



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

Thursday, February 20, 2025, 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	
4. REPORTS	
4.1 Official Community Plan (OCP) Renewal Project Scope and Timeline Update - General Manager, Planning & Development and Manager, Planning & Development Rural Planning Services (Voting - A, B, D, E, F)	2
4.2 Development Approvals Process Review (DAPR) Implementation Update - General Manager, Planning & Development and Assistant Manager, Planning & Development Rural Planning Services (Voting - A, B, D, E, F)	14
4.3 Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Adoption - Manager, Planning & Development Electoral Area F - Rural Planning Services (Voting - A, B, D, E, F)	27
4.4 Development Variance Permit DVP00090 (1504 Tideview Rd.) - Electoral Area F - Planning Technician III Electoral Area F - Rural Planning Services (Voting - A, B, D, E, F)	42
4.5 Frontage Waiver FRW00024 (Wood Bay Ridge Road) - Electoral Area B - Planner II Electoral Area B - Rural Planning Services (Voting - A, B, D, E, F)	60
5. COMMUNICATIONS	
6. NEW BUSINESS	
7. IN CAMERA	
8. ADJOURNMENT	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – February 20, 2025

AUTHOR: Ian Hall, General Manager, Planning & Development
Jonathan Jackson, Manager, Planning & Development

SUBJECT: OFFICIAL COMMUNITY PLAN (OCP) RENEWAL PROJECT SCOPE AND TIMELINE UPDATE

RECOMMENDATION(S)

- (1) THAT the report titled Official Community Plan (OCP) Renewal Project Scope and Timeline Update be received for information;**
- (2) AND THAT updated OCP Renewal project goals focus on:**
 - a. A policy framework of one OCP and one Zoning Bylaw that integrates Development Approval Process Review (DAPR) objectives**
 - b. Two pillars of Housing and Environment & Climate**
 - c. Meeting legislative requirements**
 - d. Integration of the Regional Growth Baseline Study with supporting Growth Management Principles;**
- (3) AND THAT a project timeline be confirmed that:**
 - a. Provides high-level bylaw frameworks including maps and policies by Q3 2026**
 - b. Includes three longer-duration rounds of public engagement**
 - c. Enables adoption of new Official Community Plan and Zoning bylaws in 2027;**
- (4) AND THAT a budget proposal be brought to the 2026 annual budget process to support project sustainment into 2027;**
- (5) AND THAT SCRD request the Province extend the deadline for Small-Scale Multi-Unit Housing zoning compliance until December 31, 2027 in alignment with the OCP Renewal Project timeline;**
- (6) AND THAT staff provide an updated Background Report and Engagement and Communication Strategy to support the confirmed scope to a future Committee;**
- (7) AND THAT the report titled Official Community Plan (OCP) Renewal Project Scope and Timeline Update be referred to Advisory Planning Commissions for information;**

(8) AND FURTHER THAT an Advisory Planning Commission workshop be convened in spring 2025 on OCP Renewal to build project capacity and support future APC workshops and referrals.

BACKGROUND

In Q4 2024 the Board directed further exploration on OCP Renewal scope and timeline, relative to alignment with legislated requirements, electoral area and organizational priorities and staff capacity (directives 292/24 and 342/24, included as Attachment A). Other goals included affirming document structure, enhancing shared project understanding and ensuring effective public participation, including the roles of Advisory Planning Commissions (APCs). A Housing Needs Report was received on November 28, 2024 (directive 318/24) which further informs this work.

Rural directors caucused at workshops on December 11, 2024 and January 17, 2025.

This report reflects the topics discussed during these workshops and seeks to confirm direction for the OCP Renewal project, regarding the following components:

- A. Scope and Key Directions
- B. Supporting Scope
- C. Engagement

DISCUSSION

A. Scope and Key Directions:

1. A User-Friendly, Integrated OCP and Zoning Bylaw

During workshops, Directors talked about the value of a document structure comprised of **one integrated OCP and one companion zoning bylaw** designed to work together with an easy to follow, user-friendly format and communication style.

The 2023 Development Approval Process Review (DAPR) found that SCRD's existing document structure of 7 OCPs and 2 zoning bylaws results in confusing interpretation challenges for all users. Developing an integrated, user-friendly document structure contained in one OCP and zoning bylaw facilitates:

- a) Delivery of a clear, effective and comprehensive land-use planning framework
- b) Coordination of efficient key infrastructure and services
- c) Ability to prioritize organizational business decisions
- d) Directing housing needs to areas most suitable for growth
- e) Ability to enhance clarity regarding electoral area local needs and uniqueness, while considering larger regional context

- f) Ability to have a united voice when advocating to senior levels of government

2. OCP Pillars: Housing and Environment & Climate

During workshops, Directors' dialogue focused on two pillars, Housing and Environment & Climate. These pillars will ensure prioritization and focus on these identified community needs and can be supported by technical studies. These are focus areas derived from core legislative requirements set in the *Local Government Act*.

The **Housing Pillar** will consider complete communities and economic-generating uses. Generally, growth should be accommodated through a variety of housing options and densities in areas that are or easily can be serviced, particularly in relation to fire flows. Conversely, this will also mean limiting new growth in locations that burden SCRD's infrastructure, services and natural assets.

The **Environment & Climate Pillar** will ensure minimum legislative requirements are met in relation to providing appropriate restrictions on hazardous or environmentally sensitive conditions and setting greenhouse gas (GHG) reduction targets. Beyond this, the Environment & Climate Pillar will seek to align with Board directed policies contained within the Community Climate Action Plan (CCAP) and consider an integrated approach between community building and natural assets. Specifically, climate adaptation and resilience considerations will include stormwater management, wildfire prevention and protection, as well as adaptation strategies including managed retreat in climate hazard areas. Environmental stewardship will further consider appropriate protection and restoration frameworks for riparian areas and sensitive ecosystems.

3. Legislative Alignment

This project further seeks to **comply with all necessary provincial legislation**. DAPR identified that SCRD's land-use planning framework is out of alignment with provincial legislation, which creates inefficiencies in development approvals; reduces clarity, particularly when multi-jurisdiction approvals are required; and may increase risk in some cases for residents and SCRD.

Provincial Bill 44 introduced new housing statutes in late 2023 that have obligatory actions for local governments. SCRD has recently completed its requirement for an updated Housing Needs Report (HNR) in late 2024 and must consider this document as part of OCP development. SCRD is also obligated to implement aspects of the province's Small Scale Multi-Unit Housing (SSMUH) requirements. For SCRD, this involves permitting either secondary suites or auxiliary dwelling units on single-unit zoned residential properties unless doing so increases risk to health, public safety, or the environment.

4. Integration of Regional Growth Baseline Study

As previously directed by the Board, the [Regional Growth Baseline Study](#) will inform OCP renewal, including helping to determine where growth should and should not occur.

