



**SUNSHINE COAST REGIONAL DISTRICT
ELECTORAL AREA SERVICES COMMITTEE
AGENDA**

Thursday, December 19, 2024, 9:30 a.m.
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

	Pages
1. CALL TO ORDER	
2. AGENDA	
2.1 Adoption of Agenda	
3. PRESENTATIONS AND DELEGATIONS	
3.1 Daniel Rogers President, Keats Island Conservation Society and Bob Rabnett, President, Eastbourne Community Association Regarding Keats Island - West Beach Park Erosion	3
3.2 Reed Bailey, Team Lead, Land Use Planning, BC Ministry of Agriculture and Food Regarding B.C. Land Use Planning for Agriculture	14
4. REPORTS	
4.1 Hotel Lake Park Memorandum of Understanding Renewal - Parks Planning and Community Development Coordinator Electoral Area A - Community Parks Service (Voting - A, B, D, E, F)	31
4.2 Development Permit Application DP000369 for 1200 Steward Road (Bonniebrook Industries) - Electoral Area F - Planning Technician 3 Electoral Area F - Rural Planning Services (Voting - A, B, D, E, F)	35
4.3 Electoral Area A Advisory Planning Commission Meeting Minutes of November 27, 2024 Electoral Area A - Rural Planning Services (Voting - A, B, D, E, F)	45
4.4 Electoral Area E Advisory Planning Commission Meeting Minutes of November 26, 2024 Electoral Area E - Rural Planning Services (Voting - A, B, D, E, F)	49
4.5 Electoral Area F Advisory Planning Commission Meeting Minutes of November 26, 2024 Electoral Area F - Rural Planning Services (Voting - A, B, D, E, F)	52
5. COMMUNICATIONS	
5.1 Scott Nelson, President, Connect the Coast Society, dated October 2, 2024 Regarding request for ongoing financial and staff support.	55
6. NEW BUSINESS	

7. IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (e) 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" and "the acquisition, disposition or expropriation of land or improvements..."

8. ADJOURNMENT



Keats Island – West Beach Park Erosion

Presentation to the SCRD Electoral Area Services Committee

December 19th 2024

Purpose of Presentation

- Introduce the Directors to the situation regarding SCRD Parks on Keats Island
- Emphasize the deleterious and potentially dangerous situation regarding West Beach Park in Eastbourne that requires the attention of the SCRD
- Request that the Directors support a project to remedy the situation on West Beach or provide a grant to allow the community to do it



About us

- **Eastbourne Community Association**

- The ECA has been the community voice for Eastbourne residents for over 40 years and represents the most densely populated region of the island
- The ECA has experience being the contact with the SCRD regarding water and other issues and has been the recipient of SCRD grants

- **Keats Island Conservation Society**

- KICS promotes conservation and environmental issues on the island through education advocacy and stewardship.

SCRD Parks Context

- SCR D has 5 existing and one pending park on Keats Island
- None of the parks have any SCR D amenities:
 - The beach parks each have access points and stairs in some cases, all installed by local community members
- Keats Island is park deficient as most of the parks are very small and the only other park is a small provincial park



Area F Islands Taxation Summary

Function	Area F Taxation	Islands Portion	Mainland Portion	Islands Residential Rate Per \$100,000 of AV*	Mainland Portion Excluding Major Ind.	Major Industrial	2024 Area F Taxation	2024 % of total budget paid by Islands	2024 % of total budget paid by Major Industrial
110 General Government	248,520	77,717	170,803	8.63	139,806	30,997	1,975,314	3.33%	1.57%
123 Grant in Aid - EBF	3,441	1,076	2,365	0.12	1,936	429	5,501	19.56%	7.80%
125 Grant in Aid - Community Schools	1,417	443	974	0.05	757	177	11,045	4.01%	1.60%
126 Greater Gibson Community Participation	7,363	2,303	5,061	0.26	4,142	918	11,770	19.56%	7.80%
129 Grant in Aid - Area F	29,138	9,112	20,026	1.01	16,332	3,634	29,138	31.27%	12.47%
130 UBCMA/VICC & Elections	48,613	15,202	33,411	1.63	27,348	6,063	224,407	6.77%	2.70%
136 Regional Sustainability	25,946	8,114	17,832	0.90	14,596	3,236	206,227	3.93%	1.57%
200 Bylaw Enforcement	109,344	34,194	75,150	3.80	61,512	13,638	521,404	6.56%	2.62%
210 Gibsons & Distriot Fire Protection	360,003	-	360,003	-	360,003	-	1,694,660	0.00%	0.00%
220 Emergency Telephone - 911	60,444	18,902	41,542	2.10	34,003	7,539	480,425	3.93%	1.57%
222 Sunshine Coast Emergency Planning	76,632	23,964	52,667	2.66	43,109	9,558	609,092	3.93%	1.57%
230 Animal Control	10,543	-	10,543	-	8,629	1,913	49,656	0.00%	3.85%
231 Keats Island Dog Control	330	330	-	0.04	-	-	330	100.00%	0.00%
310 Public Transit	603,329	188,861	415,068	20.98	339,743	75,325	4,064,231	4.65%	1.85%
320 Regional Street Lighting	9,160	2,865	6,295	0.32	5,153	1,142	42,284	6.77%	2.70%
322 Langdale St Lighting	2,796	-	2,796	-	2,796	-	2,796	0.00%	0.00%
324 Granthams St Lighting	2,795	-	2,795	-	2,795	-	2,795	0.00%	0.00%
340 Burns Rd St Lighting	577	-	577	-	577	-	577	0.00%	0.00%
342 Steward Rd St Lighting	559	-	559	-	559	-	559	0.00%	0.00%
345 Potts	423,940	132,575	291,365	14.73	238,469	52,876	847,879	15.64%	6.24%
346 Langdale Dock	33,524	33,524	-	3.72	-	-	33,524	100.00%	0.00%
350 Regional Solid Waste	676,431	211,534	464,897	23.50	390,529	84,368	5,376,484	3.93%	1.57%
400 Cemetery	17,740	5,548	12,192	0.62	9,979	2,213	141,000	3.93%	1.57%
500 Regional Planning	27,034	8,473	18,621	0.94	15,242	3,379	215,351	3.93%	1.57%
504 Rural Planning	285,410	-	285,410	-	239,615	51,795	1,759,679	0.00%	2.94%
510 Civic Addressing	-	-	-	-	-	-	-	0.00%	0.00%
515 Heritage	-	-	-	-	-	-	-	0.00%	0.00%
520 Building Inspection	-	-	-	-	-	-	-	0.00%	0.00%
535 Economic Development - Area F	53,632	16,772	36,860	1.88	30,171	6,689	53,632	31.27%	12.47%
540 Hillside	-	-	-	-	-	-	-	0.00%	0.00%
615 Community Recreation Facilities	898,316	-	898,316	-	596,545	301,771	6,747,563	0.00%	4.47%
630 Joint Use School Facilities	6,588	2,060	4,528	0.23	3,706	822	51,362	4.01%	1.60%
640 Gibson & Area Library	342,002	106,951	235,051	11.88	192,395	42,656	882,945	12.70%	4.83%
648 Museum Funding	25,328	7,233	18,027	0.81	13,119	2,309	195,352	3.93%	1.57%
650 Community Parks	552,300	172,715	379,584	19.19	310,698	68,886	2,549,501	6.77%	2.70%
660 Bicycle & Walking Paths	36,120	-	32,120	-	21,330	10,790	122,322	0.00%	8.82%
670 Recreation Programs - Regional	18,363	-	18,363	-	15,522	3,441	210,882	0.00%	1.63%
680 Dakota Ridge Recreation Area	23,157	9,118	20,039	1.01	16,402	3,637	231,746	3.93%	1.57%
	5,022,085	1,089,645	3,932,440		3,141,636	790,802			
		21.7%	78.3%						
2023 Taxation (PY)	\$ 348,168	\$ 3,410,262			\$ 2,740,307	\$ 669,975			
\$ Change	141,477	522,158			401,331	120,826			
% Change	41.32%	15.31%			14.65%	18.03%			
Average Residential % Change - Keats		9.73%							
Average Residential % Change - Gambier		15.70%							

Contribution to SCRD Parks

Islanders pay into the SCRD Community parks service

- Area F Islanders paid \$172,767 into this function in 2024
- Estimated \$40K contributed annually by Keats Island property owners

Limited investment from the SCRD over the past 10 - 12 years

- Concrete blocks at Silver Creek Park
- Parks signs
- Occasional tree maintenance and/or removal

Requests to SCRD for maintenance and remedial action at West Beach for 8 years

West Beach

- West Beach is by far the most popular beach/park on Keats
- West Beach and the park above is threatened from damage in two ways:
 - 1) runoff from above which is severe in the winter
 - 2) erosion of the foreshore from wave action
- Park deterioration and associated risks to safety, environment and private property issue was identified many years ago
- Ongoing community requests for the SCRD Parks to help mitigate these problems and little action has been taken to date

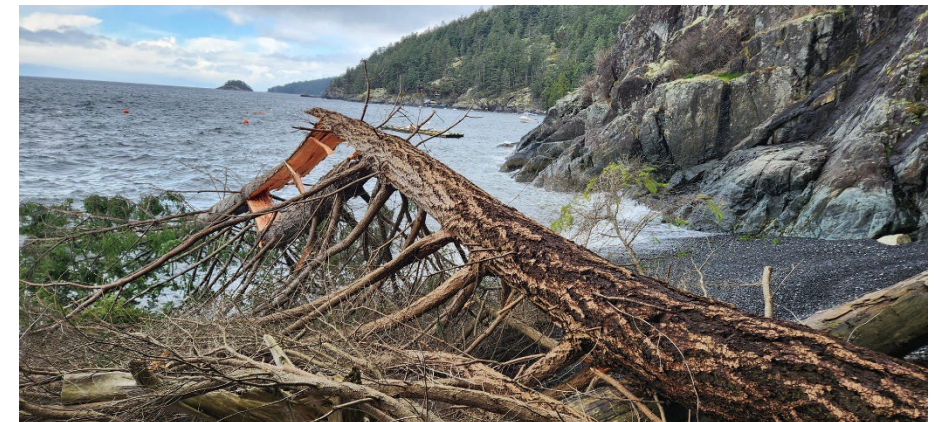


West Beach –
Recent Storm
Event



Uphill Drainage

- West Beach is situated at the bottom of a hill with privately owned land and an unmaintained MOTI road above the park
- There is no formal drainage established: runoff during storms erodes the slope and heavily damages the trail access, which becomes the defacto drainage route
- The erosion undermines the trees resulting in:
 - the creation of safety hazards
 - habitat loss
 - the steepening of the upland slope, which over time will undercut the private lots abutting the bank
- Drainage along the access routes creates a hazard for the islanders





Uphill Drainage

Undercutting of bank



Foreshore Erosion



- West Beach is open to southeasterly storms in the winter and to North West waves in the summer
- Winter storms can and do come in at high tides and undercut the bank
- Green shore protection measures are recommended to protect the foreshore from further erosion

Request of SCRD

- Keats Islanders have been paying approximately \$40,000 per year into the SCRD parks function for many years and have received very little investment into island parks
- We want to ensure that the Directors are aware of the ongoing degradation of West Beach Park and the associated risks to safety, environment, and private property
- Request that the SCRD invest in the protection of West Beach Park by:
 - Having SCRD staff initiate a project to manage drainage and erosion; *OR*
 - Providing funding directly to the ECA to undertake mitigation work

B.C. Land Use Planning for Agriculture

Local Government Elected Officials Presentation

Sunshine Coast Regional District – December 19, 2024



Today's Presentation

- Why Agriculture?
- Pressure on B.C.'s Farmland (6 big points)
- Tools in the Toolbox
- Key Messages
- Key Actions
- Discussion/Questions

Why Agriculture?

