subject parcel is located on Stella Maris Road, perpendicular to Vista Fjords Road and St Andrews Road, in the Hopkins Landing neighbourhood of Electoral Area F (West Howe Sound). The parcel is 3.84 hectares (ha) and is comprised of one single-detached-dwelling and an auxiliary building (detached garage) in the southwest quadrant of the parcel. The majority of the parcel is vegetated with second growth forest.

Immediately to the north is a RU2 zoned undeveloped parcel with a ravine bank steeply sloping towards Langdale Creek, abutting the Sunshine Coast Highway. Immediately to east are two large RU1 parcels comprised of steep slopes, with the southernmost being undeveloped and the northernmost containing a single-detached-dwelling adjacent to North Road. To the south are R1 zoned lots with single-detached-dwellings along Vista Fjords Road and St Andrews Road. Immediately to the west are lands within the Agricultural Land Reserve (ALR) and zoned for Agriculture.

Proposed Uses and Application Process

The proposed plan for future residential development is consistent with the West Howe Sound Official Community Plan (OCP) “Residential” land use designation; however, a Zoning Bylaw Amendment is required as the proposed density does not conform to the existing Subdivision District I. Overall, to implement this proposal requires a total of three planning applications, each with a distinct approval process: Zoning Amendment, Subdivision, Development Permit.

The process of considering this proposal begins with the current application to change zoning from RU1 to R2 and the Subdivision District from “I” (4 ha minimum parcel size) to “C” (0.2 ha minimum parcel size). The purpose of the rezoning is to facilitate subdivision for future residential development. A preliminary conceptual subdivision plan has been provided for discussion purposes (Attachment D).

If the Zoning Bylaw Amendment is approved, the applicant would need to complete both subdivision and development permit application processes to confirm the number and layout of safe developable lots, informed by environmental and geotechnical professions.

Planning Analysis

West Howe Sound Official Community Plan – Land Use

The parcel is within the Residential (Hopkins Landing) land use designation. The parcel to the west has an Agricultural (AG) land use and is located within the Agricultural Land Reserve (ALR). The parcel to the north has a Gateway Corridor land use. Parcels to the south and east also have Residential land use designation (Figure 3).

The OCP establishes objectives and policies for Residential land use in Hopkins Landing (Section 3.3). Land Use Policy 3.3.1 notes that minimum parcel size for subdivision is 2,000m² and auxiliary dwellings or duplexes are permitted on parcels over 2,000m².

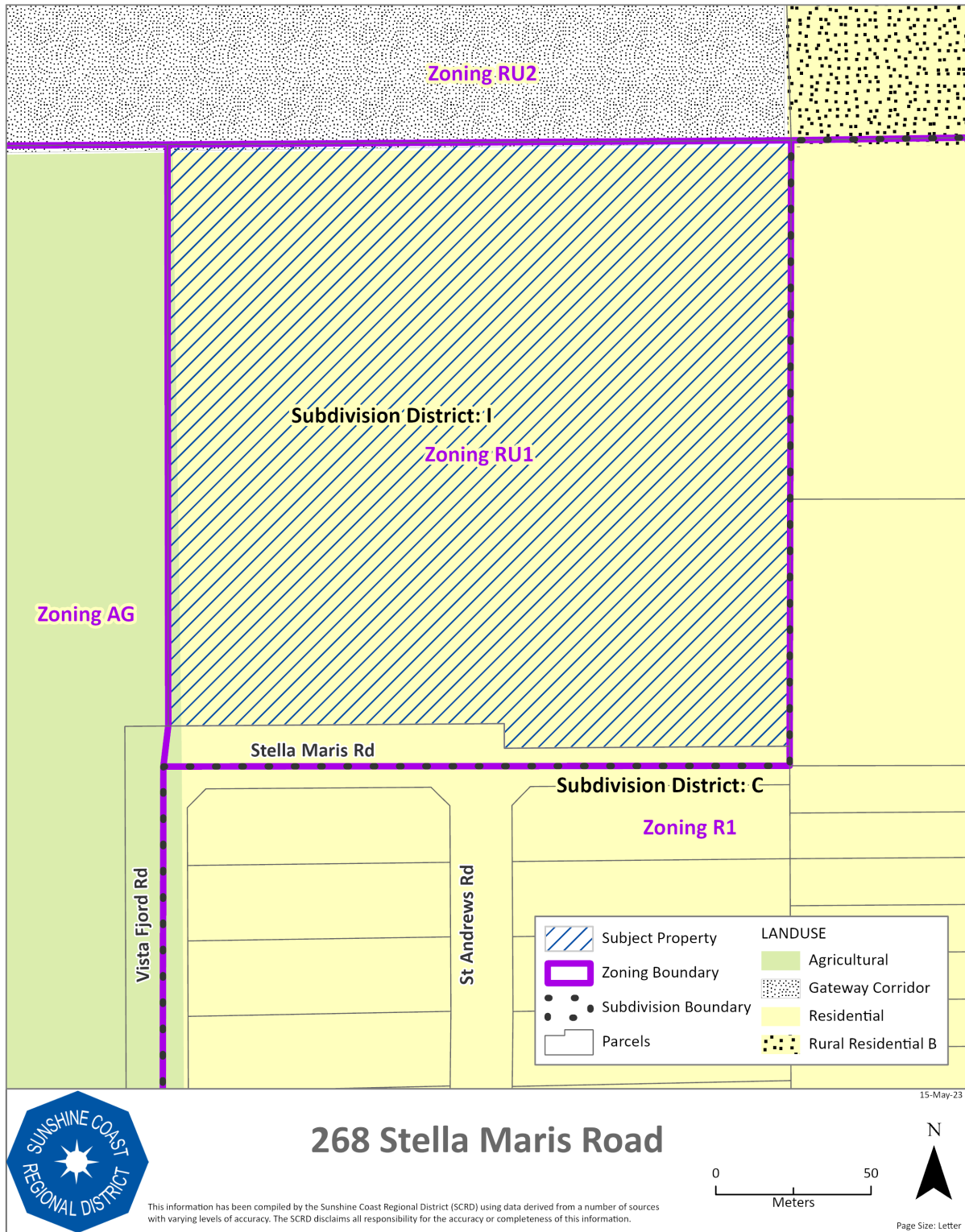


Figure 3 - OCP Land Use, Zoning, and Subdivision District Map

West Howe Sound Official Community Plan – Affordable Housing

Section 6.2.1 of the OCP notes the following as an objective for providing affordable housing:

Opportunities for affordable housing, rental housing, and special needs housing shall be made available in most parts of the plan area through zoning provisions permitting auxiliary dwellings and duplexes, subject to parcel size and other on-site and location requirements.

Furthermore, Section 7 of the OCP describes *Densification Strategies to Support Affordable Housing*. Policy 7.3.4 states:

Developments exceeding established density limits of the OCP and/or the zoning bylaw and creating a total of more than 3 lots, may be considered through an amendment to the OCP and/or the zoning bylaw for areas designated Residential outside of village hubs or similar settlement cluster areas, subject to all of the following criteria:

i. Water supply, solid waste collection, storm water management, sewage treatment facility, regional fire protection, traffic circulation and convenient access to major roads and community amenities can all be appropriately provided, and the development design is compatible with the surrounding rural environment; and

ii. A contribution to affordable or special needs housing must be made in the form of housing unit, land, money or other types of provision and registered with a housing agreement in accordance with the Local Government Act and approved by the Regional District Board.

Re Policy 7.3.4(i):

Given the proposed application is for a zoning bylaw amendment that would facilitate the creation of more than 3 lots, approval of the application is subject to OCP Policy 7.3.4. Table 2 summarizes an analysis on each criterion in Policy 7.3.4(i).

Table 2 - Policy 7.3.4(i) Criterion - Criterion Response

Policy Criterion	Criterion Response
Water supply	The parcel is within the Regional Water Service Area's Chapman Water System. Per SCRD Bylaw 320, the SCRD is required to supply potable water to all parcels within the Water Service Area.
Solid waste collection	The parcel is within the Area F Curbside Collection Service Area, which at the time of writing this report, offers curbside food waste and garbage collection.
Storm water management	The parcel is located within Development Permit Area 5 (Aquifer Protection and Stormwater Management). DPA 5 will be assessed as a condition of a future Subdivision Application. The applicant has provided a memo (Appendix D) outlining preliminary parameters on how a stormwater management plan would be developed to meet the requirements for Land Development Drainage Design in Section 1010.03 of the BC Supplement to TAC Geometric Design Guide, per MOTI standards. The memo notes, the outlet of the stormwater management system would likely tie into the existing offsite downstream infrastructure in the Statutory Right of Way on the eastern boundary of the lots St. Andrews Road directly to the south of this parcel.

Sewage treatment facility	The parcel is not within the Sanitary Sewer Service Area. Therefore, sewage treatment will be by on-site systems under regulations of Vancouver Coastal Health (VCH). A VCH covenant for an approved septic field location is a condition of a future Subdivision Application.
Regional fire protection	The parcel is located within the Gibsons/West Howe Sound Fire Protection Service Area.
Traffic circulation & access to major roads & community amenities	<p>Stella Maris and the perpendicular roads of St Andrew and Vista Fjords are all classified as a “local road” in the OCP. Local roads are lower speed roads, generally used by residents. Marine Drive is the closest “connector road” which is just over 1km way via the road network.</p> <p>From a regional district point of view, the parcel is proximity to major roads and community amenities. For example, here are approximate distances from amenities:</p> <ul style="list-style-type: none"> • Langdale ferry Terminal – 2 km • Gibsons & Area Community Centre – 4.5 km • Grocery Store (SuperValu) – 4.7km • Regional Park (Soames Hill Park) – 1 km <p>Please note, the Ministry of Transportation and Infrastructure (MOTI) is responsible for local road network planning in the SCRD.</p>
Development design compatibility with the surrounding rural environment	The proposed zoning bylaw amendments are consistent with the OCP, and the zoning would facilitate a compatible built form with the surrounding residential neighbourhood. See the subsection below titled “Zoning Bylaw No. 722” for more information.

Re Policy 7.3.4(ii):

The applicant and staff have agreed on a provisional affordable housing contribution as a condition of the Zoning Bylaw Amendment. The proposal is for the applicant to contribute \$6,500.00 per proposed new lot. Based on the preliminary conceptual subdivision plan provided by the applicant, the provisional contribution would total \$91,000 for the 14 new lots. A covenant would need to be registered on Title prior to bylaw adoption that requires the per lot payment as a condition of a future Subdivision Application.

In this case, staff’s proposal is for the contribution to be used to hire a consultant to help develop a SCRD Community Amenity Contribution (CAC) strategy. A CAC strategy would provide a valuation framework to guide future staff-developer negotiations for community benefits as part of developer-initiated rezoning and OCP amendment applications. CACs typically include the provision of public amenities and affordable housing, both through in-kind and/or financial contributions. These contributions have become a commonplace means for local governments in British Columbia to guide delivery of non-market housing and other public amenities that are key components of equitable community building. Development of such a policy is included in the Housing Action Plan presented to the SCRD Board in December 2022. If this application proceeds to adoption, a future report will seek Board direction on how to allocate the proposed contribution associated with this application.

West Howe Sound Official Community Plan – Development Permit Areas

Section 12 of the OCP establishes Development Permit Areas (DPA). Development Permits are required when proposing to develop or subdivide a parcel within DPAs. The subject parcel contains four DPAs, specifically DPA 2B (Ravines), 4 (Stream Riparian Assessment Area), 5 (Aquifer Protection and Stormwater Management), and 7 (Agricultural Buffer).

The applicant has provided staff preliminary environmental and geotechnical hazard conditions of the parcel to inform the Zoning Bylaw Amendment process. Preliminary environmental and geotechnical setbacks have been proposed by qualified professionals. Further, a 10-meter vegetated setback from the western parcel boundary abutting the ALR parcel is proposed, per ALC Landscaped Buffer Specifications.

All environmental, geotechnical, and agricultural buffer setbacks and requirements will be registered on Title as a restrictive covenant as a condition of a future Subdivision Application. The provisional setbacks are included on and inform the proposed lot layout of the conceptual subdivision plan (see Appendix E).

Zoning Bylaw No. 722

The subject parcel is currently zoned RU1 which allows for residential and rural uses, such as a variety of agriculture uses, vehicle repair and maintenance, manufacturing and storage, and animal shelter (kennel) use.

The proposed zone, R2, permits low density residential uses with a maximum of two dwelling units per parcel between 2,000m² and 3,500m². This is the same number of maximum dwelling units as the surrounding R1 zoned parcels, however, provides more options for dwelling unit configuration (i.e., auxiliary dwelling unit or duplex).

The current Subdivision District designation is “I” which requires a minimum parcel size of 4 ha. The subject parcel is 3.84 ha, and therefore, is not permitted to be subdivided under the I Subdivision District. The proposal to amend the Subdivision District to “C” would enable subdivision to a minimum of 0.2 ha (2,000m²) per parcel. Subdivision District “C” conforms with the OCP “Residential” land use designation and is consistent with the Subdivision District of the surrounding parcels with the same OCP land use designation.

Agency Referrals & Public Input

Agency

The Zoning Bylaw Amendment application has been referred to the following departments and agencies for comment:

Table 3 - Department / Agency Referral Comments

Referral Agency	Comments
SCRD Building Division	No comments.
SCRD Infrastructure Department	Parcel is within the Regional Water Service Area. Staff see no issues from a water servicing perspective.
Gibsons & District Fire Protection Commission	The Fire Department sees no issues with this application provided the developer follows the BCBC and BCFC for residential subdivisions if it goes through. Specifically: <ul style="list-style-type: none"> • 9.10 of the BCBC needs to be followed. • Fire hydrants are installed in accordance with BCBC 3.2.5.15. • Road design is in accordance with BCBC 3.2.5.6.
Sᑭwᑭwú7mesh Úxwumixw	Referral was sent on May 19, 2023. No comments received at time of report writing.

Ministry of Transportation and Infrastructure	Referral was sent on May 19, 2023. No comments received at time of report writing.
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Public Consultation

A Public Information Meeting (PIM) was conducted by the applicant in coordination with SCRD staff on April 5, 2023, at the Eric Cardinal Hall. The PIM Summary Report, drafted by the applicant, can be found in Appendix B. Key themes of the PIM comments included:

- Traffic – concerns about increased number of vehicles on residential roads and pedestrian safety given the lack of sidewalks.
- Land Alteration – concerns about tree removal, erosion, and stormwater management.
- Proposed Zoning – both support and opposition to R2 zoning.
- Utility Servicing – concerns about regional water supply.

A Public Hearing will be organized to gather additional public feedback on the proposal, should the Board give the bylaw First and Second readings.

West Howe Sound Advisory Planning Commission (APC)

The application was referred to the West Howe Sound APC meeting on May 23, 2023. A summary of the APC comments can be found in Appendix C. Key themes of the APC comments included:

- Traffic – Discussed PIM concerns about increased traffic. APC believes there is very low traffic on the local road, however, people drive over the speed limit.
- Land Alteration - APC shares PIM concerns about erosion and stormwater management.
- Proposed Zoning – Support for R2 zoning as a way to increase affordability through the option to build two-unit-dwellings (duplexes).
- Utility Servicing – APC shares PIM concerns about regional water supply. Support for making rainwater harvesting system a condition of subdivision.
- Community Benefits
 - Concerns that the negotiated affordable housing contribution per lot is too low and should be renegotiated to, at minimum, match contributions required in the Town of Gibsons and District of Sechelt.
 - Interest in trail building from the parcel to Langdale Creek be negotiated as condition of the zoning bylaw amendment.

Timeline for Next Steps

If the Board gives the proposed bylaws First and Second Readings, a public hearing will be arranged to gather further community feedback on the proposal. After the public hearing the Board can consider whether to proceed with Third Reading and adoption of the bylaw. Should any covenants or housing agreements be required, these will need to be registered prior to adoption of the bylaw.

STRATEGIC PLAN AND RELATED POLICIES

The zoning bylaw amendment process supports the SCRD’s strategy for engagement and collaboration.

CONCLUSION

The SCRD received a Zoning Bylaw Amendment application to amend the zoning and Subdivision District at 268 Stella Marris Road in Area F - West Howe Sound. The purpose of the zoning bylaw amendment is to enable subdivision and future residential development. This proposal is consistent with the West Howe Sound Official Community Plan. Staff recommend that *Sunshine Coast Regional District Zoning Bylaw Amendment 722.6* be presented to the Board for First and Second Readings and a public hearing be arranged.

Attachments

- Attachment A – Zoning Amendment Bylaw 722.6 for First Reading and Second Reading
- Attachment B – Public Information Meeting Summary
- Attachment C – Area F APC Minutes with Comments
- Attachment D – Preliminary Stormwater Management Site Review
- Attachment E – Preliminary Subdivision Plan

Reviewed by:			
Manager	X - J. Jackson	CFO/Finance	
A/GM	X - R. Shay	Legislative	
CAO	X - D. McKinley		

Attachment A

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 722.6

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*

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. 722.6, 2023*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Amend Schedule A by rezoning BLOCK 15 EXCEPT: PART DEDICATED FOR ROAD ON PLAN LMP4631; DISTRICT LOT 1402 PLAN 737 from RU1 (Residential Rural One) to R2 (Residential Two)
 - b. Amend Schedule B by re-designating BLOCK 15 EXCEPT: PART DEDICATED FOR ROAD ON PLAN LMP4631; DISTRICT LOT 1402 PLAN 737 from Subdivision District I to Subdivision District C

PART C – ADOPTION

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

Corporate Officer

Chair

Public Information Meeting Summary

PIM Date: April 5, 2023
 Location: Eric Cardinal Hall
 Time: 7PM
 Attendees: ~28 people

Zoning Bylaw Amendment Application Summary	
SCRD Application Number	BYL00047
Owner/Applicant	Stella Maris Community Development LTD (Richard and Effie Klein)
Authorized Agent	Jim Green (Ventureland Management LTD)
Legal Description	BLOCK 15 EXCEPT: PART DEDICATED FOR ROAD ON PLAN LMP4631; DISTRICT LOT 1402 PLAN 737
PID	010-536-418
Electoral Area	Area F (West Howe Sound)
Civic Address	268 Stella Maris Road
Parcel Area	3.84 Hectares (ha)
OCP Designation	Residential
Current Zoning	Residential Rural One (RU1)
Existing Subdivision District	I (4 ha minimum)
Proposed Zoning	Residential Two (R2)
Proposed Subdivision District	C (0.2 ha minimum)

Summary of feedback received from the attendees

R1 vs R2 Zoning

- We heard from a number of the attendees that the opportunity to build a duplex with the R2 zoning was raising concerns. These concerns ranged from the potential for increased traffic to "form and character". Although the R1 zone allows for two dwelling, similar to the R2 zone, the duplex in R2 would potentially be larger than the size allowed for an auxiliary dwelling unit (ADU) in R1.
- There were discussions clarifying that R2 would not allow for a duplex and an ADU (as this would be 3 dwelling units and the maximum is 2).

Traffic

- There were discussions about the increase in traffic in the community as a result of a subdivision into 1/2 acre lots as the rezoning proposes.

Site prep

- There were discussions about the idea of tree retention on 1/2 acre lots. This discussion ranged from general concerns about logging and tree removal to more specific discussion as to the

Development Permits assessment areas present on the subject property.

Subdivision Questions

- Water Supply: There were discussions about water supply for the property should it be subdivided.
- Septic: There were discussions about the use of septic fields and the requirement, through the subdivision process, to covenant an area on each lot in favor of Vancouver Coastal Health for use only for septic fields.

Support

- There was also support voiced for the rezoning allowing for 1/2 acre lots.
- There was also support voiced for R2 zoning and the potential for a lower cost of entry into the market.

