



ELECTORAL AREA SERVICES COMMITTEE

Thursday, June 15, 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

REPORTS

2. Roberts Creek Community Hall / Masonic Hall Property Line Adjustment Proposal Annex A
3 - 7
Manager, Planning and Development
Electoral Area D - Rural Planning (Voting – A, B, D, E, F)
3. Development Variance Permit DVP00086 (1246 Point Road) Annex B
8 - 14
Planner II
Electoral Area F - Rural Planning (Voting – A, B, D, E, F)
4. Proposed Agricultural Land Reserve Exclusion (ALC 67287 (SCRD ALR00024) - 508 Pratt Rd, Elphinstone) Annex C
15 - 20
Planner II
Electoral Area E - Rural Planning (Voting – A, B, D, E, F)
5. Recreation Sites and Trails BC (RSTBC) Partnership Agreement Renewals: Secret Cove Falls/Homesite Creek, Big Tree, and Sprockids Recreation Sites Annex D
21 - 24
Parks Planning and Community Development Coordinator
Community Parks Service (Voting – A, B, D, E, F)
6. SCR D Partnership Agreements with the Halfmoon Bay Community Association for Secret Cove Falls/Homesite Creek Recreation Site, Welcome Woods Wilderness Park, and Wood Bay Heights Park Annex E
25 - 31
Parks Planning and Community Development Coordinator
Community Parks Service (Voting – A, B, D, E, F)
7. Hopkins Landing Port - Results from Major Inspection Annex F
32 - 35
Capital Projects Coordinator
General Manager, Community Services
Ports Service (Voting – B, D, E, F)

8. Electoral Area F (West Howe Sound) Advisory Planning
Commission Minutes of May 23, 2023
Electoral Area F - Rural Planning (Voting – A, B, D, E, F)

Annex G
36 - 38

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the Community Charter – “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 15, 2023

AUTHOR: Jonathan Jackson – Manager, Planning and Development

SUBJECT: ROBERTS CREEK COMMUNITY HALL / MASONIC HALL PROPERTY LINE ADJUSTMENT PROPOSAL

RECOMMENDATION(S)

- (1) **THAT the report titled Roberts Creek Community Hall and Masonic Hall Property Line Adjustment Proposal be received for information;**
 - (2) **AND THAT SCRD determine the long-term land use of Roberts Creek Park through Planning Enhancement Project 2 (OCP Renewal);**
 - (3) **AND FURTHER THAT SCRD not proceed with further exploration of the disposition of a portion of Roberts Creek Park at this time.**
-

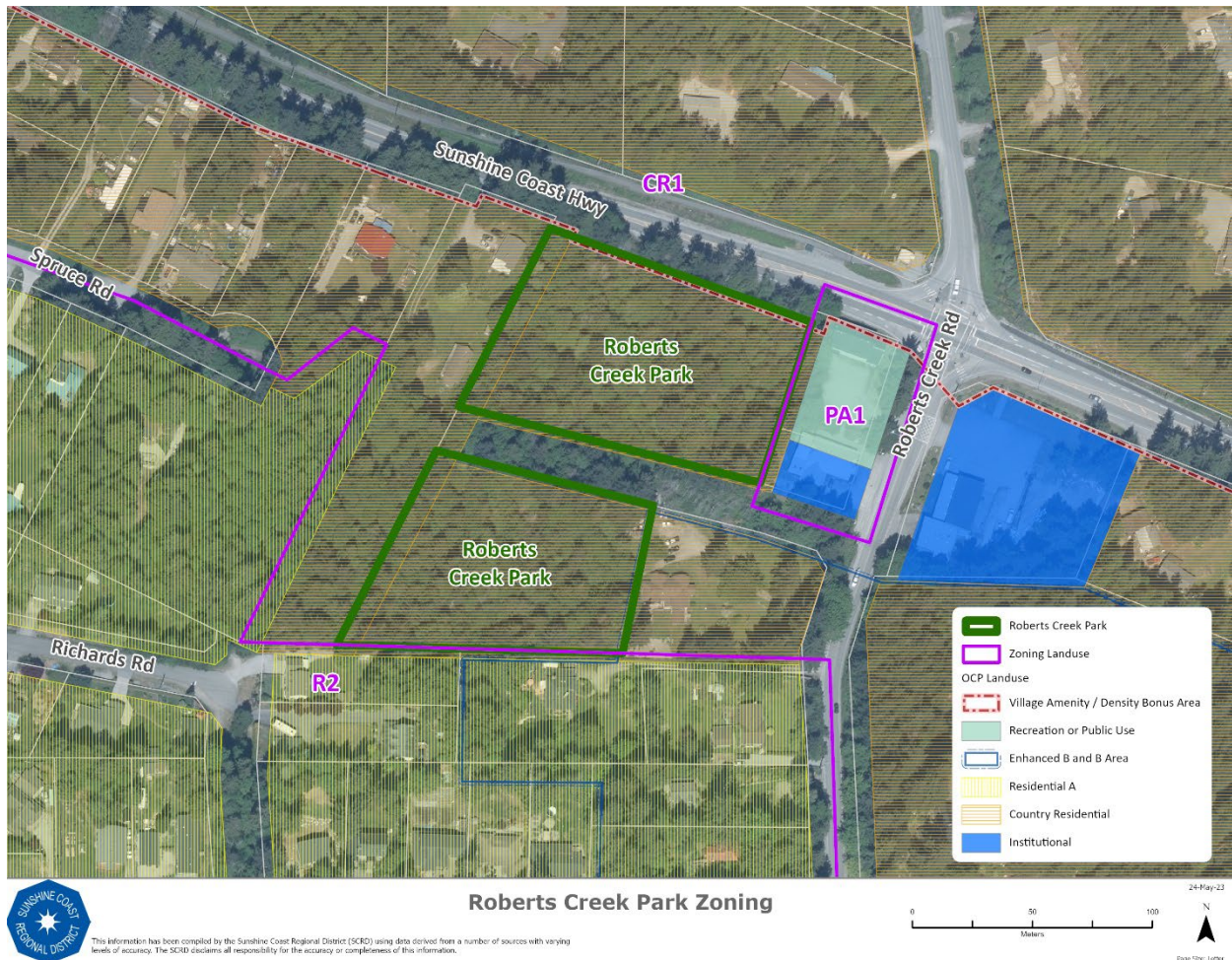
BACKGROUND

The Sunshine Coast Regional District Board adopted the following resolution on September 9, 2021 regarding the Roberts Creek Community Hall and Masonic Hall Property Line Adjustment proposal:

251/21 THAT staff investigate the proposal for property line adjustment submitted by Andreas Tize, SCRD Director, Area D (Roberts Creek) received June 15, 2021 and provide feedback, including further information regarding future property width should the Masons choose to relocate their hall, and the property line adjacent to the Roberts Creek Community Association is moved 15-20 feet, considering that the Ministry of Transportation and Infrastructure will claim some of the land on the northern edge;

AND THAT staff report back on the process of transferring park property to the Masonic Society to compensate them for the property line adjustment.

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



Map 1: Roberts Creek Park Zoning

Roberts Creek Hall is a community-use building run by Roberts Creek Community Association (RCCA) and was historically constructed overhanging the inland (northern) property line onto the Masonic Society property. The above motion was made to instruct staff to investigate if SCRD had an ability to assist RCCA with reconciling a property line conflict and create terms amendable to the Masonic Society to facilitate a property line adjustment.

Specifically, this involved a request for staff to investigate if SCRD had an ability compensate the Masonic Society for both the desired property line adjustment between them and RCCA and an expected future Highway 101 road dedication that could either be expropriated or required through future land development. The understanding was that the Masonic Society would consider the property line adjustment with RCCA, if SCRD could make the Masonic Society property whole in terms of their current land area once the property line was realigned and the future expected MOTI road dedication complete.

Roberts Creek Park was acquired by SCRD in 1994 with monies from the Parkland Acquisition Fund. It was and remains zoned and designated as CR1 (Country Residential One) and Country Residential, respectively, in Zoning Bylaw 722 and Roberts Creek 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 farmer's market, seniors affordable housing or park, though none were formalized in land use plans or zoning.

It is also recognized that the septic field for Roberts Creek Hall has been existent on the parkland for nearly 30 years. While no formal agreement has ever been formalized for RCCA's use of SCR D parkland for its septic field, the infrastructure exists with SCR D's knowledge and permission. There are some historical suggestions that SCR D's interest at the time in acquiring the lands through the Parkland Reserve Fund may have been at least in part to assist RCCA in having suitable land for their current septic field infrastructure. A separate issue, that is another topic from the subject of this report, is that no legal agreements exist regarding the septic field to protect SCR D from liabilities associated with RCCA's infrastructure being located on SCR D parkland.