- Significant contributor to BC's economy and the sector is growing.
 - *BC Farm Cash Receipts increased from \$4.03B in 2020 to \$4.56B in 2022.*
 - *Oil & gas sector in 2020 = \$4.02B*
- Agriculture supports B.C. jobs and family businesses.
 - *In 2023, 40,000 people were employed in primary agriculture across BC.*
- Food security is more important than ever.
 - *The UN reports that the global food crisis is only getting worse.*



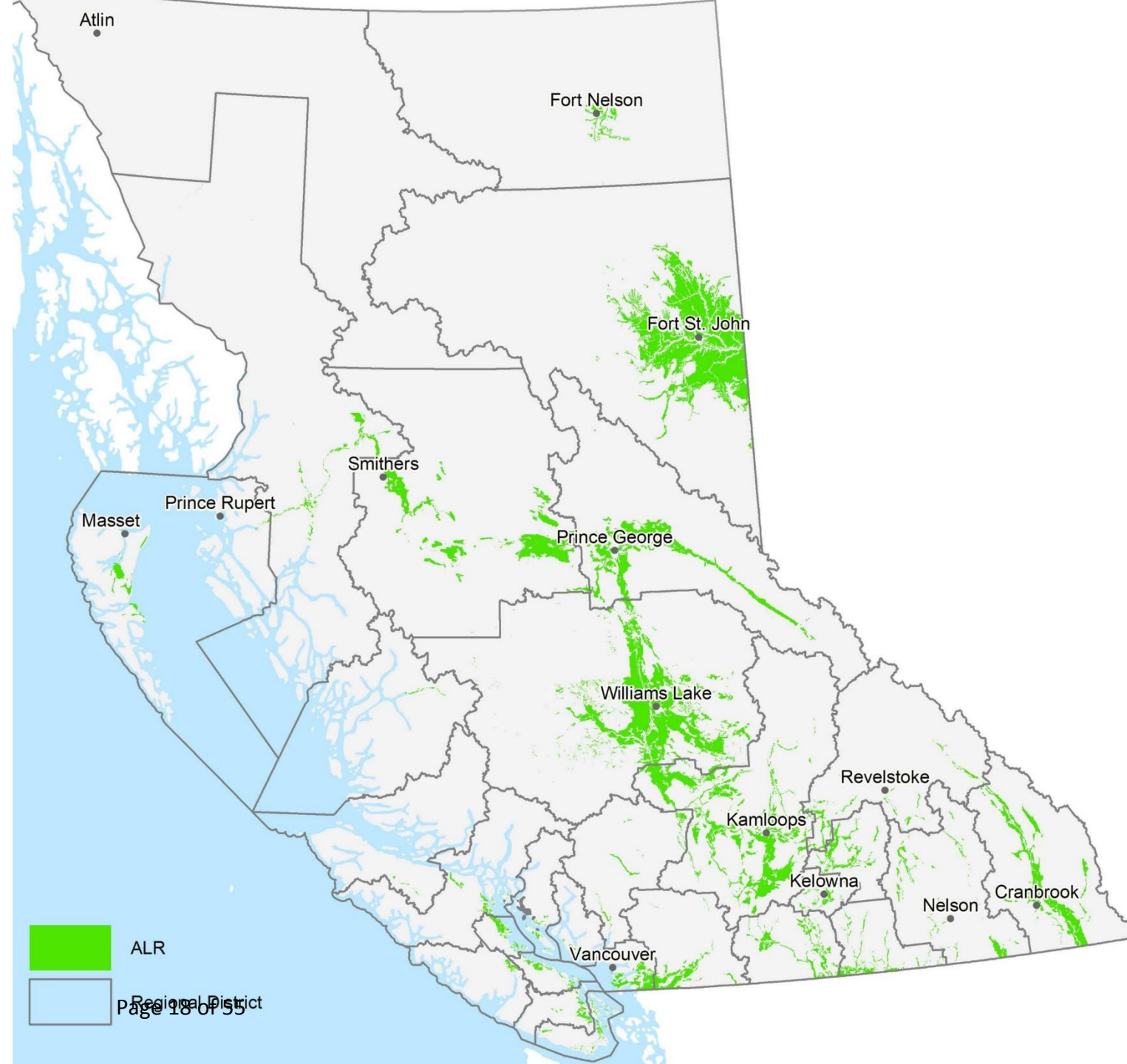



Pressures on the ALR and Farming

- Agricultural land in B.C. is very limited and under great pressure.
- Six key pressures facing the ALR and farming industry include:
 - Limited ALR land base;
 - Cost of ALR land;
 - Urbanization;
 - Housing;
 - Demographics; and
 - Lack of industrial land.

Pressure 1: Limited ALR Land Base

- The Agricultural Land Reserve (ALR)
 - ~5 percent of B.C.'s land base;
 - ~7 percent of ALR not available for farming;
 - ~54 percent Crown Land.
- Some non-ALR farmland but does not have same regulatory protections.



An aerial photograph showing a vibrant yellow field on the left, a central road lined with green trees, and a green field on the right. The image is used as a background for the slide.

Pressure 2: Cost of Agricultural Land

- Cost of farmland in B.C. continues to rise;
- Increased by 8.0% in 2022 (18.1% increase in 2021 and an 8.0% increase in 2020);
- Agricultural land values in B.C. are the highest in Canada;
 - South Coast = \$139,000/acre;
 - Ontario ranges from \$4k – \$28k per acre;
- Vancouver Island = \$63,000/acre
- Increased demand and limited supply.



Pressure 3: Urbanization

- B.C.'s population is growing;
- 3 areas are significant “high-growth” regions:
 - Lower Mainland
 - Okanagan
 - Southern Vancouver Island
- This is also where 80% of B.C.'s total Farm Receipts are generated.



Pressure 4: Housing Demands

- Everyone knows...high prices that keep going higher;
- Both to purchase a home and rentals;
- B.C. = most unaffordable province for housing;
- Not just a Lower Mainland problem anymore;
- More people looking at ALR to solve housing crisis.



Pressure 4: Housing Demands

- It's called the Agricultural Land RESERVE;
- ALR is not the solution to B.C.'s housing crisis;
- ALR is not the solution to local government planning on housing;
- More people living the ALR = more headaches
 - Increased traffic/people driving farther distances;
 - People unfamiliar with farming = more complaints;
 - More strain on infrastructure.

Pressure 5: Demographics

- Average age of farmers in Canada keeps increasing:
 - 1996 = 48.4 (B.C. = 49.8)
 - 2006 = 52.0 (B.C. = 53.6)
 - 2021 = 56.0 (B.C. = 57.8)
- Fewer young people in B.C. getting into farming:
 - 2011 = 2,400 under 35
 - 2021 = 1,210 under 35
- BC = highest proportion of female farmers in Canada

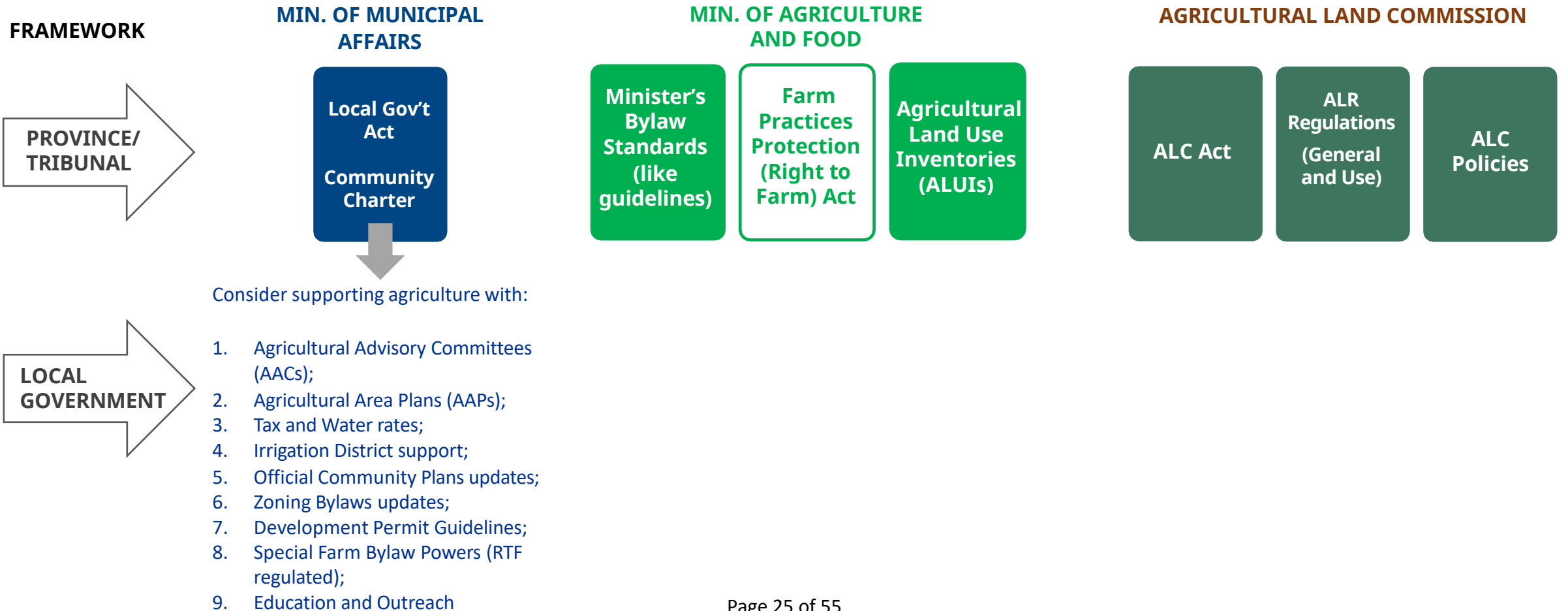
A construction worker wearing an orange hard hat and a high-visibility yellow vest is seen from the back, looking towards a large industrial building under construction. The building is surrounded by scaffolding and has a prominent arched structure. The scene is set outdoors under a clear blue sky.

Pressure 6: Lack of Industrial Land

- Critical shortage of industrial land;
- Redeveloping industrial land to other uses
- Industrial lands offer opportunities for middle income jobs.
- Lack of industrial land puts enormous pressure on ALR to accommodate these uses.