PIM Summary Prepared by Agent

Jim Green

Ventureland Management LTD

SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION

May 23, 2023

 RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING
COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair	Susan Fitchell
	Members	Ryan Matthews Miyuki Shinkai Katie Thomas
ALSO PRESENT:	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	SCRD Planner II	Alana Wittman (part)
	Recording Secretary	Diane Corbett
	Public	2 (part)
REGRETS:	Members	Jonathan McMorran Kevin Healy
ABSENT:	Members	Tom Fitzgerald Dave Haboosheh

CALL TO ORDER 7:05 pm

AGENDA The agenda was adopted as presented.

MINUTESWest Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of April 25, 2023 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of April 26, 2023
- Halfmoon Bay (Area B) APC Minutes of April 25, 2023
- Elphinstone (Area E) APC Minutes of April 26, 2023

REPORTS

Zoning Amendment Bylaw No. 722.6 for 268 Stella Maris Road

The APC discussed the staff report regarding Zoning Amendment Bylaw No. 722.6, a proposal to amend the zoning and subdivision district to enable subdivision and future residential development at 268 Stella Maris Road in West Howe Sound.

Planner II Wittman gave an overview of the current and proposed zoning and the application process, and responded to APC members' inquiries. It was noted the applicant was looking at bringing the zoning into compliance with the Official Community Plan.

Dustin Christmas of Landev Consulting provided comments related to the proposed development in response to APC inquiries. The owner was present as an observer.

Comments from APC members included:

- Attended the public information meeting. Two or three people at the meeting were concerned about even existing traffic, especially in the snow. I do walk the neighbourhood in question quite a bit. I counted the number of cars that did go past me while I walked at different times (4pm, 5pm, a long weekend), cognizant of how much traffic there was. It was one vehicle every 45 minutes. It is possible that what the person at the meeting was concerned about is that quite a few people have put hedges at the edge of the road, and not left an area to get off the road; this can make people nervous. Maybe when subdividing, make sure there's a shoulder to get off the road.
- I favour the R2 zoning because it allows two separate buyers for a property. That would make it quite a bit more affordable. There aren't many of the existing owners in this area who have put in an auxiliary dwelling; but there is a huge cost to that. Not being able to stratify that, with two separate titles, puts a lot of stress on the other buyer if doing something together. R2 does give more options for making it "affordable", for people that are looking to have a bigger property. .5 acre makes it quite expensive.
- If it is to be rezoned and the OCP is supporting it, R2 zoning is preferred. Think it is necessary to allow for those duplex homes, because house prices are ridiculous.
- Regarding traffic: not many cars come down St. Andrews; it is a quiet road. The issue with residents on the road is they are used to a quiet road. Also in recent years a subdivision went through. It has made a bit of a through road section. Sometimes at night some people drive as quickly as they can down the road. The road is really wide; if there is only one car, it makes you drive faster. If you want people to slow down, make the road narrower. If people park on the road, people slow down, and make it safer for pedestrians. It is a bit of a route for cyclists now so they don't have to go around North Road bend.
- People are worried about water supply; we are heading into summer, and it is big issue. Having fourteen homes and more people living in the area: do we have enough water supply? Can we sustain water supply in the summer time? This is a concern of residents in the area.
- I have concerns about the storm water. It might not go to a public hearing because it is a zoning bylaw amendment. If it goes to R2, it might be good idea for the SCRD to do a public hearing – it seems to be a bit scary for people to go to that... it is more of a perceived difference in density.
- On St. Andrews, there are a few houses that were supposed to have 10-year rain retention. But there are a lot of houses that don't retain the water. I am at the beach below St. Andrews; there is a pipe into ocean, with dirty water. There is eelgrass getting

flooded out by mud. Have concern with the slope of the hill coming out of Langdale. It is a steep hill with a lot of blow downs. Have concerns about storm water management. Is anyone looking at: “you have to put in a containment tank, and take rainwater off the house and save it to sprinkle the yard”? Are you looking at making this mandatory? Why isn’t SCR D saying “if you build, put in water retention”?

- Regarding storm water management, SCR D doesn’t have anything on the footprint of the impermeable area. Maybe SCR D should consider the footprint of the impermeable area, and lots shouldn’t be fully impermeable. Water should run into soil rather than ditches and storm drains. Reduce run-off.
- Affordable housing contribution: the report talks about \$6500 per lot. I think that is too small. Policies in Gibsons and Sechelt for a single family lot are looking at \$10,000 per new lot; that is something we should be looking at, especially when looking at house prices now. We have a housing crisis now.
- Occasionally you can go through a process and create a term sheet; it is negotiated with the Regional District and the developer as a way to negotiate things for the community. The developer is allowed to have the zoning amendment if they follow through with the asks for these requests. The housing contribution would be part of that. Request for rainwater retention: if this lot were to be subdivided, then the development would need a covenant that has rainwater retention. Have something for the developer about land left for trails. Requests that have been asked for would go ahead if the zoning goes through.
- Looking between the dotted yellow and the gray-coloured lots (north of the subject parcel, page 18 of agenda), it is really steep, but once down around Langdale Creek, there are incredible trails. A lot of the land is owned by MOTI down there. Trails going through there over to Langdale Creek area could create quite a trail network.
- The primary affordable housing contribution, created between staff and applicant, is not enough for development of a new lot. These days rental is \$2000+ per month. Have it higher.
- APC received comments from member by email before the meeting:
 - I do support carriage houses on these sites to give some diversity of use.
 - The terrain is quite steep so I expect that tree retention will be difficult. It would be beneficial to break up the ongoing clear cut sense up along there if there could be a cluster of trees that are maintained, but customizing some of the building envelopes and/or a commitment to planting as part of the development works, even if it is lower canopy plantings to break up the hillside.
 - I think stormwater features will be critical on that hillside as there have been issues of wash out below; this can be achieved if integrated with proper sediment and erosion control measures.

DIRECTOR’S REPORT

The Director’s report was received.

NEXT MEETING Tuesday, June 27, 2023

ADJOURNMENT 8:52 pm



www.landevconsulting.ca
info@landevconsulting.ca
604-989-7300

June 28, 2023

Attn:
Jim Green
Venture Land Management Ltd
For:
Rick Klein
Stella Maris Community Development Ltd

RE: Preliminary Stormwater Management Site Review for 268 Stella Maris Rd, Gibsons, BC.

The intent of this memo is to provide a preliminary overview of the potential stormwater management for the proposed development at 268 Stella Maris Rd in Gibsons BC.

It is being proposed that 268 Stella Maris Rd in Gibsons BC be rezoned and subdivided into 15 freehold lots that will eventually be developed into single family home sites. A copy of the proposed lotting layout is attached in Appendix A for reference. The subject property is 3.83 ha and is partially cleared with areas of second growth deciduous and coniferous tress. There is currently a single-family home situated on the southern part of the property which was built in 1996. The site slopes gently from the southwestern corner to the eastern boundary, where the slopes gradually increases as it approaches the Eastern boundary. The property is bordered by large parcel residential to the west, a ravine to the north, large parcel residential to the east and ½ acre density residential to the south.

The property is located in the Sunshine Coast Regional District (SCRD) where the Approving Authority for a subdivision is the Ministry of Transportation and Infrastructure (MOTI). MOTI will review the subdivision application and if generally acceptable they will provide a written letter of Preliminary Layout Review. It is anticipated that a condition will be included that a storm water management plan or a drainage plan prepared by a Professional Engineer registered in British Columbia and experienced in hydrology will be required. The Professional Engineer shall follow the requirements for Land Development Drainage Design in Section 1010.03 of the B.C. Supplement to TAC Geometric Design Guide. Any drainage infrastructure that will be maintained by the Ministry upon completion of the subdivision shall include climate change considerations within the design. Landev Consulting is experienced in this field and can provide a detailed engineering design to meet the MOTI requirements.

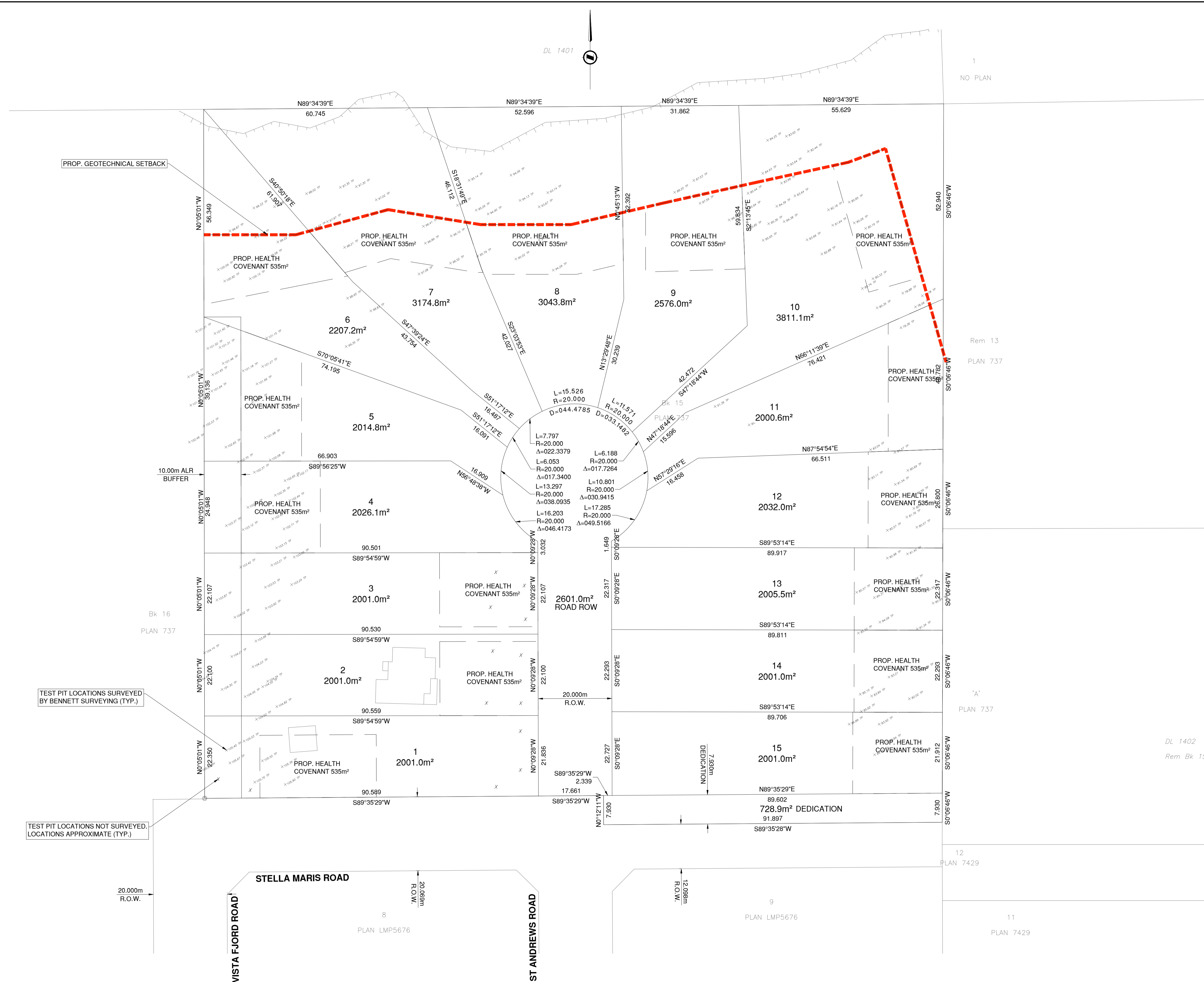
Upon finalization of the lotting layout and completion of the road design a drainage plan and stormwater management plan would be completed. A stormwater management system would be designed to control the post development flows to predevelopment levels at a design storm specified by the MOTI. Onsite and offsite stormwater management infrastructure would be sized and utilized to meet the MOTI requirements. The outlet of the new storm system would likely be tied into the existing offsite downstream infrastructure. There is an existing Statutory Right of Way (BF272413) registered on the eastern portion of the lots on the east side of St. Andrews rd between Stella Maris Rd and Parker rd directly to the south of this parcel. This SROW is for the purpose of construction, maintenance and operating of infrastructure to carry stormwater drainage. This downstream infrastructure could be analyzed to convey the additional flows. A copy of the Statutory Right of Way (BF272413) is attached in Appendix B for reference.

Regards,

Dustin Christmas. P.Eng.
Principal – Civil Engineer
Landev Consulting Inc.

Appendix A – Proposed Lotting Layout

LEGAL DESCRIPTION:
 BLOCK 15 EXCEPT: PART DEDICATED FOR ROAD ON
 PLAN LMP 4631; DL 1402 PLAN 737
 PID: 010-536-418
 CIVIC ADDRESS: 268 STELLA MARIS ROAD
 DATUM: ELEVATIONS ARE GEODETIC AND REFER
 TO SMARTNET REFERENCE STATIONS BCSE
 (RTCM_REF_4021).



TEST PIT LOCATIONS SURVEYED BY BENNETT SURVEYING (TYP.)

TEST PIT LOCATIONS NOT SURVEYED. LOCATIONS APPROXIMATE (TYP.)

NOT FOR CONSTRUCTION

No.	DATE	REVISION	BY

LANDEV Consulting Inc.
 Engineering & Development Services
 WWW.LANDEVCONSULTING.CA
 EMAIL: INFO@LANDEVCONSULTING.CA PH: 804-989-7300

DRAWING DESCRIPTION
 268 STELLA MARIS ROAD, GIBSONS
 PROPOSED 15 LOT SUBDIVISION
 LOT LAYOUT PLAN

CLIENT
 STELLA MARIS COMMUNITY DEVELOPMENT LTD.
 4805 DONSDALE DRIVE, EDMONTON ALTA, T6M 2N2

PROJECT No. 2304	DATE 2023-06-01	DWG. NO. LL
SCALE 1:500	DESIGN BY DC	SHEET. NO. 1 OF 1
		REV.
CHECKED BY SB	SURVEYED BY BENNETT	

Appendix B – Statutory Right of Way (BF272413)

AUG 13 1992

LAND TITLE ACT
FORM C
(Section 219.81)

92 JUL 17 11 55

BF272413



Province of
British Columbia

SURVEY DEPT.

LAND TITLE OFFICE
NEW WESTMINSTER
B.C.

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

PAGE 1 of 6 pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

La Van & Company
Barristers & Solicitors
110 - 1285 W. Pender Street, Vancouver, B.C., V6E 4B1
(604) 669-1411

MELODI SAVEL Signature of Authorized Agent

3

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:*

(PID)

(LEGAL DESCRIPTION)

07/17/92 A6136d CHARGE 50.00

See Schedule

3. NATURE OF INTEREST: *

DESCRIPTION

DOCUMENT REFERENCE
(page and paragraph)

PERSON ENTITLED TO INTEREST

Statutory Right of Way as shown
on Plan LMP5677

Entire Instrument
Pages 3 - 6

Transferee

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filled Standard Charge Terms
- (b) Express Charge Terms
- (c) Release

-
-
-

- D.F. No.
- Annexed as Part 2
- There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):*

NORTH AND WEST VANCOUVER DEVELOPMENTS LTD. (Inc. No. 358131)
having its registered records office at
Suite 110 - 1285 West Pender Street
Vancouver, British Columbia V6E 4B1

6. TRANSFEREE(S): (including postal address(es) and postal code(s))*

HER MAJESTY THE QUEEN, in the Right of the Province of British Columbia, as represented by the
Minister of Transportation & Highways


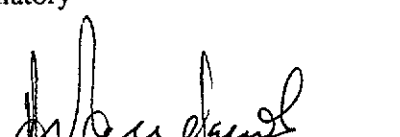
7818 6th St Burnaby B.C. V3N 4N8

LAND TITLE ACT
Form 1 (Section 36)
MEMORANDUM OF REGISTRATION
Registered on application received on
the day and at the time written hereon
Registrar
New Westminster Land Title Office

7. ADDITIONAL OR MODIFIED TERMS:*

N/A

8. EXECUTION(S):** *This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.*

Officer Signature(s)	Execution Date			Party(ies) Signature(s)
	Y	M	D	
 THOMAS G. ANDISON BARRISTER & SOLICITOR 110-1285 WEST PENDER ST. VANCOUVER, B.C. V6E 4B1 TEL: 669-1411	92	07	16	NORTH AND WEST VANCOUVER DEVELOPMENTS LTD. by its authorized signatory  ALFRED V. ANDREWS

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1979, c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.
** If space insufficient, continue executions on additional page(s) in Form D.

**LAND TITLE ACT
FORM E**

SCHEDULE

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM OR GENERAL DOCUMENT FORM.

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:

(PID)

(LEGAL DESCRIPTION)

No PID number
No PID number
No PID number
No PID number
No PID number
No PID number
No PID number
No PID number

Lot 9 Block 14 District Lot 1402 Plan LMP _____
Lot 10 Block 14 District Lot 1402 Plan LMP _____
Lot 11 Block 14 District Lot 1402 Plan LMP _____
Lot 12 Block 14 District Lot 1402 Plan LMP _____
Lot 13 Block 14 District Lot 1402 Plan LMP _____
Lot 14 Block 14 District Lot 1402 Plan LMP _____
Lot 15 Block 14 District Lot 1402 Plan LMP _____
Lot 16 Block 14 District Lot 1402 Plan LMP _____

TERMS OF INSTRUMENT - PART 2

STATUTORY RIGHT-OF-WAY

THIS INDENTURE made the 16th day of July, 1992.

BETWEEN:

NORTH AND WEST VANCOUVER DEVELOPMENTS LTD. (Inc. No.
having its registered records office at
Suite 110 - 1285 West Pender Street
Vancouver, British Columbia
V6E 4B1

(hereinafter called "the Grantor")

AND:

HER MAJESTY THE QUEEN, in the Right of the Province of British Columbia, as
represented by the Minister of Transportation & Highways

(hereinafter called "the Grantee")

WHEREAS:

A. The Grantor is the Registered Owner of the Lands situate in the Sunshine Coast Regional District in the Province of British Columbia, and more particularly described as:

Lot 1 to 16, Block 14, District Lot 1402, Plan LMP 5676

(the "Lands")

B. Section 214 of the Land Title Act, enables a person to grant to the Grantee a Statutory Right of Way for any purpose necessary for the operation and maintenance of the Grantee's undertaking.

C. This Statutory Right of Way, is necessary for the operation and maintenance of the Grantee's undertaking

NOW THEREFORE this Agreement witnesses that in consideration of the premises and of the sum of \$ 10.00 now paid by the Grantee to the Grantor, and as a good and valuable consideration (a receipt in sufficiency of which is hereby acknowledged by the Grantor and) the price mutually covenanted agreed as follows:

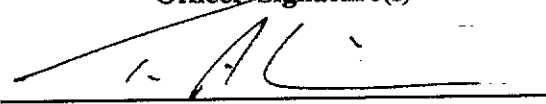
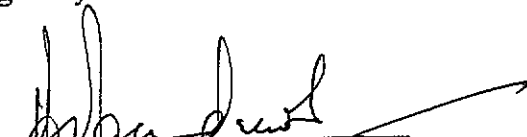
1. The Grantor hereby grants, conveys and confirms unto the Grantee, her heirs and assigns, forever, the right at any and all times to enter upon the Lands hereinafter described for the purpose of laying down, constructing, ditching, excavating or installing sewers, drains, pipes, flumes or any form of installation deemed necessary, practical or expedient in, under and upon the said lands to carry drainage water on to, or over through or under the lands hereinafter

.../2

described, and of keeping and maintaining them at all times in good condition and repair; and for every such purpose the Grantee shall have access to the said Lands at all times by her servants, employees and workmen subject to the right of the Grantor to the free use of the surface of the Lands hereinafter described.