DISCUSSION

Options and Analysis

Since Roberts Creek Park lands were acquired with monies reserved for parkland acquisition and held in SCR D's regional Park Land Acquisition Fund the lands are considered reserved for park purposes. In this situation, SCR D 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 the lands. This means that approval of the electors would be required to consider a bylaw that proposes the disposition of the SCR D-owned lands known as Roberts Creek Park, or any portion thereof. Further Provincial approval may also be required.

It is noted that further consideration of disposing of the portion of Roberts Creek Park suggested in the September 9, 2021 Board resolution would require staff time from Planning & Development, Legislative Services and Community Services, without outcome certainty. Such reallocation of staff resources would have implications on the timing of other budgeted organizational priorities.

Planning Enhancement Project 2 (PEP2) seeks to renew SCR D OCPs and staff note this project will assist with providing clarity for long-term uses of SCR D-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. It is further noted that there may be simpler legal agreement mechanisms that RCCA could pursue with the Masonic Society such as covenants and easements.

The property issues that exist for both RCCA and the Masonic Society are challenging. Through financial compensation and/or legal agreements or re-alignment of existing property lines it is technically possible for RCCA and the Masonic Society to reconcile the property line conflict

without a need for SCRD parkland disposition. Staff note that the question/proposal of SCRD's additional compensation to the Masonic Society for the potential future MOTI dedication for widening of Highway 101 further complicates the matter. In the event that MOTI was to expropriate a portion of the Masonic Society's lands for road widening, then MOTI would provide fair market value compensation for any portion of the lands taken or structures implicated. On the other hand, if the Masonic Society was to engage in land development, then in accordance with the LGA MOTI could require the land dedication as a requirement of the development proposal. Thus, it is difficult to professionally justify SCRD compensating the Masonic Society for future road dedication.

Some additional challenges with considering a property line realignment at this time, are:

- legislatively this involves property development and would trigger consideration by the Provincial approving officer for road dedication, which may in fact implicate the existing Masonic Lodge building remaining at its current location.
- all three properties proposed to be involved have different OCP land use designations and while both Roberts Creek Hall and the Masonic Lodge are zoned Public Assembly 1, Roberts Creek Park is currently zoned CR1. As such, in the event of a property line realignment to ensure certainty over intended land use rights for each reconfigured parcel, a rezoning and OCP amendment process would be necessary.

Staff recommend awaiting PEP2 outcomes to determine the long-term land use planning of Roberts Creek Park, and that SCRD not proceed with further exploration of a land disposition at this time. It is further recommended that RCCA and the Masonic Society consider legal tools, such as covenants and easements that will assist with reconciling the property line conflict for the life of the buildings.

Organizational and Intergovernmental Implications

Local First Nations and the Province should be consulted if a park disposition is contemplated.

Financial Implications

The 2023 BC Assessment value of Roberts Creek Park is \$1.153 million. If a portion of the land were to be provided to RCCA, an independent certified property appraisal should be completed for the land area proposed for disposition to understand the value of the asset. If SCRD were to pursue a parkland disposition, there would additionally be costs associated with staff time and a regional vote of the electorate.

Timeline for next steps or estimated completion date

Staff propose to include formalizing the long-term land use of Roberts Creek Park through PEP2.

Communications Strategy

A communications strategy is currently under development for PEP2. Any separate parkland disposition would require its own communications strategy.

STRATEGIC PLAN AND RELATED POLICIES

The subject proposed parkland disposition is not an item included in the Strategic Plan, though it does relate to Strategy 2.2 – “Continue to develop and implement comprehensive asset stewardship.”

CONCLUSION

Roberts Creek Park is a regional asset and as such would require approval of the electors to consider a bylaw that would allow for a disposition of any portion of these lands. Staff recommend that moving forward this proposal to consider disposition of regional parkland should be further informed by PEP2 to ensure that the long-term interests of the community are fully considered. RCCA may consider options of legal agreements to reconcile the property line conflict, as this approach may provide the simplest path to attain certainty of use and enjoyment of Roberts Creek Hall for the life of the building.

Reviewed by:			
Manager		Finance	
GM	X – I. Hall X – S. Gagnon	Legislative	X – S. Reid
CAO	X – D. McKinley	Parks	X – K. Clarkson

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 15, 2023

AUTHOR: Alana Wittman, Planner II

SUBJECT: DEVELOPMENT VARIANCE PERMIT DVP00086 (1246 POINT ROAD)

RECOMMENDATION

- (1) **THAT the report titled Development Variance Permit DVP00086 (1246 Point Road) be received;**
 - (2) **AND THAT Development Variance Permit DVP00086 be issued to vary Zoning Bylaw No. 722, Section 5.14.1(a) by reducing the setback from a parcel line adjacent to a *highway* from 5 metres (m) to 3.2 m for a structure including the eave, to facilitate the retention and completion of an auxiliary building.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) received a Development Variance Permit application (DVP00086) to reduce a building setback to facilitate the retention and completion of a partially constructed auxiliary building located at 1246 Point Road in Electoral Area F (West Howe Sound) that was started without the required permits. The applicant seeks to reduce the minimum building setback from the parcel line adjacent to a *highway* (a road) from 5 m to 3.2 m for the proposed auxiliary building, including the eave.

The purpose of this report is to present this application to the Electoral Area Services Committee for review and recommendation.

DISCUSSION*Analysis – Application Review*

The property located at 1246 Point Road is zoned R1 and is approximately 806.6 m² in size. The property is developed with an existing single-unit dwelling, deck, and partially constructed auxiliary building (workshop/storage shed), for which the variance is sought. The buildings and structures are located in the middle and southeast portions of the parcel, set back from the natural boundary of the ocean.

The property owner began construction of the auxiliary building without the required permits. This application is resulting from bylaw enforcement action.

The applicant is requesting a variance to allow the completion of construction on the auxiliary building into the front parcel setback line adjacent to a road. The proposed development plans are included in Attachment A. Table 1 provides a summary of the application. Figure 1 is a context map, Figure 2 shows the aerial image of the parcel, and Figures 3 and 4 are photos of the partially constructed auxiliary building.

Table 1 - Application Summary

Applicant:	William Letham
Legal Description:	LOT A BLOCK 11 DISTRICT LOT 911 PLAN 12190
PID:	008-937-834
Electoral Area:	Area F
Civic Address:	1246 Point Road
Parcel Area:	806.6 m ²
Zoning:	R1 (Residential One)
OCP Land Use:	Residential
Proposed Use:	To permit retention and completion on an auxiliary building that was started without a development variance permit or building permit.

Figure 1: Context Map of 1246 Point Road (Subject property highlighted in yellow)



Figure 2 - Aerial Image of 1246 Point Road



Figure 3 - Partially constructed auxiliary building (subject of variance proposal)



Figure 4 – View of roofline of partially constructed auxiliary building (subject of variance proposal) from Point Road



Roofline of auxiliary building as seen from Point Road

Zoning Bylaw No. 722 Review

Zoning Bylaw 722 states the following:

Section 5.14.1(a) The setback of building or structure shall be a minimum of 5 m from any portion of a parcel line adjacent to a highway or an internal private road.

The applicant’s proposal does not meet the required setback from a parcel line adjacent to a highway (a road).

Consultation

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

Referral Agency	Comments
SCRD Building Division	A building permit is required.
Skwxwú7mesh Úxwumixw (Squamish Nation)	Referral was sent on April 12, 2023. No comments received at time of report writing.
Gibsons & District Fire Protection Commission	No concerns.
Ministry of Transportation and Infrastructure	The applicant has received a MOTI setback permit dated January 30, 2023.
Neighbouring Property Owners/Occupiers	Notifications were mailed on May 24, 2023, to owners and occupiers of properties within a 50 m radius of the subject property. No comments received at time of report writing.

Table 2: Department / Agency Referral Comments

Notifications to surrounding properties were completed in accordance with Part 14 of the *Local Government Act* and the SCRD Bylaw No. 522. Those who consider their interests affected may attend the Electoral Area Services Committee meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Applicant Rationale & Planning Analysis

Staff have evaluated this application using SCRD Board policy 13-6410-6 (Development Variance Permits) as criteria. These criteria and the analysis related to the proposal are 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 bylaw requires a 5 m setback from the any portion of a parcel line adjacent to a highway (road) to a building or structure. The intent of the bylaw is to protect road and highway safety and efficiency by keeping buildings and structures a minimum distance from the provincial Ministry of Transportation and Infrastructure (MOTI) highway right-of-way. MOTI requires property owners to apply for a MOTI permit to build within 4.5 m from the property line fronting a highway right-of-way. On January 30, 2023, MOTI issued a permit to reduce the setback, allowing the proposed auxiliary building to be built within the 4.5 m MOTI setback.

Given MOTI has approved a setback permit for the proposed auxiliary building, staff considered the variance minor and does not defeat the intent of the bylaw.

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

The applicant notes the proposed siting of the auxiliary building has limited impact to neighbour views across Point Road. The variance does not appear to impact public lands as MOTI has approved a reduced setback from the MOTI right-of-way.