Building from the Regional Growth Baseline mapping, the OCP Renewal project will add new data from further research and analysis. This approach recognizes that some data gaps exist in the Regional Growth Baseline mapping data, particularly in relation to natural assets, sensitive environmental features (e.g. marine habitat, aquifer vulnerability and productivity) and infrastructure and servicing (e.g. active transportation routes and fire flow capacity).

B. Supporting Scope Analysis:

1. Natural Assets Inventory

In scope: To support the pillars of housing and environment & climate, the inclusion of a Natural Assets Inventory will identify areas and/or assets that are appropriate for environmental stewardship and/or in need of climate adaptation considerations. Policy development and legislatively available tools, such as development permit areas and zoning, will be evaluated for usefulness in guiding desired levels of stewardship or adaptation.

2. Supporting Infrastructure Analyses:

In scope: Integration of recently completed fire flow capacity analysis, which is critical to support safe development. Consideration of 2025 inputs from the Fire Flow Action Plan, Water Strategy and Water Efficiency Plan. Integrative analysis required to confirm a decision on any SSMUH-related zoning directions.

Not in project scope/future work: Additional detailed infrastructure and servicing analysis, as well as associated capital planning and cost recovery bylaw work will be directed to the OCP Implementation Section.

3. Development Permit Area Modernization

In scope: The OCP Renewal project will consider how to efficiently and effectively modernize and re-implement the use of Development Permit Areas to achieve OCP and DAPR objectives and meet legislative requirements related to restrictions on use of land subject to hazardous conditions or that is environmentally sensitive.

Not in scope/future work: Additional detail / ground-truthing for many DPAs will be directed as future work through the OCP Implementation Section.

4. Implementation Plan

Structuring of future work: SCRD’s new OCP will include an Implementation Section to provide policy direction on the prioritization of key work to support successful policy implementation, with examples including known needs such as:

- Cost Charge bylaws, which are tools provided to local governments to fund financially sustainable growth through the ability to collect monies to support related components of capital projects as governed by the *Local Government Act*.
- Neighbourhood Plans, which are subplans to the OCP, actioning area-specific needs, responding to local conditions and character. Additional planning (and local engagement) is required to successfully implement these plans and consequently this work will follow the adoption of the OCP given project budget and timing goals.

Implementation Plans are the established way to make OCPs relevant, functional and more than just “words on paper”.

C. Engagement

1. Project & Engagement Design

During workshops, Directors talked about timely completion of this project and a desire for substantial completion prior to the October 2026 local government election. A desire was expressed for engagement that moves at a speed that builds public understanding and trust and allows local knowledge to add value.

Combining these two directions, staff have prepared project timeline options (Attachment B). Option 1 (recommended, based on perceived alignment with Directors’ goals to build community trust) proposes three longer periods of engagement. Option 2 contemplates four shorter periods of engagement. Both options would see presentation of high-level bylaw frameworks including maps and policies in mid-2026, with draft bylaws and a final round of engagement in early 2027 and consideration of adoption in 2027.

2. Engagement in the Community

SCRD uses the [International Association of Public Participation \(IAP2\) pillars](#) to define the purpose and level of engagement for projects. Activities in this project will inform the community as well as consult the community. This means that ideas and information collected during the engagement phases will be analyzed and summarized for the Board to consider in addition to the technical and legal requirements informing the OCP and Zoning Bylaw development.

Engagement in the community will include a blend of in-person events and virtual opportunities to share information and invite feedback about proposed policies and a new land use framework.

3. Roles

Directors will be supported, through regular briefings and supporting material, to lead communication with the community about this project and how OCP renewal will tackle big community challenges. Formal engagement and informing campaigns will be designed to augment and support SCRD Board as project champions.

APCs will serve as local context advisors. Approximately three to four interactive workshops for APCs are proposed, timed with key project milestones. The first workshop is suggested for early spring. These workshops would generally precede rounds of community engagement, with results informing the work that follows through advice provided to the Board for decision. Details for the APC role will be included in the updated engagement strategy. Examples of how APCs could participate in the project include as liaisons with community groups, being involved in community presentations or pop-ups, etc.

Community groups will be engaged and either the project will “go to them” by invitation or they will be invited to provide input.

The public will have easy access to project information, be “met where they are” online or in person, and have opportunities for input.

Staff, with consultant support, will facilitate engagement in alignment with Board direction.

Based on direction received from this report, a practical, clear and detailed engagement strategy will be presented to a future Committee. The strategy will consider feedback received from APCs in Q4 2024.

Organizational and Intergovernmental Implications:

The project will involve interdepartmental collaboration at all levels with emphasis on Planning & Development, Infrastructure Services, GIS, Community Services, Finance and Legislative Services. Coordination and engaging with First Nations, neighbouring municipalities and other agencies is required.

The draft Corporate Workplan allocated 4,860 hours to this project as of January 1, 2025 and through to December 31, 2025. This estimate remains accurate; the prospective scope

change and timeline adjustments change the quarters where hours will be focused, but the overall project size in 2025 is similar to what was previously estimated. Of these hours, 1,790 (37%) are one-time/project-specific (i.e. project-specific GIS and Planner roles). Of the total hours, 3,600 (74%) are drawn from Planning & Development Division. Other extraordinary contributions are: Asset Management: 80 hours; Infrastructure Services: 160 hours, Community Services: 100 hours; Planning & Development (other than Planning Division): 270 hours; Communications 150 hours; CAO & SLT: 250 hours.

The Province has granted SCRD until June 30, 2026 to address zoning requirements associated with SSMUH under Bill 44 that enable auxiliary dwelling units or secondary suites in areas served by wastewater treatment plants and regional water systems. Technical analysis is required to ascertain whether zoning on parcels within these areas can be updated without furthering hazardous risks related to wastewater processing or fire protection. It is recommended that SCRD apply to the province for an amendment to this extension to align SSMUH compliance with updated OCP Renewal project timelines (no later than December 31, 2027). If the extension is denied, interim SSMUH compliant zoning would be required. Currently, 76% of all rural residential parcels in SCRD permit an auxiliary dwelling and/or a secondary suite. Requesting an extension does not prevent SCRD from amending zoning before the deadline should technical analysis be completed sooner.

Financial Implications

OCP Renewal is an approved project within the financial plan, with a budget based on the scope developed several years ago. Resourcing the updated scope and timeline will require a mix of existing and future resources.

SCRD has \$94,383 of unallocated provincial capacity funding that could be used for infrastructure analysis required to address aspects of the new provincial housing mandate.

First Nations will be invited to engage, based on defined consultation areas provided by the Province of BC. The cost and time involved in fulfilling this part of the engagement process is unknown at this time. More information will be reported to a future Committee.

Staff will conduct further project analysis and provide financial/resourcing comments and recommendations in future project update reports.

3. Upcoming Budget Cycles

Next year: The OCP Renewal project timeline, as proposed, is one year longer than originally budgeted. While substantial completion of draft bylaws will be reached in 2026, resources to support work into 2027 will be required. Staff recommend that a budget proposal be presented in 2026 to ensure project continuity.