- 2. Is mutually understood, agreed and declared by and between the parties hereto that this agreement shall be construed as running with the Land but that no part of the fee of the soil of the Lands hereinafter described, shall pass to, or be vested in the Grantee under or by these presents.
- 3. The Lands affected by this Statutory Right of Way are those portions of the Lands as shown outlined in heavy black line and intersected by the property lines on the Explanatory Plan of Statutory Right of Way of part of Lots 9 through 16 inclusive, Block 14, District Lot 1402, Plan LMP _____, attached hereto as Schedule "A".
- 4. This Indenture is subject to encumbrances, liens and interests as are set out in the Memorandum hereinunder set forth.
- 5. This Indenture and everything herein contained shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the said parties have executed this Agreement as of the day and year first written above.

Officer Signature(s)	Execution Date	Party(ies) Signature(s)						
 THOMAS G. ANDISON BARRISTER & SOLICITOR 110-1285 WEST PENDER ST. VANCOUVER, B.C. V6E 4B1 TEL: 669-1411	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="text-align: center; width: 33%;">Y</td> <td style="text-align: center; width: 33%;">M</td> <td style="text-align: center; width: 33%;">D</td> </tr> <tr> <td style="text-align: center;">92</td> <td style="text-align: center;">07</td> <td style="text-align: center;">16</td> </tr> </table>	Y	M	D	92	07	16	NORTH AND WEST VANCOUVER DEVELOPMENTS LTD. by its authorized signatory  ALFRED V. ANDREWS
Y	M	D						
92	07	16						

By its Approving Officer



 MINISTRY OF TRANSPORTATION AND HIGHWAYS

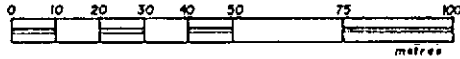
SCHEDULE "A"

page 6

EXPLANATORY PLAN OF STATUTORY RIGHT OF WAY OF PART OF LOTS 9 THROUGH 16 INCLUSIVE, BLOCK 14,

D. L. 1402, PLAN LMP----

SCALE: 1 : 1000



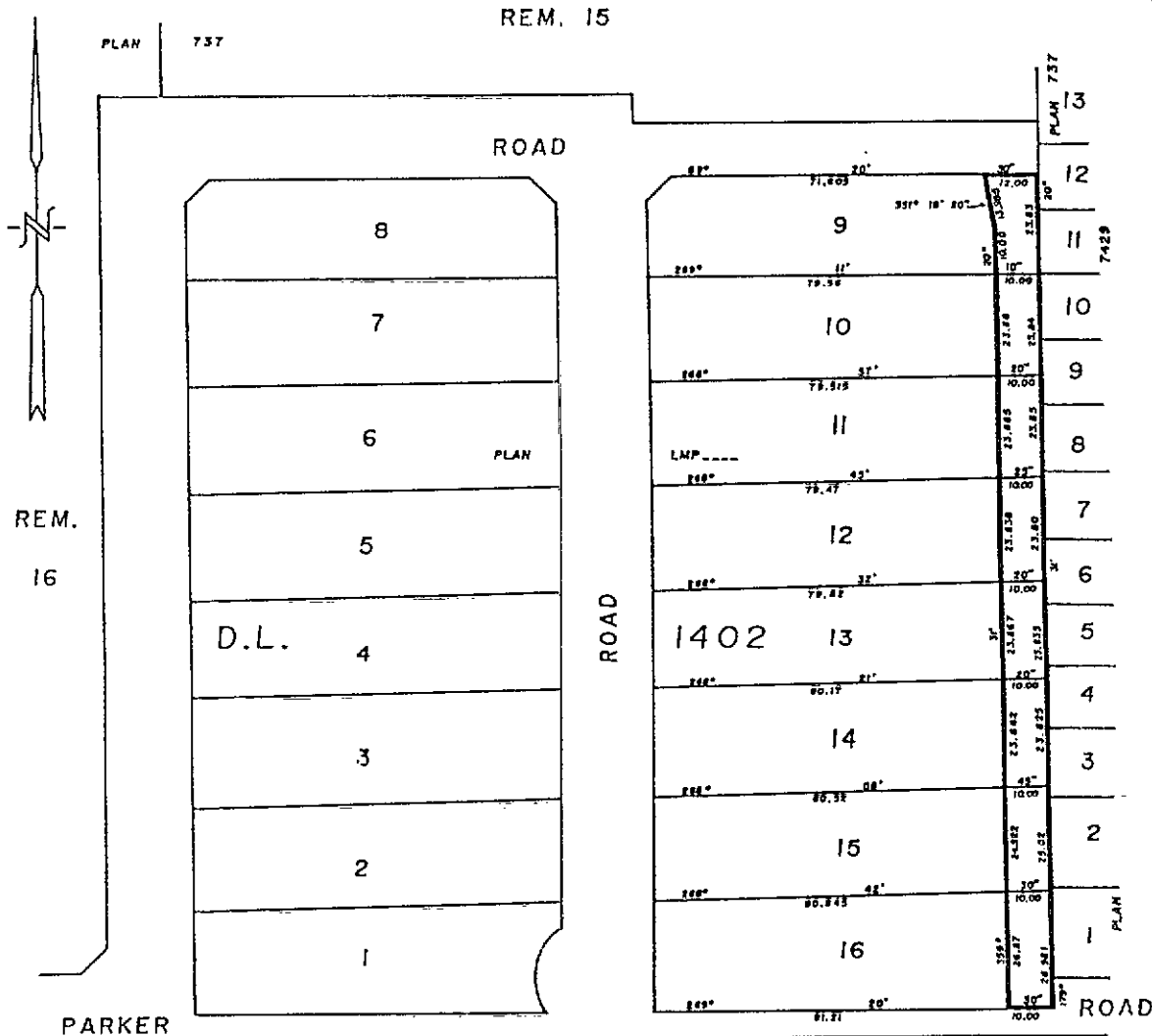
B.C.G.S. 926-043

This plan lies within the Sunshine Coast Regional District.

EX. PLAN LMP

Deposited in the Land Title Office at New Westminster, B.C., this ___ day of _____, 199__.

Registrar



B REF. PLAN 1823

BOOK OF REFERENCE	
DESCRIPTION	AREA (square metres)
LOT 9	262.3
LOT 10	238.6
LOT 11	238.7
LOT 12	138.2
LOT 13	238.6
LOT 14	238.4
LOT 15	249.7
LOT 16	269.2

A REF. PLAN 1793

Bearings are astronomic and were derived from Plan LMP----

Certified correct according to Land Title Office records this 5th day of May, 1992.

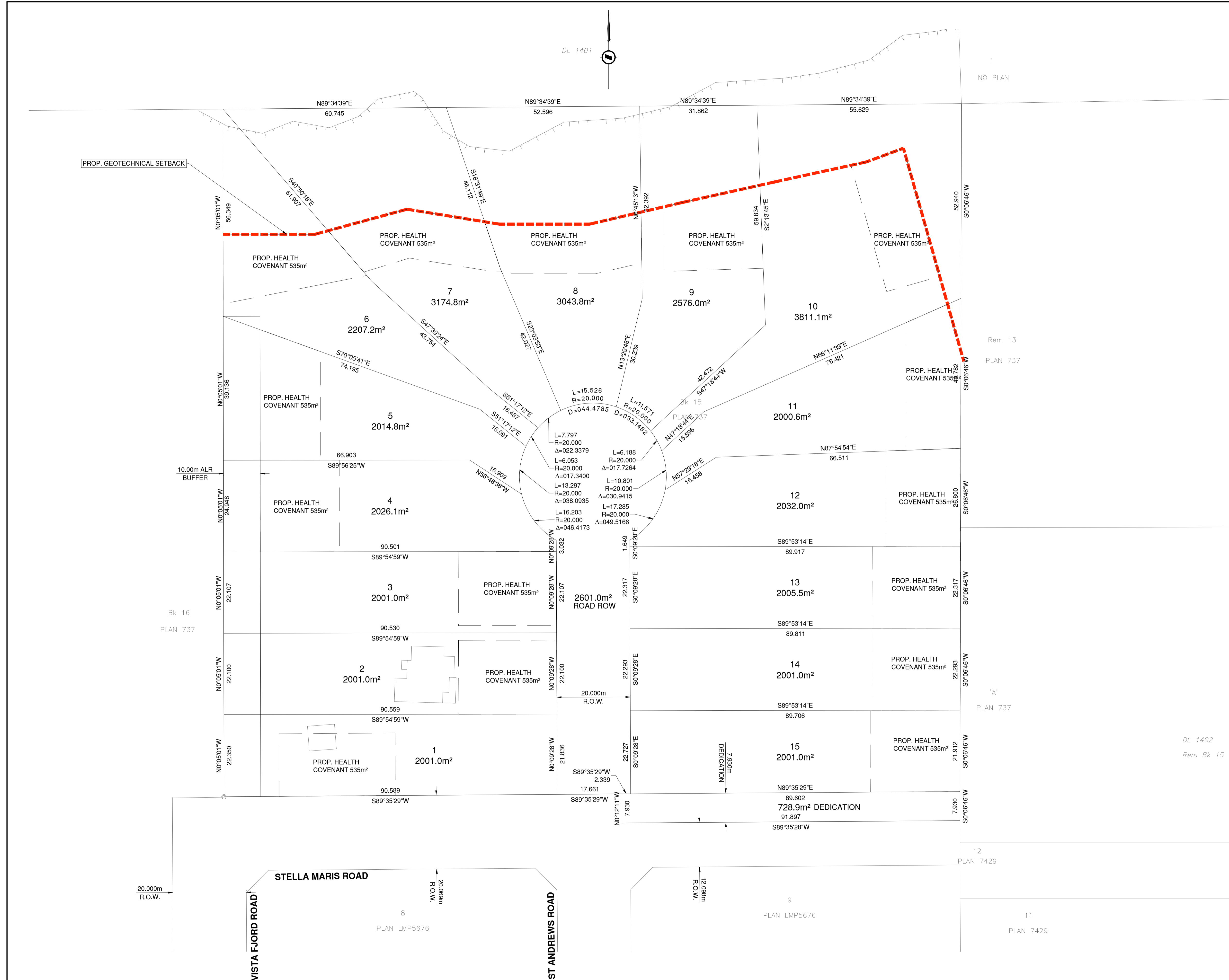
L. W. Penozek L. W. Penozek B.C.L.S.

Larry W. Penozek B.C. Land Surveyor Reg 505 Gibsons, B.C. VON IV0 886-2531 Fax # 886-2553

END OF DOCUMENT

19490-1605

LEGAL DESCRIPTION:
 BLOCK 15 EXCEPT: PART DEDICATED FOR ROAD ON
 PLAN LMP 4631; DL 1402 PLAN 737
 PID: 010-536-418
 CIVIC ADDRESS: 268 STELLA MARIS ROAD
 DATUM: ELEVATIONS ARE GEODETIC AND REFER
 TO SMARTNET REFERENCE STATIONS BCSE
 (RTCM_REF_4021).



NOT FOR CONSTRUCTION

No.	DATE	REVISION	BY

LANDEV Consulting Inc.
 Engineering & Development Services
 WWW.LANDEVCONSULTING.CA
 EMAIL: INFO@LANDEVCONSULTING.CA PH: 604-989-7300

DRAWING DESCRIPTION
 268 STELLA MARIS ROAD, GIBSONS
 PROPOSED 15 LOT SUBDIVISION
 LOT LAYOUT PLAN

CLIENT
 STELLA MARIS COMMUNITY DEVELOPMENT LTD.
 4805 DONSDALE DRIVE, EDMONTON ALTA, T6M 2N2

PROJECT No.	2304	DATE	2023-05-08	DWG. NO.	LL
SCALE	1:500	DESIGN BY	DC	SHEET. NO.	1 OF 1
		CHECKED BY	SB	REV.	
SURVEYED BY			BENNETT		

PLOT DATE: May 8, 2023 - C:\Users\DCandev\Consulting\Dropbox\LANDEV\PROJECTS\2304 - Highlens Landfill\CAD\Final\2304 Lot Layout.dwg

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 20, 2023

AUTHOR: Alana Wittman, Planner II
Julie Clark, Senior Planner

SUBJECT: **PLANNING ENHANCEMENT PROJECT (PEP) 2 PHASE 1 POLICY FIX MICRO PROJECT: AMENDMENT ZONING BYLAW NO. 722.9 AND 337.123 WATERCOURSE AND SHORELINE PROTECTION AMENDMENTS**

RECOMMENDATION(S)

- (1) THAT the report titled Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Mitigation Watercourse and Shoreline Protection Amendments be received for information;**
 - (2) AND THAT Zoning Bylaw No. 722.9 and 337.123 be considered for First Reading;**
 - (3) AND FURTHER THAT Zoning Bylaw No. 722 and 337 be referred to agencies and Advisory Planning Commissions for comment.**
-

BACKGROUND

The purpose of this report is to present amendments to Zoning Bylaw 722 and 337 to the Board for consideration of First Reading.

The proposed housekeeping amendments will:

1. Align with Provincial legislative requirements and guidelines;
2. Operationalize OCPs; and
3. Enhance consistency, clarity, and efficiency in the development approvals process.

These amendments were identified through the Sunshine Coast Regional District (SCRD) Planning Enhancement Project 2 (PEP2). PEP2 is a multi-year project to review and update the SCRD's Official Community Plans (OCP) and all related bylaws and policies that operationalize the OCPs.

An update on this project, including reference to forthcoming proposals for emergency micro-policy amendments, was provided to the May 18 Electoral Areas Services Committee. Several emergency policy fixes are underway. SCRD recently repealed the Board Policy on Geotechnical Risk as it was outdated and misaligned with current Provincial Geotechnical best practices. Additionally, an OCP Amendment Board Policy is under development to foster best practices in developing and reviewing OCP amendment applications.

Policy Context

SCRD land use policies (OCPs) express a strong commitment to protecting sensitive ecological areas, which is not fully operationalized through the zoning bylaws. In proposing to fix this gap,

the zoning amendments would implement a key element of the community's vision. This fix has significant benefit to the community and SCRD: by protecting green infrastructure, we strategically foster climate resilience and mitigate organizational risk.

Clarity & Efficiency

In addition, the proposed amendments enhance efficiency in the development approval process by providing consistency with provincial regulations and guidelines as well as amongst SCRD Electoral Areas. This consistency creates regulatory clarity for developers, property owners, and staff. Such improvements to SCRD's policy framework have been identified as a need through the Development Approvals Process Review (DAPR).

DISCUSSION

Analysis

Currently, SCRD's two Zoning Bylaws 337 and 722 are not aligned with each other or provincial requirements and guidelines when it comes to development regulations related to sites containing or adjacent to waterbodies and watercourses. Of note, both Zoning Bylaw 337 and 722 currently allow for Streamside Protection and Enhancement Areas (SPEAs) to be considered developable area at time of subdivision.

SCRD Planning staff have received direct guidance from Provincial Riparian Biologists that zoning amendments to rectify this policy conflict are required. Similarly, Zoning Bylaw 337 and 722 do not consistently apply setbacks from waterbodies and watercourses, and neither bylaw provides adequate protection from development adjacent to SPEAs.

Specific proposed changes include:

1. Parcel area calculation in Bylaw 722 and Bylaw 337;
2. Buffer from SPEA in Bylaw 722 and Bylaw 337; and
3. Enhanced setbacks from waterbodies and watercourses in Bylaw 337.

Proposed Amendment 1: Parcel Area Calculation

Staff propose amendments to Bylaw 722, Section 4.3.1 as well as Bylaw 337, Sections 402 and 404, related to calculating parcel area when subdividing land. The proposed amendment aims to enhance climate resilience through protection of natural assets and reduce the organizational risk of approving proposed lots that are susceptible to increasingly frequent and intense precipitation events (atmospheric rivers). By aligning SCRD policies with provincial regulations and best practices, subdivision application processing times could be reduced by providing clear expectations to applicants and limiting back-and-forth referrals between SCRD Planning and the Provincial Riparian Areas Protection Regulation (RAPR) Team.

Proposed amendment to Bylaw 722, Section 4.3.1:

Current:

The calculation of minimum parcel area shall not include:

- a) Area to be used for community sewer field and equipment;

- b) Area to be dedicated for public open space, park or returned to the Province, except as permitted by the *Strata Property Act*; or
- c) Area to be dedicated as a highway

Proposed Add:

- d) Area of land covered by flowing or standing water, including, without limitation, a lake, pond, river, creek, spring, ravine, or wetland, whether or not usually containing water;
- e) Area of land that contains a Stream Protection and Enhancement Area (SPEA), as established under the *Provincial Riparian Areas Protection Regulations*.

Proposed amendment to Bylaw 337, Section 402

Current:

The minimum parcel area shall be determined by:

- (1) the minimum average parcel size, the minimum individual parcel size, the minimum usable parcel area and other subdivision options in the applicable subdivision district;
- (2) the minimum site area required under this bylaw for the intended use of the parcel; and
- (3) the servicing requirements applying to the parcel.

Proposed Add:

- (4) excluding the following areas from the calculation of minimum parcel area
 - (i) area to be used for community sewer field and equipment;
 - (ii) area to be dedicated for public open space, park or returned to the Province, except as permitted by the *Strata Property Act*;
 - (iii) area to be dedicated as a highway;
 - (iv) area of land covered by flowing or standing water, including, without limitation, a lake, pond, river, creek, spring, ravine, or wetland, whether or not usually containing water; or
 - (v) area of land that contains a Stream Protection and Enhancement Area (SPEA), as established under the *Provincial Riparian Areas Protection Regulations*.

Proposed amendment to Bylaw 337, Section 404:

Current:

The calculation of average parcel area shall not include land:

- (a) used or dedicated for public open space, park, returned to crown, highway, or community sewer field and equipment; or
- (b) lying beneath a waterbody.

Proposed replacement for (b) and add (c):

- (b) covered by flowing or standing water, including, without limitation, a lake, pond, river, creek, spring, ravine, or wetland, whether or not usually containing water; or
- (C) that contains a Stream Protection and Enhancement Area (SPEA), as established under the *Provincial Riparian Areas Protection Regulations*.

Precedent for the proposed amendment:

- City of Surrey Zoning Bylaw 12000
- District of Mission Consolidated Zoning Bylaw 2940-2020

Proposed Amendment 2: Buffer from Streamside Protection and Enhancement Areas (SPEA)

Staff propose amendments to Bylaw 337, Section 515 and Bylaw 722, Section 5.16 related to protecting the long-term integrity and health of the SPEA. Given that existing and future trees within the SPEA have roots and branches that extend into the developable portion of a property, the proposed bylaw amendment would require all buildings, structures, and hardscaping to be situated a minimum of 5 m away from the SPEA boundary to ensure that there is adequate space for protecting natural assets and ensuring that land alteration activity does not intrude on the SPEA.

This proposal results from Planning, Building and Bylaw staff observations that a lack of regulatory clarity contributes to a pattern of land alteration infractions. Land alteration in the SPEA triggers bylaw compliance investigations and remedial development permit processes, which are time consuming and expensive for property owners and staff alike.

The implementation of a mandatory 5m SPEA buffer will provide community clarity around the protection of critical natural assets. To implement the regulation, the following definition is proposed to be added to Bylaw 337 and 722:

Hardscaping means any human-made element made from inanimate materials like gravel, brick, wood, pavers, stone, concrete, asphalt, or similar material. Examples of hardscaping include landscaped elements (e.g., patio, deck, stone wall, pavers, etc.), retaining walls, roads/parking lots, campground pads, and fill placement.

The amendment is also aimed at providing more efficient processing of development that is adjacent to a SPEA by setting simplified and consistent regulatory expectations. Moreover, the buffer provides protection to the natural features, functions, and conditions in the SPEA; a critical green infrastructure asset that strengthens the region's resilience to climate change impacts.

Proposed amendment to Bylaw 337, Section 515:

- Current: There is no SPEA buffer in Bylaw 337 at this time.
- Proposed Add: Notwithstanding any other provision of this bylaw, and for the purpose of protecting the long-term integrity and health of Streamside Protection and Enhancement Areas (SPEA), no buildings, structures, hardscaping, or any part thereof shall be constructed, reconstructed, moved, located or extended within 5 metres of an established SPEA boundary.