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;*

The applicant notes this variance request is unique to their mistake of measuring the setback from the parent parcel (pre-subdivision) setback line, forgetting that MOTI expropriated land for the road right-of-way at the time of subdivision.

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

The parcel is constrained by the location of the existing single-unit dwelling, coastal slopes, and setback from the natural boundary of the ocean. Given these factors, a variance request is reasonable in order to construct the proposed auxiliary building in a way that minimized the view impacts on neighbours.

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

The subject parcel is an oceanfront parcel that slopes towards the ocean. The proposed siting of the auxiliary building is on the flattest portion of the parcel and is the furthest possible location

from the ocean. The parcel is not located within a tree cutting permit areas, sensitive ecosystem inventory, or near any mapped streams.

Options

Possible options to consider:

Option 1: Issue the permit (recommended)

This would permit the proposed development on the property to proceed. Staff recommend this option.

Option 2: Deny the permit

The zoning bylaw regulation would continue to apply, and the partially built auxiliary building would either be required to be removed or altered to comply with the setback. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance if a case of hardship was considered valid.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed Development Variance Permit would facilitate retention and completion of a partially constructed auxiliary building that was started without a development variance permit or building permit within the setback line adjacent to a *highway* (road). The proposal is reasonable given the site characteristics, size of parcel, and issued MOTI permit to build within the right-of-way setback. If approved, the applicant would be required to comply with all relevant permitting processes.

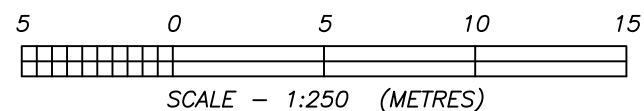
Staff recommend issuing the Development Variance Permit, as noted in the recommendation.

ATTACHMENTS

Attachment A – Proposed Development Plans

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

BC LAND SURVEYOR'S CERTIFICATE OF LOCATION FOR LOT A BLOCK 11 DISTRICT LOT 911 PLAN 12190.



LEGEND:

● DENOTES A STANDARD IRON POST FOUND.

LOCATION: 1246 POINT ROAD, GIBSONS, BC
PID: 008-937-834

ALL DISTANCES ARE IN METRES.

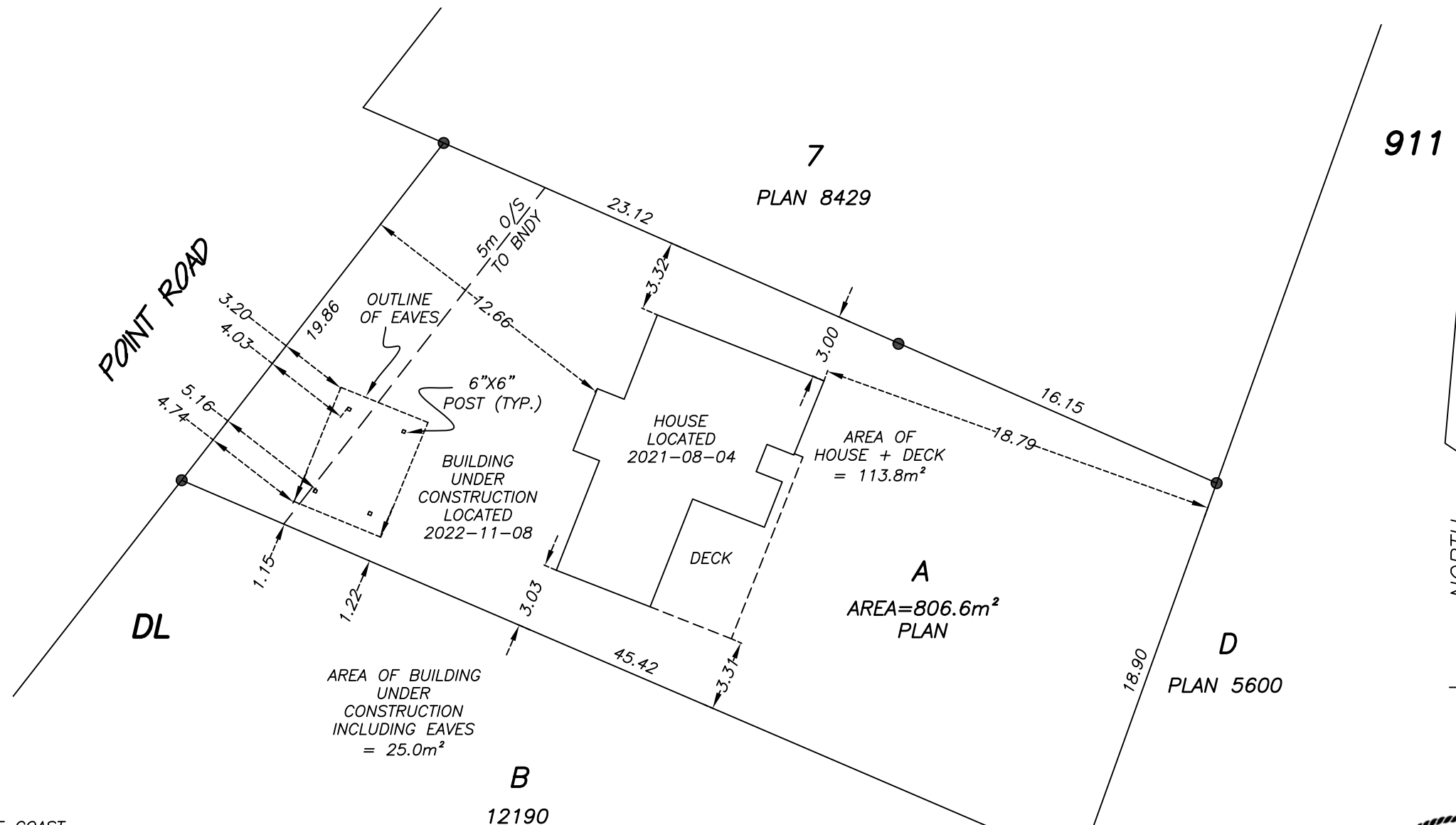
DIMENSIONS OF THE LOT ARE FROM FIELD MEASUREMENTS AND FROM REGISTERED PLAN 12190.

THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED AND SEALED.

THIS PLAN WAS PREPARED FOR WILLIAM LETHAM.

THE REGISTERED OWNER OF LOT A IS WILLIAM GEORGE LETHAM.

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PER: Seamus Pope BCLS

21233-1605

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, SCR D ALR00024) - 508 PRATT RD, ELPHINSTONE

RECOMMENDATIONS

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

BACKGROUND

SCR D 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.