Future Implementation Work: The proposed scope of work for 2025-2027 recognizes there is future work outside of this scope that will be necessary to fully operationalize new OCP policy and keep the adopted land use planning framework relevant will necessitate future budget cycle proposals.

3. Contract Updates

The updated scope, key directions, timeline, and additional resourcing, noted in this report, will require updates to SCRD's contract for consulting services with KPMG LLP. Pending Board direction, staff will prepare an update. Any amendment will require a Board decision based on the total contract value, per Delegation Bylaw No. 710.

Timeline for next steps

The proposed project timeline is reflected in Attachment B (option 1 recommended).

Pending Board confirmation of scope, timeline and resources, the next steps will be:

1. Provide updated Background Report and Engagement Strategy (target March EAS Committee)
2. Schedule APC workshops (initial workshop in March)
3. Initiate regular project communications briefings for Directors
4. Initiate regular project status reports
5. Project launch in June 2025, as shown on timeline

STRATEGIC PLAN AND RELATED POLICIES

OCP and zoning bylaws can update policy direction in support of Water Stewardship and Solid Waste Solutions.

CONCLUSION

This report presents proposed updates to the scope and timeline of the OCP Renewal project based on dialogue convened by Directors in December 2024 and January 2025. A series of recommendations flowing from the new scope and timeline are also provided.

Following the Board's consideration of the recommendations in this report, the updated project can be launched this spring. Further direction on engagement will be sought prior to launch.

ATTACHMENTS

Attachment A: Referenced Board directives

Attachment B: Project Timeline

Reviewed by:			
Manager	X - J. Jackson	Finance	X - A. Taylor
GM	X - I. Hall X - R. Rosenboom	Legislative	X - S. Reid
CAO	X - T. Perreault	Information Technology/GIS	X - D. Nelson

ATTACHMENT A: Referenced Board Directives

Resolution Date	Resolution	Progress
<p>October 24, 2024 292/24</p>	<p>THAT a report be provided to a future Committee outlining the options for an amended timeline and narrowing the scope for the Official Community Plan (OCP) Renewal Project to the legislated requirements, including staff resourcing considerations, as part of the 2025 budget;</p> <p>AND THAT regular monthly or bi-monthly check-ins be scheduled so that Board members can be fully informed about the progress of the OCP renewal project.</p>	<p>This is the first check-in report on the OCP renewal project.</p>
<p>November 28, 2024 342/24</p>	<p>THAT a workshop session regarding the Official Community Plan be convened with the Board to:</p> <ul style="list-style-type: none"> a. Collaboratively explore and provide input on the scope (the "why"), purpose, and goals of the Official Community Plan (OCP), enhancing shared understanding between the Board and staff; b. Present and discuss options for local neighbourhood and electoral area representation within the OCP document, including consideration of a single regional document, a regional document with sub-area plans, or maintaining separate electoral area OCPs; c. Gather feedback from Directors to align with electoral area priorities, strengthen local participation, and establish a collaborative process with staff for ongoing refinement throughout the OCP development; d. Review and offer feedback on the OCP public engagement plan, including guiding principles and the role of Advisory Planning Commissions (APCs), to ensure an inclusive and transparent engagement process; e. Discuss options for flexible, achievable timelines for the OCP process, balancing resource capacity and effective public engagement; <p>AND FURTHER THAT the initiation of the OCP engagement process be temporarily paused to allow for these elements to be addressed in a collaborative manner.</p>	<p>Rural Director workshops held on December 11, 2024 and January 17, 2025</p>

OCP Project Timeline

2025-2027 Roadmap – Option 1 (Recommended)



Official
Community
Plan Update

www.scrd.ca/2045

Milestone Legend

3 Rounds of Public Engagement

3 APC Meetings

31 EASC Meetings

Engagement Blackouts

Key Tasks

May – July 2025

Round 1: Trade offs & Local Needs
Engagement & Communication Activities

January - March 2026

Round 2: Policy Direction
Engagement & Communication Activities

April - June 2027

Round 3: Refinement
Engagement & Communication Activities

March 2025
APC Check in

September 2025
APC Check in

March 2025
APC Check in

July 2026
Board Update
Policy direction, maps,
and key zoning changes

April - June 2027
Board Review
Draft OCP and
Zoning Bylaw

November 2027
Public Hearing
Approval of draft OCP
and Zoning Bylaw

2025

2026

2027

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Election Blackout

March – July 2025
Identify growth and
land use options

Aug – Dec 2025
Prepare high-level OCP
approach, OCP maps, and key
zoning changes

Feb – June 2025
Update OCP policy direction,
OCP maps, and key zoning
changes

Aug – Dec 2026
Prepare first full draft of OCP
and zoning bylaw, first
technical review

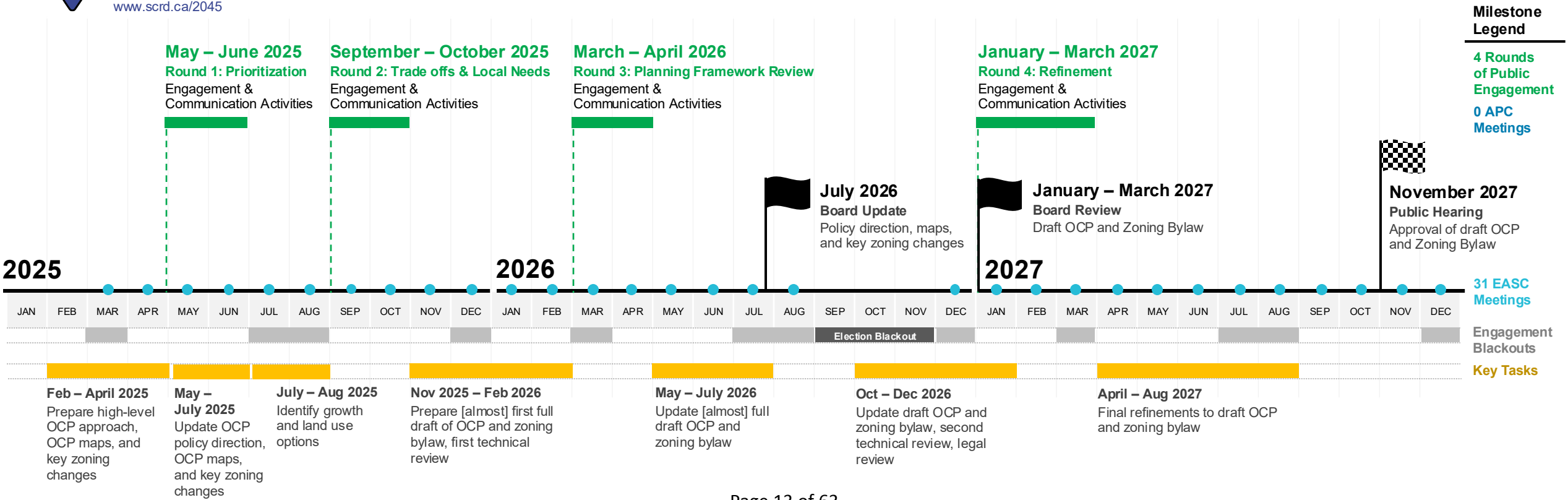
Jan – March 2027
Update draft OCP
and zoning bylaw