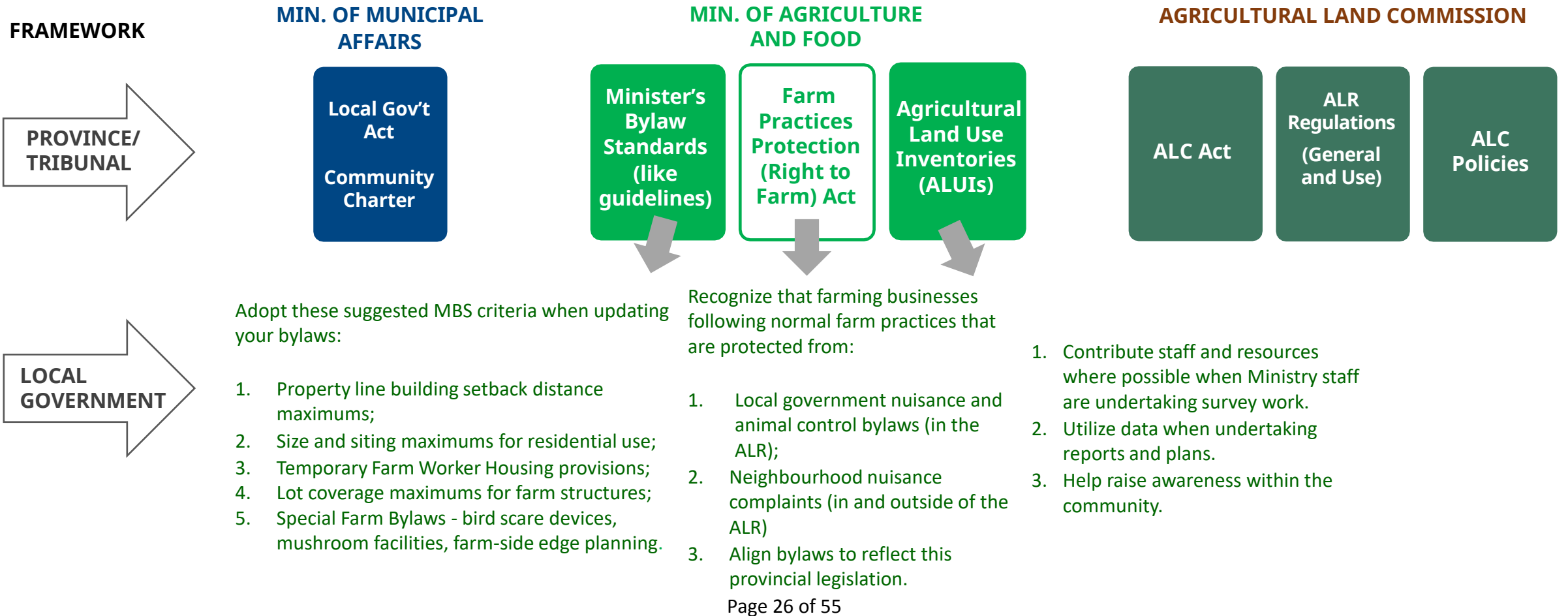
Tools in the Toolbox

How local governments can help B.C. agriculture through land use planning



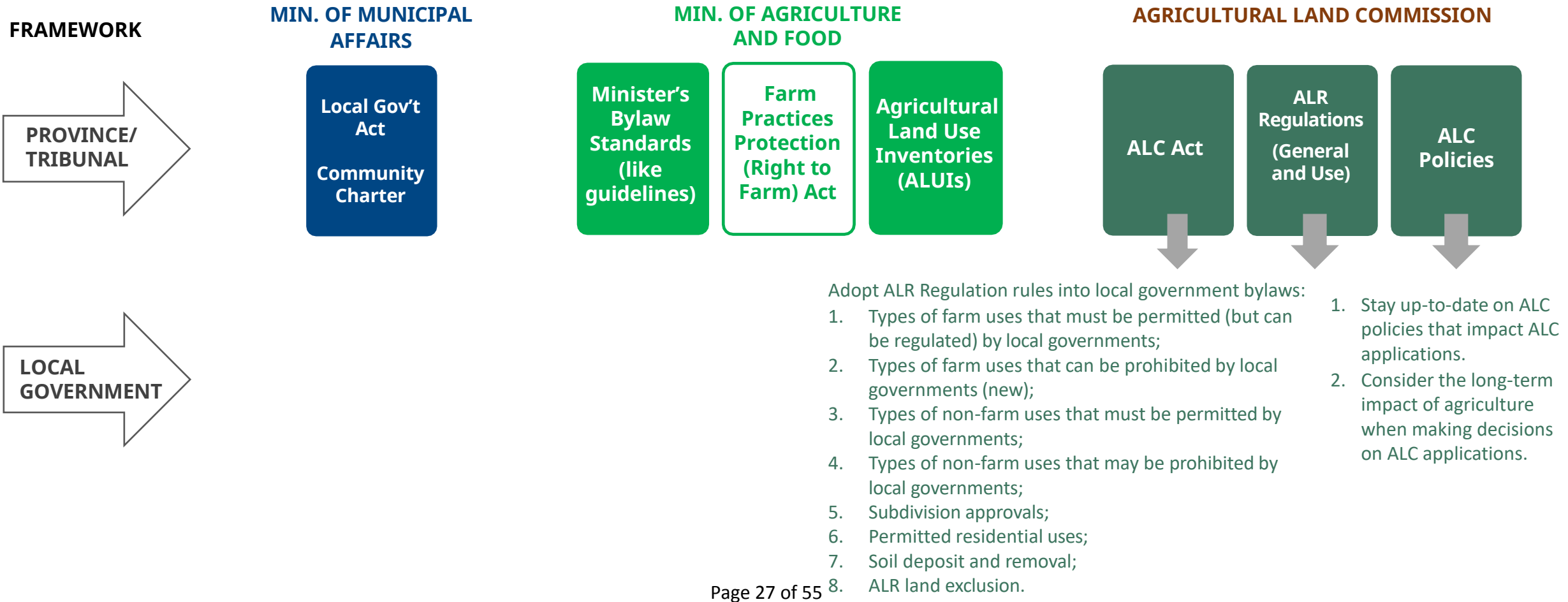
Tools in the Toolbox

How local governments can help B.C. agriculture through land use planning



Tools in the Toolbox

How local governments can help B.C. agriculture through land use planning





Key Messages

- **Competing demands** for limited agricultural land are growing;
- **Challenges** for farmers are increasing;
- **Food security** requires an available land base;
- **Protecting** this provincial asset requires a provincial – and local government – effort;
- **Local government elected officials** make a difference to support farmland, farmers and B.C.'s agricultural sectors.



Key Actions

- **Help B.C. farmers** succeed by reducing their burdens within your control;
- **Help create stronger buffers** between farmland and other uses. Good fences really do make good neighbours;
- **Coordinate** with your local governments neighbours to enact bylaws impacting agriculture that are consistent, fair and easy to understand;
- **Recognize** non-farm uses are having a cumulative affect on the ALR.

Questions?

- **Reed Bailey – Team Lead,
Land Use Planning**
 - Reed.Bailey@gov.bc.ca
- **Thom O'Dell – Regional
Agrologist**
 - Thom.ODell@gov.bc.ca



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – December 19, 2024

AUTHOR: Christina Gwilliam, Parks Planning and Community Development
Coordinator

SUBJECT: HOTEL LAKE PARK MEMORANDUM OF UNDERSTANDING RENEWAL

RECOMMENDATION(S)

- (1) THAT the report titled Hotel Lake Park Memorandum of Understanding Renewal be received for information;**
 - (2) AND THAT the delegated authorities be authorized to renew the Memorandum of Understanding with the Pender Harbour Living Heritage Society for a five-year term, to support Hotel Lake Park trail and dock improvements.**
-

BACKGROUND

Hotel Lake Park is a 2.7Ha local neighbourhood park bordering Hotel Lake. The park is undeveloped greenspace and therefore receives no service from Parks Services. The park is adjacent to the Sarah Wray Hall property. A map showing the location of Hotel Lake Park can be found in Appendix A.

A Memorandum of Understanding between the Sunshine Coast Regional District (SCRD) and the Pender Harbour Living heritage Society (PHLHS) was first established in 2014 for a ten-year term following Board Resolution 420/14. The objective of the Memorandum of Understanding (MOU) was to record the intent to work towards improvements of Hotel Lake Park and add parkland amenities that would be valued by the public.

In 2019, the recorded intent of the MOU was reduced to infrastructure for non-power boating, a storage shed, a picnic area, and signage.

In 2020, following Board Resolution 319/20, staff were authorized to enter into an agreement between SCRД and PHLHS regarding the long-term care and maintenance of the proposed amenity improvements. To date, the development of the proposed improvements has not proceeded, as the approvals for the non-power boating infrastructure have not been received from the Province. Therefore, the agreement between the SCRД and PHLHS regarding the long-term care and maintenance of the amenities has not been executed.

The MOU between the SCRD and the PHLHS expires on December 31, 2024. The purpose of this report is to seek approval for the SCRD and the PHLHS to enter a renewed five-year Memorandum of Understanding for Hotel Lake Park Improvements.

DISCUSSION

SCRD Parks engages with community organizations who are dedicated to aiding the stewardship of SCRD parks, trails, facilities, and other initiatives outside of parks service levels and operational budgets. Relationships such as these can provide community value and help connect citizens with our parks in meaningful ways. Also, engaging local volunteers can provide a more frequent set of eyes and ears in parks, helping identify and respond to issues more quickly as they arise.

Since 2020, the PHLHS has engaged qualified professionals to support permit applications for required authorizations for the dock and trail project. Currently, the proposed project is awaiting review by the Shared-Decision Making Docks (SDM) Working Group between the Province of British Columbia and the shíshálh Nation and the review is not expected to begin until mid- to late-2025 at the earliest. Staff and the PHLHS continue to engage as required to support the advancement of the project.

Analysis

Staff recommend renewal of the MOU with the Pender Harbour Living Heritage Society for the proposed trail and dock improvements for Hotel Lake Park for a five-year term. A renewed SCRD and PHLHS MOU would record the continued intent of the parties to work towards Hotel Lake Park trail and dock improvements and the obligations of the parties under the MOU. Additionally, a renewed MOU would provide the PHLHS assurance that the intent of their Hotel Lake project is still documented and that the relationship with the SCRD parks staff for project support would continue.

Alternatively, the MOU could be left to expire, and staff could return to the board at a future date with a project update and options when the outcome of the SDM Working group is known.

Organization and Intergovernmental Implications

Engagement with community groups and partner organizations is already embedded into the Parks Planning and Community Development workplans. Engagement and support can involve liaising with partner organizations, providing guidance in the development, review, and approval of annual workplans, ongoing discussions related to resourcing, and support for projects and other priorities as needed.

If the PHLHS is successful with obtaining all necessary project permits and authorizations, a future Construction Agreement and Partnership Agreement would need to be supported.