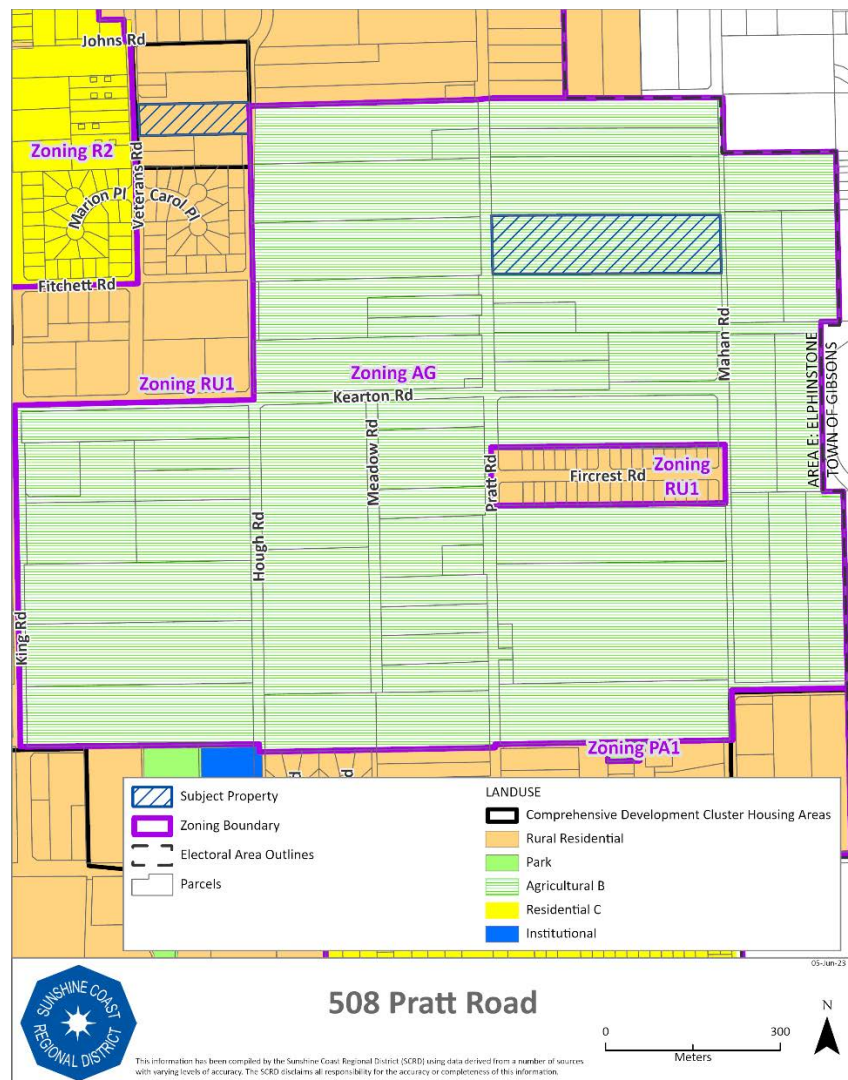


Figure 1 – Location of 508 Pratt Road, Zoning and OCP Land Use

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.*

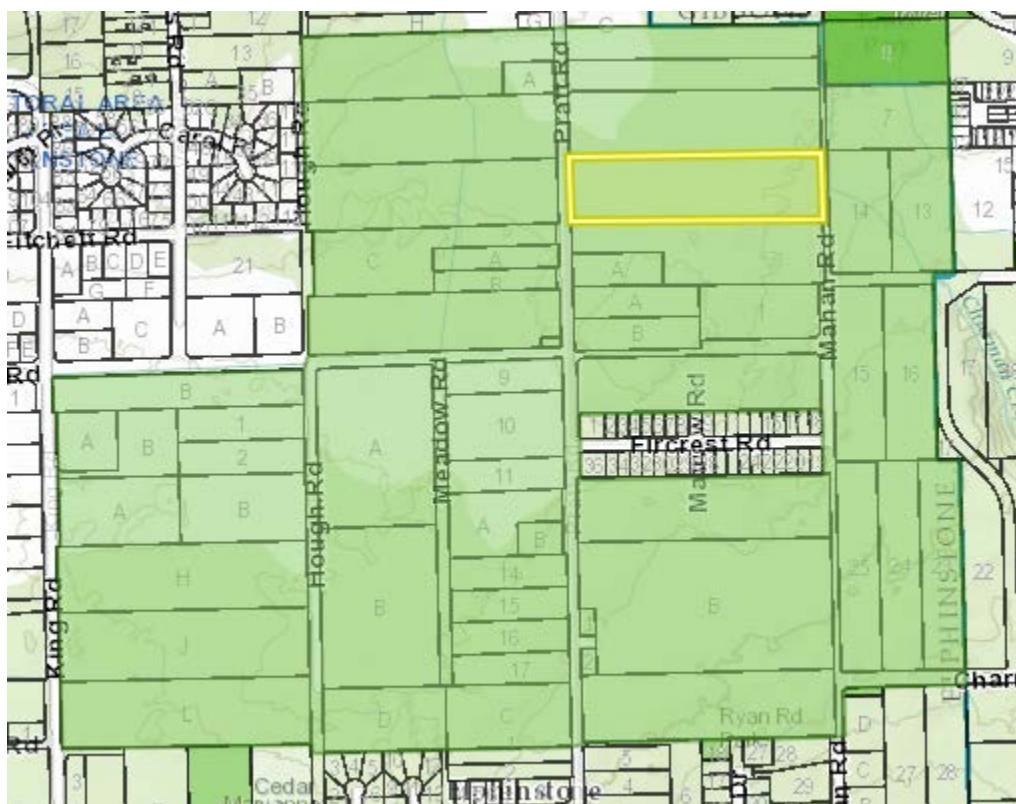
Zoning Bylaw 722

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.

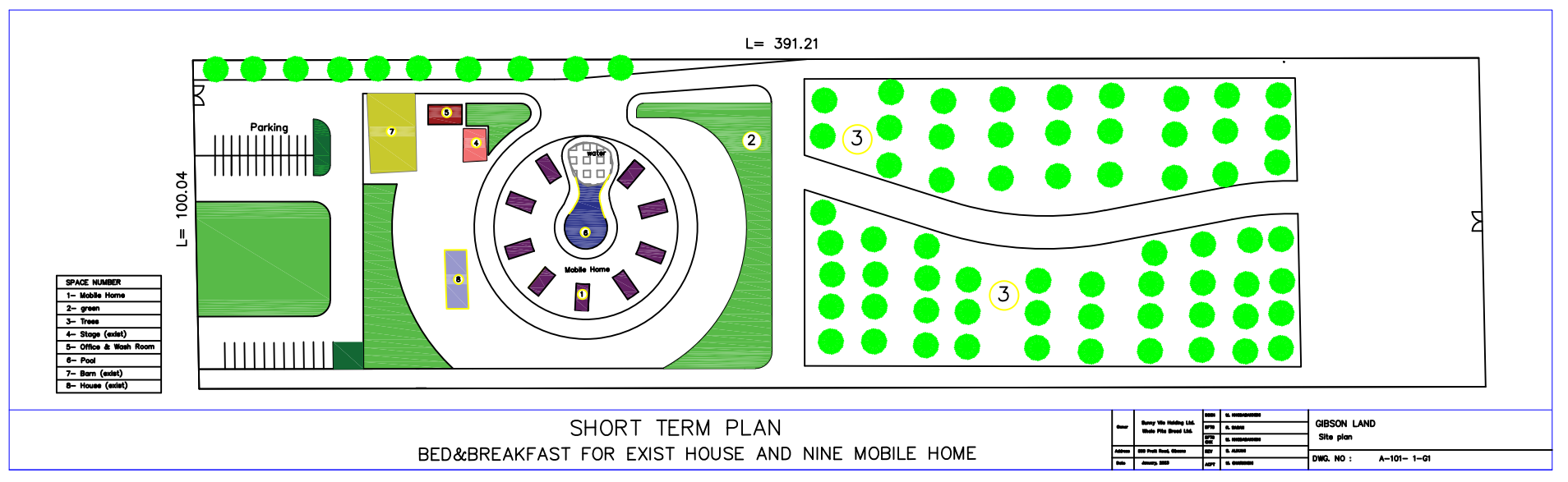
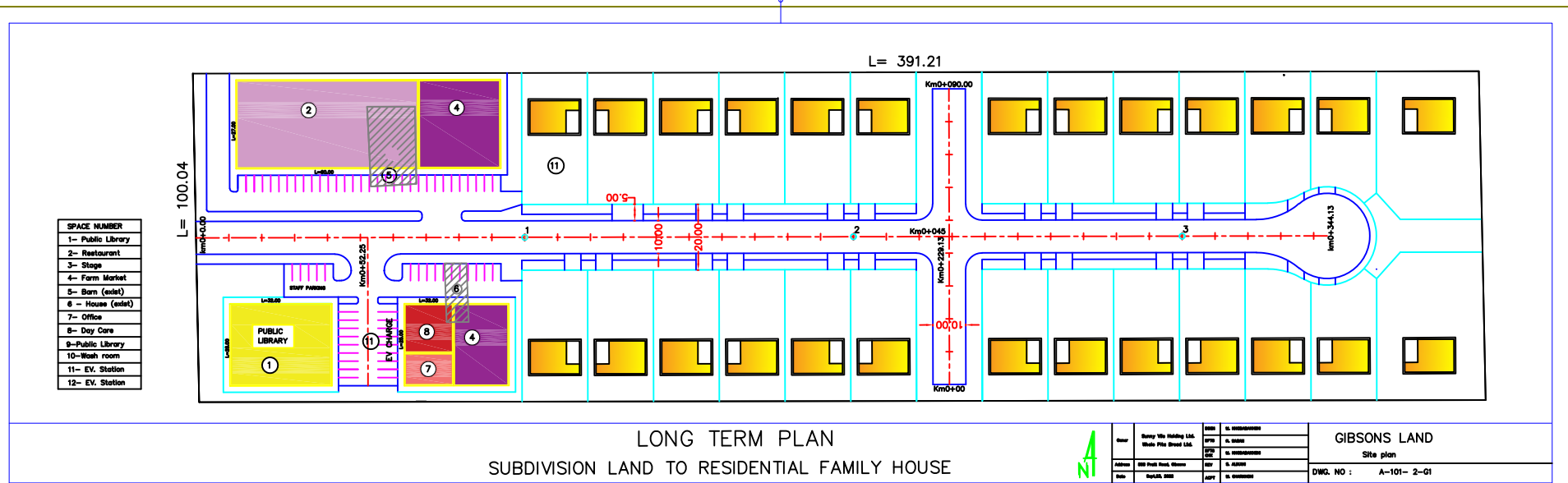
CONCLUSION

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 Areas Services Committee Meeting – June 15, 2023

AUTHOR: Jessica Huntington – Parks Planning and Community Development Coordinator

SUBJECT: Recreation Sites and Trails BC (RSTBC) Partnership Agreement Renewals: Secret Cove Falls/Homesite Creek, Big Tree, and Sprockids Recreation Sites

RECOMMENDATION(S)

- (1) THAT the report titled Recreation Sites and Trails BC (RSTBC) Partnership Agreement Renewals: Secret Cove Falls/Homesite Creek, Big Tree, and Sprockids Recreation Sites be received for information;**
 - (2) AND THAT the delegated authorities be authorized to renew the RSTBC/SCRD Partnership Agreement for a three-year term for the management and maintenance of Secret Cove Falls/Homesite Creek Recreation Site (REC0383), Big Tree Recreation Site (REC5890), and Sprockids Recreation Site (REC6768).**
-

BACKGROUND

The SCR D parks system is comprised of a diverse range of lands and assets by way of SCR D ownership, licenses and leases for provincial lands, MoTI right-of-ways (ROW's), leases with the province and School District 46, as well as Partnership Agreements (PA) for Recreation Sites.