May – Aug 2027
Update draft OCP and
zoning bylaw, second
technical review, legal
review

Sep – Nov 2027
Final refinements
to draft OCP and
zoning bylaw

OCP Project Timeline

2025-2027 Roadmap – Option 2 (Not Recommended)



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – February 20, 2025
AUTHOR: Ian Hall, General Manager, Planning & Development
Kevin Jones, Assistant Manager, Planning & Development Division
SUBJECT: **DEVELOPMENT APPROVALS PROCESS REVIEW (DAPR) IMPLEMENTATION UPDATE**

RECOMMENDATION(S)

(1) THAT the report titled Development Approvals Process Review (DAPR) Implementation Update be received for information.

BACKGROUND

The purpose of this report is to provide an update on the implementation status of recommendations from the Development Approvals Process Review (DAPR) Final Report. In July 2023 SCRD completed a DAPR, with consultant findings/recommendations endorsed by the Board (directive 226/23). The 2024 annual budget included resources to start implementation of DAPR recommendations (directive 039/24). An application was made to the Local Government Development Approvals Program (LGDAP) for additional implementation resources (077/24); this application was subsequently successful (192/24).

This report provides a status update on the DAPR implementation, with highlights, as follows:

- Operational impact,
- A DAPR Progress Chart (Attachment A),
- Reflections on progress, and
- Next steps – 2025 prioritizations

An information bulletin has been prepared for website publication and distribution to development contacts (Attachment B).

DISCUSSION

Key Actions

In 2024, four actions have been taken that have addressed DAPR Report recommendations, including:

1. Creation of Development Planning and Community Planning branches,
2. OCP Renewal project initiation,

3. Addition of incremental resourcing, and
4. Local Government Development Approvals Program (LGDAP) grant award.

Successes to date

The above noted actions have resulted in the following organizational and operational improvements:

- The separation of Development and Community Planning Services, ensuring the ability to have staff specifically assigned to important policy work.
- OCP Renewal Project initiation, a foundational component to the policy and regulation renewal aspects of DAPR.
- The addition and recruitment of a Planning Technician position, which has allowed for an increase in front-counter service, quicker response times to email and phone inquiries, and improved processing times for non-complex development applications.
- A successful \$150,000 grant application, via the Local Government Development Approvals Program (LGDAP) from Union of BC Municipalities (UBCM), to develop a Procedures Manual, review the Procedures and Fees Bylaw and update public facing materials, brochures and application forms.
- Operational improvements, including: ensuring rigor, consistency and quality in the review of applications; improvements to clarity and readability of Development Planning reports.
- Update to Planning fees, with a focus on moving closer to a cost recovery model.

The above achievements in the implementation of the DAPR recommendations are expanded on further below, with the following four sections highlighting operational benefits of these big moves and discussing associated challenges that require long-term solutions.

1. Creation of Separate Development Planning and Community Planning Services:

Pre-DAPR, diverting long-range planning service functions was a long-used remedy to triage development application demand. Over time, this contributed to aging land use policy and regulatory frameworks becoming ineffective at managing growth and impeding the efficient processing of development applications. A key DAPR recommendation was to create separate Development (current planning) and Community Planning (long-range planning) service functions to protect time for strategic long range planning needs.

In Q2 2024, the reorganization of the Planning Division was implemented. Approximately 4 FTE positions are focused on Community Planning Services and 6 FTE on Development Planning Services. Cross-functional surge capacity exists.

While separation of services is seen as overall beneficial, it has reduced the total number of staff focused on day-to-day application processing. 2024 saw the Development Planning team under pressure to maintain processing time targets, especially for complex planning files, while also committing time to process-improvement work. The late-year departmental reorganization (reducing management demands related to Emergency & Protective Services) will assist with providing more support to DAPR work going forward.

2. OCP Renewal Project Initiation:

The newly established Community Planning Service completed phase 1 of the OCP Renewal project. The project budget includes one additional FTE (functionally a planner 2) until mid-2026, which forms part of the approximately 4-FTE team. The project is a priority action item of DAPR Recommendation #9 and is foundational to the policy and regulation renewal aspects of DAPR.

Development approval processes can only be improved to a calibre reflective of the policy and regulatory frameworks guiding them. As such, the OCP Renewal project seeks to provide clear, intentional land use policies and regulations that enhance usability for staff and the public, allowing for greater efficiency in processing land development applications.

3. Incremental Resourcing:

KPMG's DAPR recommendations included resourcing for implementation. An incremental approach was directed as part of the 2024 budget. This included a new a Planning Technician position to support customer service and application processing. Other multi-year approved resources for change management and environmental planning support are being configured to have maximal impact as part of DAPR-driven aspects of land use bylaw renewal.

Key results:

- Drop-in front counter service was increased from two mornings per week to three. This is supported with online and appointment-based service to applicants.
- Overall increased FTE for customer service has facilitated responses via email and phone within 48-72 hours and contributed to a 50%+ reduction in front-counter visits – many of which were occurring due to previous slow response queue times.
- Improved processing times for non-complex development applications, such as development permits (DPs). Average processing times for DPs decreased from 148 days in 2023 to 91 days in 2024, with a consistent quarter-by-quarter reduction, resulting in an average processing time of just 34 days in Q4 2024.

Areas of resourcing need looking forward:

- KPMG's recommendations included a dedicated process champion, devoting between 25%-50% FTE hours towards DAPR implementation which has not been achieved.

Departmental restructuring provides the opportunity for the General Manager to provide additional project support.

- Resolving a continuous improvement approach that functions within available corporate capacity. This is important for overall coordination, especially as it relates to information technology, utilities, parks, etc. For example, Planning and IT staff are in process of project design for a Development Dashboard.
- Reviewing need for sustained environmental planning support (as recommended in DAPR report), especially in context of supporting coordinated planning / liaisons with First Nations.

4. Local Government Development Approvals Program (LGDAP) Grant Award:

In late Q3, SCRD was awarded a \$150,000 Local Government Development Approvals Program (LGDAP) grant from Union of BC Municipalities (UBCM). This grant will accelerate DAPR implementation by adding capacity for SCRD. LGDAP funding will be used to develop a Procedures Manual, undergo a detailed review of the Procedures and Fees Bylaw and to update planning forms, brochures and website resources. The initial deadline for deliverables is May 2025; and staff are in conversation with UBCM about an extension to the deadline and are in the process of submitting an extension request for this project.

DAPR Progress Chart

A DAPR Progress Chart based on the final report recommendations has been developed (Attachment A), to provide a high-level summary of progress and planned future actions.