Proposed amendment to Bylaw 722, Section 5.16:

- Current: There is no SPEA buffer in Bylaw 722 at this time.

- Proposed Add: No buildings, structures, hardscaping, or any part thereof shall be constructed, reconstructed, moved, located or extended within 5 metres of an established Streamside Protection and Enhancement Areas (SPEA) boundary.

Local government precedent for more robust SPEA protection:

- City of Abbotsford Streamside Protection Bylaw 1465-2005
- City of Coquitlam Zoning Bylaw 3000

Proposed Amendment 3: Setback from Waterbodies and Watercourses

Staff propose amendments to Bylaw 337, Section 515(1)(a), Section 515(1)(d), and Section 515(1)(e). The proposed amendments are consistent with Zoning Bylaw 722, Section 5.16 setbacks for waterbodies and watercourses. The amendment would promote clear and consistent setback regulations from waterbodies and watercourses across SCRD Electoral Areas. Further, the proposed amendment would strengthen property protection from flooding and facilitate environmental protection, public enjoyment of natural coastline, and reconciliation. These regulations would align with provincial guidelines and best practices and enhance SCRD's approach to building climate resilience and mitigating risk from climate change. This regulatory consistency and enhanced alignment with provincial guidelines and best practices is also envisioned to further enhance SCRD's ability to streamline development approvals.

Proposed amendment to Bylaw 337, Section 515(1)(a):

- Current: 7.5 m of the natural boundary of the ocean
- Proposed Replacement: 15 m of the natural boundary of the ocean

Proposed amendment to Bylaw 337, Section 515(1)(d):

- Current: 7.5 m of the natural boundary of a swamp or pond;
- Proposed Replacement: 17 m of the natural boundary of a swamp or pond;

Proposed amendment to Bylaw 337, Section 515(1)(e):

- Current: 30 metres of the natural boundary of Brittain River, Smanit Creek, Skawaka River, Deserted River, Vancouver River, Seshal Creek, Hunaechin Creek, Stakawus Creek, Potato Creek, Loquilts Creek, Tsuadhdi Creek, Osgood Creek; or 15 metres of the natural boundary of all other watercourses.
- Proposed Replacement: 30 metres of the natural boundary of Brittain River, Smanit Creek, Skawaka River, Deserted River, Vancouver River, Seshal Creek, Hunaechin Creek, Stakawus Creek, Potato Creek, Loquilts Creek, Tsuadhdi Creek, Osgood Creek; or 17 metres of the natural boundary of all other watercourses.

Precedent for the proposed amendment:

- SCRD Zoning Bylaw 722
- District of Sechelt Zoning Bylaw 580
- South Cowichan Zoning Bylaw 3520
- Comox Valley Zoning Bylaw 520

Options

Option 1 Proceed with First Reading for all proposed amendments (staff recommendation)

The proposed amendments provide measures to immediately address organization risk and strengthen community climate resilience, while also facilitating streamlining of development approvals by setting clear and consistent regulations across the regional district's electoral areas. By setting clear and consistent regulations it is additionally hoped that the proposed amendments will lessen the demand on staff for bylaw enforcement and remedial planning applications. Accordingly, staff believe these amendments should be implemented as soon as possible during this early stage of PEP2.

Option 2 Proceed with First Reading for one or more of the proposed amendments

Any proposed amendments that do not move to First Reading now will be revisited during future Official Community Plan renewal work associated with PEP2.

Option 3 Make no changes at this time

Continue development review and approvals based on the current zoning bylaws.

Organizational and Intergovernmental Implications

The proposed amendments to Bylaw 337 and 722 seek alignment with Provincial regulations and guidelines.

Financial Implications

There are no financial implications associated with this report, though it is noted that the proposed amendments seek to create regulatory clarity and simplicity aimed at improving development approval efficiency and lessening demands on bylaw enforcement and planning staff.

Timeline for next steps or estimated completion date

If the Board gives the proposed bylaws First Reading, staff propose to engage with the Advisory Planning Commissions (APCs) and conduct public engagement via Let's Talk throughout Q3, 2023. Following APC and public engagement, consideration of Second Reading would be brought forward in a future staff report. This report would also contain recommendations on whether a public hearing should be held or if consideration should be given to waiving the public hearing, per Section 464(2) of the *Local Government Act*. Third Reading, and Bylaw Adoption are targeted for Q4, 2023.

Communications Strategy

A communications plan is in development.

STRATEGIC PLAN AND RELATED POLICIES

This initiative/proposal can be seen as supporting Strategic Focus Area 4: Climate Change and Resilience in the Board’s 2019 – 2023 Strategic Plan.

CONCLUSION

Housekeeping amendments are proposed for Zoning Bylaw 337 and 722. The proposed amendments provide measures to strengthen protection of ecologically sensitive areas including watercourses, and shorelines within SCRD. The proposed amendments provide measures to immediately address organization risk and strengthen community climate resilience, while also facilitating streamlining of development approvals by setting clear and consistent regulations across the regional district’s electoral areas that are aligned with Provincial best practices. By setting clear and consistent regulations it is additionally hoped that the proposed amendments will lessen the demand on staff for bylaw enforcement and remedial planning applications. These amendments are therefore recommended to advance in this early stage of PEP2 work. Staff recommend proceeding with First Reading for the proposed amendments.

ATTACHMENT

Appendix A – Amendment Zoning Bylaw No. 722.9

Appendix B – Amendment Zoning Bylaw No. 722.9

Reviewed by:			
Manager	X – J. Jackson	Finance	
A/GM	X – R. Shay	Legislative	
CAO	X – D. McKinley	Risk Management	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 337.123

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. 337.123, 2023*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 337, 1990* is hereby amended as follows:

Insert the following immediately following Section 402(3):

402(4) excluding the following areas from the calculation of minimum parcel area

- (i) area to be used for community sewer field and equipment;
- (ii) area to be dedicated for public open space, park or returned to the Province, except as permitted by the *Strata Property Act*;
- (iii) area to be dedicated as a highway;
- (iv) area of land covered by flowing or standing water, including, without limitation, a lake, pond, river, creek, spring, ravine, or wetland, whether or not usually containing water; or
- (v) area of land that contains a Stream Protection and Enhancement Area (SPEA), as established under the *Provincial Riparian Areas Protection Regulations*.

Replace Section 404(b) with the following:

404(b) covered by flowing or standing water, including, without limitation, a lake, pond, river, creek, spring, ravine, or wetland, whether or not usually containing water; or

Insert the following, immediately following Section 404(b):

404(c) that contains a Stream Protection and Enhancement Area (SPEA), as established under the *Provincial Riparian Areas Protection Regulations*.

Insert the following immediately following Section 515(3):

515(4) Notwithstanding any other provision of this bylaw, and for the purpose of protecting the long-term integrity and health of Streamside Protection and Enhancement Areas (SPEA), no

buildings, structures, hardscaping, or any part thereof shall be constructed, reconstructed, moved, located or extended within 5 metres of an established SPEA boundary.

Insert the following definition in Section 201 immediately following “grade, average natural”:

“hardscaping” means any human-made element made from inanimate materials like gravel, brick, wood, pavers, stone, concrete, asphalt, or similar material. Examples of hardscaping include landscaped elements (e.g., patio, deck, stone wall, pavers, etc.), retaining walls, roads/parking lots, campground pads, and fill placement.

Replace Section 515(1)(a) with the following:

515(1)(a) 15 m of the natural boundary of the ocean

Replace Section 515(1)(d) with the following:

515(1)(d) 17 m of the natural boundary of a swamp or pond;

Replace Section 515(1)(e) with the following:

515(1)(e) 30 metres of the natural boundary of Brittain River, Smanit Creek, Skawaka River, Deserted River, Vancouver River, Seshal Creek, Hunaechin Creek, Stakawus Creek, Potato Creek, Loquilts Creek, Tsuadhdi Creek, Osgood Creek; or 17 metres of the natural boundary of all other watercourses.

PART C – ADOPTION

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

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 722.9

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*

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. 722.9, 2023.*

PART B – AMENDMENT

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:

Insert the following immediately following Section 4.3.1(c):

- d) Area of land covered by flowing or standing water, including, without limitation, a lake, pond, river, creek, spring, ravine, or wetland, whether or not usually containing water;
- e) Area of land that contains a Stream Protection and Enhancement Area (SPEA), as established under the Provincial Riparian Areas Protection Regulations.

Insert the following immediately following Section 5.16.2:

5.16.3 No buildings, structures, hardscaping, or any part thereof shall be constructed, reconstructed, moved, located or extended within 5 metres of an established Streamside Protection and Enhancement Areas (SPEA) boundary.

Insert the following definition in Part 12 immediately following “green roof”:

hardscaping: means any human-made element made from inanimate materials like gravel, brick, wood, pavers, stone, concrete, asphalt, or similar material. Examples of hardscaping include landscaped elements (e.g., patio, deck, stone wall, pavers, etc.), retaining walls, roads/parking lots, campground pads, and fill placement.

PART C – ADOPTION

READ A FIRST TIME this #### DAY OF, YEAR

READ A SECOND TIME this #### DAYOF, YEAR

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

DAY OF, YEAR

READ A THIRD TIME this

DAY OF, YEAR

ADOPTED this

DAY OF, YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 20, 2023

AUTHOR: Nick Copes, Planner II

SUBJECT: Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone

RECOMMENDATIONS

- (1) THAT the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be received for information;
- (2) AND THAT Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be denied.
-

On June 22, 2023, the SCRD Board adopted the following resolution:

182/23 **Recommendation No. 3** *Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd*

THAT the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Road, Elphinstone be received for information;

AND THAT the application be referred to the Electoral Area E Advisory Planning Commission for comment.

Staff referred the application to the June 28, 2023 Elphinstone (Area E) Advisory Planning Commission (APC).

The Area E APC recommends that the application be denied.

The previously received report (June 15, 2023) to the Electoral Area Services Committee is attached for reference.

Staff recommend that the application be denied.

ATTACHMENTS

Attachment 1 – June 15, 2023, EAS Staff report “Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone”

Reviewed by:			
Manager	X – J. Jackson	Finance	
A/GM	X – R Shay	Legislative	
CAO	X - D. McKinley	Risk/Purchasing	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 15, 2023

AUTHOR: Nick Copes, Planner II

SUBJECT: PROPOSED AGRICULTURAL LAND RESERVE EXCLUSION (ALC 67287, SCRD ALR00024) - 508 PRATT RD, ELPHINSTONE

RECOMMENDATIONS

1. THAT the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be received for information;
 2. AND THAT the application be denied.
-

BACKGROUND

SCRD has received a referral from the Agricultural Land Commission (ALC) regarding an application seeking exclusion of land from the ALR (Agricultural Land Reserve) in Area E, Elphinstone at 508 Pratt Road.

The referral review process for ALC files requires the following steps:

- local government is the first agency to review the ALC application
- the application is reviewed as it relates to local policy and regulation
- local government has the first opportunity to decide if the application is supported or denied
- if local government does not support the application, the process ends
- if a resolution is forwarded to ALC, the application process proceeds to ALC review for decision

The purpose of this report is to provide Electoral Area Services Committee information about the subject application to consider and make a decision.

Discussion

The Proposal and Applicant's Rationale

The applicant wishes to exclude the entire subject property from the ALR to permit a two-phase residential development plan. The first phase for the short-term is to allow for a bed and breakfast operation from the existing home and addition of nine manufactured homes. The site plan also identifies a pool, office, washroom building and green space. The second phase is intended to facilitate a multi-lot residential subdivision and a mixed-use area including a public library, restaurant, farm market and day care. The applicant has not submitted any information to detail technical feasibility, including how the development proposal could be serviced.

The applicant notes that two blocks south from the property a 36-parcel residential subdivision forming Fircrest Road was historically created, establishing small-lot residential uses in the

area. The applicant further implies that the greater Gibsons area is fast-growing and has housing and short-term accommodation needs.

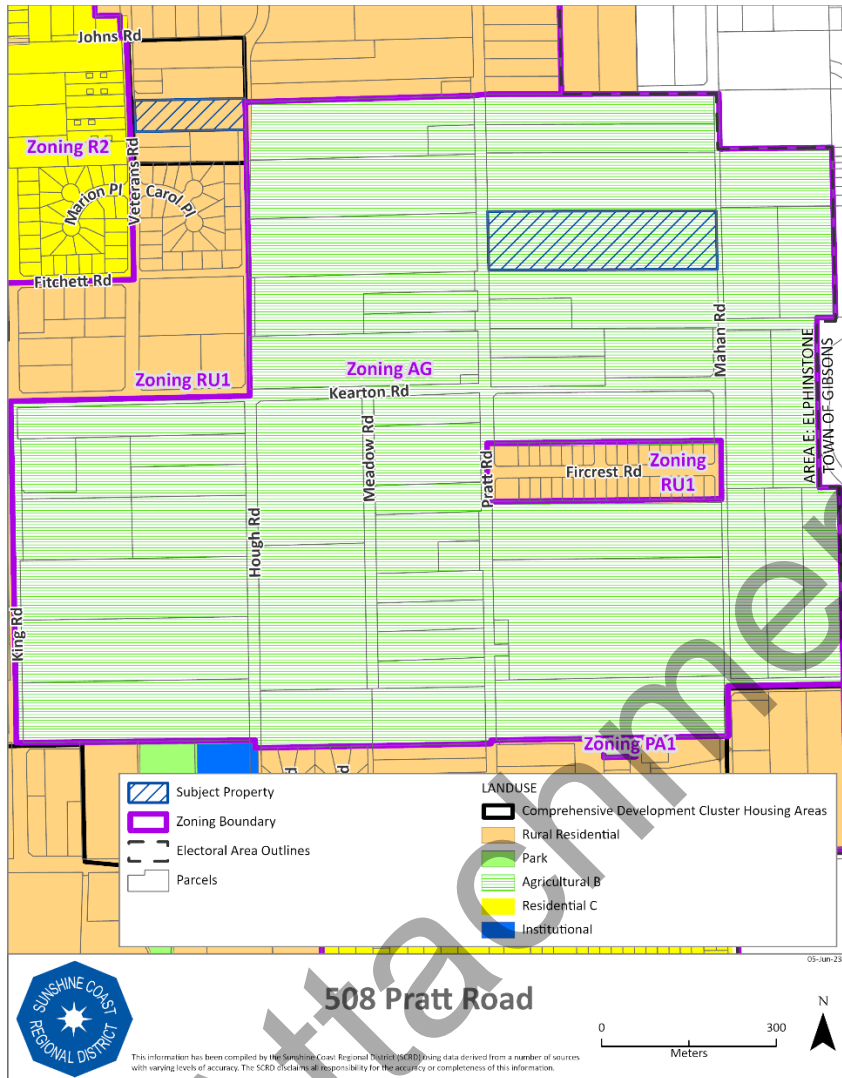


Figure 1 – Location of 508 Pratt Road, Zoning and OCP Land Use

File number:	ALC 67287 (SCRD File ALC00024)
Civic Address:	508 Pratt Road
Legal Description:	Block 6 District Lot 683 Plan 3639
Electoral Area:	E, Elphinstone
Parcel Area:	9.75 acres
OCP Land Use:	Agricultural B
Land Use Zone:	Agriculture (AG)
Application Intent:	To exclude the parcel from the ALR

Table 1 - Application Summary

Policy Review

The Planning Department has reviewed the application, the relevant policies in the Sunshine Coast Agricultural Area Plan, the Elphinstone Official Community Plan and Zoning Bylaw No. 722.

Agricultural Area Plan

The *Agricultural Area Plan* has six strategic goals to enable agriculture on the Sunshine Coast:

1. Protect farms, improve farming opportunities, and expand access to land for agriculture.
2. Secure a sustainable water supply for the Sunshine Coast.
3. Develop a viable Coastal food system.
4. Educate and increase awareness of Coastal food and agriculture.
5. Advance and promote sustainable agricultural practices.
6. Prepare for adaptation to climate change.

Elphinstone Official Community Plan (OCP)

The Area E Official Community Plan designates this parcel as Agricultural. According to the OCP, *“Agricultural soil capability mapping completed by the ALC has confirmed the need to retain and protect the majority of the ALR for agricultural purposes designated on Map 3 - Land Use Designations as Agricultural A and Agricultural B...”*

Agricultural objectives noted in the OCP highlight the need to preserve and protect agricultural lands. Objectives 1, 5 and 6 note the following:

1. *To preserve agricultural land in the ALR by maintaining larger parcels on lands with better agricultural soils with Canada Land Inventory ratings of classes 1 to 4 with existing or improved soil conditions.*
5. *To protect existing and future agricultural activities from potential conflicting non-agricultural uses within the Agricultural Land Reserve (ALR) and the Rural Residential designated lands adjacent to the ALR.*
6. *To support the Agricultural Land Commission (ALC) in protecting agricultural lands and opportunities.*

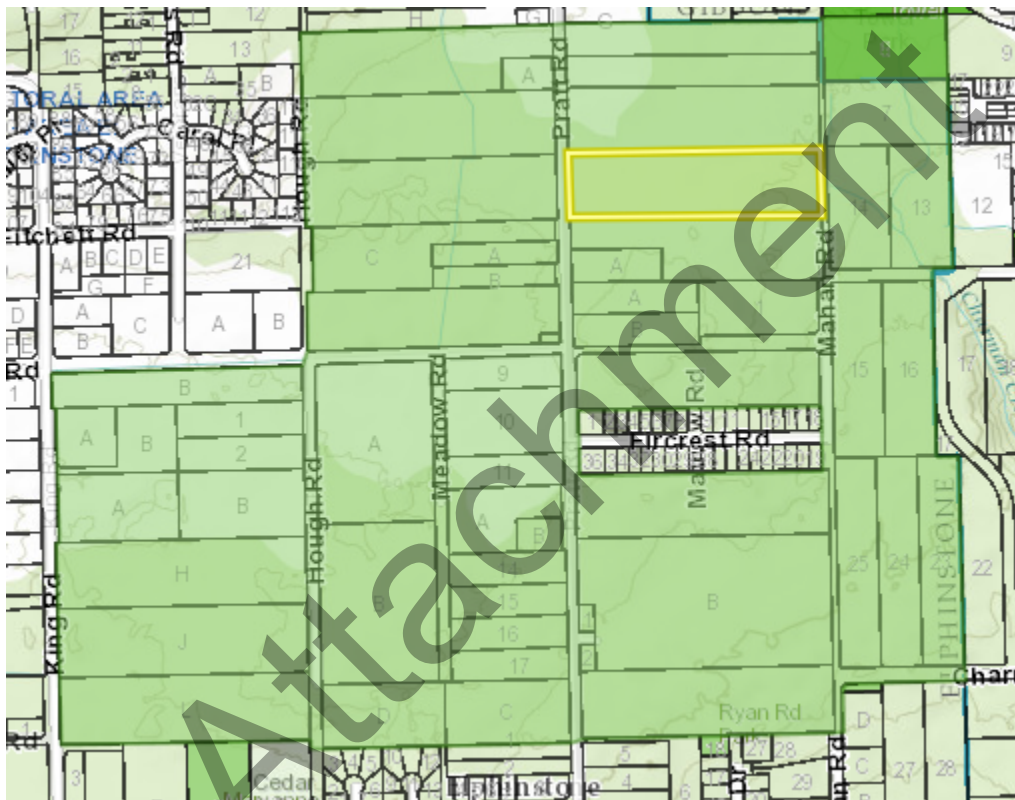
Zoning Bylaw 722

This parcel is zoned Agriculture. The uses permitted in this zone focus on agriculture with auxiliary uses related to the sale of products produced on the same farm and residential uses with floor area limitations aimed at protecting lands for farming. Standard short-term rental provisions within a dwelling unit apply in the Agriculture Zone. Uses are further subject to conformance with the Agricultural Land Reserve Use Regulation. The subject parcel is also within Subdivision District G, which requires a minimum parcel size of 1.75 hectares (4.3 acres).