Secret Cove/Homesite Creek, Big Tree, and Sprockids Recreation Sites are owned by the Province of British Columbia, designated as recreation areas, and have been managed by the SCR D through a Partnership Agreement with Recreation Sites and Trails British Columbia (RSTBC) since 2003.

Secret Cove Falls/Homesite Creek Recreation Site is an 18.0-hectare area located in Halfmoon Bay (Electoral Area B) and is accessed off Hwy 101. The area is enjoyed by locals and visitors for its rustic hiking trail network which offers numerous opportunities for appreciation of natural features such as a mature Douglas fir forest, rocky/mossy knolls, Homesite Creek Falls, wildlife and bird viewing. The SCR D's Partnership Agreement for this provincial recreation site only comprises the land located on the south side of Hwy 101.

Big Tree Recreation Site is a 44.1-hectare day-use area in Halfmoon Bay (Electoral Area B), containing a network of hiking and biking trails under an impressive old-growth stand of Douglas fir, including what is thought to be one of the largest Douglas fir on the Sunshine Coast. Amenities include an accessible trail to a picnic area with tables, and a pit toilet. Access is 2.5 km up the Halfmoon-Carlson Forest Service Road. The proposed route for the Suncoaster Trail (Phase 2) runs through the Big Tree site.

Sprockids Provincial Recreation Area is a 48.3-hectare site located north of the Hwy 101 bypass on Stewart Road in West Howe Sound (Electoral Area F). It is valued by locals and visitors for mountain biking, dog walking, and hiking. Sprockids Provincial Recreation Area is separate from

but surrounds a closed and decommissioned Gibsons Landfill site which is owned by the Province of BC, with the SCRD being responsible for the closure plan and ongoing maintenance of the site. Related to a 2023 approved carry-forward project, this site is the proposed location for a pump track/bike skills park development.

RSTBC provides public recreation opportunities by developing, maintaining and managing a network of recreation sites and recreation trails throughout the province. Locally, our provincial recreation sites are valued by the community for their use and enjoyment of regionally significant natural open spaces.

Community groups historically have played a role in the establishment and stewardship of many provincial recreation sites and are central to RSTBC's ability to achieve its mandate of preserving and enhancing public access to, and enjoyment of outdoor recreation experiences on Crown land. Provincially, approximately 400 sites and 200 trails are managed and maintained under partnership agreements. Local recreation groups, forest companies, First Nations, regional districts, private contractors, and a range of other parties manage sites and trails on a cost-recovery, non-profit basis.

The partnership agreements for Secret Cove Falls/Homesite Creek, Big Tree, and Sprockids Recreation Sites expired on May 28, 2023. The RSTBC District Recreation Officer for the South Island/South Coast District is aware of the expiry and has indicated via email that there is not an issue with allowing the agreement to sit expired for a few months as the SCRD has the same insurance coverage as RSTBC. This report seeks Board support to renew the Partnership Agreements with RSTBC for these three park areas for a three-year term.

DISCUSSION

RSTBC is extremely under-resourced in its South Island – Sunshine Coast District, with one District Recreation Officer and one Recreation Technician responsible for overseeing all recreation sites from Campbell River South to Victoria on Vancouver Island, and the entire Sunshine Coast from Howe Sound to the Inlets north of Powell River.

The Partnership Agreement renewal process offers RSTBC an opportunity to continue to partner with the SCRD for continuity of management and maintenance of these three Sunshine Coast recreation sites. Without the RSTBC/SCRD Partnership Agreement in place, these three recreation sites would be at risk of disestablishment and open to resource extraction activities such as logging. RSTBC does not have the internal capacity to engage new proponents in partnership agreements at this time.

The main responsibilities the SCRD assumes by entering into partnership agreements with RSTBC is routine inspections and maintenance visits, structure renovations and/or replacements, day use area maintenance, pit toilet structure maintenance, maintenance of signage, trail maintenance, ensuring public safety, and submission of annual operating plans and volunteer engagement hours per site.

Although the SCRD is ultimately responsible for ensuring that the terms of the partnership agreements are honored, the agreements do permit the SCRD to enter 'sub-agreements' with community organizations to carry out the ongoing stewardship and maintenance responsibilities of the areas. In the past, SCRD Parks has entered into 'sub-agreements' with volunteer groups

who are committed to helping with the stewardship and improvements of these RSTBC Recreation Sites. These relationships can improve services offered and help involve the community in our recreation areas in meaningful ways. As well, engaging local volunteers can provide a more frequent set of eyes and ears on site, helping to identify and respond to issues more quickly as they arise. Through the submission of annual workplans, the community organizations and the SCRD work in partnership to identify priorities for trail repairs and remedial work that needs to be addressed, including considerations for user safety, erosion controls, climate resiliency, and management of invasive/noxious plant species. The organizations can leverage volunteers who are dedicated to the ongoing upkeep of the park area. Some projects are conducted entirely by volunteers while others are in collaboration with SCRD Parks. These agreements with community organizations decrease the resourcing required by the SCRD to maintain the park areas.

SCRD has entered into agreements with the Coast Mountain Bike Trail Association (CMBTA) for the stewardship and maintenance of Sprockids Recreation Site (since 2019) and the Halfmoon Bay Community Association for the stewardship and maintenance of Secret Cove/Homesite Creek Falls (since 2020).

The SCRD does not currently have an agreement with a community organization for Big Tree Recreation Site. However, the Sunshine Coast Community Forest (SCCF) has recently expressed interest in exploring the opportunity. SCCF could prove to be a beneficial partner with their substantial experience in ecosystem-based land management, project planning and development, and community partner engagement.

Until an agreement is entered into with a community organization, SCRD Parks will continue to deliver the services as required in our Partnership Agreement with RSTBC.

Options and Analysis

Option A: Renewal of the RSTBC/SCRD Partnership Agreement for three years (**staff recommended option**):

Following Board direction, staff could sign a partnership agreement renewal with RSTBC to continue with the coordination of management and maintenance of these three recreation sites. This option continues work already being done by Parks staff to foster and engage community partners understanding and execution of the maintenance standards outlined in the partnership agreements for safe and sustainable trail and natural land base management practices.

Option B: Do not renew the RSTBC/SCRD Partnership Agreement (**not recommended**):

Without a partnership agreement in place, the province could potentially pursue disestablishment of the Recreation Sites. This would involve removal of signs and de-listing the sites as designated recreation areas under the BC Forest and Range Practices Act. These areas would be open to resource extraction activities, recreation will no longer be recognized as the primary land use, and any future development applications for the use of Crown land in these areas will no longer require authorization from RSTBC under Section 16 of the *Forest and Range Practices Act* (FRPA).

Staff are recommending that the SCRD renew the Partnership Agreements for Secret Cove, Sprockids and Big Tree Trails and Recreation Sites for another three years.

Organizational and Intergovernmental Implications

Continuation of these partnership agreements is work already embedded into the Parks Service Plans and support is provided through the parks staff. Service levels involve liaising with RSTBC district staff and community groups, development, review and approval of annual workplans, ongoing discussions related to resourcing, and support for projects and as needed priorities.

Financial Implications

There is no financial implication related to the renewal of the partnership agreement with the RSTBC as this service is included in Parks operating budgets. Any expansion of service within these sites could require additional resource requests of the SCRD and would be in front of the Board for consideration.

Timeline for next steps or estimated completion date

Following Board direction, the delegated authorities will renew the Partnership Agreements for Secret Cove Falls/Homesite Creek Recreation Site (REC0383), Big Tree Recreation Site (REC5890), and Sprockids Recreation Site (REC6768).

STRATEGIC PLAN AND RELATED POLICIES

The SCRD Parks and Recreation Master Plan recognizes the importance of building strong relationships with volunteer groups working on trail development and environmental stewardship.

The proposed option to renew the RSTBC/SCRD Partnership Agreement for three years 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.*

The recommendations outlined in this report also relate to the SCRD’s 2019–2023 Strategic Plan and the strategic focus areas of Working Together - *To lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region.*

CONCLUSION

SCRD has held a Recreation Site and Trails BC Partnership Agreement for Secret Cove, Sprockids and Big Tree Trails and Recreation Sites since 2003, with the most current agreement expiring on May 28, 2023. Staff recommend renewal of the RSTBC/SCRD partnership agreement for another three-year term to ensure continued stewardship, maintenance, and protection of these regionally significant recreation areas.