Reflections on Progress

Since the DAPR Final Report was published, operational changes to development approval processes have included:

- An overall reinvigoration of quality processing, including a focus on consistency and quality assurance in application reviews.
- Improved Development Planning report formatting to increase consistency, readability and clarity (e.g. standardized development variance permit reports).
- Cost recovery focus, supported by regular fee reviews/updates.

Staff are seeking to address sustainment when updating processes. For example, integrating updating processes into Procedures Manual so that rather than just being a snapshot in time it can incorporate future legislative, regulatory and administrative changes. This approach will demand ongoing reinvestment resources.

Corporate alignment/support for continuous improvement of planning processes is critical and priority and available capacity can be clarified as part of the work being done on corporate workplan. This is important to avoiding the creation of silos.

Next Steps – 2025 Priorities

- Complete all grant-funded LGDAP work
- Propose updates to Procedures and Fees Bylaw No. 522 and necessary planning components of the Delegation Bylaw No. 710 based on LGDAP project findings. Bylaw updates will be necessary to action a new procedures manual.
- Continue work on public-facing information tools including a Development Dashboard that would provide up-to-date application status, as well as updated application forms, brochures and website information.
- As staff resources/corporate commitment allow, establish a working group of staff from all internal departments, including management, to implement cross-departmental process improvement recommendations and objectives.
- Advance DAPR through policy and regulatory updates to OCP and zoning bylaws to enhance clarity, readability and consistency.

In addition to the Priority items identified above, where feasible, staff will continue to implement incremental improvements to internal processes aimed at streamlining development application processing.

Organizational and Intergovernmental Implications

Staff regularly engage with municipalities, First Nations, provincial ministries and other agencies on interorganizational touchpoints related to DAPR.

Financial Implications

There are no financial implications directly associated with this report; however, dependencies between DAPR and OCP/zoning bylaw renewal are noted that have funding allocation implications.

Communications Strategy

DAPR Bulletins are used to communicate incremental progress and committee reports provide further updates at key milestones and inform Board decisions.

STRATEGIC PLAN AND RELATED POLICIES

While many aspects of DAPR are operational, there are interfaces between development processing, growth management and water stewardship.

CONCLUSION

This report provides an update on the implementation of Development Approvals Process Review results. A progress chart and information bulletin have been prepared.

The 2025 workplan includes a new Procedures Manual; a review of the Procedures and Fees Bylaw; updates to Development Planning forms, brochures, and website; and review of OCP and zoning bylaws with a DAPR focus.

ATTACHMENTS

Attachment A – DAPR Report Recommendations Progress Chart

Attachment B – SCR D Planning and Development Process Improvement Bulletin #2

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

DAPR Report Recommendations Progress Chart

Recommendations	Progress to Date	Planned 2025 Actions
<p>Championing Process Improvements</p>	<p>DAPR implementation resourced as staff time allows, though not at the 25-50% FTE as recommended in the DAPR report.</p> <p>Senior planning staff have been focusing on developing a culture of “Improvement” at the team level by rapidly responding to staff feedback and addressing pain points.</p>	<p>Develop a corporate-level continuous improvement team that responds to capacity constraints.</p>
<p>Documenting Existing Processes & Roles</p>	<ul style="list-style-type: none"> • High-level review of Development Application Processes completed. • Initial development of internal “Planning Wiki” or knowledge base to more easily access procedures and policies. <ul style="list-style-type: none"> • Updates and enhancements to existing operational processes to streamline approval times. • Greater senior staff support to junior planning staff, ensuring consistency and rigor in development application reviews. • Improvements to Development Planning staff reports, with a focus on consistency, readability and clarity. • Increased coordination and communication between Bylaw Enforcement and Planning staff to improve transition from Bylaw Enforcement to Remedial Pre-Applications for Development Permits. 	<ul style="list-style-type: none"> • Successful grant application for LGDAP/UBCM funding will deliver: <ul style="list-style-type: none"> A Procedures Manual Framework including initial population with critical tasks for development application processing. Review of Planning Procedures and Fees Bylaw and other related bylaws to inform subsequent bylaw amendments. Update Development Application Forms, Brochures, and Guides including online content. • Review of processes associated with Development Permits (DPs), including the use of covenants. Can inform potential Development Permit Area updates and Procedures Manual project.
<p>Improving Staff Coordination & Collaboration</p>	<ul style="list-style-type: none"> • Focus on improvements to customer service, aided by the addition of a Planning Technician position, allowing for additional front counter hours, faster response to emails and faster processing of simple (DP) applications • Increased senior staff support to junior staff, including structured “Development Roundtable” meeting to ensure consistency and 	<ul style="list-style-type: none"> • Procedures Manual project • Develop internal escalation procedure for escalated complaints that often result in “queue hopping” and short-notice reallocation of staff resources.

	<p>correctness in the review of development applications.</p>	
<p>Improving Information Flow Between External Stakeholders</p>	<ul style="list-style-type: none"> • MOTT signed-on to participate in LGDAP/UBCM funded project around the development of application procedures, referral processes etc. (Procedures Manual) • Hosting quarterly regional planning meetings including member municipalities, First Nations and Islands Trust 	<ul style="list-style-type: none"> • Procedures Manual project requires engaging with MOTT and other key referral groups.
<p>Building a Stronger Compliance Culture</p>	<ul style="list-style-type: none"> • Increased utilization of application submission checklist, with result that incomplete applications are less frequent. • Pre-Application process generally successful. The process has evolved to provide more streamlined comments to applicants. 	<ul style="list-style-type: none"> • LGDAP project includes a sub-project that will look at improving public facing information (brochures, website, application forms/requirements) which will assist with public/applicant education. • OCP project proposes to include standardized Development Permit Areas, which will improve efficiency for existing challenges such as exemptions and interpretations
<p>Application Ownership and Tracking</p>	<ul style="list-style-type: none"> • File Managers are automatically notified when assigned by senior staff to files via Prospero/Tempest. • Initiated the development of KPIs including application processing times by type (e.g. for Development Permits). • Auditing Prospero/Tempest data to ensure consistency (file status tracking) and completeness (development permits completed 2021 to date). 	<ul style="list-style-type: none"> • Review of existing dormant files. • Procedures Manual to consider streamlining opportunities. • <i>Dependent on staff resources:</i> Creation of a "Development Dashboard" that would enable public access to current application statuses.
<p>Enhancing Collaboration with First Nations</p>	<ul style="list-style-type: none"> • Hosting quarterly regional planning meetings including member municipalities, First Nations and Islands Trust 	<ul style="list-style-type: none"> • Explore engaging contracted Environmental Planning services to support environmental, climate and DAPR-recommended policy modernization in the OCP Update Project. • <i>Dependent on staff resources:</i> The DAPR Report recommended a full-time Environmental Planner be budgeted to support long-term environmental planning policy work, collaboration with shíshálh Nation's