Financial Implications

There are no financial implications related to the renewal of the Memorandum of Understanding.

If the PHLHS is successful with obtaining all necessary authorizations, staff will report back to the Board at a later date with an update on the proposed project and any necessary approvals and/or documentation required.

Timeline for next steps or estimated completion date

Following Board direction, the Memorandum of Understanding will be signed by the delegated authorities.

STRATEGIC PLAN AND RELATED POLICIES

Supporting the PHLHS MOU aligns with the recommendations from the 2014 SCRD Parks and Recreation Master Plan to *“Build and Facilitate stronger working relationships with groups who provide organized recreation services,”* and to *“Upgrade amenities, and add new amenities in parks where needed to meet community interests and needs.”*

CONCLUSION

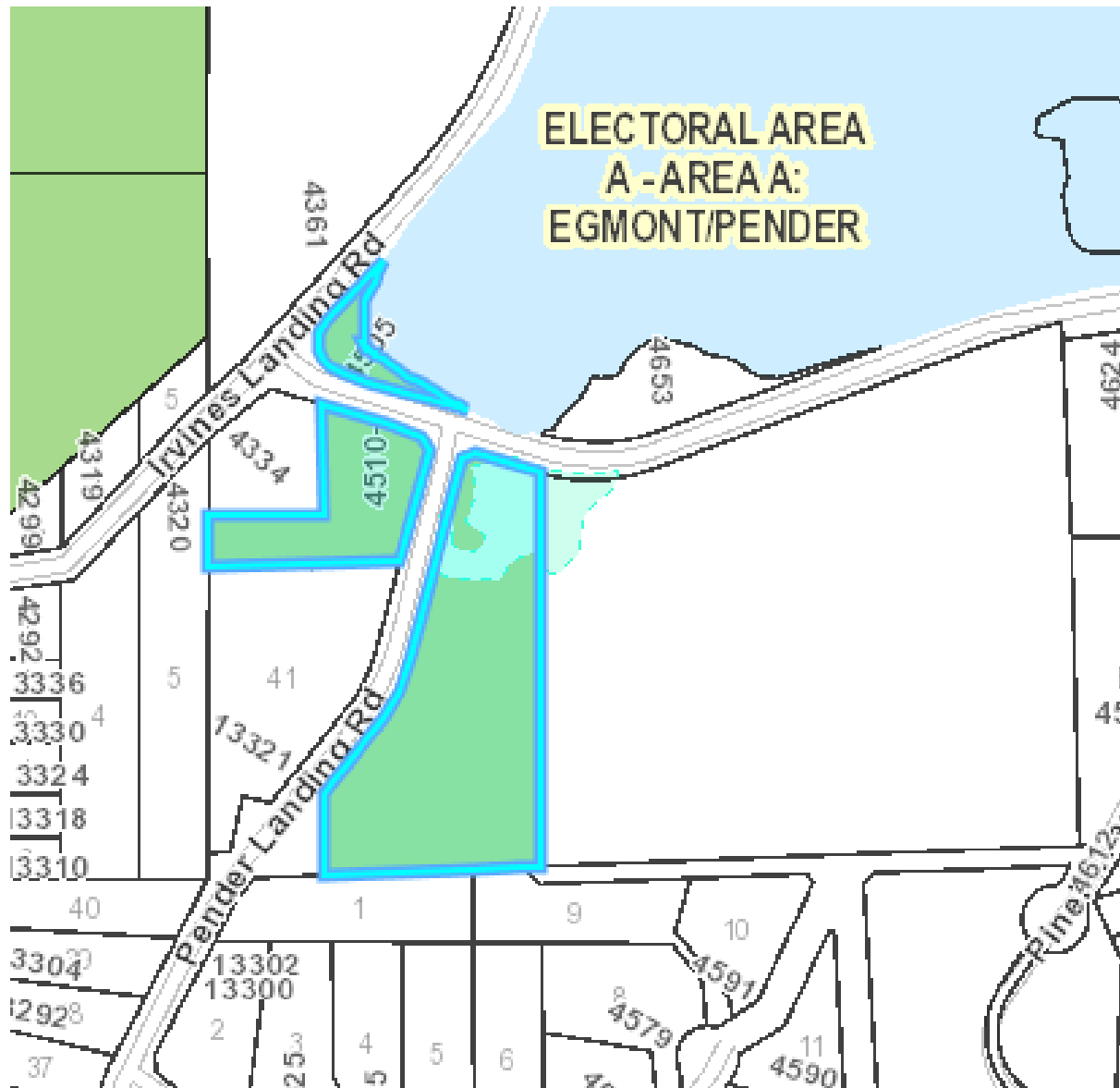
SCRD has held a Memorandum of Understanding with the Pender Harbour Living Heritage Society for the stewardship of Hotel Lake Park since 2014. Staff recommend the renewal of a Memorandum of Understanding with PHLHS for the proposed improvements to Hotel Lake Park to demonstrate continued support of the dock and trail proposal.

Attachments:

Appendix A: Hotel Lake Park Location Map

Reviewed by:			
Manager	X - J. Huntington	Finance	
GM	X - S. Gagnon	Legislative	
CAO/CFO	X - T. Perreault	Other	X - V. Cropp

Appendix A - Hotel Lake Park Location Map



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – December 19, 2024

AUTHOR: Devin Rajala, Planning Technician III

SUBJECT: **DEVELOPMENT PERMIT APPLICATION DP000369 FOR 1200 STEWART ROAD (BONNIEBROOK INDUSTRIES) – ELECTORAL AREA F**

RECOMMENDATIONS

THAT the report titled Development Permit Application DP000369 for 1200 Stewart Road (Bonniebrook Industries) – Electoral Area F be received for information;

AND THAT the Development Permit DP000369 be issued, subject to the following condition:

Confirmation from the Director of the Land Remediation Section of the Ministry of Environment and Climate Change Strategy that all requirements pertaining to site remediation have been met in accordance with the Environmental Management Act and the Contaminated Sites Regulation.

BACKGROUND

SCRD Planning & Development has received an application to construct an auxiliary building on an Industrial One zoned lot located on Stewart Road in West Howe Sound. The subject property is located within Development Permit Area #8 (Stewart Road Industrial) of the West Howe Sound Official Community Plan (OCP) which provides guidelines for the form and character of the new development. It is also located within Development Permit Area #5- Stormwater Management & Aquifer Protection, which will also be addressed via the issuance of this Development Permit.

Figure 1 Location Map



Table 1 Application Summary

Applicant:	Bonniebrook Industries
Civic Address:	1200 Stewart Road
Legal Description:	Lot 8 Block 6 District Lot 692, PID: 005-742-757
Electoral Area:	F - West Howe Sound
Parcel Area:	1.97 hectares
OCP Land Use:	Industrial
Land Use Zone:	Industrial One
Application Intent:	To construct a new 334 square metre auxiliary building.

The purpose of this report is to provide information on the application and obtain direction from the Electoral Area Services Committee on moving forward.

The subject property is located on the east side of Stewart Road in the industrial area between North Road and the Langdale bypass. The 1.97-hectare property contains several existing buildings used for storage related to the industrial use of the property.

The applicant proposes to construct a new 334 square metre building to be used as an automotive mechanical repair shop.

Development Permit Area (DPA) #8 (Stewart Road Light Industrial) regulates the form and character of development and all applications must be considered by the SCRD Board for approval conditions.



Figure 2 – Aerial view of subject property



Figure 3 – Street view of the subject property from Stewart Road

Official Community Plan

The West Howe Sound OCP designates the industrial properties along Stewart Road as within a form and character DPAs. Form and character development permit areas are intended to provide basic design guidelines to ensure new development meets the aesthetic preferences set out in the OCP. A development permit is required on this site prior to the issuance of building permits for the construction of buildings, associated landscaping, and land alteration. The Stewart Road Light Industrial DPA provides design guidelines for building forms, landscaping, lighting, signage, and energy efficiency.

Zoning Bylaw No. 722

The property is zoned Industrial One (I1) where permitted uses include light industrial and general repair. The existing and proposed use is consistent with the uses permitted and other zoning requirements in the I1 zone.

DISCUSSION

A. Building Form

Guidelines:

Buildings should be designed to appear relatively small in scale and not overwhelm adjacent buildings or roads by varying building heights or shifting rooflines on buildings with long road frontages.

Analysis:

The subject property is located 30 to 50 metres from the constructed portion of Stewart Road and is accessed by an unofficial frontage road within the extended road dedication. This situation creates a substantial separation between the road and the proposed development.

Presently natural vegetation and trees within the road allowance partially obscure views from Stewart Road and the Langdale Bypass towards the subject property and proposed building.

The proposed building is 7.1 metres in height at the peak of the roof. This limited height combined with a natural grade that drops 1 to 2 metres from Stewart Road will mitigate the visual impact of the building.

The applicant has proposed to further enhance the aesthetic of the building by incorporating a canopy entrance along the west elevation. They have added asphalt shingles on the wood frame entry canopy with structural braces (clear finish) to match the adjacent building on the property. Plans also include a decorative wood (clear finish) gable feature and braces to match the canopy (Attachment B – Building Plans).

B. Fencing and Landscape Screening

Guidelines:

Vegetation or wood fencing be used to provide a visual buffer between commercial buildings and adjacent areas.

Analysis:

Both adjacent parcels to the north and south are also industrial properties and therefore additional landscape screening is not required adjacent to these property lines. Existing natural vegetation adjacent to the Langdale Bypass provides additional visual buffering for the users of Stewart Road.

A cedar fence has been installed along the entire frontage of the property along Stewart Road providing a visual buffer. A site plan (Attachment A) and landscape plan (Attachment B) has been provided by the applicant. This proposes three planters, two on the west elevation and one on the north elevation of the building. The planter boxes will be similar to those on the existing building as shown in Figure 3. The planting includes a variety of drought-tolerant deciduous and evergreen native plant species that are suited to the site-specific growing conditions and promote water conservation.

As a condition of the issuance of the Development Permit the proponent will be required to provide an associated security deposit in order to ensure the landscaping is completed.

C. Signage, Lighting and Energy Efficiency

Guidelines:

DPA guidelines are provided for signage, lighting and energy efficiency. Lighting must be for the purpose of on-site safety and security and must be directed downwards to avoid light spill into adjacent rural properties. DPA guidelines are also provided to encourage energy efficient building design. Specifically, buildings should be sited with consideration given to passive solar opportunities.

Analysis:

To address these the applicant is proposing to:

- Incorporate windows into the west facing side of the building where southwest exposure can take advantage of some passive solar opportunities.
- While there are no adjacent rural properties that will be affected by this development the owner is proposing 30-watt LED fixtures that provide downlighting
- The applicant has stated that there will be no new signage as part of the proposed development.

Additional Consideration: Contaminated Sites Regulation

A requirement of the Contaminated Sites Regulation is the submission of a Site Profile prior to development occurring on a property where industrial or commercial activity has taken place. Once submitted the Land Remediation Section of the Ministry of Environment and Climate Change Strategy will determine whether further site investigation and possible remediation is required prior to development. Issuance of any development approvals are held until a release is granted by the Director of the Land Remediation Section.