Reviewed by:			
Manager	X – K. Clarkson	CFO Finance	X - T. Perreault X - A. Taylor
GM	X – S. Gagnon	Legislative	
CAO	X– D. McKinley	Risk Management	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 15, 2023

AUTHOR: Jessica Huntington – Parks Planning and Community Development Coordinator

SUBJECT: **SCRD PARTNERSHIP AGREEMENTS WITH THE HALFMOON BAY COMMUNITY ASSOCIATION FOR SECRET COVE FALLS/HOMESITE CREEK RECREATION SITE, WELCOME WOODS WILDERNESS PARK, AND WOOD BAY HEIGHTS PARK**

RECOMMENDATION(S)

- (1) **THAT the report titled SCRD Partnership Agreements with the Halfmoon Bay Community Association for Secret Cove Falls/Homesite Creek Recreation Site, Welcome Woods Wilderness Park, and Wood Bay Heights Park be received for information;**
 - (2) **AND THAT the delegated authorities be authorized to renew the SCRD Partnership Agreement with the Halfmoon Bay Community Association (HBCA) for another three years, to support the stewardship, operations, and maintenance of Secret Cove Falls/Homesite Creek Recreation site.**
 - (3) **AND FURTHER THAT the delegated authorities be authorized to establish a new SCRD Partnership Agreement with the Halfmoon Bay Community Association (HBCA) for five years, to support the stewardship, operations, and maintenance of Welcome Woods Wilderness Park and Wood Bay Heights Park.**
-

BACKGROUND

Secret Cove Falls/Homesite Creek Recreation Site is an 18-hectare (45 acres) area located in Halfmoon Bay (Electoral Area B) and is accessed off Hwy 101. The area is valued by locals and visitors for hiking along its beautiful rustic trail network with numerous opportunities for appreciation of its natural features such as a mature Douglas fir forest, rocky/mossy knolls, Homesite Creek Falls, wildlife and bird viewing. This recreation area is owned by the Province of British Columbia and managed by the SCRD through a Partnership Agreement with Recreation Sites and Trails BC (RSTBC). This is the only RSTBC Recreation site south of Hwy 101.

The Halfmoon Bay Community Association (HBCA) members have a long history of involvement in the Halfmoon Bay area under a variety of organization names (Welcome Beach Community Association, Halfmoon Bay Greenways, Halfmoon Bay Environmental Society, and Halfmoon Bay Citizens Association). They have, and continue to dedicate numerous volunteer hours towards parks, trails, community advocacy, and environmental enhancement projects in the Secret Cove Falls/Homesite Creek Recreation area and other trail networks and parklands in Halfmoon Bay.

Since 2020, SCRD has had a Memorandum of Understanding with Halfmoon Bay Citizens Association for the stewardship, and maintenance of trails within Secret Cove Falls/Homesite Creek Recreation area which includes trail assessments, trail maintenance, repairs, installation, and maintenance of signage at entry points and intersections. SCRD retains overall

responsibility for the area as the partnership agreement holder with RSTBC, and maintains some operational responsibilities including annual site inspections, maintenance of signs, parking lot, production and purchasing of signage, trail repairs and tree services outside of the capacity of the HBCA. SCR D Parks staff communicate with HBCA on a regular basis to provide support as required. The agreement allows for involvement and responsibility for stewardship by HBCA and leverages their local knowledge, capacity for trail maintenance and repairs for the benefit of all users.

Welcome Woods Wilderness park is a 73-hectare (180.4 acres) SCR D owned park that is adjacent to the western boundary of Connor Park in Halfmoon Bay (Electoral Area B). It was acquired by the SCR D in 1977 and has a covenant on the property held by the Welcome Beach Community Association (name changed to “Halfmoon Bay Community Association” in 2015), that states it can be utilized for non-consumptive recreational purposes, such as a wilderness park and hiking trails network. The park is highly valued in the Halfmoon Bay community for hiking, dog walking, and mountain biking. The wilderness park is rich with mature conifers and provides valuable habitats for several common and rare species, such as the critically endangered Coastal Douglas fir ecosystem type. The park contains a diverse network of established trails and serves as a connection for users of SCR D’s Connor Park, Sargeant Bay Provincial Park, and further to Trout Lake and West Sechelt trail networks. The level of service provided by the Parks operations for the Welcome Woods Wilderness park is minimal and response based (e.g. limited to minor trail and vegetation clearing, repair of built infrastructure on an as needed basis).

Wood Bay Heights park is a three-hectare (7.41 acres) SCR D owned park located off Wood Bay Ridge Road, which is west of HWY 101, and adjacent to the north boundary of Electoral Area B. This wetland park was acquired through subdivision in 1995 and is popular with locals for nature appreciation, bird watching and hiking on an informal perimeter trail. Unfortunately, the park is becoming increasingly impacted by invasive plant species encroaching from the disturbed land and road right-of-way development now surrounding the park. Wood Bay Heights park is classified as “green space¹” and therefore has next to no services provided by Parks operations.

Currently, there are no partnership agreements for Wood Bay Heights park or Welcome Woods Wilderness park.

Engagement with volunteer groups who are committed to helping with stewardship, operations, and improvements of SCR D parks, trails, and facilities can engage the community in our parks system in meaningful ways. As well, local volunteers in the park can provide a more frequent set of eyes and ears in the area, help to identify and respond to issues more quickly as they arise, and provide a higher level of service than what is provided by SCR D Parks.

DISCUSSION

HBCA has a very active Board of Directors and membership that have expressed a desire to carry on with their commitment to the Secret Cove Falls/Homesite Creek Recreation Area through the terms of a Partnership Agreement with the SCR D for another three years. As well, HBCA has expressed willingness to enter into an additional agreement to bring the same level of commitment to Welcome Woods Wilderness Park and Wood Bay Heights park, through the terms of a separate five year SCR D Partnership Agreement.

¹ SCR D Parks and Recreation Master Plan define green space as land that is mostly natural and protecting environmentally sensitive areas, include viewpoints or green space within communities that is not developed.

The HBCA are experienced and active in trail maintenance, design, construction, and removal of low risk windfall. HBCA also has a website containing information about the Halfmoon Bay trail network, and a monitored email address for reports of windfalls or other trail hazards.

Through the submission of an annual workplan, HBCA and SCR D work in partnership to identify priorities for trail repairs and remedial work that needs to be addressed, including considerations for user safety, erosion controls, climate resiliency, and management of invasive plant species. Some projects are conducted entirely by volunteers while others are in collaboration with Parks operations.

Staff have prepared four options for consideration.

Option 1: Renew the three-year Partnership Agreement with HBCA for continued stewardship, operations, and maintenance of Secret Cove Falls/Homesite Creek Recreation Site and enter into a new five-year agreement to support the stewardship, operations, and maintenance of Welcome Woods Wilderness park, and Wood Bay Heights park (staff recommended option).

Two separate agreements are recommended due to land tenure/ownership.

Continuation of a separate three-year partnership agreement for Secret Cove Falls/Homesite Creek Recreation Site which is on Crown Land. Three years is the recommended time frame as the SCR D/RSTBC Partnership agreement term is also three years and renews at approximately the same time.

Establishment of a new five-year SCR D/HBCA Partnership agreement for Welcome Woods Wilderness Park and Wood Bay Heights Park as these are SCR D owned parks. A longer agreement is possible and means less administration, improved stewardship, maintenance, and partnership continuity.

Option 2: Do not enter into any partnership agreements for these three parks.

This option would require increased involvement by Parks operations at Secret Cove Falls/Homesite Creek Recreation Area which would have financial and staff resourcing implications. Parks operations does not have budget or resources to match the service level provided by the current SCR D/HBCA stewardship-model. Service levels for the Welcome Woods Wilderness park and Wood Bay Heights park would remain status quo.

Option 3: Issue a public Request for Proposals to explore whether another community trail group would be willing and capable of coming forward to enter into a partnership agreement for one or both of the partnership agreements (staff do not recommend this option).

At this time, staff are not aware of other volunteer organizations currently on the Sunshine Coast that have an interest in a partnership agreement for these areas.

Option 4: Renew the three-year Partnership Agreement with HBCA for ONLY Secret Cove Falls/Homesite Creek Recreation Site while Parks staff continue to maintain current level of service for Welcome Woods Wilderness park and Wood Bay Heights park (staff do not recommend this option).

This option would maintain the current partnership model and service levels. Staff view this option as a missed opportunity for engagement of an experienced group of volunteers that can provide a much needed line of communication and response to activities and conditions in these parks where parks operations does not have dedicated resources to provide this level of service.