Analysis

Staff have determined that the proposal does not conform to the Agricultural Area Plan, Area E OCP or Zoning Bylaw 722. The applicant's proposal would require future OCP amendment and

rezoning applications to change both the land use zoning and subdivision district. The proposal does not serve to enhance the agricultural potential on the parcel or meet the objectives of preserving land in the ALR for future agricultural use. In fact, the proposal would further compromise food security on the Sunshine Coast by depleting the arable land base and creating residential conflict with adjacent agricultural land uses. It is noted that the historic small-lot subdivision on Fircrest Road was created in the mid-1970's and does not reflect a precedent for future residential subdivision in this farming area. This parcel is part of a large ALR area in Elphinstone, which should be preserved for its farming potential. This proposal may have merit in an appropriate area; however, at this location, the proposal undermines multiple levels of ALC and SCRD land use policy and regulation. From a professional standpoint, it is difficult to foresee a situation in which staff could support the subject application. Given ALC and SCRD land use policy conflicts that this application proposes, staff cannot support application 67287 (ALR00024) and recommend that the application be denied.



Location of Parcel in context of surrounding ALR land

Options / Staff Recommendation

Possible options to consider:

Option 1: Deny the application

This would stop the application process and the property would need to comply with current bylaws.

Planning staff recommend this option.

Option 2: Refer the application to the Area E APC

The APC would discuss the proposal and provide a recommendation to the EAS.

Option 3: Move forward with the application

The application would need approval from the ALC. If ALC approval were to be given, zoning bylaw and OCP amendment applications to the SCR D would be needed to allow the intended uses. If the zoning and OCP amendment applications were not approved, the uses would not be permitted.

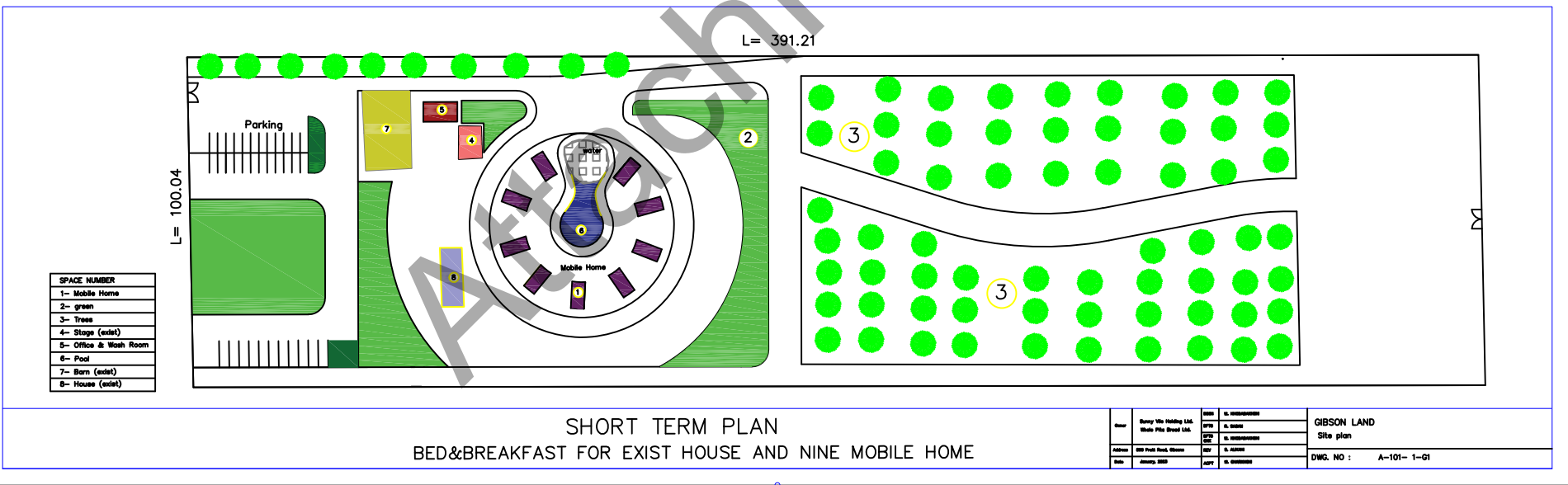
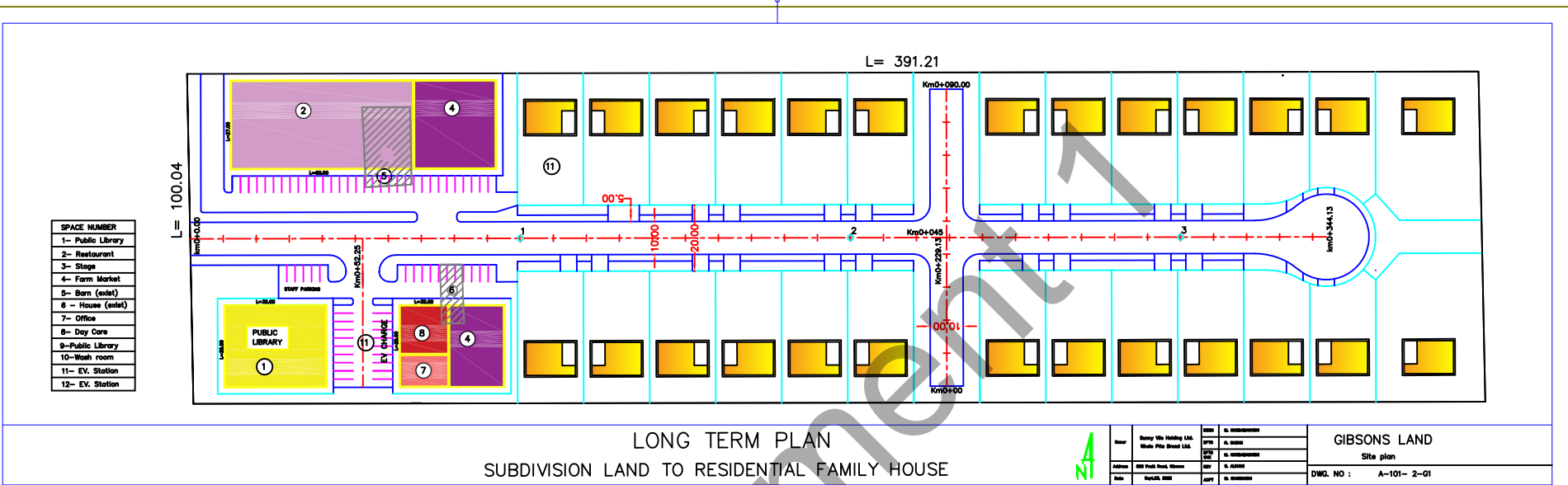
CONCLUSION

SCR D received a referral from the ALC for approval of an exclusion from the ALR. The proposal is contrary to land use policies and regulations set out by the ALC and SCR D for protecting current and future farming capability on the Sunshine Coast. Staff recommend denying the application.

ATTACHMENTS

Attachment A – Site Plan

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 20, 2023

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
Tara Crosby, Administrative Assistant, -Corporate and Administrative Services

SUBJECT: 2023 ELECTORAL AREAS' GRANT-IN-AID DEBRIEF AND POLICY DISCUSSION

RECOMMENDATION(S)

(1) THAT the report titled 2023 Electoral Areas' Grant-in-Aid Debrief be received for information.

BACKGROUND

The Sunshine Coast Regional District (SCRD) has the authority under Section 263(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community". The Electoral Areas' Grant-in-Aid (GIA) Policy 5-1850-1 (Attachment A) states "The SCRD Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents." The funding of Electoral Areas' Grant-in-Aid is provided by the SCRD's five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F)."

At the May 4, 2023 Special Finance Committee Meeting the 2023 GIA applications and recommend grants to organizations. A total of \$117,036 was approved as grants to various organizations from the discretionary line item. Overall funding from GIA functions including the above discretionary approved, Halfmoon Bay Restorative Justice, Youth Outreach, School District 46 bursaries and Pender Harbour Community Schools Recreation Programs totaled \$187,884. A GIA funding history report is attached (Attachment B) for comparison of annual funding allocations.

During the application and grant intake and approval process, the Committee made observations to be brought forward for further consideration. The purpose of this report is to provide an overview of the 2023 process and explore/incorporate any recommended changes in preparation for the 2024 GIA process.

DISCUSSION

The following observations made through the 2023 GIA process:

- Reporting Back to the SCRD: Not all previously funded community groups report on the successful use of funds by the January 31 in accordance with the GIA Policy. This form

is included in the current year application, a link in the approval letters, and on the website as a requirement. Staff suggested including the requirement in the approval letters in 2022 this was carried forward to the process for 2023 and staff will continue to monitor the effectiveness. (Program Guide)

- Incomplete Applications: Many 2023 applications arrived as incomplete, this caused processing delays as staff followed-up on information to fulfill the Policy and application requirements. Staff request the Committee's input: (Program Guide / Application)

(1) What documentation is mandatory for decision making and what is "informational" and perhaps optional if the organization can provide. Documents requested from applicants per the GIA Policy are as follows:

- Detailed project, program, service or special event budget (including all funding sources for the project) or see attached template
- Latest Financial Statement (Balance Sheet and Revenue / Expense Statement)
- Organizational budget for current year (including anticipated grant)
- Proof of Society's registration number (front page of tax return is sufficient)
- Letter of support from society (if application is made on behalf of a second organization)
- Annual Report (if available)

(2) as to how new applications should be handled if the applicants have not fulfilled the Policy or application requirements.

- Eligibility and Partnerships with the SCRD: There were seven applications submitted which are not eligible to be funded per the LGA for the following reasons: they were deemed a business, or for projects or community groups that fall within an existing SCRD service such as Community Schools, Libraries or Parks. After the GIA Policy is reviewed and amended, if necessary, this would be part of an information piece on the SCRD website for applicants. (*Local Government Act*).

On a related note, applications from co-ops and / or not-for profit business ventures will be assessed on a case-by-case basis. Some applications may qualify based on the structure of the project and or entity.

- Complying with Board Policy: In the review of the GIA applications, assessing on the basis of the GIA Policy requirements, staff have noted the following items for consideration in funding decisions and would like clarity from the Committee as to how these types of items should be handled by staff in accordance with the GIA Policy:
 - Many organizations have been funded annual or several times since 2010 and often for exactly the same purpose each year; (Section 4.9)
 - Many of the above noted organizations have not become self-sustaining year-over-year and are making special requests to staff based on the assumptions that their application will be approved; (Section 4.9)
 - Year over year there are some requests for items which should fall into a social services type function or potentially cross into Provincial or Federal Government jurisdiction;

- Funding from Municipalities was not considered in some cases which potentially have value to the entire Sunshine Coast;
- Fees and Travel, Honorariums, Wages, Position Increases – these are all remuneration which would be taxable to the organizations and does not align with GIA Policy Section 8;
- Ferries and Travel Charges – Operational Costs – could be viewed as Personal Benefit (GIA - Section 8);
- Some organizations show large surpluses and high wage allocations;
- Venue Rentals – not always specified (as long as not SCRD Venues included);
- Funding some organizations complete projects – no fundraising or donations or fees collected by applicants to support the projects;

RAGIA Policy Review

Given the nature of the deliberations and the Board's interest in fairness to applicants, staff suggest a full review of the GIA Policy at a Special Meeting for this purpose. The Committee referenced the number of edits that the Policy has undergone since 2001.

A history of the changes to the policy or discussions surrounding the policy is listed below for the Committee's information:

- Organizations receiving grants for similar programs or events on an ongoing basis and for operational purposes has been a topic of discussion over many years with no resolution. This is not in line with the Local Government Act and the SCRD's Auditors have also done a review and recommended this be addressed;
- A consideration to reduce the amount of documentation included in the application packages (Resolution 124/03 #12 March 13, 2003) was brought up as a suggested, though only the following was resolved and this was not added to the Policy that staff have been able to determine:
 - AND THAT the Grant-In-Aid Policy be amended to eliminate the requirement for audited financial statements from societies/organizations with an annual budget over \$100,000.
- A review of scholarships, bursaries and subsidies was completed in 2006 and again in 2008 and is detailed in Sections 1.4, 1.5 and 1.6 of the current RAGIA Policy.
- In 2007 the Board resolved to address criterion for organizations funded in previous years (ongoing) and where one organization may be making multiple applications for funding of various of their programs limit be capped at \$5,000 maximum grant for the total of these applications, though it was later resolved:
 - AND FURTHER THAT the GIA Advisory Committee be advised that, with respect to the concern around multiple applications by one organization, the board feels that, provided the funding is requested for completely separate projects, multiple applications may be accepted from one organization.

- The Board resolved that the policy was to also be amended to say “travel costs to Provincial championships do not meet the criteria” and “Board decisions are final” though staff are unable to find the status of these statements which do not appear in the current version of the policy.
- In 2007 the following was added to the Policy and still form part of the wording in the current version:
 - Applicants are required to provide detailed project budgets including where all funding for the project will come from.
 - Applicants are required to explain how their project will benefit either the “Local” or “Regional” Community.
 - Applicants are required to indicate if they are submitting the application on behalf of another organization.
- In 2008 at a Special Corporate and Administrative Services Committee meeting the Directors discussed the process for the RAGIA program and this forms part of the current RAGIA Policy.
- In 2009 the Board amendments to the Policy were adopted which remain in the current version, there is an exception that though this statement was removed from the Policy, it was later requested that the letters to applicants include this information “Individual award letters will include the breakdown of which electoral areas contributed to the grant.”.
- In 2012 the Policy was amended to include the following wording and information:
 - The funding of Rural Area Grant-In-Aid is provided by the unincorporated areas of Egmont/Pender Harbour – Area A, Halfmoon Bay – Area B, Roberts Creek – Area D, Elphinstone – Area E and West Howe Sound – Area F only.
 - All project applications that have a measurable benefit to communities outside of these areas are required to apply to the appropriate municipal grants-of-assistance programs (Town of Gibsons, District of Sechelt or Sechelt Indian Government District).”;
 - Links to the Municipal grants-of assistance programs and deadlines for those applications be included in the SCR D Rural Areas Grant-In-Aid website information and advertising;
 - A copy of the Rural Areas Grant-In-Aid advertisement, when ready for submission, be sent to Area Directors for inclusion in their local newsletters.
- Fire Protection and Life Safety Equipment applications, especially for areas outside the SCR D Fire Protection Boundaries have been considered over the last 7 years as potential liability to the SCR D and therefore the policy was been amended to include wording to this effect.
- In May 2013 the Board made the resolution #208/13 21 (excerpt below) and therefore staff completed a full review of the policy including comparisons to other local governments RAGIA programs. An amended policy was presented to the Corporate and Administrative Services Committee in October 2013:

- AND THAT staff draft a Rural Areas Grant-in-Aid Policy for consideration that includes the following: • include a process for unclaimed bursary amounts; • provide a contingency for late (emergent) items received where Directors have recommended consideration; • allow for those applications that require funding outside the timelines; • change the Rural Grant-In- Aid Application deadline to April 1 of each year
- AND FUTHER THAT staff responsible for Grant-in-Aid contact staff at the District of Sechelt and the Town of Gibsons regarding the coordination of Grant in Aid applications and processes and come back with recommendations.
- With the following amendments made the Board adopted the Policy by resolution #500/13 9 on November 14, 2013:
 - In the Policy Section 1 first bullet change wording to “...in order to assist non-profit societies and registered charitable organizations / societies...”;
 - In all instances of the wording “Future applications from recipients not fulfilling this requirement will automatically be rejected” remove the words “will automatically” and replace with “may”.
- Staff were requested to work to coordinate the Grant-in-Aid processes with the member municipalities. Due to fiscal timelines and various avenues of funding support streams available it was determined that the process were difficult to align.
- Further changes to the policy were adopted in 2015 as follows:
 - Minor wording changes for clarity;
 - revise the Rural Area’s Grant-in-Aid Policy to describe acceptable reasons for late applications and provide parameters for emergency/early approval and/or disbursements of funds prior to the August 1 policy date (i.e. using funds from prior surplus, etc.), and provide a procedure for submission of any grant requests outside of the normal process.
- In 2018 staff reorganized the content of the Policy to better align with Section categories and the flow of the document and to provide complete transparency and avoid confusion with community organizations or societies, under Section 1.10 a bullet was added as follows:
 - 1.10 Rural Areas’ Grant-in-Aid will not be approved for:
 - Capital costs for equipment or improvements to owned properties;
 - **Fire Suppression and Life or Emergency Safety Equipment.**
- A debrief of the RAGIA process was requested in 2019 and 2020.
- In 2020 options for two intakes of RAGIA applications were presented though not approved.
- A Social and Community Services function has also been considered and is not feasible at this time.

- 2021 resolution #006/21 was adopted and a reply was provided at a January 28, 2021 Corporate and Administrative Services Committee (CAS) meeting and was a follow-up to a CAS staff report dated November 22, 2007 (Attachments D and E and see summary below):

- **Recommendation No. 4** *Rural Areas' Grant-in-Aid – Electoral Areas E, F and Town of Gibsons*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee with a history and rationale for Functions [123] – Electoral Areas E and F and [126] – Greater Gibsons Community Participation (GGCP) and a list of how the funding has been granted;

AND THAT the bylaw for [126] GGCP be included in the report.

- 2023 at a Board Policy Review Committee on July 20, the GIA Policy was flagged for reaffirmation.

Electoral Areas E and F [123] and Greater Gibsons Community Participation [126]

In 2004, the SCR D Board proceeded with the legislative process of establishing a new service with the purpose of raising an amount in addition to that raised through the regular grant-in-aid function in order to provide funding to benefit the greater Gibsons community (including Elphinstone, Gibsons and West Howe Sound). A couple of examples of organizations and/or events that could be funded under this service are the Visitor Information Bureau and the annual Sea Cavalcade celebrations. The participating areas in the service are the Electoral Areas of Elphinstone and West Howe Sound. Bylaw 1060 *Greater Gibsons Community Participation* was established for this purpose.

Electoral Areas E and F [123] is for Areas E and F and was originally created for Areas E and F to make joint decisions. In 2009, the budget for this account was reduced and larger allocations were provided in Area E [128] and Area F [129] to provide grants for larger area specific projects. These two functions jointly capture the industrial tax base within Area F and larger population base of Area E. Staff would recommend that this function be left at a zero balance for the next GIA budget review and the funds distributed between Functions E [128] and F [129] separately.

Municipal Grants of Assistance in Comparison

The Town of Gibsons (ToG) has advised that the Grants of Assistance Program has been suspended to allow time for a review of the program. ToG is drafting a new policy with no timeline determined to date.

The District of Sechelt (DoS) has different streams to granting. The Community Investment Program (CIP) provides annual and multi-year grants.

The shíshálh Nation Government District (sNGD) grant-in-aid policy has not change since 2010.

Financial Implications

Changes to the GIA Policy may have financial implications. Therefore, any changes to the Policy should be made in time for the 2024 Financial Plan Bylaw and GIA process.

Communications Strategy

Changes to policy or process will be communicated in the SCR D website and highlighted in the newspaper advertisement in early 2024.

The SCR D also includes a detailed list of all the community groups who have received electoral area grant-in-aid funding in the corporate Annual Report.

STRATEGIC PLAN AND RELATED POLICIES

The Electoral Areas’ Grant-in-Aid funding aligns with the Boards Strategic Plans and is administered by the Electoral Areas’ Grant-in-Aid Policy 5-1850-1.

CONCLUSION

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* “to provide assistance for the purposes of benefitting the community or any aspect of the community”. This report is provide to highlight areas for discussion from the conclusion of the 2023 GIA process. Staff suggest that a Special Committee to review the 5-1850-1 Electoral Areas’ Grant-in-Aid Policy and discuss the GIA process be considered.