		<p>environmental work and to support to development planning. Development Planning support would include assisting with complex environmental development permits, including the backlog of remedial work resulting from bylaw enforcement. Review this need further.</p>
<p>Enhancing Use of Technology</p>	<ul style="list-style-type: none"> • Quarterly Prospero/Tempest Continuous Improvement Meetings. Cross-departmental meetings led by IT staff to coordinate system enhancements and updates. • Building permit referrals to Planning within Tempest have been implemented for complex building permit applications involving development planning applications. 	<ul style="list-style-type: none"> • <i>Dependent on staff resources:</i> Consideration, organization wide, if the current open-source Request Tracker (RT) ticket system is suitable. • <i>Dependent on staff resources:</i> Development and implementation of "task" workflows in Prospero is outstanding and will require commitment of significant time and resources from development planning and IT staff. • <i>Dependent on staff resources:</i> Re-establishment of technology champions across the organization.
<p>Improving Existing Policy Frameworks</p>	<ul style="list-style-type: none"> • Separation/focusing of the Development and Community Planning services was completed in Q2, 2024. • Documentation (ongoing) of challenging aspects of OCP Bylaws and Zoning Bylaws, to inform future updates to these bylaws. • Building staff review each application for potential zoning and DPA flags. A zoning review checklist is completed for each application with more complex reviews referred to planning staff. 	<ul style="list-style-type: none"> • LGDAP funding to include a thorough review of Procedures Bylaw (and relevant sections of other bylaws). • OCP Update Project scope includes all OCPs and Zoning Bylaws. This provides significant opportunities to address challenges and make improvements to development approval processes.
<p>Supplementing In-House Resources</p>	<p>2024 Budget included:</p> <p>Planning Technician III (1.0 FTE) – recruited Q3 2024;</p> <p>\$50,000 annually for Change Management Resource (2-year contract value \$100,000);</p> <p>\$25,000 for Software Support Resources (2-year contract value \$50,000);</p>	<ul style="list-style-type: none"> • <i>Dependent on Staff Resources:</i> Initiate the engagement of Change Management Resource and Software Support Resources to support DAPR implementation. • Priority Item in Q1, 2025 is to engage a consultant to lead LGDAP Project. • Detailed review of Procedures and Fees Bylaw as part of LGDAP project,

	<p>and pro-rated, Contracted Environmental Planning Support \$50,000 for 3-years, totally \$137,500.</p> <ul style="list-style-type: none">• Successful grant application to UBCM for \$150,000 LGDAP funding• Update of Procedures and Fees Bylaw update in Q4, 2024 resulting in updates to fees as of January 1, 2025, as next step to cost-recovery.	<p>will consider on-going shift towards cost-recovery.</p>
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SCRD PLANNING AND DEVELOPMENT PROCESS IMPROVEMENT BULLETIN #2 – JANUARY 2025

SCRD’s Planning and Development Department is continuing to work on improving the quality of service delivered to customers and to the community. You can learn more about the Development Approvals Process Review (DAPR) project at <https://letstalk.scrd.ca/dapr>. Future bulletins will be offered at key milestones.

Results from Increased Front Line Service:

To enhance customer service experiences with development approvals the Planning & Development Front Counter Service was increased from two-days per week to three-days per week, starting May 1, with counter hours being as follows. To further improve frontline customer service and processing times for the most common planning application types, such as Development Permits, a new Planning Technician position was added in July 2024.

Monday	Tuesday	Wednesday	Thursday	Friday
Drop-in counter closed, appointments only	Drop in counter hours 9:30 AM – 12:00 PM	Drop in counter hours 9:30 AM -12:00 PM	Drop-in counter closed, appointments only	Drop in counter hours 9:30 AM -12:00 PM

Based on these changes, customer service response time and speed of resolution for inquiries received via email and via the front counter have been improved. Consequently, calls for drop-in front counter service have fallen by approximately 50% relative to prior year while application volumes are only down about 15%. **Processing time for development permits has been reduced from a 2023 average of 148 days to a 2024 average of 91 days. As well there was a consistent quarter-over-quarter decrease in processing time through the year. An average processing time of 34 days was achieved in Q4.**

The mix of service channels is actively being monitored to ensure optimal customer service experience and resource efficiency.

New Structure Providing Focused Service:

Following confirmation by recommendations in KPMG’s Final Report on SCRD’s Development Approvals Process Review (DAPR), in the first half of 2024, the Planning Division was restructured into two branches to provide more focused service.

Community Planning Branch	Development Planning Branch
Core Services: Oversees policy development (OCPs, zoning, etc.) and regional planning work	Core Services: Development applications, front counter service, bylaw compliance matters, DAPR implementation
Contact: Jonathan Jackson, Manager	Contact: Kevin Jones, Assistant Manager

Having two separate branches for Community and Development Planning is common for Canadian local government planning departments and provides the benefit of focused service delivery, increased clarity on cost recovery, and enables progress on long-range planning policy work that was recommended in the DAPR report and is critical to efficient development processing. Application processing timelines have largely been maintained through this restructuring.

Process Improvements Completed Since Bulletin 1 (March 2024):

- Addition of Planning Technician position to allow for improvements to frontline customer service (front counter service, email, phone) and also improvements to processing of minor development applications (development permits).
- Update and standardization of Planning staff reports to Committees and Board, with a focus on conciseness, consistency and clarity.
- Continuing review and greater oversight of aspects of the development application process to ensure rigor and consistency.
- Successful grant application submitted to Union of BC Municipalities for Local Government Development Approvals Program (LGDAP) funding for \$150,000 to initiate work to develop a Procedures Manual, detailed review of development related bylaws, and enhancement to applicant/public information on the development application process.
- Update of Procedures and Fees Bylaw to review fees with a lens of cost recovery based on staff time associated with process improvements and in support of financial sustainability and quality service.
- Completion of high-level process mapping for all development application types and identification of opportunities for improvement, to inform future areas of work (Procedures Manual, development bylaw review and updates etc.)

Upcoming and Underway Improvements:

- Review of Development Permit Areas to add clarity to their application.
- Initiation of LGDAP funded project to develop: a new Procedures Manual; detailed review of development related bylaws and identify necessary updates; and development of updated and enhances applicant/public information on the development application process.
- Initiation of project to provide public facing website information on current development applications.
- Review of the use of covenants for all development applications, with a particular focus on streamlining the Development Permit application process.
- Initiating the review and development of a strategy to make better use of Tempest/Prospero file management software to assist in the streamlining of the development application process.