Financial Implications

There are no direct financial implications associated with entering into the staff recommended option of partnership agreements with the HBCA for all three park areas.

Any additional service level or funding request through these agreements would come through the Parks division for the Boards consideration.

Timeline for next steps or estimated completion date

Following Board direction, the SCR D Partnership Agreements would be signed by the delegated authorities.

COMMUNICATIONS STRATEGY

The renewal of the Secret Cove Falls/Homesite Creek Recreation Site Partnership Agreement and establishment of a new Welcome Woods Wilderness park and Wood Bay Heights park Partnership Agreements would be communicated to the general public through the website, social media platforms and could include a link to HBCA Webpage and Trail Reports email.

STRATEGIC PLAN AND RELATED POLICIES

Entering into partnership agreements is supported by recommendations from the 2014 SCR D Parks and Recreation Master Plan to “*Build and Facilitate stronger working relationships with groups who provide organized recreation services,*” and to “*Increase support for volunteers working on trail development and trail/environmental stewardship,*” and additionally to “*Continue as a high priority, collaboration in the development of trails and bike paths to meet the communities needs for recreation and alternative transportation*”.

Renewal of the SCR D Partnership Agreement with HBCA also supports the SCR D Board 2019-2023 Strategic Plan focus areas of *Asset Stewardship and Working Together*.

CONCLUSION

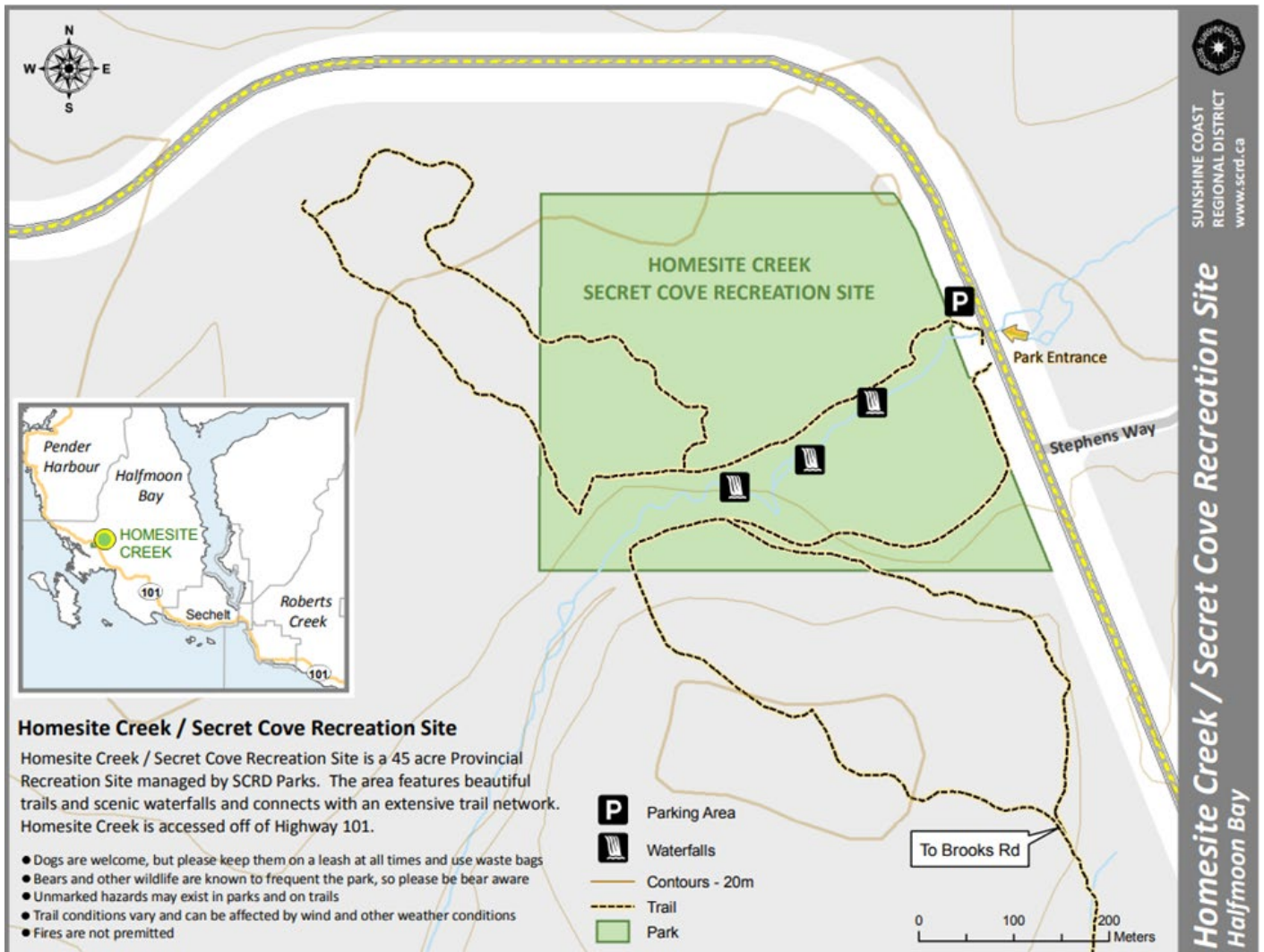
Staff recommend a renewal of a three-year SCR D Partnership Agreement with HBCA for ongoing stewardship, operations, and maintenance of Secret Cove Falls/Homesite Creek Recreation Area and entering into a new five-year SCR D Partnership Agreement to support the stewardship, operations, and maintenance of Welcome Woods Wilderness park, and Wood Bay Heights park. The community partnership approach helps to strengthen engagement as well as help ensure SCR D parks are safe, accessible, and resilient for residents and visitors to the Sunshine Coast.

ATTACHMENTS

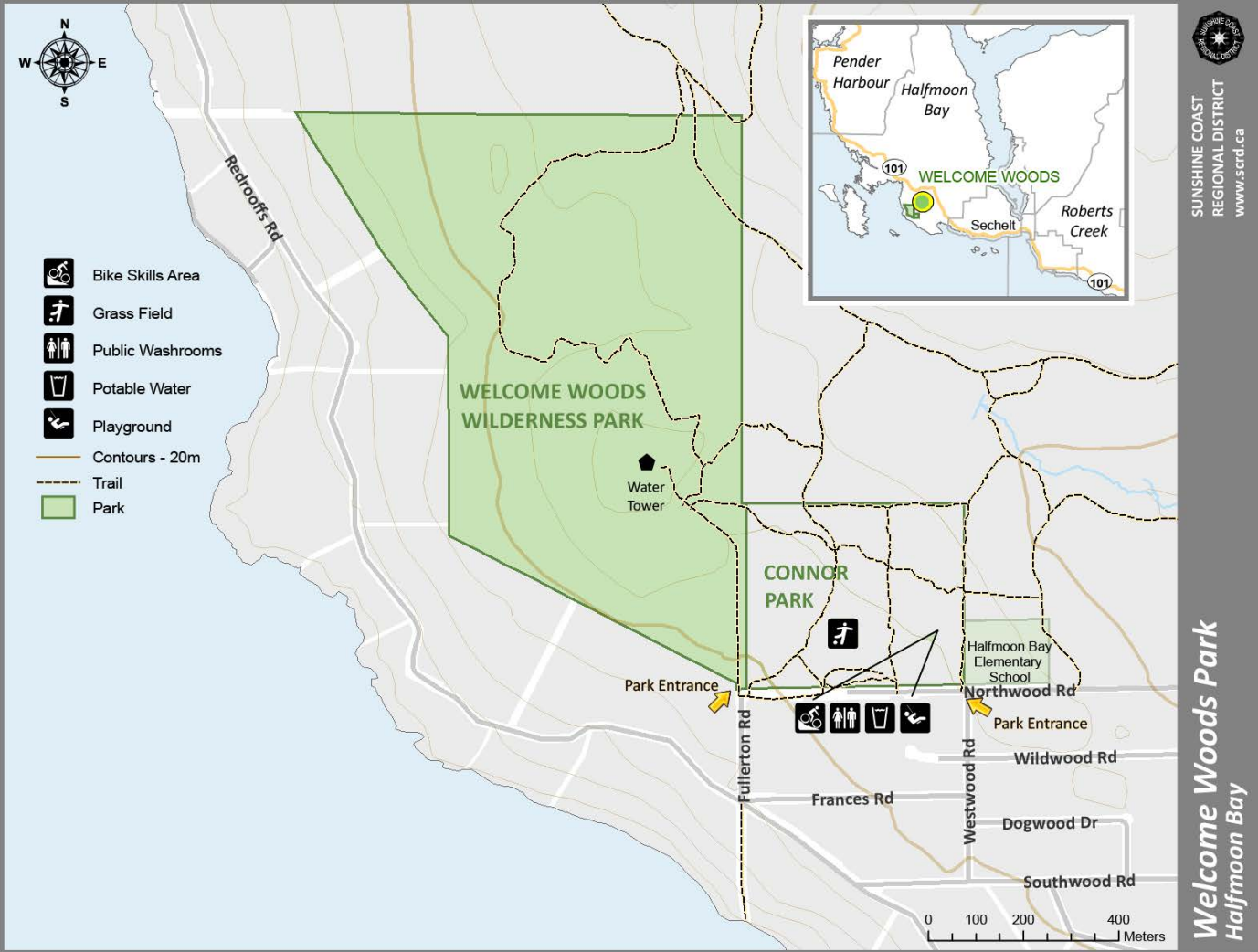
Attachment A – Park Maps

Reviewed by:			
Manager	X - K. Clarkson	CFO Finance	X - T. Perreault X - A. Taylor
GM	X - S. Gagnon	Legislative	X - S. Reid
CAO	X- D. McKinley	Risk Management	X - V. Cropp