Staff also suggest that in 2024 budget deliberations Electoral Areas E and F [123] be a zero balance and discretionary amounts be separate between Electoral Area E [128] and Electoral Area F [129].

ATTACHMENTS

- Attachment A: Electoral Areas’ Grant-in-Aid Policy 5-1850-1
- Attachment B: GIA Funding History Report
- Attachment C: GIA Application Package
- Attachment D: Staff Report
- Attachment E: Staff Report

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	



Section:	Finance	5
Subsection:	Grants to Organizations	1850
Title:	Electoral Areas' Grant-in-Aid	1

1. PURPOSE

This policy provides the framework to enable the Sunshine Coast Regional District (SCRD) Electoral Area Directors to make fair and equitable recommendations to the SCR D Board on behalf of their respective areas in the granting of funds to the community.

2. SCOPE

This policy applies to all SCR D officers, employees, Board members, and applicants to the Grant-in-Aid process.

The SCR D Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents.

3. DEFINITIONS

Electoral Areas: means SCR D's five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F).

4. POLICY

This policy establishes open and transparent guidelines for the evaluation and distribution of Electoral Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.

- 4.1 Each year, as part of the budget process, the SCR D Board will establish a maximum amount for Electoral Areas' Grant-in-Aid funding for the following year's budget.
- 4.2 The maximum allowable grant request for a single Electoral Areas' Grant-In-Aid application (per project / per event) is \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations, societies, or groups demonstrating a community need and / or whose objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization must be a registered society to be an eligible applicant, or otherwise may apply through a partner organization that is a registered society.
- 4.3 To be considered for funding, the proposed project, program, service or special event should fill a need in the community with no overlap to identifiable or competing projects, programs, services or special events.
- 4.4 Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.



BOARD Policy

- 4.5 Organizations funded on an ongoing basis through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.
- 4.6 The SCRD is subject to the provincial *Freedom of Information and Protection of Privacy Act* and cannot guarantee the information provided on Grant-in-Aid applications can or will be held in confidence.
- 4.7 On or before April 1st of each year, the SCRD will accept applications for Electoral Areas' Grant-in-Aid funding.
- 4.8 Late applications may be considered for emergent requirements subject to available Electoral Areas' Grant-in-Aid funding (see Section 8.3).
- 4.9 Grant funding is not guaranteed from year to year. Organizations are encouraged to work toward financial independence.

5. POLICY – BURSARY, SCHOLARSHIP, SUBSIDY

- 5.1 Grants will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD.
- 5.2 Grants may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 5.3 Grant allocation to SD46 for bursary funding for each of the four secondary schools is to be approved each year within the SCRD budget process. Unclaimed bursary funding provided to SD46 will be reported to the SCRD on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRD to be re-allocated as the SCRD Board sees fit.

6. EXCEPTIONS

- 6.1 Funding requests that do not meet the basic criteria of the policy will be considered on a case-by-case basis at the discretion of the SCRD Board.

7. AUTHORITY TO ACT AND RESPONSIBILITIES

7.1 Legislation

The authority to provide grants of assistance is set out in the *Local Government Act*, section 263(1) as follows: "Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:...(c) to provide assistance for the purpose of benefitting the community or any aspect of the community."



BOARD Policy

7.2 SCRD Board

The SCRD Board has an obligation to all of its citizenry to protect the SCRD from exposure to unacceptable liability that could arise as a result of its funding relationships.

The SCRD Board has both statutory and budgetary limitations on Electoral Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore, the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.

8. EVALUATION CRITERIA

8.1 The Electoral Areas' Grant-in-Aid Committee shall use some or all of the following criteria to assess applications (in no particular order):

- Evidence of community need or desire for proposed program, project, service or event
- Potential benefit to the residents of the Sunshine Coast - use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents
- Evidence of community partnerships or support (financial or in-kind)
- Capacity to deliver the proposed program, project, service or event
- Level of volunteer participation and citizen involvement
- Evidence of financial need
- Evidence of funding from other sources
- Ability to demonstrate or anticipate future outcomes
- Public accessibility
- Exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events

8.2 Electoral Areas' Grant-in-Aid will not be approved for:

- Large capital costs for equipment or improvements to (Privately) owned properties;
- Fire Suppression and Life or Emergency Safety Equipment;
- Annual Expenses;
- Remuneration (wages, salaries, other fees);
- Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member or stakeholder), educational institutions hospitals / healthcare;
- Religious or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose;
- Annual fundraising campaigns;
- Endowment funds;
- Debt retirement, interest payments or reserves;
- Cost of developing a proposal or undertaking a facility study;



BOARD Policy

- Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns

8.3 If an applicant’s project, program, service or special event is time sensitive where:

- funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or
- funding for a project that was not realized by the announced application deadline date and / or the August 1st payment date;

the applicant may submit an application to the SCRD to be brought forward to a standing committee for review. The applicant must use the Electoral Areas’ Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.

9. ACCOUNTABILITY AND ACKNOWLEDGEMENT

9.1 In the event that the Electoral Areas’ Grant-in-Aid funding results in a surplus to the applicant’s needs or is no longer required for the project, program, service or special event for which it was intended or described in the application, the SCRD will be notified immediately and any remaining funding must be returned to the SCRD as soon as possible.

9.2 Recipients must acknowledge the SCRD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an SCRD event nor may the society / organization hold itself out as an agent of the SCRD in anyway.

10. REFERENCES (Bylaws, Procedures, Guiding documents)

Terms of Reference – Rural Areas’ Grant-in-Aid Review Committee

Approval Date:	February 11, 2021	Resolution No.	040/21 Rec. No. 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SCRD Electoral Areas' Grants-in-Aid History (By Classification Type)

	<u>Cumulative</u> <u>Total</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Arts & Culture								
Coast Arts Building School and Centre Society	1,300	-	-	-	-	-	-	1,300
Coast Recital Society	2,900	500	-	500	500	500	500	400
Coast Rogue Arts Society	19,000	3,450	4,000	3,450	-	2,000	3,600	2,500
Coasting Along Theatre Society	3,000	-	-	-	-	1,500	1,500	-
Deer Crossing - The Art Farm Society: Imagination Network	3,500	1,500	2,000	-	-	-	-	-
Deer Crossing - The Art Farm Society - Reurgence	1,000	-	-	-	-	-	-	1,000
Deer Crossing - The Art Farm Society - Emergence	3,400	-	-	1,500	1,350	300	250	-
Deer Crossing - The Art Farm Society - Submerged	1,500	-	-	-	-	-	1,500	-
Deer Crossing - The Art Farm Society - Raising the Curtain	2,250	-	-	-	1,350	900	-	-
Deer Crossing - The Art Farm Society - Inventia	1,500	-	-	1,500	-	-	-	-
Deer Crossing - The Art Farm Society - Copper Circle	-	1,750	-	-	-	-	-	-
FibreWorks Studio and Gallery Society	4,250	-	4,250	-	-	-	-	-
Gibsons Landing Heritage Society	18,905	5,000	1,605	-	4,300	3,000	-	5,000
Gibsons Public Art Gallery	11,200	2,000	2,000	2,000	-	2,000	1,700	1,500
Pender Harbour Living Heritage Society	6,300	3,300	-	-	-	1,800	1,200	-
Pender Harbour Music Society	22,500	5,000	5,000	2,000	1,500	3,000	3,000	3,000
Roberts Creek Community Association: Earth Day Festival	4,000	1,000	-	-	-	1,000	1,000	1,000
Roberts Creek Community Association: Slow Sundays in the Creek	11,000	1,500	1,500	1,200	1,700	1,500	3,600	-
Roberts Creek Mandala Project Society	19,050	4,350	-	-	4,500	3,700	3,500	3,000
Suncoast Woodcrafters Guild	3,500	500	500	500	500	500	500	500
Sunshine Coast Arts Council	3,000	3,000	-	-	-	-	-	-
Sunshine Coast Dance Society (The)	3,000	3,000	-	-	-	-	-	-
Sunshine Coast Driftwood Players Society	12,500	2,500	5,000	-	2,000	3,000	-	-
Sunshine Coast Festival of the Performing Arts	10,500	4,500	3,000	3,000	-	-	-	-
Sunshine Coast Jazz & Entertainment Society	6,500	2,500	2,000	-	-	-	-	2,000
Uncharted Waters (Movie)	500	-	-	500	-	-	-	-
Arts & Culture Subtotal	\$ 177,805	\$ 45,350	\$ 30,855	\$ 16,150	\$ 17,700	\$ 24,700	\$ 21,850	\$ 21,200
Sports & Recreation								
BC Special Olympics Society	5,250	2,000	-	1,750	1,500	-	-	-
Coast Mountain Bike Trail Association	1,700	-	-	-	-	1,700	-	-
Daniel Kignsbury Memorial 3-on-3 Basketball Tournament	1,500	-	-	-	-	500	500	500
Sunshine Coast Sockeye Water Polo Club	1,750	-	-	-	500	500	500	250
Sunshine Coast Trails Society	12,970	3,500	-	5,000	3,500	-	-	970
Tetrahedron Outdoor Club / Dakota Ridge Nordics	3,960	-	-	-	-	1,760	2,200	-
Transportation Choices (TraC)	5,300	-	-	1,000	-	1,000	1,650	1,650
Sports & Recreation Subtotal	\$ 32,430	\$ 5,500	\$ -	\$ 7,750	\$ 5,500	\$ 5,460	\$ 4,850	\$ 3,370
Social, Educational, and Environmental								
Brigade Bay Homeowners Society	7,200	3,000	-	2,000	-	-	2,200	-
British Columbia Conservation Foundation (BCCF)	3,400	3,400	-	-	-	-	-	-
British Columbia Conservation Foundation (BCCF) for Sunshine Coast Wildlife Project (SCWP)	15,450	-	5,000	2,100	4,000	2,200	2,150	-
Cedar Grove Elementary School PAC	500	-	-	-	-	-	-	500
Eastbourne Comm. Association	4,000	-	-	-	2,000	2,000	-	-
Egmont Community Club	10,000	-	5,000	5,000	-	-	-	-
Elphinstone Electors Association (Elphinstone Community Association)	6,300	-	-	-	1,300	5,000	-	-
Farm Gate (The)	1,570	-	-	-	-	1,070	-	500
Gambier Community Centre Society	8,500	1,600	-	-	-	4,000	2,900	-
Gambier Island Community Association	8,900	-	-	-	2,400	2,100	4,400	-
Gambier Island Conservancy	4,780	4,780	-	-	-	-	-	-
Gambier Island Farmers Market Society	5,000	-	-	5,000	-	-	-	-
Gibsons Marine Education Centre Society	9,600	2,300	-	3,000	2,200	2,100	-	-
Halfmoon Bay Child Care Centre Society	20,355	4,980	4,980	3,260	3,260	2,600	1,275	-
Halfmoon Bay Citizens Association	3,788	-	-	-	3,788	-	-	-
Halfmoon Bay Community Association	7,800	-	-	-	-	2,100	1,200	4,500
Halfmoon Bay Community School - Friday Night Teen Program Extension	8,100	-	-	-	2,700	-	2,700	2,700
Halfmoon Bay Community School - PAC	500	-	-	-	-	-	500	-
Halfmoon Bay Community School - Restorative Justice	70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Halfmoon Bay Environmental Society	1,480	-	-	1,480	-	-	-	-
Howe Sound Biosphere Region Initiative Society (Anvil Island Clean-up)	4,400	-	-	-	4,400	-	-	-
Howe Sound Biosphere Region Initiative Society (Sustainable Development Goals)	500	-	-	-	500	-	-	-
Howe Sound Marine Reference Guide (Tides Canada)	1,000	-	-	-	-	-	1,000	-
Huckleberry Coast Childcare Society	2,700	-	-	2,700	-	-	-	-
Loon Foundation (The)	3,500	3,500	-	-	-	-	-	-
MakeWay Charitable Society (At'l'ka7tsem / Howe Sound Marine Stewardship Initiative)	3,130	-	3,130	-	-	-	-	-
North Thormanby Community Association	3,200	-	-	-	1,000	-	2,200	-

SCRD Electoral Areas' Grants-in-Aid History (By Classification Type)

Updated 2023-07-13

	<u>Cumulative</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
	<u>Total</u>							
One Straw Society	10,500	4,000	5,000	-	-	-	-	1,500
Pender Harbour Advisory Committee	3,500		-	-	-	-	1,100	2,400
Pender Harbour and Area Residents Association (PHARA)	9,200		4,000	-	2,500	2,700	-	-
Pender Harbour and District (Egmont) Chamber of Commerce	1,400		-	-	-	-	-	1,400
Pender Harbour and District Marine Rescue Society	3,000		-	3,000	-	-	-	-
Pender Harbour and District Wildlife Society	525		-	-	-	525	-	-
Pender Harbour Community Club	17,411	4,150	5,000	3,411	-	-	2,650	2,200
Pender Harbour Community School (2014 part moved to [670])	56,660	8,220	8,220	8,220	8,000	8,000	8,000	8,000
Pender Harbour Golf Club Society	4,800		4,800	-	-	-	-	-
Pender Harbour Living Heritage Society	8,250	2,750	-	4,100	-	-	1,400	-
Pender Harbour Reading Centre Society	3,200		-	-	-	-	2,000	1,200
Restorative Justice Program of the Sunshine Coast	19,590	3,800	4,940	-	5,000	3,100	1,650	1,100
Roberts Creek Childcare Society	1,000		-	-	-	1,000	-	-
Roberts Creek Community Association - Creek Dayz	1,200		-	-	-	1,200	-	-
Roberts Creek Community Association: Creek Events	3,200		-	-	-	-	-	3,200
Roberts Creek Community Association: Freezer	4,000		-	4,000	-	-	-	-
Roberts Creek Community Association: Hall Repair	10,000		-	-	-	-	5,000	5,000
Roberts Creek Community Association: Kitchen Repair	4,000		-	-	-	4,000	-	-
Roberts Creek Community Association: Freezer	2,000		-	2,000	-	-	-	-
Roberts Creek Community Association: Pathways Project	3,426		-	1,976	-	-	1,450	-
Roberts Creek Community Association: Xeriscaping	3,000		-	-	3,000	-	-	-
Roberts Creek Community Association: AV / PA	5,000		5,000	-	-	-	-	-
Roberts Creek Community School	5,000		-	-	-	3,000	2,000	-
Royal Canadian Legion Branch #112	2,400		-	-	-	-	-	2,400
Ruby Lake Lagoon Nature Reserve Society	6,661		-	-	2,000	2,200	1,961	500
School District No 46 (bursaries)	20,485		4,000	4,000	4,000	3,000	3,000	2,485
Sechelt Public Library (Area A)	58,096		-	-	-	-	29,894	28,202
Sechelt Seniors Activity Centre	1,550		-	-	-	-	1,550	-
Serendipity Child Development Society	10,000	5,000	-	-	5,000	-	-	-
Society for Atmosphere Solutions	2,850		-	2,850	-	-	-	-
Society for Preservation of Sargeant Bay	5,800	5,000	-	-	800	-	-	-
Society for the Prevention of Cruelty to Animals (SPCA)	2,900		-	-	-	-	-	2,900
Sunday in the Park with Pride Society	8,250		-	-	2,700	2,900	1,200	1,450
Sunset Estates at Long Bay Owners' Society	1,456	626	-	-	830	-	-	-
Sunshine Coast Affordable Housing Society	23,000		-	21,000	2,000	-	-	-
Sunshine Coast Bear Alliance Society.	3,000		-	-	3,000	-	-	-
Sunshine Coast Clean Air Society	2,000		-	-	-	-	-	2,000
Sunshine Coast Community Foundation	850		-	-	850	-	-	-
Sunshine Coast Community Resource Centre (Seniors' Planning)	13,000		5,000	-	4,000	4,000	-	-
Sunshine Coast Community Services (RCMP Victim Services)	20,750	5,000	5,000	5,000	5,000	-	500	250
Sunshine Coast Community Solar Association	5,000		2,500	2,500	-	-	-	-
Sunshine Coast Conservation Association	4,800	2,300	-	-	1,500	1,000	-	-
Sunshine Coast Conservation Association: Sunshine Coast Friends of Forage Fish	3,000		3,000	-	-	-	-	-
Sunshine Coast Foundation	1,000		-	1,000	-	-	-	-
Sunshine Coast Hospice Society	16,600	5,000	5,000	2,500	1,500	1,000	600	1,000
Sunshine Coast Marine Rescue Society & Halfmoon Bay Auxiliary Unit 12	4,000		-	-	-	-	-	4,000
Sunshine Coast Resource Centre Society	9,000	5,000	-	4,000	-	-	-	-
Sunshine Coast Salmonid Enhancement Society	4,000		-	4,000	-	-	-	-
Sunshine Coast Sea Cavalcade Society	10,000		-	-	-	-	5,000	5,000
Sunshine Coast Sea Cavalcade Society: Caravan	5,000		-	-	-	-	-	5,000
Sunshine Coast Streamkeepers Society	1,200		-	1,200	-	-	-	-
Sunshine Coast Youth Council	500		-	500	-	-	-	-
siyaya Reconciliation Project	12,500		5,000	-	-	-	7,500	-
Tides Canada Initiatives Society (formerly Howe Sound Marine Refere	2,000		-	-	1,000	1,000	-	-
United Canadian Metis Nation	1,400		-	-	-	-	1,400	-
West Howe Sound Community Association	1,450		-	-	-	-	-	1,450
Woodcreek Park Neighbourhood Association	500		-	-	500	-	-	-
Youth Outreach	300,267	52,628	50,604	42,028	40,803	39,486	38,712	36,006
Social, Educational, and Environmental Subtotal	\$ 960,780	\$ 137,034	\$ 145,174	\$ 151,825	\$ 131,531	\$ 111,281	\$ 147,092	\$ 136,843
Total GIA Funding	\$ 1,171,015	\$ 187,884	\$ 176,029	\$ 175,725	\$ 154,731	\$ 141,441	\$ 173,792	\$ 161,413



2023
SUNSHINE COAST REGIONAL DISTRICT
Electoral Areas' Grant-In-Aid Policy (BRD5-1850-1)

PLEASE REVIEW BEFORE COMPLETING THIS APPLICATION

only applications fully completed and meeting the specified criteria will be subject to review

IMPORTANT:

- 1) The funding of Electoral Area's Grant-In-Aid is provided by the unincorporated areas of Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E) and West Howe Sound and Islands (Area F).
- 2) All project applications that have a measurable benefit to communities outside of these rural areas are **required** to apply to the appropriate municipal grants-of-assistance programs:
 Town of Gibsons
 District of Sechelt
 Sechelt Indian Government District

ELECTORAL AREAS' GRANT-IN-AID PROGRAM GUIDE

1. All applications should detail how they contribute to the general interests and advantage of the Electoral Areas. Those applications that have a measurable benefit to communities outside of the Electoral Areas should apply to the appropriate municipal grants-of-assistance programs and provide confirmation of that application or provide details of other forms of assistance provided by the municipality or municipalities. Not doing so may result in an application being returned or denied.
2. Applicants are generally required to provide a local component of funding, either through fundraising, donation, work-in-kind, contribution from local municipalities or corporate support.
3. It should be noted that the Electoral Areas' Grant-in-Aid process is very competitive and applicants should submit the best and most complete application possible.
4. The application form must be used and accompanied by the required additional documentation listed below:
 - latest financial statement (Balance Sheet and Revenue and Expense Statement)
 - detailed project, program, service or special event budget (including all funding sources for same)
 - summary budget for current year (including anticipated grants)
 - annual report (if available).
5. Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be subject to review.
6. Applicants are required to explain how their project will benefit either the "Local" or "Regional" Community.
7. Applicants are required to indicate if they are submitting the application on behalf of another organization and that organization is also a non-profit organization.
8. Applicants must have a bank account in the society's / organization's name.

9. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive. No funding will be available until after the adoption of the Final Budget. Unless other arrangements have been approved by the Board, applicants will receive their funding after August 1st.

10. The society / organization will complete and submit the Reporting Out form no later than January 31 of the year immediately following the year for which the Electoral Areas' Grant-in-Aid was provided.

Maximum Grant is \$5,000.

Grant requests exceeding \$500 will only be accepted from a registered society and proof of registration must be provided (Page 1 of Society's tax return will suffice).

Application Deadline: **CLOSED FOR 2023**

Use only SCRD Application Form. Incomplete Applications will be returned to the applicant. Application Submitted to: **SCRD, 1975 Field Road, Sechelt, BC V7Z 0A8**

***Please see Electoral Areas' Grant-in-Aid Policy BRD5-1850-1
for further information including Evaluation Criteria.***



**SUNSHINE COAST REGIONAL DISTRICT
ELECTORAL AREAS' GRANT-IN-AID APPLICATION - 2023**

Are you a Society submitting this application on behalf of another organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name the benefitting organization: _____ <i>(For applications exceeding \$500, applicant must be a registered Society. Proof of registration is required.)</i>	
Society/Organization's Legal Name: _____	
Bank Account in Society / Organization Name: _____	Yes (payments will not be made to individuals)
Societies Act No. <i>(required for applications exceeding \$500)</i> _____	
Business No. _____	
Mailing Address: _____ _____ _____	Phone No.: _____ Cell No.: _____ E-mail: _____
Contact Person: _____	Title: _____
Did you receive Grant-in-Aid funding from the SCRDR last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the amount of last year's grant? \$ _____ If yes, have you complied with the SCRDR reporting requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(see "Reporting Out" form attached)</i>	
Which Electoral Area(s) does your project, program, service or special event benefit? Egmont / Pender Harbour <input type="checkbox"/> Halfmoon Bay <input type="checkbox"/> Roberts Creek <input type="checkbox"/> Elphinstone <input type="checkbox"/> West Howe Sound & Islands <input type="checkbox"/>	
Does your project have a measurable benefit outside of the electoral areas? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you applied to the appropriate municipal grant programs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name _____ Amount \$ _____ <i>(Municipal Areas being: Town of Gibsons, District of Sechelt, Sechelt Indian Government District)</i>	
Amount of Electoral Areas' Grant-in-Aid being requested: \$ _____	
Category: Arts and Culture <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Social / Educational / Environmental / Other <input type="checkbox"/>	
Type of Request: Specific Project <input type="checkbox"/> One-Time Special Event <input type="checkbox"/> Specific Project in Special Event <input type="checkbox"/> New Program or Service <input type="checkbox"/>	

Describe your organization's purpose and goals (add pages where required).
Explain how your project, program, service or special event will benefit either the "Local" or "Regional" Community and promote volunteering, participation and citizen involvement (add pages where required).
Describe how the requested grant money will be used and how the SCRD contribution will be recognized (add pages where required).
Does your organization own it's own facility or rent / lease space? <input type="checkbox"/> Own <input type="checkbox"/> Rent / Lease
How many members does your organization currently have? _____
Do you charge a membership fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your annual fee? \$ _____
Did you have a surplus last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly explain:

- ATTACHMENTS:** Before forwarding, please ensure all requested documentation is included:
- Detailed **project, program, service or special event** budget (*including all funding sources for the project*) or see attached template
 - Latest Financial Statement (*Balance Sheet and Revenue / Expense Statement*)
 - Organizational** budget for current year (*including anticipated grant*)
 - Proof of Society's registration number (*front page of tax return is sufficient*)
 - Letter of support from society (*if application is made on behalf of a second organization*)
 - Annual Report (if available)

Sunshine Coast Regional District Electoral Areas' Grant-in-Aid PROJECT Budget Template			
Organization Name:			
For Period:		From	To

REVENUE	
Grants (provide Names of Grantors)	
e.g. Government	
e.g. Foundations	
e.g. Corporations	
Earned Income (i.e. interest)	
Individual Contributions	
Fundraising events and sales	
Membership Income	
Additional Revenue (please specify):	
TOTAL INCOME	
EXPENSES	
Salaries and Wages	
Consultant and Professional Fees	
Travel	
Equipment	
Supplies	
Advertising and printing	
Rent	
Utilities	
Other Expenses (please specify):	
TOTAL EXPENSES	
IN KIND SUPPORT (PROVIDE DETAILS):	

OFFICE USE ONLY

Applicant:

Date application received:

Date application confirmed to be complete: _____

- Checklist:
- Society No. (if application over \$500)
 - Completed Application Form
 - Latest Financial Statement
Audited: Yes No N/A
 - Budget Summary for current year
 - Project Budget
 - Annual Report
 - Notification of last year's GIA expenditure N/A

- Category:
- Arts & Culture ____
 - Sports & Recreation ____
 - Social/Educational/Environmental/Other ____

Amount of Grant-in-Aid Applied For: \$ _____

Amount Approved: \$ _____

Application Denied:

Comments:

Letter sent to applicant informing of decision

Date:

Cheque sent to applicant

Date:



**SUNSHINE COAST REGIONAL DISTRICT
ELECTORAL AREAS' GRANT-IN-AID REPORTING OUT FORM for 2022 Grant**

Society/Organization's Legal Name: _____	
Mailing Address: _____ _____ _____	Phone No.: _____ Cell No.: _____ E-mail: _____
Contact Person: _____	Title: _____
What Area(s) were reached by your project, program, service or special event? Egmont / Pender Harbour <input type="checkbox"/> Halfmoon Bay <input type="checkbox"/> Roberts Creek <input type="checkbox"/> Elphinstone <input type="checkbox"/> West Howe Sound & Islands <input type="checkbox"/> Regional (All Areas including Municipalities) <input type="checkbox"/> Town of Gibsons <input type="checkbox"/> District of Sechelt <input type="checkbox"/>	
Amount of Electoral Areas' Grant-in-Aid received: \$ _____	
Describe the project, program, service or special event for which the Society / Organization is reporting out (attach receipts, if applicable): 	
Describe how the project, program, service or special event's anticipated goals / objectives and timelines were or were not met: 	
Describe how this project, service or special event will continue to be sustainable past the grant time period: 	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee Meeting – January 28, 2021
AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
SUBJECT: **ELECTORAL AREAS' GRANT-IN-AID POLICY, PROCEDURES AND TIMELINES**

RECOMMENDATION(S)

THAT the report titled Electoral Areas' Grant-in-Aid Policy, Procedures and Timelines be received;

AND THAT the Policy, Procedures and Timeline be approved as presented or amended.

BACKGROUND

Electoral Areas' Grant in Aid has been a program to assist the Sunshine Coast communities on embarking on new ideas, prosperous ventures and economically viable projects.

The program, provided by the Electoral Areas' of the Sunshine Coast is budgeted by Electoral Areas through individual area taxation and seeks to provide assistance to Coast-wide and local progression.

At the Sunshine Coast Regional District (SCRD) January 14, 2021 Regular Board meeting, the following motion (006/21) was approved, excerpts below:

Recommendation No. 2 *Rural Areas' Grant-in-Aid Policy*

The Corporate and Administrative Services Committee recommended that staff report back to a future Committee with a revised Rural Areas' Grant-in-Aid Policy for consideration.

Recommendation No. 3 *Recurring Rural Areas' Grant-in-Aid Applications*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee on the frequency of recurring Rural Areas' Grant-in-Aid funded community projects;

AND THAT the report include funding options through other SCRД services or the Rural Areas' Grant-in-Aid process.

Recommendation No. 4 *Rural Areas' Grant-in-Aid – Electoral Areas E, F and Town of Gibsons*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee with a history and rationale for Functions [123] – Electoral Areas E and F and [126] – Greater Gibsons Community Participation (GGCP) and a list of how the funding has been granted;

SCRD STAFF REPORT

DATE: November 21, 2007
TO: Corporate and Administrative Services Committee – November 22, 2007
FROM: Selina Statnyk, Administrative Assistant
RE: **AREA “E & F” GRANT-IN-AID FUNCTION [123]**

RECOMMENDATION

THAT the Administrative Assistant’s Report on Area E & F Grant-in-Aid Function [123] be received for information;

AND THAT staff be provided direction.

DISCUSSION

Currently we have E & F Grant-in-Aid combined under one function, [123]. We also have the Greater Gibsons Community Participation Fund for Areas E & F. Each of the other rural areas has a separate GIA function. Staff is proposing to separate the E & F Grant-in-Aid Function [123] into two functions. This would provide each area with flexibility for grant-in-aid in their individual function while still providing for joint funding under the Greater Gibsons Community Participation Fund.

The unspent balance in the combined GIA Function is \$4,500. If the Committee supports separating function [123] into two functions, staff is requesting direction on how you would like to see this balance split. The total allocation in the E & F GIA for 2007 was \$12,158 including administrative costs. This was made up with a contribution from Area E of \$3,299 (27.14%) and a contribution from Area F of \$8,859 (72.86%). There are several options:

1. Staff could be directed to split the unspent balance in accordance with the contribution rates for the 2007 year.
2. Staff could be directed to split the unspent balance 50/50 to each of the contributing areas.
3. The Directors from Area E & F may choose to fund projects prior to year end to use up the unspent balance.

AND THAT the bylaw for [126] GGCP be included in the report.

For consistency and clarity, it is suggested to change “Rural Areas’ Grant-in-Aid” to “Electoral Areas’ Grant-in-Aid”.

For 2021, it was suggested that there will be one intake of Electoral Areas’ Grant-in-Aid which occurs prior to April 1 of each year, with a second intake contemplated for 2022.

DISCUSSION

New Policy and Procedure

On December 3, 2020 at a Special Corporate and Administrative Services Committee meeting the Electoral Areas’ Grant-in-Aid Policy was reviewed and several amendments were suggested, including transitioning the policy into the new Board Policy format. Staff have created a new draft Electoral Areas’ Grant-in-Aid Policy for the Committee’s review and comment (**Attachment A**). To ensure that the process is to proceed for 2021 staff have included in this report a timeline which aligns with the suggested policy.

The recommended deadline to have Electoral Areas’ Grant-in-Aid applications received at the Field Road office is Wednesday, March 31, 2021. Per the *Local Government Act* (LGA) it is required that the SCRDP advertise publicly the invitation for applications for grants of assistance.

Procedurally, once applications are received, staff complete a summary sheet for each application, only to confirm that all required documentation is attached. Copies of all applications will be scanned and printed to attach to the Special In-Camera Corporate and Administrative Services (CAS) Committee meeting agenda tentatively scheduled on May 6, 2021. Along with the application copies, staff will also provide the Directors with a Electoral Areas’ Grant-in-Aid historical report as well as current Electoral Areas’ Grant-in-Aid budget status report and schedule showing what the funding allocations were for 2020.

Recurring Electoral Areas’ Grant-in-Aid Applications

Attached is a copy of the Rural Areas’ Grant-in-Aid funded community projects from 2015-2020 (**Attachment B**) which shows the organizational name and frequency of grants awarded over the time period.

Included in the draft Policy a statement has been included for consideration of how to address ongoing applications:

- 4.3 Electoral Areas’ Grant-in-Aid funding for the same project or event may be granted up to a maximum of 3 consecutive years.

It was also requested that other funding options through other SCRDP services or the Electoral Areas’ Grant-in-Aid process be considered. It should be noted that if a group requests funding where a Regional District Service is already established, such as a community supported/facilitated project on an existing Park asset, the project cannot be funded through a rural grant of assistance (per LGA), but could be contemplated through the service. There are many caveats that would need to be explored depending on the project request, whereas, staff would come back with alternative options for consideration. It was unclear to staff what was intended on alternatives through the Electoral Areas’ Grant-in-Aid process, however, often, staff

do suggest alternative granting programs such as gaming grants, Sunshine Coast Foundation, or provincial intakes as another option of funding for groups.

Greater Gibsons Community Participation (GGCP)

In 2004, the SCRD Board proceeded with the legislative process of establishing a new service with the purpose of raising an amount in addition to that raised through the regular grant-in-aid function in order to provide funding to benefit the greater Gibsons community (including Elphinstone, Gibsons and West Howe Sound). A couple of examples of organizations and/or events that could be funded under this service are the Visitor Information Bureau and the annual Sea Cavalcade celebrations. The participating areas in the service are the Electoral Areas of Elphinstone and West Howe Sound. The Bylaw has been attached for reference (**Attachment C**).

Timeline and Next Steps

Staff recommends the following timeline with respect to the 2021 Electoral Areas' Grant-in-Aid process:

- March 31, 2021 – Electoral Areas' Grant-in-Aid intake for applications deadline.
- April 7-9, 2021 Electoral Area Directors will receive the Special In-Camera CAS Committee meeting agenda to review;
- May 6, 2021 – Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 20, 2021 – recommendations placed on May 27, 2021 CAS Committee Agenda;
- May 27, 2021 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption.

Communications Strategy

Advertisements will be placed in the local newspapers by mid-February should this be appropriate timing based on the draft policy and Committee's approval of the proposed timeline.

STRATEGIC PLAN AND RELATED POLICIES

The Electoral Areas Grant-in-Aid process supports the Board's strategic focus area for "Working Together". The granting processes offered by the SCRD ensures financial sustainability and continued facilitation of Community Development

CONCLUSION

Staff request the Committee's approval of the draft Electoral Areas' Grant-in-Aid Policy.

Staff also recommends the following timeline with respect to the 2021 Electoral Areas' Grant-in-Aid process:

- March 31, 2021 – Electoral Areas' Grant-in-Aid intake for applications deadline.
- April 7-9, 2021 Electoral Area Directors will receive the Special In-Camera CAS Committee meeting agenda to review;
- May 6, 2021 – Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 20, 2021 – recommendations placed on May 27, 2021 CAS Committee Agenda;
- May 27, 2021 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption.

Attachments

- A- Draft Electoral Areas’ Grant-in-Aid Policy
- B- SCRDR Rural Areas Grant-In-Aid History
- C- Bylaw 1060- Greater Gibsons Community Participation

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	X – T. Crosby

Attachment E

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 20, 2023

AUTHOR: Kevin Clarkson, Manager, Parks Services

SUBJECT: ROBERTS CREEK PARK PROTECTION

RECOMMENDATION(S)

- (1) THAT the report titled Roberts Creek Park Protection be received for information;**
 - (2) AND THAT staff be authorized to work with the Roberts Creek Community Association to register a restrictive covenant on both Roberts Creek Park and Hall property titles, with the BC Land Registry, to formalize the land relationship and protect parkland from potential risks.**
-

BACKGROUND

Roberts Creek Park is a 1.72 hectare (4.35 acre) unaddressed SCRD-owned parcel (PID: 007-794-487) located seaward of Highway 101 and generally westward of Roberts Creek Community Hall and Roberts Creek Masonic Lodge, which are respectively located at 1295, 1309 and 1319 Roberts Creek Road. The park parcel is hooked across and is bisected by an undeveloped Ministry of Transportation and Infrastructure (MOTI) road allowance, but the land parcel is one legal entity.

Roberts Creek Park was purchased by SCRD in 1994 with funding from the Parkland Acquisition Fund. It was and remains zoned and designated as Country Residential One (CR1) and Country Residential, respectively, in Zoning Bylaw 722 and Roberts Creek Official Community Plan (OCP) Bylaw 641. Upon acquisition, there seems to have been a variety of historical expectations of what the lands may be used for. During consultation for OCP development in circa 2005 there were various sentiments expressed of what the lands should be used for, including a farmers' market, seniors affordable housing or park, though none were formalized in land use plans or zoning. Currently, the lands primarily consist of undeveloped and minimally serviced greenspace parkland. The property receives quarterly inspections, tree assessments and vegetation mitigation on an as-needed basis.

The Roberts Creek Community Association (RCCA) is the registered owner of the adjacent land parcel at 1295 Roberts Creek Road, Lot 1 (Explanatory Plan 2550) of Lot A Block C District Lot 2631 Plan 6411, otherwise known as the Roberts Creek Community Hall.

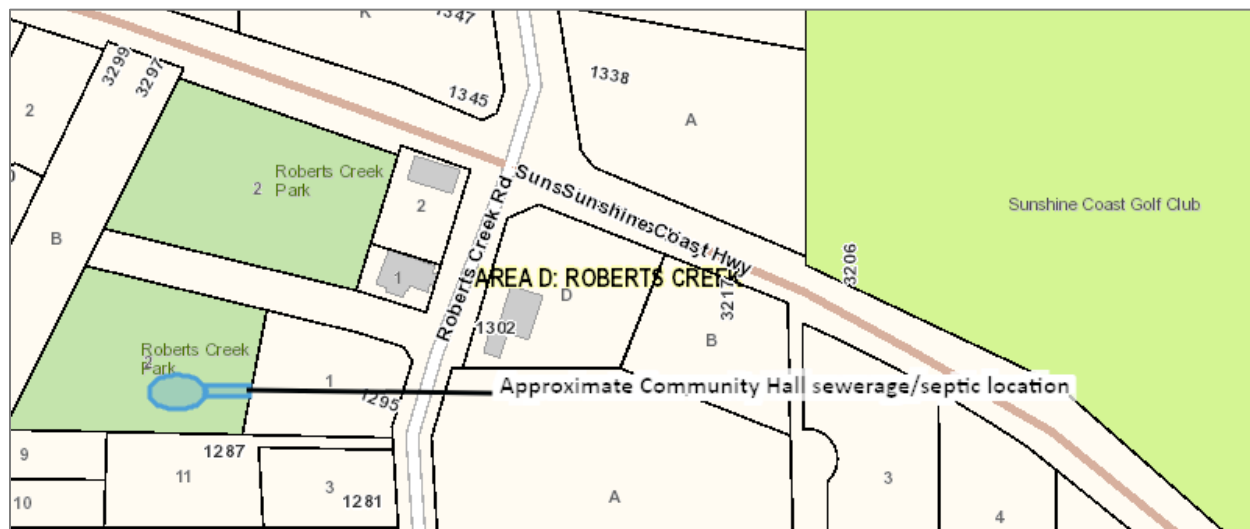


Image 1: Location map

On May 25, 1995, through the issuance of a letter entitled "Permission to Enter and Construct" the SCR D granted authority to the RCCA to install and maintain a sewerage disposal system (septic field) on Lot 2, Plan 21241. As per the letter, the SCR D was to enter into an agreement with RCCA to grant a formal right-of-way to the Association (upon the completion of the installation of the septic field to BC Health standards, the completion of a legal survey and preparation of "as built" drawings).

This septic field has been in existence for nearly 30 years. Development entails a narrow, cleared corridor, at about 150 metres in length and approximately five metres wide, that begins behind the community hall property, provides direct access through the park downslope to the west, and finally leads to a small cleared area to accommodate the sewerage field.

Despite this long-standing and established septic field development, no agreement currently exists to protect SCR D from liabilities associated with RCCA's infrastructure being located on SCR D parkland.

On March 8, 2022, the Roberts Creek Community Association (RCCA) was issued an SCR D Building Permit for interior alterations to the community hall building. Based on BC Plumbing Code requirements, it was determined that the size of the existing water service piping for the building was inadequate. It was also confirmed that the existing sewerage disposal system was not designed and installed with adequate capacity to support the increase in load.

The purpose of this report is to provide the Committee with options available to establish legal mechanisms to formally protect SCR D parkland.

DISCUSSION

Currently, without any formal agreements in place, there are risks associated with any use of SCR D parkland for community septic/sewerage purposes. It is possible that in some instances, park damage or possible contamination could occur because of regular maintenance practices and ongoing operation of sewerage infrastructure. In the absence of any legal agreements, there exists a significant degree of liability concerns and exposure.