Other Important Planning Projects:

- Official Community Plan renewal: project plan being finalized with work toward launch in 2025. To find out more, please visit the project LetsTalk page: <https://letstalk.scrd.ca/ocp-review>
- Updated Housing Needs Report completed, per Provincial legislative requirement:

- **Report** - <https://www.scrd.ca/wp-content/uploads/2024/12/2024-Nov-SCRD-Housing-Needs-Report-FINAL.pdf>
- **Summary** - <https://www.scrd.ca/wp-content/uploads/2024/12/2024-Nov-21-SCRD-Housing-Needs-Report-One-pager.pdf>

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – February 20, 2025

AUTHOR: Jonathan Jackson, Manager, Planning and Development

SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT NO. 640.6 AND ZONING BYLAW AMENDMENT NO. 722.10 – CONSIDERATION OF ADOPTION**

RECOMMENDATIONS

- (1) THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Adoption be received for information;**
 - (2) AND THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for Adoption.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) received an Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment application to change the OCP land use designation, zoning designation, and subdivision district of the 0.3 ha non-Agricultural Land Reserve (ALR) portion of 1691 Jensen Road in Area F - West Howe Sound (see Table 1). The applicant's aim is for the amendments to enable subdivision of the portion of the parcel outside of the ALR, the outcome of which would be one new 0.3 ha residential lot.

On November 28, 2024, the SCRD Board adopted Resolution 318/24 as follows:

Recommendation No. 7 Official Community Plan Amendment 640.6 and Zoning Bylaw Amendment 722.10 - Consideration of Third Reading

THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Third Reading be received for information;

AND THAT West Howe Sound Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for consideration of Third Reading;

AND FURTHER THAT prior to consideration of adoption of West Howe Sound Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10, the following condition be met:

- Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act*.

Table 1- Application Summary

Civic Address	1691 Jensen Road
Legal Description	DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770
Electoral Area	F – West Howe Sound
Parcel Area	40.5 ha
OCP Land Use	Current – Agricultural Proposed - Residential
Land Use Zone	Current – Agriculture (AG) Proposed – Residential 1 (R1)
Subdivision District	Current – I (4 ha minimum lot size) Proposed – C (0.2 ha minimum lot size)

DISCUSSION

Per resolution 318/24, the SCRD referred the application to the Ministry of Transportation and Transit (MOTT) for approval following Third Reading of the bylaw. On February 5, 2025, MOTT approved the Zoning Bylaw Amendment 722.10 pursuant to Section 52(3)(a) of the *Transportation Act* and provided a letter stating they have no objections to OCP Amendment 640.6 (see Attachment A and B).

Staff recommend that Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be presented to the Board for adoption as all conditions have been met.

Timeline for Next Steps

Following adoption, the applicant is permitted to submit Subdivision and Development Permit Applications to the SCRD.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend that Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be presented to the Board for consideration of adoption.

ATTACHMENTS

Attachment A - Ministry of Transportation and Transit Letter regarding Official Community Plan Amendment No. 640.6

Attachment B - Ministry of Transportation and Transit Signed Zoning Bylaw Amendment No. 722.10

Attachment C - Official Community Plan Amendment No. 640.6

Attachment D - Zoning Bylaw Amendment No. 722.10

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO	X - T. Perreault	Other	



Your File #: OCP00033
eDAS File #: 2024-05931
Date: Feb/05/2025

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8

Attention: Alana Wittman Planner II

**Re: Bylaw 722 for
DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437,
21531 AND LMP23770?
1691 Jensen Road, Gibsons**

We have reviewed OCP Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10, which propose to redesignate and rezone a 0.3-hectare portion of 1691 Jensen Road from Agricultural (AG) to Residential 1 (R1) to support future residential development.

The subject property does not permit any considerable additional subdivision potential, meaning it will not generate a significant increase in traffic with immediate or future developments.

Based on the current scope of the proposed bylaw amendments, MOTI has no objections.

If you have any questions please feel free to call Brad Newton at (604) 398-4716.

Yours truly,

Brad Newton
Development Officer

Local District Address
<p>Sechelt Area Office 5710 Teredo Sechelt, British Columbia V0N 3A3 Canada Phone: (604) 740-8987 Fax: (604) 740-8988</p>

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.10, 2024**

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

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

PART A – CITATION

- 1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024*.

PART B – AMENDMENT

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Amend *Schedule A* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.
 - b. Amend *Schedule B* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix B to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
READ A SECOND TIME this	12 TH	DAY OF SEPTEMEBR,	2024
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	10 TH	DAY OF OCTOBER ,	2024
READ A THIRD TIME this	28 TH	DAY OF NOVEMBER ,	2024
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this		DAY OF ,	
ADOPTED this		DAY OF ,	

Corporate Officer

Chair

Approved pursuant to section 52(3)(a) of the *Transportation Act* this
5 day of February, 2025




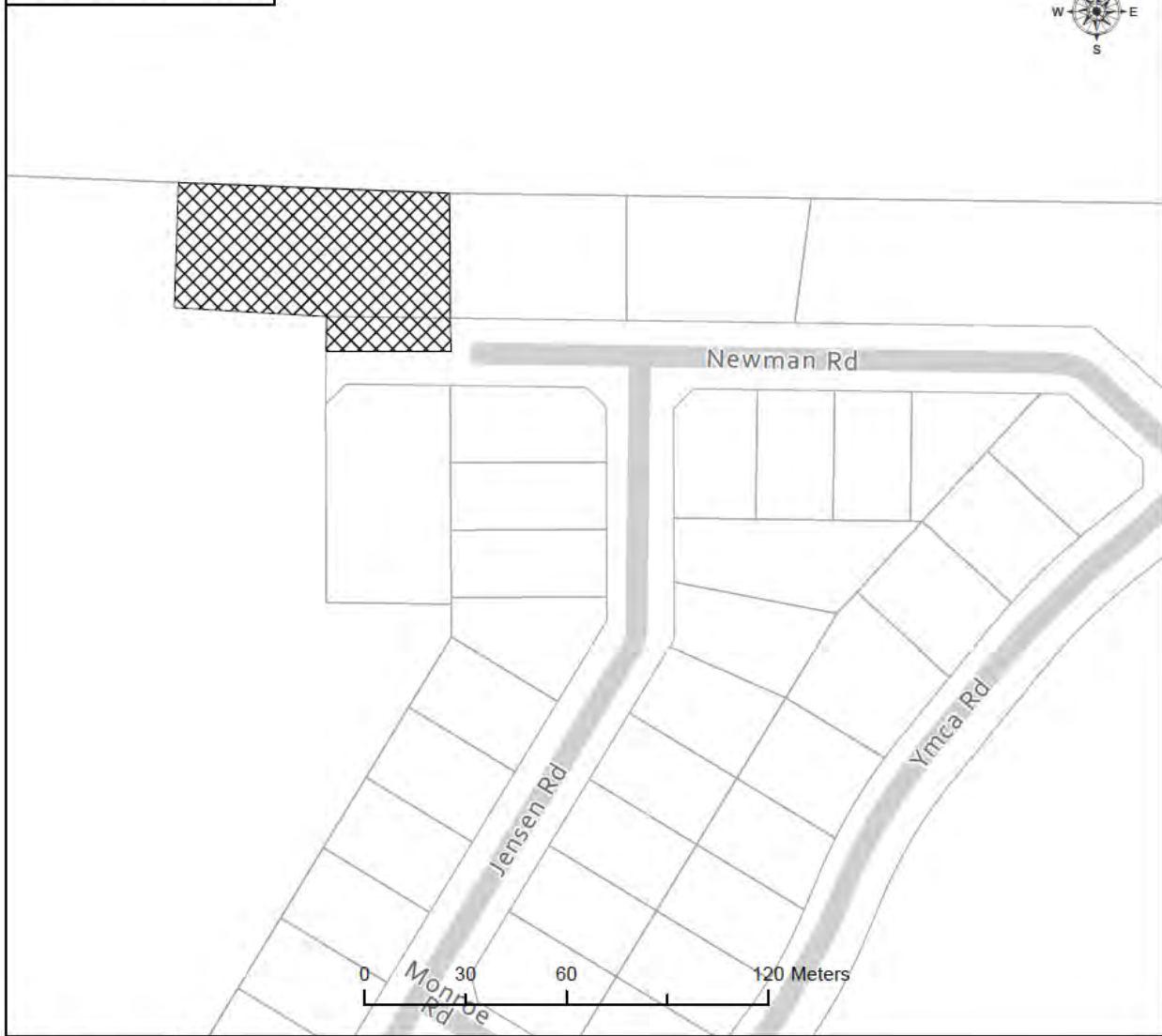
for Minister of Transportation & Infrastructure