Planning staff recommend that this be a condition of issuance for the development permit as the timeline for any required site investigation or remediation is unknown at this point.

Options

Possible options to consider:

Option 1: Issue the permit. (Staff Recommendation)

This option would authorize the issuance of the development permit subject to the conditions provided in the recommendation. This would then permit the proposed facility to proceed to building permit stage.

Option 2: Refer the application to the Area E APC.

Board consideration of the application would be in February 2025.

Option 2: Deny the permit.

This option would require the SCRD Board to take issue with the proposed form and character of the proposed development relative to the Stewart Road Light Industrial DPA Guidelines and require changes to or denial of the proposed Development Permit.

Consultation

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

Table 2 Referral Comments

Referral Comments	Referral Comments
SCRD Building Division	A Building Permit application was submitted on November 26 th , 2024. The Building Department has no further comment at the time of report writing.
Ministry of Environment and Climate Change Strategy	A Site Disclosure Statement declaration was completed and submitted to the Ministry of Environment and Climate Change in accordance with the <i>Environmental Management Act</i> and <i>Contaminated Sites Regulation</i> . Prior to issuance of the development permit a release must be issued by the Director of the Land Remediation Section confirming that all requirements under the <i>Contaminated Sites Regulation</i> have been met.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend issuance of Development Permit DP000369.

ATTACHMENTS

- Attachment A – Building & Site Plan
- Attachment B - Landscape Plan

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X- S. Reid
CAO	X - T. Perreault	Assistant Manager	X – K. Jones

GENERAL NOTES

- ALL CONSTRUCTION SHALL COMPLY WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE. THESE DRAWINGS SHOW THE COMPLETED PROJECT ONLY AND DO NOT INCLUDE COMPONENTS THAT MAY BE NECESSARY FOR CONSTRUCTION SAFETY.
- THE GENERAL CONTRACTOR SHALL ENSURE THE STABILITY OF THE STRUCTURE AS A WHOLE DURING ALL STAGES OF TEMPORARY SHORING AND BRACING, AS NECESSARY UNTIL THE STRUCTURE IS COMPLETELY UNDOUBLED.
- THE USE OF THESE DRAWINGS SHALL BE STRICTLY LIMITED TO THE INSTRUCTIONS LISTED IN THE REVISION BLOCK OF THESE DRAWINGS.
- BLADING FROM THESE DRAWINGS SHALL PROCEED ONLY WHEN THE DRAWING HAS BEEN ISSUED FOR CONSTRUCTION.
- ALL CONSTRUCTION & MATERIALS SHALL COMPLY WITH THE LATEST EDITION OF B.C.B.C. ALL FINISHES AS SPECIFIED ON PLANS ARE TO BE CONFIRMED BY THE OWNER.
- ALL DOOR AND WINDOW MANUFACTURERS AS PER OWNER'S SPECIFICATIONS.
- OLDEST DETAILS ARE 7'-0" FROM FACE TO FACE OF CLOSEST STUD WALLS UNLESS OTHERWISE NOTED.
- MECHANICAL CONNECTORS REQUIRED FOR ALL POST/BASE CONNECTIONS.

CONCRETE:

- ALL FOOTINGS TO BEAR ON UNDISTURBED NATIVE SOIL CAPABLE OF SUSTAINING 3000 PSF AND TO A MINIMUM DEPTH OF 18" BELOW FINISHED GRADE.
- DESIGN BEARING PRESSURE ON COMPACTED GRANULAR FILL: 3000 PSF
- COMPRESSIVE STRENGTH OF CONCRETE FOR FOOTINGS: 30 MPa AT 28 DAYS FOR CONCRETE SLABS: 20 MPa AT 28 DAYS, WALLS 28 MPa AT 28 DAYS.
- ALL EXTERIOR STAIRS TO SET ON CONCRETE PAD, UNLESS OTHERWISE NOTED.

ELECTRICAL:

- OUTLETS, SWITCH PLATES, AND RECEPTACLES AS SPECIFIED BY OWNER.
- ELECTRIC BACKBOARD HEAVERS TO BE CSA APPROVED SPECIFIED BY OWNER.
- SWITCH LEAVES TO BE WHELED IN AND INTERCONNECTED.

CARPENTRY:

- ALL STRUCTURAL WOOD TO BE NO. 1 & 2 H&M DRIED 6/8 OR BETTER.
- ALL WOOD AT EXTERIOR APPLICATIONS, TO BE PRESSURE-TREATED (UNWARRANTED) TYPE LUMBER, KEYSITE OR HEAVYWEIGHT CEDAR.
- PROVIDE DOUBLE STUDS AROUND OPENINGS, TRIPLE STUDS AT CORNERS, SINGLE BOTTOM PLATE AND DOUBLE TOP PLATE, UNLESS OTHERWISE NOTED.
- PROVIDE DOUBLE JOISTS UNDER ALL HIGH-LOAD BEARING WOOD PARTITIONS PARALLEL TO JOISTS. PROVIDE DOUBLE GIRT FRAMERS AROUND STAIR OPENINGS.
- EXTERIOR WALL FRAMING TO BE 2x6 WOOD STUDS @ 16" O.C. WITH 2x6 WOOD DIRT AT 80-HIGH. PROVIDE DOUBLE PLATE AT TOP. SILL PLATE AT BOTTOM UNLESS OTHERWISE NOTED.
- EXTERIOR HIGH-LOAD BEARING PARTITIONS TO BE 2x4 STUDS @ 16" O.C. LOAD BEARING PARTITIONS TO BE 2x6 STUDS @ 16" O.C. UNLESS OTHERWISE NOTED.
- ALL ENGINEERED TRUSSES AND T'S TO BEAR ENGINEER'S SEAL.
- PLYWOOD SHEATHING 1/2" EXT. GRADE D/T/M.
- PLYWOOD SUBFLOOR 5/8" MIN. TAG D/T/M. ALL WOOD SUBFLOORS TO BE NAILED AND GLUED.
- DOOR & WINDOW FRAMES AS PER MANUFACTURER'S SPECIFIED ROUGH OPENINGS; VERIFY WITH OWNER AND ARCHITECT PRIOR TO ORDERING. CONFIRM ROUGH OPENING ON SITE.
- PROVIDE WOOD HANDRAIL (OR EQUAL) AS APPROVED BY OWNER AT STAIRS (13" MIN) ABOVE WOODING OF TREADS; PROVIDE GUARDRAILS AS APPROVED BY OWNER AS REQUIRED, (18" MIN) ABOVE FINISH FLOOR, 3'-0" QUADRANT AT EXTERIOR CONDITIONS.
- SHAKE 1/4" TO BRIDGE 8" ROOF WITH 1/2" O.C. UNLESS OTHERWISE NOTED.
- CONTRACTOR TO VERIFY WINDOW OPENINGS @ ALL STAIR RISERS AND RUNS ON SITE.

THERMAL AND MOISTURE PROTECTION:

- BATT INSULATION FIBREGLASS CANADA BATT INSULATION IN R-VALUES INDICATED ON DRAWINGS.
- WARRANTY 5 YEAR, WEATHER RESISTANT SHEET, L&L 6" AT CORNER AND EXTEND CONTIGUOUSLY TO CORNER, WALL, FLOOR, AND CEILING CONSTRUCTION AS REQUIRED.
- SEAL ALL JOINTS.
- FLASHING PROVIDE METAL FLASHING OVER ALL EXTERIOR WALL OPENINGS AND AT ALL HORIZONTAL TRIM BORDERS WHERE REQUIRED BY WALLEYS AND ALL ROOF TO WALL CONNECTIONS AND AT ALL ROOF EDGES TO B.C.B.C. CODE REQUIREMENTS.
- CEILING, INTERIOR, TO BE FINISHED TO CSA APPROVED EQUAL. METALS AS PER SECTION 0500.
- ROOF VENTILATION SHALL CONFORM TO THE CURRENT EDITION OF THE B.C. BUILDING CODE.
- ALL GASKETS BELOW ALL SILL PLATES.
- ALL DOORS AND WINDOWS AS PER MANUFACTURER'S ENGINEERED SHOP DRAWINGS TO BE AFFIXED WITH ENGINEER'S SEAL CONFORMING TO ANNA/ANNA/CMA 101/152/160/160A (MFP-04), AS WELL AS CSA A4081-09 Composite Supplement to ANNA/ANNA/CMA 101/152/160, MFP.

METALS:

- JOIST HANGERS: 30 GA OR HEAVIER.
- WALLS GALVANNEED AT EXTERIOR APPLICATION.
- ANCHOR BOLTS AS PER STRUCTURAL DETAILS.
- WELDED REINFORCING RODS AS PER STRUCTURAL DETAILS.

SHEET METAL FLASHING

- SEAL ALL SEAMS AND JOINTS.
- FLASHING MATERIAL TO BE MIN. 26 GA AT ROOF PARAPETS.
- FLASHING MATERIAL TO BE MIN. 26 GA AT WINDOW SILLS.
- CALCULATED 5-LOCK OR STAINING SEAM JOINTS ONLY.
- COLOR TO BE SELECTED BY OWNER.

NOTE TO FASTENING:

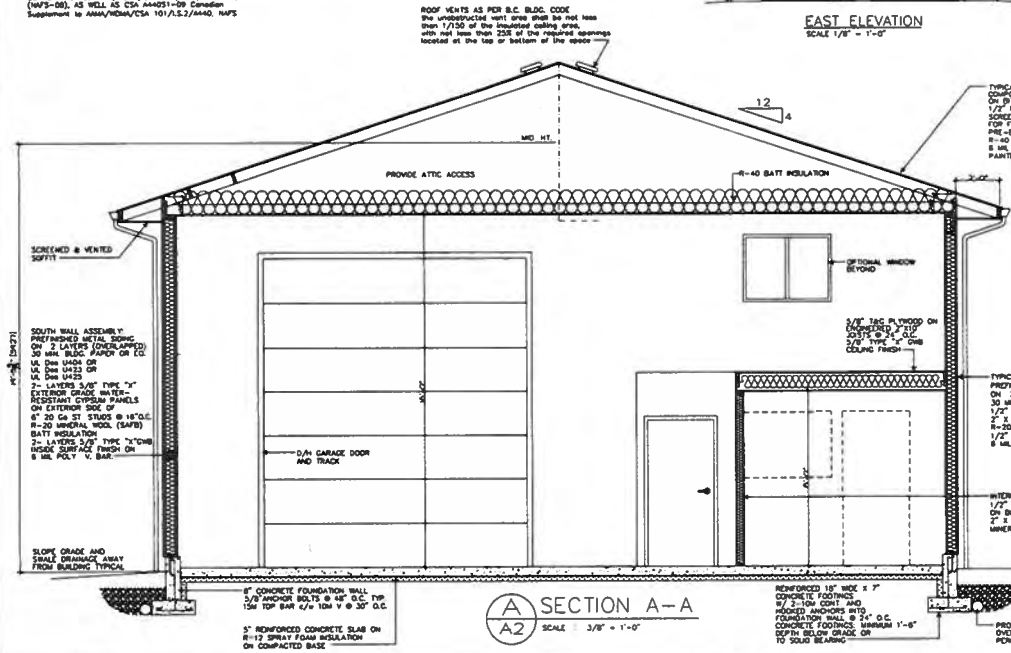
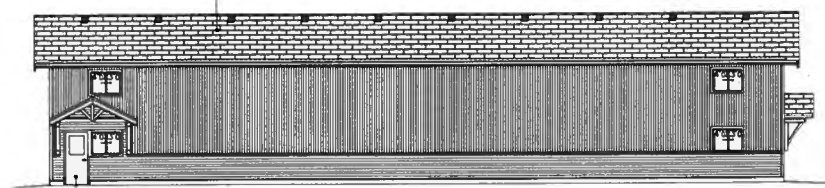
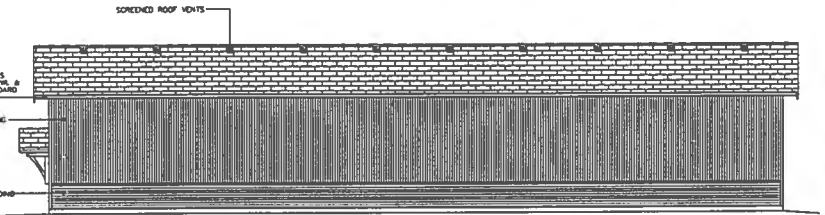
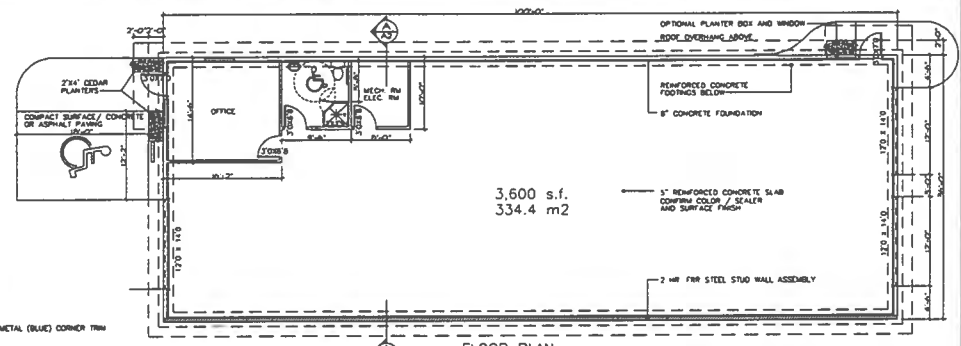
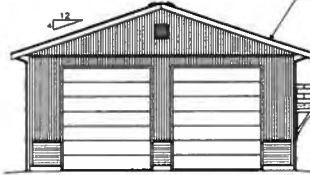
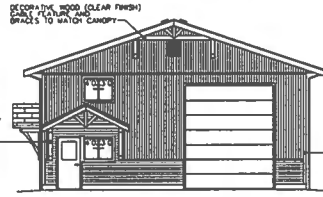
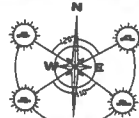
- PROVIDE SOLID 3" x 6" WOOD BLOODING BEHIND ALL 2" STUD WALL CORNER FOR CUPBOARDS / CABINETS / WALL PARTITIONS ACCESSORIES / CHAIRS / BENCHES / BENCHES / BENCHES AND ALL OBJECT TO BE FASTENED TO WALL AS REQUIRED.

NOTES STAIRS & RAILINGS

- DIMENSIONS SHALL BE PROVIDED FROM DISTANCE BETWEEN GRACE AND LANDINGS EXCEEDS 1'-11"
- ALL HANDRAILS SHALL BE 2"-8" TO 3'-0" HT. MAX. ABOVE TREADS.
- ALL EXTERIOR WOOD TO BE PAINTED/ STAINED / OILED OR OTHERWISE WEATHER-TREATED.
- ALL STEEL PRIMED AND PAINTED.
- GLASS DIMENSIONS TO BE PROVIDED FROM DISTANCE BETWEEN GRACE AND LANDINGS EXCEEDS 1'-11"
- ALL HANDRAILS SHALL BE 2"-8" TO 3'-0" HT. MAX. ABOVE TREADS.
- 2" x 2" VERTICALS WITH 1" WALL OPENINGS BETWEEN.
- NO DIMENSIONS SHALL HAVE QUADRANT OR 1/4" ABOVE LANDING AND TOP RAIL.
- 2" x 2" VERTICALS WITH 1" WALL OPENINGS BETWEEN.
- 5/8" x 16" WOOD FINISHED TREADS.

FINISHES

- ALL INTERIOR SHALL CONFORM TO THE CURRENT EDITION OF THE ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA (AWAC).
- ALL WALL FINISHES SHALL CONFORM TO THE CURRENT EDITION OF THE ASSOCIATION OF WALL & CEILING CONSTRUCTION OF B.C. OPERATIONS STANDARDS MANUAL (A.W.C.C.).
- ALL PAINTED SURFACES SHALL HAVE A PRIMER BRNCE COAT AND 2 TOP COATS MIN.
- CEILING SHALL BE PLAIN FINISH.
- WALLS SHALL BE EGGSHELL FINISH.
- ALL COLORS SHALL BE CONFIRMED BY THE OWNER.
- ALL EXTERIOR WOOD TO BE PRIMED & PAINTED/ STAINED OR OILED OR OTHERWISE WEATHER-TREATED.



Stephen Hanneman Architect
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Gulfport, B.C.
(604) 586-4664
steph@hanneman.ca

NO.	DATE	REMARKS
A	JAN. 08.24	ISSUED FOR PERMIT
B		
C		
D		

Project
BONNIEBROOK INDUSTRIES
1200 STEWART RD
LOT 8, AREA F
SCRD. B.C.

Title	REVISION
FLOOR PLAN ELEVATIONS SECTION & NOTES	NO. DATE REMARKS
START DATE	APR 2024
SCALE	1/8"=1'-0"
DRAWN SH	
SHEET NO	
REV. NO.	

This drawing must not be scaled. The general contractor shall verify all dimensions, details and quantities prior to commencement of work. Any errors or omissions shall be reported at once to the architect.

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BUILDING CODE ANALYSIS

1200 STEWART RD. SCRD B.C.
Group F2

SECTION 3.1 GENERAL

- 3.1.1 Separation of major occupancies
No F&B required between major and subsidiary occupancy
- 3.1.8. Fire Separations and Openings
Table 3.1.8.4. Fire Protection Rating of Doors and
- 3.1.8.4.2) Except as permitted by sentence 3.1.8.12(1)
- 3.1.8.12) Twenty-Minute Door
a) 20 min. fire-protected-rated doors allowed
b) 45 min. FRR required and building not more than 3 stories
As fire-protected-rated doors to have closures and smoke seals

- 3.1.8.13. Self-closing Devices
Every door in a fire separation shall be equipped with a self-closing device
- 3.1.9. Penetrations in Fire Separations and Fire-Rated Assemblies
3.1.9.1.1) a) Flashings shall conform to CANULC-5110 "Fire Stops of Penetrating Systems"
b) BE CAST IN PLACE OR
c) 100% FRR WITH U.L.C. RATED FIRE CLOSURES

- 3.1.11 Fire Blocks in Concealed Spaces
Fire Blocks required at every floor level and 20 m. max. dimension and 300mm in width and roof space 3m max. vertical fit in wall space and between wall and soffit
- 3.1.15 Roof Covering
Roof covering determined in accordance with CANULC-5107
Roof covering to have a Class A, B or C classification
- 3.1.17 Occupant Load
Table 3.1.17.1 Occupant Load - Group F2 Storage Garage
Group F2 (48 m2/person) 3,600m2(334.4 m2) = 7.3 Occupants

- 3.2.10 Streets
The building faces one street.
- 3.2.20 Group F, Division 2, up to 2 Storeys
1) A building classified as Group F, Division 2 is permitted to conform to Sentence (2) provided
a) it is not more than 2 storeys in building height, and
b) it has a building area not more than 1000 m2

- 2) the building referred to in Sentence (1) is permitted to be of combustible construction or non-combustible construction used singly or in combination.

- 3.2.3 SPATIAL SEPARATION AND EXPOSURE PROTECTION
Table 3.2.3.1 - C

- BUILDING FACE - NORTH**
Limiting Distance: 121'-5" (37.1m)
Area of Building Face: 1,668 sq.ft. (154m2)
% Unprotected Openings allowed: Unlimited
Area of unprotected openings proposed: 1,858 sq.ft.
Area of unprotected openings proposed: 21 sq.ft.
- 3.2.3.3 CONSTRUCTION OF NORTH BUILDING FACE
Fire Resistance Rating: N/A
Construction: Combustible or Non-combustible
Cladding: Combustible or Non-combustible

- BUILDING FACE - EAST**
Limiting Distance: 215'-0" (65m)
Area of Building Face: 362 sq.ft. (34 m2)
% Unprotected Openings allowed: Unlimited
Area of unprotected openings proposed: 1,858 sq.ft.
- 3.2.3.3 CONSTRUCTION OF EAST BUILDING FACE
Fire Resistance Rating: N/A
Construction: Combustible or Non-combustible
Cladding: Combustible or Non-combustible

- BUILDING FACE - SOUTH**
Limiting Distance: 7'-10" (2.389m)/7+1-2m
Area of Building Face: 1,668 sq.ft. (154m2)
% Unprotected Openings allowed: 0%
- 3.2.3.3 CONSTRUCTION OF EAST BUILDING FACE
Fire Resistance Rating: 2 hr.
Construction: Non-combustible
Cladding: Non-combustible

- BUILDING FACE - WEST**
Limiting Distance: 88'-1" (26.7m)
Area of Building Face: 362 sq.ft. (34 m2)
% Unprotected Openings allowed: Unlimited
Building Face is Street
- 3.2.3.3 CONSTRUCTION OF BUILDING FACE
Fire Resistance Rating: N/A
Construction: Combustible or Non-combustible
Cladding: Combustible or Non-combustible

- 3.2.3.10. Unlimited Unprotected Openings
2) The remaining building face of a street front facade is permitted to have unlimited unprotected openings if the limiting distance is not less than 8 m.

- 3.2.4 FIRE ALARM AND DETECTION SYSTEMS
3.2.4.20. Smoke Alarms
To be provided and numbered
- 3.2.5 PROVISIONS FOR FIRE FIGHTING
3.2.5.4 Access Routes
Access to private entrance provided per 3.2.5.6. The building faces one street
- 3.2.5.15 Fire Department Connection not more than 45m to nearest water to chief engineer's drug
- 3.2.5.18 Portable Fire Extinguishers
To be provided in accordance with BC Fire Code.

- 3.2.7. LIGHTING and EMERGENCY POWER
3.2.7.1 Minimum Lighting 50 lx at exit and access to exit at floor level
- 3.2.7.3 Emergency wall -path lighting to be provided at / above main, lobby and corridor
- For emergency lighting layout, see Electrical drawings.