Homesite Creek / Secret Cove Recreation Site Map



Welcome Woods Wilderness Park Map



Wood Bay Heights Park Map



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 15, 2023

AUTHOR: Kelly Koper, Capital Projects Coordinator
Shelley Gagnon, General Manager, Community Services

SUBJECT: HOPKINS LANDING PORT – RESULTS FROM MAJOR INSPECTION

RECOMMENDATION(S)

- (1) **THAT the report titled Hopkins Landing Port – Result from Major Inspection be received for information;**
 - (2) **AND THAT the Hopkins Landing Port be temporarily closed, at a budget of up to \$10,000, funded from [345] Ports Operating Reserve, until the major repairs can be completed;**
 - (3) **AND THAT the major repairs required to safely reopen Hopkins Landing Port (as noted in the engineering report for 2023 and 2024) be completed at a budget of up to \$520,000, including 0.2 FTE (one time), funded from a combination of Community Works Funds \$353,266 and [345] Ports Capital Reserve \$166,734;**
 - (4) **AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.**
-

BACKGROUND

In the late fall of 2022, the SCRD commissioned a structural inspection of Hopkins Landing port facility by an engineering contractor and subcontracted diving team. The scope of the inspection included a visual and tactile assessment from above and below the water of the facility. The resulting report included health and safety considerations, load rated capacities for the overall structure, residual life estimates for individual members, and a gap analysis of locally accepted Best Management Practices (BMPs) for marine facilities. A final Hopkins Landing Ports Condition Assessment report was received mid-April 2023.

DISCUSSION

The Ports Condition Assessment for Hopkins Landing port facility indicated that the facility is no longer in serviceable condition. Assessment results indicate that major upgrades are required at the facility, and that the port is currently considered structurally unreliable for public assembly. The greatest concern for unreliability is the understructure of the approach and wharfhead (piles that have more than one corbel installed and/or missing connection between the pile). Further, there are a significant number of items identified to be repaired/replaced within the next year, including bearing piles, concrete piles, mooring piles, cross braces and timber guards and float flange replacements (to name a few).

Due to the condition of the fixed structure(s) and the number of repairs required, the engineering contractor is recommending that the facility be closed to public use until upgrades can be completed.

The report also identified a health and safety concern related to the mooring dolphins around the wharfhead. It is understood that these mooring dolphins are used by the public for climbing and jumping during the summer months. These structures are not considered safe for public usage. It is possible for a person jumping from the top of the structure to land on the battered pilings below water resulting in injury. The report identifies that consideration should be given to removing the mooring dolphins.

Upon receiving the report, staff installed on-site temporary signage indicating use at own risk and no public assemblies. Many signs were posted throughout the facility to be visible from the shore as well as the water.

Results of the Ports Facilities Condition Assessments were discussed at the May 29, 2023 Ports Monitors Advisory Committee (POMO) meeting. POMO representatives were able to share their concerns regarding the possible closure of the facility, the importance of the dock, impact on users, communication considerations, and future considerations.

The following recommendation was made at the May 29, 2023 Ports Monitors Advisory Committee meeting:

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.

It is also to be noted that the engineering report indicates that there are more components of the dock recommended to be replaced or repaired within the next 3-6 years, including bearing piles, all the topside items (handrails, guard, and decking) and all the stringer hardware at the splice locations at an estimated value of \$400,000 (2023 values).

Over the next year, as the remaining four SCR D ports have major inspections completed, staff will be developing a long-term capital asset renewal plan for ports to present to the Board in the fall of 2024 for consideration. Information from both the major inspections as well as the annual inspections will be used to inform the asset renewal plan.

Options and Analysis

Based on the results of the Hopkins Landing Ports Facility Condition Assessment, staff are recommending that the facility be temporarily closed. Staff are currently reviewing the measures that should be taken to close the facility to both protect the safety of the public and limit the liability exposure of the SCR D (i.e., signage, barriers). It is estimated that the cost of the closure could range from \$2,000 - \$12,000 depending on the actions taken.

Following the closure of the facility and moving forward there are three options for consideration:

Option A: Complete the replacement/repairs as recommended in the report (staff recommended option).

The total estimated budget to complete the replacements/repairs identified in the report is \$520,000. This includes the required engineering, assessments, studies, and construction costs. It also includes one-time 0.2 FTE to support the project from start to finish.

Option B: Explore alternate options such as a replacement of the dock facility either like for like or with an updated design that will meet current and future environmental regulations, dock best management practices, as well as a service level best fit for its usage (not recommended).

Option C: Explore permanent decommissioning of the facility (not recommended).

Financial Implications

Temporary closure of the facility may have some associated costs, depending upon the measures taken to close the facility. It is recommended that a budget of up to \$10,000 be approved to support the temporary closure of the facility, funded by the [345] Ports Operating Reserve.

Option 1 (Recommended)

Staff recommend that the major repairs required to safely reopen Hopkins Landing Port be funded through the Community Works Funds (CWF) of \$353,266 and [345] Ports Capital Reserves of \$166,734. There is growing pressure to spend the existing CWF by the end of 2024. With Area F having an uncommitted balance anticipated at \$88,317 at the end of 2023, it is recommended that this level of contribution be matched by the other service participant areas (B, D, E, and F), for a total of \$353,266. The balance remaining \$166,734 would be funded by [345] Ports Capital Reserves.

Uncommitted CWF (Gas Tax) Funds for 2023	A	B	D	E	F	Total
	\$ 274,643	\$ 1,078,191	\$ 1,491,391	\$ 2,413,011	\$ 88,317	\$ 5,427,003

Five-Year Capital Reserve Plan

	2023	2024	2025	2026	2027
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 660,093	\$ 858,359	\$ 1,223,359	\$ 1,588,359	\$ 1,553,359
Budgeted Contributions	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000
Hopkins Landing	-\$ 166,734				
Future Hopkins Landing Work				-\$ 400,000	
Closing Balance in Reserve	\$ 858,359	\$ 1,223,359	\$ 1,588,359	\$ 1,553,359	\$ 1,918,359

Option 2

The project could be 100% funded from existing capital reserves. This option is not recommended as this would deplete the balance of reserves by 50% and there are four remaining ports to be inspected. In addition, there is \$400K of additional work anticipated in the next 3-6 years at Hopkins Landing. Given this, there is likely more future funding demands than available reserve balance.

Option 3

The Growing Communities Fund could also be used, however, the Board has not made an allocation decision for the funding and there may be more pressing regional needs requiring this funding source.

Organizational and Intergovernmental Implications

Temporary closure of the Hopkins Landing Port facility will require the community to use another public dock facility (i.e., Gibsons Landing Harbour).

Timeline for next steps or estimated completion date

Appropriate steps will be taken to temporarily close the facility, and staff will begin the process to complete the major replacements and repairs.

Timelines for completion of the major repair project at this point are unknown and will be dependent on required assessments, availability of contractors and materials, and seasonality considerations. The dedicated project support will enable this work to be prioritized, however, the project may still take at least 12 months to complete.

Communications Strategy

A public communications plan will need to be implemented immediately following the Committee's recommendation, including communication with emergency services (i.e., Coast Guard, Search and Rescue, RCMSAR, Emergency Health Services, etc.).

As the major repair project progresses, updates will be available through the SCRD website (Let's Talk project page).

CONCLUSION

Based on the results and recommendations of the engineering study recently conducted on the Hopkins Landing Port facility, in the interest of public safety, it is recommended that the facility be closed until the required major repairs and replacements are completed. Hopkins Landing Port is critical infrastructure for residents that live on the nearby islands (movement of supplies and materials, accessing the Sunshine Coast for work, school, professional services, etc.), is used by emergency services for training and also for emergency planning purposes, is a place where the community gathers, has historical meaning and value to the community, and is also widely used for recreational purposes.

Staff are recommending that the major repairs and replacements required to safely reopen the facility for public use commence as soon as possible.

Reviewed by:			
Manager		Finance	X - T. Perrault X - L. Smith
GM		Legislative	X - S. Reid
CAO	X- D. McKinley	Other	X- V. Cropp

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