In addition to spills and wastewater considerations, there may be storage tanks, piping, or other equipment that could be punctured, affecting soil or groundwater. Underground storage tanks or piping may be broken open, which could result in pollution spills below ground. This could result in cleanup costs, bodily injury (from contaminated drinking water wells, for example), or third-party property damage from migration of pollutants to adjacent properties. If the topography or pitch of the area is changed, silt or other pollutants may be discharged into the surrounding environment which could affect surface waters or biota in the area, causing natural damages. Currently, no protection mechanisms are formally in place to control or mitigate these potential risks or any impacts of operating or improving a sewerage system on parkland.

As staff began to investigate and explore options, it became apparent that there are challenges, limitations, and statutory requirements involved with the original authorization (1995) from the Board to establish a formal right-of-way and enter into a property agreement with RCCA. Any long-term regional parkland disposition for either private or community purposes requires additional processes and statutory approvals that have never been formally completed. These requirements may have not been known, or considered, at the time of original SCRD authorization and approval of the sewage disposal system on SCRD parkland. However, to mitigate risk and liabilities, to provide legal clarity, as well as establish rights, roles and responsibilities for sewerage infrastructure on SCRD's regional Roberts Creek Park, formal agreements must be put in place if the sewerage system is to remain.

Fortunately, there are alternatives for reciprocal agreements to help navigate these statutory *LGA* and *Community Charter* parkland disposition requirements. Tools exist that can help provide both parties with legal clarity, establish a framework to inform use of the land and provide formal park protection. In addition, these reciprocal agreements can serve to support ongoing, and responsible RCCA use of the park, and any improvements for sewerage purposes.

To establish property restrictions and park protection measures related to the existing and future sewerage system on parkland, staff have provided options for Committee consideration below.

Options and Analysis

Option 1: Develop a property agreement for the long-term occupation of SCRD's Roberts Creek Park by RCCA, for purposes of a sewage disposal system, its maintenance, and operation. **Not recommended.**

Roberts Creek Park lands were purchased using Parkland Acquisition Funds, and therefore, the land is considered reserved for park purposes. Entering into a long-term agreement for the purposes of a sewage disposal system on the parkland would be deemed a disposition of land. The SCRD is bound by Section 280 of the *Local Government Act (LGA)*, as well as Section 27 of the *Community Charter* for anything considered a disposition of lands. This means that approval of the electors would be required to consider a bylaw that proposes the disposition of the SCRD owned lands known as Roberts Creek Park, or any portion therefor. Further, Provincial approval may also be required.

The current Planning Enhancement Project 2 (PEP2) seeks to renew SCRD Official Community Plans and staff note this project will assist with providing clarity for long-term uses of SCRD-owned lands. Roberts Creek Park is a large regional parkland asset with gently sloping grades and no known environmental constraints in a prime location to the core of Roberts Creek (Heart

of the Creek), and additionally located along a transit route. It is therefore expected to have regional value for future park planning purposes.

Given the cost of land in prime locations and the noted physical and locational attributes of Roberts Creek Park, it would be difficult for staff to make a professional recommendation regarding the disposition of any of the lands associated with this park without first knowing PEP2 policy outcomes.

Further consideration of disposing of the portion of Roberts Creek Park would require staff time from Community Services, Planning & Development, and Legislative Services, without outcome certainty. Such reallocation of staff resources would have implications on the timing of other budgeted organizational priorities.

Option 2: Pursue the use of a restrictive covenant on land title or other appropriate legal documentation (i.e., easement). **Staff recommended option.**

Restrictive Covenants (created pursuant to *Section 219* of the *Land Title Act*) are registered limitations on a property. Covenants are registered with the Land Title Office and serve to apply restrictions on land use to benefit or protect land. Covenants are used to obtain some of the higher-level outcomes they may wish to obtain around environmentally, or culturally sensitive development, and how and where development might occur.

Private landowners benefit from registering restrictive covenants on title as it informs their responsibilities and provides legal clarity. For example, if the land parcel were to be sold in the future, the new owners would be fully aware of any existing and future land responsibilities.

As such, by registering restrictive covenants on property title for SCRD's Roberts Creek Park, and by working with RCCA to also register a separate, and complimentary restrictive covenant on their property title, both the SCRD and RCCA gain the ability to manage the current associated risks, by defining and establish legal mechanisms through covenant restrictions, and without the need for a formal right-of-way agreement or any long-term disposition of parkland for RCCA sewerage purposes. Initial discussions with RCCA indicate their willingness to pursue this course of action, as this strategy also serves to provide legal clarity, acknowledgement, and awareness of sewerage system responsibilities on both the hall and park properties.

Restrictive sewerage covenants registered on both property titles will essentially establish a park-like easement for the proposed occupation of the property, including but without limitation, clauses that include:

- While acknowledging individual party land ownership, covenant terms will entitle the RCCA right to use and access the property for sewerage maintenance purposes.
- Provide clarity on the responsibilities of the RCCA for the ongoing operations and maintenance of the sewerage system within the park.
- Covenants will specify that applications will need to be made to the SCRD, for any construction or alteration of the existing sewerage system, its footprint, and/or components and the covenant will specify that the system is to be converted and hooked up to regional sewerage as soon as possible.
- Restrictive covenants will also ensure that all permits for works approvals will be applied for, and approvals received with full support from shíshálh Nation Rights and Titles Department, and Chief and Council.

- Covenant terms will also seek to effectively mitigate risks and specify responsibilities for all costs associated with environmental assessments, planning, permitting and mitigation expenses for the remediation of any potential damage due to maintenance activities, sewerage system failure, and/or contamination.

Registering a covenant on title(s) would require staff time from Community Services, Legislative Services, Planning & Development and require legal services. Such reallocation of staff resources would have implications on the timing of other budgeted organizational priorities.

Organizational and Intergovernmental Implications

Any long-term occupation, or disposition of parkland being considered, as outlined in Option 1, should be communicated to local First Nations and the Province.

Financial Implications

The BC Land Title Registry specifies minimal associated, filing, plan order, title search, and certification fees (less than \$350) required to register a restrictive covenant on title. Parks operating budget can cover the cost of registering a covenant on SCRD parkland. Staff would request that RCCA cover the associated certification fee to register a covenant on their Hall property.

There will also be legal fees associated with review of any proposed restrictive covenants before title registry. Parks approximates this cost at \$4,000 and can accommodate these expenses through base operating budget.

As a gesture of goodwill and partnership, staff propose that SCRD assumes these costs related to covenant registration on title, for both SCRD's Roberts Creek Park, as well as the costs associated with covenant registry on RCCA's Community Hall property.

Timeline for next steps or estimated completion date

Staff would proceed with developing the covenant, confirming and working with RCCA, to register the covenants through the BC Land Registry.

Communications Strategy

Staff would look to support and engage RCCA in the development and registration of a restrictive covenant for the Roberts Creek Community Hall property. If the Committee were to approve Option 1, any long-term occupation, or parkland disposition would require its own communications strategy.

STRATEGIC PLAN AND RELATED POLICIES

The proposed option to register restrictive covenant on title relates to the SCRD's 2019-2023 Strategic Plan, and the strategic focus area of *Asset Stewardship - To ensure that the SCRD's built and natural assets serve our residents now, and in the future.*

CONCLUSION

Roberts Creek Park is a significant regional park asset, which currently has a long-standing informal sewerage system on a portion of the land. This sewerage infrastructure is owned and operated by the RCCA. Staff recommend working with the RCAA to register restrictive covenants on title for both Roberts Creek Park as well as the Roberts Creek Hall property. Outlining terms for sewerage development and operations in registered restrictive sewerage covenants, will serve to reconcile the long-standing informal arrangement, provide additional legal protection for the park, and support the RCCA by enabling pending building permits to be processed. Covenants on both properties will formally establish mechanisms for risk management and help to protect environmental and cultural values on public parkland.

Reviewed by:			
Manager		Finance	
GM	X - S. Gagnon X - I. Hall	Legislative	
CAO	X- D. McKinley	Risk Management	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – July 20, 2023

AUTHOR: Kelly Koper, Capital Projects Coordinator

SUBJECT: RFP 2334502 ENGINEERING SERVICES PORTS CAPITAL PROJECTS AWARD

RECOMMENDATION(S)

- (1) THAT the report titled RFP 2334502 Engineering Services Ports Capital Projects Award be received for information;
 - (2) AND THAT the contract to provide Engineering services for Ports Capital Projects be awarded to CIMA Canada Inc. in the amount of up to \$181,320 (excluding GST);
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.
-

BACKGROUND

The purpose of this report is to request that the Board award the contract for Engineering services for Ports Capital Projects to CIMA Canada Inc. for a value not to exceed \$181,320. (before GST).

In 2021, the Board approved \$429,736 for the following four capital projects which have been carried forward into the 2023-2027 Financial Plan:

- Major repair or replacement of West Bay float
- Replacement of select structural components at Gambier Harbour
- Wharfhead repairs at Eastbourne
- Halkett Bay approach

The contract includes an engineering review and detailed design services for the four projects, an updated cost estimate for construction and will also prioritize the projects in order of criticality.

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for Proposal 2334502 Engineering Services Ports Capital Projects was published on April 5, 2023 and closed on May 15, 2023.

Purchasing received one compliant proposal. Led by Purchasing, the evaluation team consisted of three team members. The committee reviewed and scored the proposal against the criteria set out in the RFP. Staff recommend that a contract be awarded to CIMA Canada Inc. who met the specifications as outlined in the RFP.

Name	Value
CIMA Canada Inc.	\$ 151,100. (before GST)

Financial Implications

Due to the uncertainty of working in a marine environment, it is recommended that the awarded contract be in the amount not to exceed \$181,320, which provides a 20% contingency for goods cost increases between project phases and unforeseeable challenges.

There are no financial implications of this award as the Board approved a capital budget for these projects in 2021, and the funding approved is sufficient to cover the initial costs of engineering and design as well as updated construction costs.

Timeline and Next Steps

Following the Board’s decision, the contract award will be made.

Engineering review and design will begin immediately following Board decision. Once the detailed designs, updated construction cost estimates and prioritization is received, staff can determine if sufficient budget remains to proceed with construction or if a 2024 budget proposal will be needed.

Communications Strategy

Project decisions and facility implications will be communicated to impacted parties.

STRATEGIC PLAN AND RELATED POLICIES

This project aligns with strategic focus area 2 of the current Strategic Plan, Asset Stewardship.

CONCLUSION

In accordance with the SCRD’s Purchasing Policy, RFP 2334502 was issued for Engineering Services Ports Capital Projects. One compliant proposal was received.

Staff recommend that a contract for Engineering Services Ports Capital Projects be awarded to CIMA Canada Inc., for the amount not to exceed \$181,320 (before GST), which includes a 20% contingency and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager		CFO Finance	X- T. Perreault X - A. Taylor
GM	X - S. Gagnon	Legislative	
CAO	X - D. McKinley	Purchasing	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT**AREA E – ELPHINSTONE
ADVISORY PLANNING COMMISSION****June 28, 2023**

RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING
HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, ELPHINSTONE, BC

PRESENT:	Chair	Mary Degan
	Members	Laura Macdonald Nara Brenchley Arne Hermann Clinton McDougall Anthony Paré Michael Sanderson
ALSO PRESENT:	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	ALR00024 Applicant	Mohammad Charkhchi
	Recording Secretary	Vicki Dobbyn
	Public	2
REGRETS:		Rod Moorcroft

CALL TO ORDER 7:02 p.m.

AGENDA

The agenda was adopted as circulated.

MINUTES

Elphinstone (Area E) APC Minutes of April 26, 2023 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of April 26, 2023
- Halfmoon Bay (Area B) APC Minutes of April 25, 2023
- West Howe Sound (Area F) APC Minutes of April 25 & May 23, 2023

REPORTS

Proposed Agricultural Land Reserve Exclusion (ALC67287, SCR D ALR00024) 508 Pratt Road, Elphinstone

Key points of discussion:

- This report was referred to the APC at the request of the Area E Director as a good learning opportunity about example of the pressures on our ALR.
- The applicant was under the impression that the zoning permitted commercial uses based on a document received from an accountant from the estate from which the property was brought. The estate was handled by the Office of the Public Trustee. The applicant may not have understood the limitations of the ALR designation or the challenges of obtaining an exclusion from the ALR.
- The applicant and his party described uses for the property that they were proposing. It was clarified to the applicant that the APC was not considering uses for the property, but was only considering the application for exclusion from the ALR. It was suggested to the applicant that he research what is permitted in the ALR, that he use the services of a planning consultant to explore permitted uses in the ALR, and that he look at examples locally and in other jurisdictions.
- Members discussed the importance for our community to maintain ALR zoning in order to preserve food security into the future.
- Members requested that the following input from a member be included in the minutes as reasoning for its recommendation:

Regarding the Exclusion Application at 508 Pratt Road:

Elphinstone OCP Objective 1: Preserve Class 1 to 4 Agricultural Land. The property has the following CLI (Canada Land Inventory Ratings for Agricultural Land):

Unimproved Classification: 5:4AWD-3:4W-2:4A

What this means is that without any improvements the land is designated **Class 4** with various limitations (50% with AWD Limitations, 2% with W Limitations and 20% with A Limitations): A-Soil Moisture Deficiency, D-Undesirable Soil Structure, W-Excess Water.

The Agricultural Land Commission looks very closely at the CLI Classification in making a decision. More important for the ALC than the Unimproved Classification is the **"Improved" Classification**. This reflects the assumption that the noted limitations can be overcome with appropriate soil improvement techniques by the owner.

Improved Classification: 5:2AD-3:2WA-2-2AT.

With some type of improvement, even though some of the limitations may still be present, the Improved designation is **Class 2 Soil**.

Elphinstone OCP Objective 5: Protect Existing and Future Agricultural Activities. The property is immediately south of the Banditry Cider Farm/Orchard. The "Plans" submitted, particularly the long-term plan, provide no buffers to either the Banditry Cider Orchard to the north or the agricultural lands to the south.

Elphinstone OCP Objective 6: Support the ALC in protecting agricultural lands and opportunities. The proposed exclusion, if approved, would result in another "island" of non-agricultural residential uses surrounded by ALR lands. The Fircrest Road subdivision will likely

not be viewed by the ALC as a precedent.

Recommendation No.1 *Proposed Agricultural Land Reserve Exclusion (ALC67287, SCRD ALR00024) 508 Pratt Road, Elphinstone*

The Area E APC recommends supporting Option 1 of the report, the staff's recommendation to deny the application.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING JULY 26, 2023

ADJOURNMENT 8:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee

May 29, 2023

Held at the SCRD Office Cedar Room located at 1975 Field Road,
Sechelt B.C. and electronically via Zoom

MEETING NOTES

PRESENT:	POMO Committee Member (Gambier Harbour)	Bruce Pollock (Chair)
	POMO Committee Member (Gambier Harbour/West Bay)	Joseph Wright
	POMO Committee Member (Halkett Bay)	Rob Cocquyt
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Eastbourne)	Trish Cowley (in part)
	POMO Committee Member (Port Graves)	Andrew Kennedy
	POMO Community Member (Port Graves)	Talia Ferris
 ALSO PRESENT:	 SCRD Director, Electoral Area F	 K. Stamford (Liaison)
	SCRD Director, Electoral Area B	J. Gabias (Alt. Liaison)
	SCRD Director, Electoral Area D	K. Backs (in part)
	SCRD GM, Community Services	S. Gagnon
	SCRD, Capital Project Coordinator (Ports)	K. Koper
	SCRD Administrative Assistant/Recorder	S. Herrling
	Public	0
 REGRETS:	 POMO Committee Member (Keats Landing)	 John Richardson

CALL TO ORDER 2:00 p.m.

WELCOME AND INTRODUCTIONS

Roundtable introductions of Ports Monitors (POMO) Committee members, community members, Elected Official Liaisons, Elected Officials and SCRD staff members in attendance.

AGENDA The agenda was amended to add Election of Chair. The agenda was adopted as amended.

ELECTION OF CHAIR

Bruce Pollock, POMO representative for Gambier Harbour was elected the Chair of the Ports Monitors Committee for 2023.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of December 12, 2022 were received and accepted as presented.

PORTS MONITORS COMMITTEE APPOINTMENTS UPDATE

Shelley Gagnon, General Manager, Community Services provided a verbal update regarding the status of the Ports Monitors Committee representatives and appointments, and welcomed new members and new SCRD Board Liaisons.

It was noted that there are two vacant positions on the POMO Committee for the Halfmoon Bay dock and the Vaucroft dock. Advertisements were posted in the Coast Reporter newspaper in May 2023 and staff will continue to reach out to community contacts to fill these positions.

Staff will bring a report to the Board for re-appointment of John Rogers to the POMO Committee for an additional two-year term prior to the end of the current term expiring September 2023.

PORTS DIVISION UPDATE

Kelly Koper, Capital Projects Coordinator reviewed the staff written report that was attached to the agenda package as Annex B.

HOPKINS LANDING

Kelly Koper, Capital Projects Coordinator provided a verbal update on Hopkins Landing based on results of the major inspection report.

Discussion included the following points:

- The major inspection report (condition assessment) findings conclude that the Hopkins Landing port is no longer in serviceable condition, major upgrades are required at the facility and the port is considered structurally unreliable for public assembly. Closure of the dock is recommended as the first step to address immediate risk.
- Staff are preparing a report for the Board which will recommend dock closure as well as identify different options and their implications.
- Temporary signage has been posted on the dock.
- Communications will need to be brought forward as soon as possible and community groups who will be using the dock for events advised.

Comments from POMO members:

- Major impact on island residents, Hopkins Landing dock is frequently used for boat moorage.
- The Hopkins Landing dock is utilized the least for recreational activities and the most for residential use by the island residents.
- The dock is of historical value for the Sunshine Coast.
- The Langdale dock is not available for boat moorage and the gate is sometimes closed, it becomes an emergency and safety issue if the Hopkins Landing dock is not available.
- The Granthams Landing dock is not available for public use.
- Gibsons Landing Harbour has a day float that can be used; however, it is inconvenient for many residents of the islands as vehicles are parked in the BC Ferries parking lot.

It was requested that Committee representatives forward additional feedback to staff.

The Ports Monitors Advisory Committee made the following recommendation:

Recommendation No. 1 *Hopkins Landing Dock*

The Ports Monitors Advisory Committee recommended that immediate action be taken to ensure public safety at the Hopkins Landing dock, including expediting the dock repairs.

ROUNDTABLE

Rob Cocquyt, POMO Committee Member (Halkett Bay)

- Busy season is coming up.
- Contractors repainted a few weeks ago.
- The community would like to know the status of the dock renaming proposal that was previously submitted to the SCRD.

The SCRD Ports Division will follow up with the Planning Division regarding the dock renaming proposal previously submitted and report back.

Andrew Kennedy, POMO Committee Member (Port Graves)

- Newly appointed, no updates to report.

Joseph Wright, POMO Committee Member (Gambier Harbour/West Bay)

West Bay update:

- The dock is in good condition and the community is pleased the required repairs are going ahead.

Talia Ferris, Camp Artaban/POMO Community Contact (Port Graves)

- The dock looks great, and the community appreciates the installation of the permanent crank.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- The dock weathered the winter storms.
- Area painted for the dinghies that are used for access for the winter buoys is working well.
- Everyone seems to be respecting the short tie up periods as well as the red zones for off and on load only.

John Rogers, POMO Committee Member (Hopkins Landing)

- No updates to report.

Trish Cowley, POMO Committee Member (Eastbourne)

- No updates to report.

Shelley Gagnon, General Manager, Community Services

- Thanked Kelly Koper for her tremendous work over this past year, as well as moving forward with capital upgrades and engineering work.
- A reminder was given to contact Kelly (kelly.koper@scrd.ca) if there are ports related concerns or questions.
- Once all major inspections are completed, staff will use this information to develop a capital asset renewal plan for ports for presentation to the Board in the fall of 2024.

ADJOURNMENT 3:16 p.m.