- SECTION 3.3 SAFETY WITHIN FLOOR AREAS
3.3.1.5 Egress Obstructions
1) 2 egress obstructions shall be provided for every reach and every unit
c) in a floor area that is not separated throughout, and
d) travel distance greater than 15 m,
in accordance with Table 3.3.1.5-A
- 3.3.1.22. Junior's Rooms
3) 45 min FRR required

- SECTION 3.4 EXITS
3.4.2.1 Minimum number of Exits
1) every floor area intended occupancy shall be served by at least 2 exits
Two Exits Provided
- 3.4.2.3 Location of Exits
3.4.2.3.1) Maximum travel distance to any exit shall be not more than 30m (98.4')
- 3.4.2.3.2 Exit Width
Exit corridors: 1.100 mm
in accordance with Table 3.4.2.3-A
- 3.4.5 EXIT SIGNS
Exit signs to be provided above all exits
a) Shall conform to ISO 3864-1 and c) ISO 7013
b) Direction of egress signage as required

- SECTION 3.7 HEALTH REQUIREMENTS
3.7.2.1 Plumbing and Drainage Systems
The occupant load for floor areas that are classified as an industrial occupancy is permitted to be based solely on the total number of seats
- 3.7.2.2 Water Closets
3.7.2.2.1) Both sexes are permitted to be served by a single water closet if the occupant load is not more than 10
3.7.2.2.1.2) Requires and each sex
Total Occupant Load expected to be less than 8
One disabled accessible Universal restroom provided

PL 1,294.4' (394.5m)

PL 165.2' (50.3m)

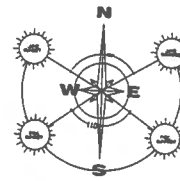
EXISTING ACCESS TO STEWART RD.

3.7mX5.5m ACCESSIBLE STALL & SIGN

2.5mX5.5m TYPICAL PARKING STALLS

SITE PLAN
SCALE: 1/8" = 1'-0"

PL 1,294.6' (394.6m)



PROJECT DATA

STREET ADDRESS
1200 STEWART RD SCRD
LEGAL ADDRESS
AREA F ZONE II
RHD: 005-742-757
Folio: 746 00509 000
Lot: 8
Block: 6
District Lot: 692
Plan: VAP3633
Approximate Lot Size: 4.87 ACRES

SITE AREA APPROX. 212,137 S.F.
FLOOR AREAS
NEW BUILDING FLOOR AREA 3,600 S.F.
EXISTING BUILDING AREA 13,800 S.F.
GROSS FLOOR AREA 17,400 S.F.

PARCEL COVERAGE
AREA INCL. ROOFS 17,139 S.F. 8.0 %

PARKING
1.5 PER 100m2 5 STALLS REQUIRED

DRAWING LIST
A1 SITE PLAN/ CODE ANALYSIS/ DATA
A2 PLAN/ ELEVATIONS/ SECTION/ NOTES

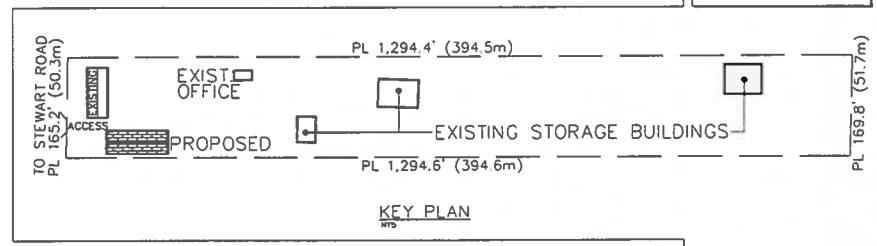
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NO	DATE	REVISIONS
A	APR 08 24	ISSUED FOR REVIEW
		BUILDING PERMIT

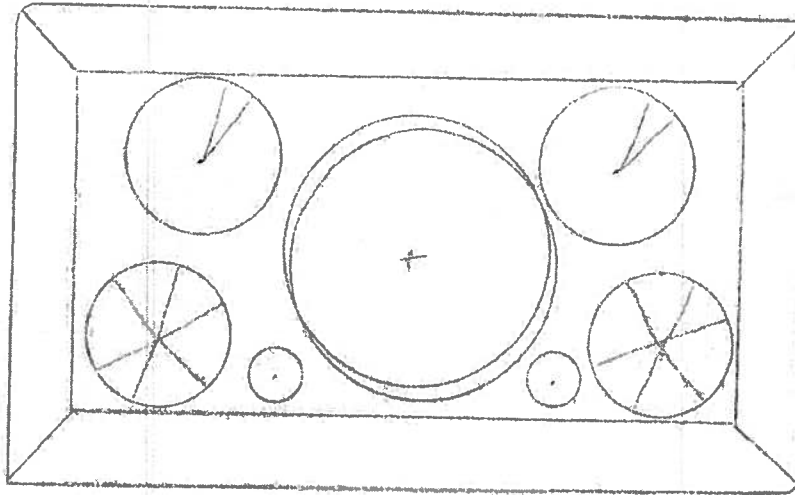
This drawing must not be scaled. The general contractor shall verify all dimensions, details and elevations prior to commencement of work. Any errors or omissions shall be reported at once to the architect.

SITE LIGHTING
TO BE PROVIDED FOR ALL ENTRY, EXIT AND STAIR TO HAVE EXTERIOR SECTIONAL WALL MOUNTED LIGHTING
ALL SITE LIGHTING TO BE LOCATED 20' AS MIN TO CURB AND LIGHT TO BE DIRECTED TOWARDS NEIGHBORING RESIDENTIAL PROPERTIES



Project
BONNIEBROOK INDUSTRIES
1200 STEWART RD
LOT 8, AREA F
SCRD, B.C.

TITLE	SITE PLAN KEY PLAN/ NOTES CODE ANALYSIS/ DATA
START DATE	MAR 2024
SCALE	1/8" = 1'-0"
DRAWN	CHECKED
PROJECT NO	
SHEET NO	REV. NO.
A1	A



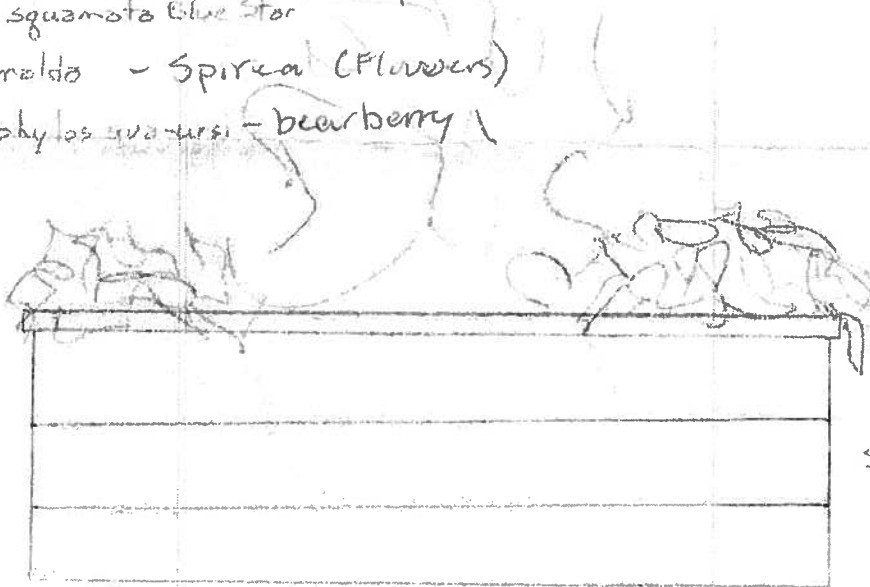
TOP VIEW

PLANT LIST

- ⊙ *Taxus cuspidata* - Japanese Yew
- ⊗ *Juniperus squamata* 'Blue Star', Juniper
- ⊙ *Spiraea bumalda* - Spiraea (Flowers)
- ⊙ *Arctostaphylos uva-ursi* - bearberry

TIMBER PLANTER

2x6 PWF
6x6 PWF



SIDE VIEW

LANDSCAPE PLAN
FOR BONNIEBROOK INDUSTRIES
NTS.

**SUNSHINE COAST REGIONAL DISTRICT
EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION
November 27, 2024**

RECOMMENDATIONS FROM THE EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION MEETING HELD AT PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST HIGHWAY, MADIERA PARK, BC

PRESENT: Chair Dennis Burnham
Members Bob Fielding
Jane McOuat
Tom Silvey
Catherine McEachern (Zoom)

ALSO PRESENT: Electoral Area A Director Leonard Lee
(Non-Voting Board Liaison)
Electoral Area A Alternate Director Christine Alexander
(Non-Voting Board Liaison)
Administrative Assistant/Recorder A. O'Brien

REGRETS: Members Yovhan Burega
Sean McAllister
Gordon Littlejohn
Alan Skelley

CALL TO ORDER 7:10 p.m.

AGENDA The agenda was adopted as presented.

ELECTION OF CHAIR Dennis Burnham was elected Chair for the purpose of this meeting.

MINUTES

Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of October 30, 2024 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of October 22 & 26, 2024
- Roberts Creek (Area D) APC Minutes of October 21, 2024.
- Elphinstone (Area E) APC Minutes of October 22, 2024.
- West Howe Sound (Area F) APC Minutes of October 22, 2024.

REPORTS

Official Community Plan Update – Project Status Update

Discussion points included the following points:

- Reiterate the suggestion for the previous Area A OCP committee to participate in the OCP renewal process.
- APC discussed the tight project timeline given the scope of the review.
- Need clarity regarding “harmonization” of bylaws 337 and 722; each electoral area to be recognized for uniqueness.
- Bylaw harmonization should be separate from the OCP renewal process.
- This does not feel like a community plan given the limited scope of items to be reviewed.
- Suggestion to present a draft harmonized bylaw and review this before moving on to bylaw changes.
- The current Area A bylaw has not been brought in alignment with the current Area A OCP.
- Past members of the OCP Committee would be interested to participate again.
- Discussion around the level of involvement of the APC members – this is an enormous workload.
- APC was used as a referral agency for the last OCP update.
- Scope of work: Consider where more specifically the growth should occur and the utilities and infrastructure location to allow for residential and business growth.
- Example of Veranda Ridge – utilities in place to allow for the development.
- Questions around the OCP as a high-level document? The Area A OCP was a very specific document.
- APC discussion around the Housing Needs Report and the number of new units of housing needed in Area A. Seems very difficult to be able to achieve.
- Would like to see less verbiage and generalities, condense the content for what is being asked of the APC to review.
- Suggestion to limit the scope in order to meet the timeline or expand the timeline.
- Time could be saved by re-initiating the previous Area A OCP Committee.
- This scope process is similar to what happened in the last OCP kick off. The scope got more narrow as the process was initiated.
- Will zoning on the water be looked at in the OCP? This is an outstanding issue for First Nations rights and titles.
- Questions around the inclusion of water stewardship and solid waste considerations in the OCP.
- Will the Terms of Reference be driven by staff or by community input?
- Modify the Area A OCP rather than re-writing.

Recommendation No. 1 *Official Community Plan Project Update (Area A)*

The Area A APC recommends that a committee be constituted for the Area A OCP review with support from an SCRDP Planner. The committee can look at the current OCP with the

view of revising the areas that are required by the provincial government and can also look at the *Local Government Act* optional content as they see fit.

The Area A APC discussed the questions posed in the staff report memo and provided the following feedback:

Local groups and associations to consider for public engagement process:

- Emergency Responders – Egmont and Pender Harbour fire, police and ambulance
- Egmont Community Club
- Pender Harbour Community Club
- Local Schools – Madeira Park Elementary and Pender Harbour Secondary School
- Parents Advisory Council (PAC) and school volunteers
- Pender Harbour and Area Residents Association (PHARA)
- Waterfront Protection Coalition
- Swiya Lakes Stewardship Alliance
- Ruby Lake Landholders Association
- Blind Bay neighbourhood area
- Nelson Island residents
- Panorama Drive Residents Club
- Pender Harbour Women's Connection
- Madeira Park Legion email list
- Pender Harbour Community Church email list
- Pender Harbour Rotary
- Sunshine Coast Chamber of Commerce
- Living Heritage Society
- Whitakers and Farrington Strata
- Fran Pen Residents Association
- Sakinaw Lake Community Association
- Sakinaw Woods Strata

Suggestions for engagement methods, digital and print media:

- Bulletin boards, outside Maderia Park IGA, Liquor Store, post office, library
- Facebook groups – Pender Harbour Uncut, Egmonsters, Earls Cove Neighbourhood
- Harbour Speil magazine
- Invitations in the mail, mail out flyers.
- Community Associations email lists.
- Schedule the meetings so that non-residents can also be in attendance.

Suggestions for community engagement in Area A:

- Involve youth and families by going into the local schools and notices at the pool.
- Consider youth engagement in the OCP process through interactive activities at the schools (workshops, group vote, gather feedback on what is important).
- The recent survey done by the Town of Gibsons had good questions and they were

worded in a positive way. Suggestion to try this for the OCP engagement.

- Intergenerational dialogue: model the format for the All-Candidates meeting held at the Madeira Park Legion. Panel discussion with questions. Include an elder from the community, different ages and viewpoints. Could host at a school gym.

The APC discussed the required aspects of the OCP that are of most community interest:

- Address housing needs and affordability vs. leveraging home as an asset to earn an income with short term rentals, building second dwelling, secondary suite.
- In no specific order, the top areas of interest and importance are:
 - location, amount and type of density of residential development to meet housing needs
 - location and phasing of any major road sewer and water systems
 - location and type of public facilities
 - location, amount, type of commercial industrial, recreation and public use lands
- In no specific order, the lower priority areas of interest and importance are:
 - restrictions of use of land subject to hazardous conditions or that is environmentally sensitive
 - location and area of sand and gravel deposits
 - greenhouse gas reduction targets

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING To be confirmed.

ADJOURNMENT 9:15 p.m.

SUNSHINE COAST REGIONAL DISTRICT

**AREA E - ELPHINSTONE
ADVISORY PLANNING COMMISSION**

November 26, 2024

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

PRESENT:	Chair Members	Mary Degan Laura Macdonald Devin Arndt
ALSO PRESENT:	Electoral Area E Director Recording Secretary	Donna McMahon (Non-voting Board Liaison) Vicki Dobbyn
REGRETS:		Clinton McDougall Nara Benchley Arne Hermann Michael Sanderson

CALL TO ORDER 7:08 p.m.

AGENDA The agenda was adopted as circulated with agreement to reorder items.

MINUTES

Elphinstone (Area E) APC Minutes of October 22, 2024 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of October 30, 2024
- Halfmoon Bay (Area B) APC Minutes of October 22 and October 26, 2024
- Roberts Creek (Area D) APC Minutes of October 21, 2024
- West Howe Sound (Area F) APC Minutes of October 22, 2024

NEW BUSINESS

There is a new Alternate Director for Area E, Fiona Beaty.

DIRECTOR'S REPORT

The Director's Report was received.

REPORTS

Official Community Plan Update – Project Status Report
 Official Community Plan Background Report

Key Points of Discussion:

- 2024 Housing Needs Assessment was circulated prior to meeting. It is intended to be a reference for the OCP review. Inaccuracy of data in this report was noted.
- VCH regulations on septic systems limit housing options in rural areas
- It is very challenging to review OCPs without the participation of MOTI in the process
- Will new OCP wording be strong enough to influence MOTI decisions?
- Have there been any changes in the engagement plans?
- What are the budget implications of the engagement plans?

- Suggestions for Locations for Public Engagement:
 - Booth at Fall Fair at Quality Garden Supply
 - Whispering Firs would be a good location especially for Wood Creek Park residents
 - Summer at Bonniebrook Beach for a coffee popup.
 - Gibsons and Area Community Centre, Gibsons Legion, Churches, Thrift Stores
 - Banditry and Sunday Cider
 - Grounded Acres Farms
 - Green Waste site on Henry Road
 - Henry Reed Farm
 - Elphie cycle
 - Santa Claus in the mall
 - GBS - at counter or popup in the parking lot
 - Find places where people are waiting
 - Should target mobile homes and RV parks
 - Signs in parks

- Other Suggestions for Public Engagement:
 - Use events to have a table to engage people
 - Mailout to individual mailboxes with postpaid return and QR code
 - Important to have paper options
 - Newsletters from Elphinstone businesses
 - ECA newsletter or updates and Facebook
 - Elphinstone column in Coast Reporter
 - Cedar Grove PAC newsletter
 - Social Media
 - Laminated poster with QR code in all the halls and notice boards
 - Add a graphically interesting map that shows clearly what Area you are in.
 - Other local Facebook pages

- What expectations are we setting up with OCP reviews?
- It was suggested to run draft survey by APC for input before sending out.

- Are they using one survey for all areas? There should be some common questions but also ones focussed on the specifics of the area.
- Have a meeting with all APCs and Area Directors to review what the top issues are. For Area E it is storm water and MOTI.
- TracC, VCH, and the Resource Centre jointly convened a Transportation meeting in May. A report will be distributed to APC members.
- APC would welcome more questions from SCR D to guide their discussions.

NEXT MEETING January 28, 2025

ADJOURNMENT 8:34 p.m.

SUNSHINE COAST REGIONAL DISTRICT

**AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION**

November 26, 2024

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

PRESENT:	Chair Members	Susan Fitchell Marlin Hanson Miyuki Shinkai Jonathan McMorran Ryan Matthews
ALSO PRESENT:	Director, Electoral Area F (Non-Voting Board Liaison) Alt. Director Electoral Area F (Non-Voting Board Liaison) Recorder	Kate-Louise Stamford Ian Winn Diane Corbett
REGRETS:	Member	Katie Thomas
ABSENT:	Member	Tom Fitzgerald

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of October 22, 2024 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of October 30, 2024
- Halfmoon Bay (Area B) APC Minutes of October 22 & October 26, 2024
- Roberts Creek (Area D) APC Minutes of October 21, 2024
- Elphinstone (Area E) APC Minutes of October 22, 2024

REPORTS

Official Community Plan Update – Project Status Update

Official Community Plan Background Report

The Area F APC continued discussion of the Official Community Plan reports received at the October APC meeting.

Points included:

- Could distribute a survey to contacts, friends. What would be the best way for them to respond?
- Could provide a list of contacts to provide feedback.
- Send a chain letter; send to friends in the community.
- “What do you love?” The opportunity to respond with a heartfelt idea is important. It would be helpful to give a specific example of how important something is, or what it is about the thing you love that is valued.
- Would be good to have an understanding of the impact on the two industrial area OCPs of West Howe Sound as we go forward. The two industrial area OCPs (Hillside and Twin Creeks) are not going to be renewed.
- Like idea of the APCs harmonizing to make the process more efficient and economize on the use of staff time. Can see localization of some of the topics (e.g., pulp mill in our area). Strongly support streamlining. We have to be realistic about our timeframe and what we can achieve.
- Do this through Facebook, Survey Monkey, and mail-out questionnaire.
- Hold online Zoom meetings to update people.
- Use a template with specific questions, not tricky or vague. Important to have universal or similar questions for feedback.
- The timeframe gives lots of opportunity in different seasons. Hopefully SCRD will maximize the opportunity when there are gatherings. People are coming or going off coast in summertime; gives opportunity for farmers markets, art shows, for outreach and engagement.
- Art Crawl: could ask same questions no matter where you are on the coast.
- Would be great if SCRD had the opportunity to let people know what is in the existing OCP.
- Encourage SCRD to reach out to get the OCP document out, even a link to the OCP. Have some copies available in addition to the survey.
- The YMCA camp has offered space as a venue for community meetings.

There was discussion about meeting in person, and in becoming more familiar with the existing West Howe Sound Official Community Plan. It was proposed that an in-person meeting, formal or informal, could be held at a local venue, like Persephone. Members could review the paper copy OCP, discuss what they would like to see and clarify where where they want to go; looking at the OCP would give a context to consider changing factors, and for looking forward.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING Tuesday, January 28, 2025

ADJOURNMENT 8:05 p.m.

October 2, 2024

Chair Lee,

Connect the Coast is an initiative to build All Ages and Abilities (AAA) Active Transportation infrastructure along the Highway 101 corridor from the Langdale Ferry Terminal to West Sechelt.

On behalf of the Connect the Coast Society, we would like to extend our sincere gratitude for the support provided by the Sunshine Coast Regional District (SCRD) in the past year. The funding and resources granted were essential in securing a Green Municipal Fund (GMF) grant, which has allowed us to continue planning for our highest-priority multi-use path (MUP) segments along Highway 101 from Reed Road to Gibsons Way, and from North Fletcher Road to Lower Road. For your reference, we have attached the SCRCD resolution adopting the Connect the Coast Preliminary Design Report as a planning tool and the SCRCD resolution contributing \$35,000 to the project in F2025, both of which were used in our successful GMF Grant application.

As we continue our work, we are seeking the SCRCD's ongoing financial and staff support.

We are seeking input and support from the SCRCD and have the following requests:

1. Can the SCRCD start the budgetary process related to allocating \$35,000 that can be used as matching funds for upcoming grants. *Due to budget and grant timing windows these funds would be used for grant opportunities arising during F2026.*
2. Can the SCRCD allocate 10 hours of staff time towards supporting this initiative.

As your formal budget discussions are set to begin in late October, we request that this proposal be considered as part of the budget deliberations. We are hopeful that our request aligns with the Board's goals for community collaboration, sustainability, climate resilience and equity.

We have also included letters of support from our community, and all levels of government.

Thank you for your time and consideration of this important initiative. We look forward to your feedback and are happy to provide any additional information or clarification as needed.

Sincerely,

Scott Nelson

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Scott Nelson
President, Connect the Coast Society
scott.nelson@connectthecoast.org