APPENDIX A TO BYLAW NO. 722.10, 2024

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule A from Agriculture (AG) to Residential 1 (R1)

 Subject Property




Chair

Corporate Officer

APPENDIX B TO BYLAW NO. 722.10, 2024

Appendix B to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule B from Subdivision District I to Subdivision District C

 Subject Property



Chair

Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 640.6, 2024**

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

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

PART A – CITATION

1. This bylaw may be cited as *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024*.

PART B – AMENDMENT

2. *West Howe Sound Official Community Plan Bylaw No. 640.6, 2011* is hereby amended as follows:
 - a. Amend *Map 1: Land Use* by redesignating a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.

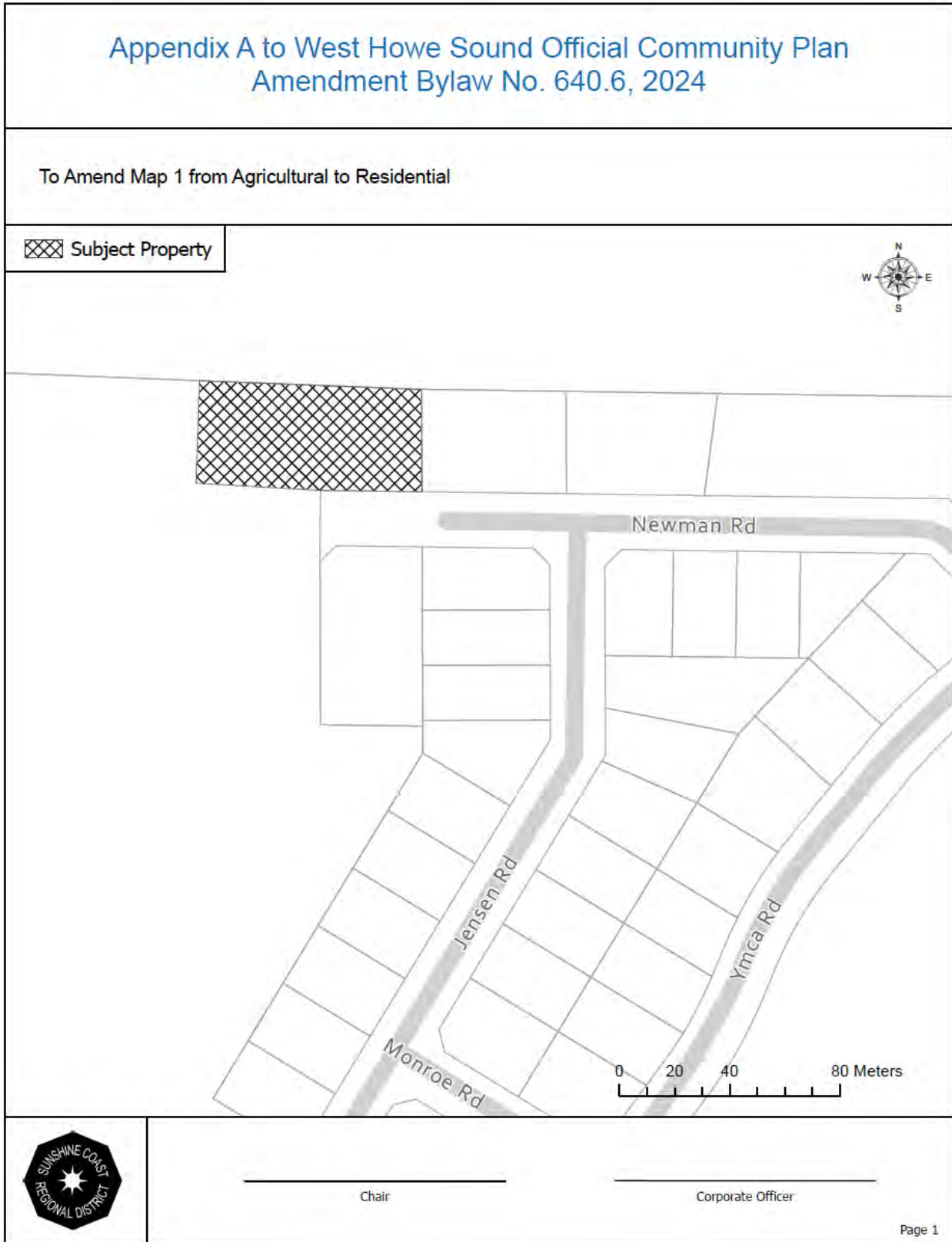
PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this	12 TH	DAY OF SEPTEMBER,	2024
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	12 TH	DAY OF SEPTEMBER,	2024
READ A SECOND TIME this	12 TH	DAY OF SEPTEMBER,	2024
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	30 TH	DAY OF OCTOBER,	2024
READ A THIRD TIME this	28 TH	DAY OF NOVEMBER,	2024
ADOPTED this		DAY OF ,	

Corporate Officer

Chair

APPENDIX A TO BYLAW NO. 640.6, 2024



**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.10, 2024**

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

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

PART A – CITATION

- 1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024*.

PART B – AMENDMENT

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Amend *Schedule A* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.
 - b. Amend *Schedule B* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix B to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF MAY,	2024
READ A SECOND TIME this	12 TH	DAY OF SEPTEMEBR,	2024
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	10 TH	DAY OF OCTOBER ,	2024
READ A THIRD TIME this	28 TH	DAY OF NOVEMBER ,	2024
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this	5 TH	DAY OF FEBRUARY ,	2025
ADOPTED this		DAY OF ,	

Corporate Officer

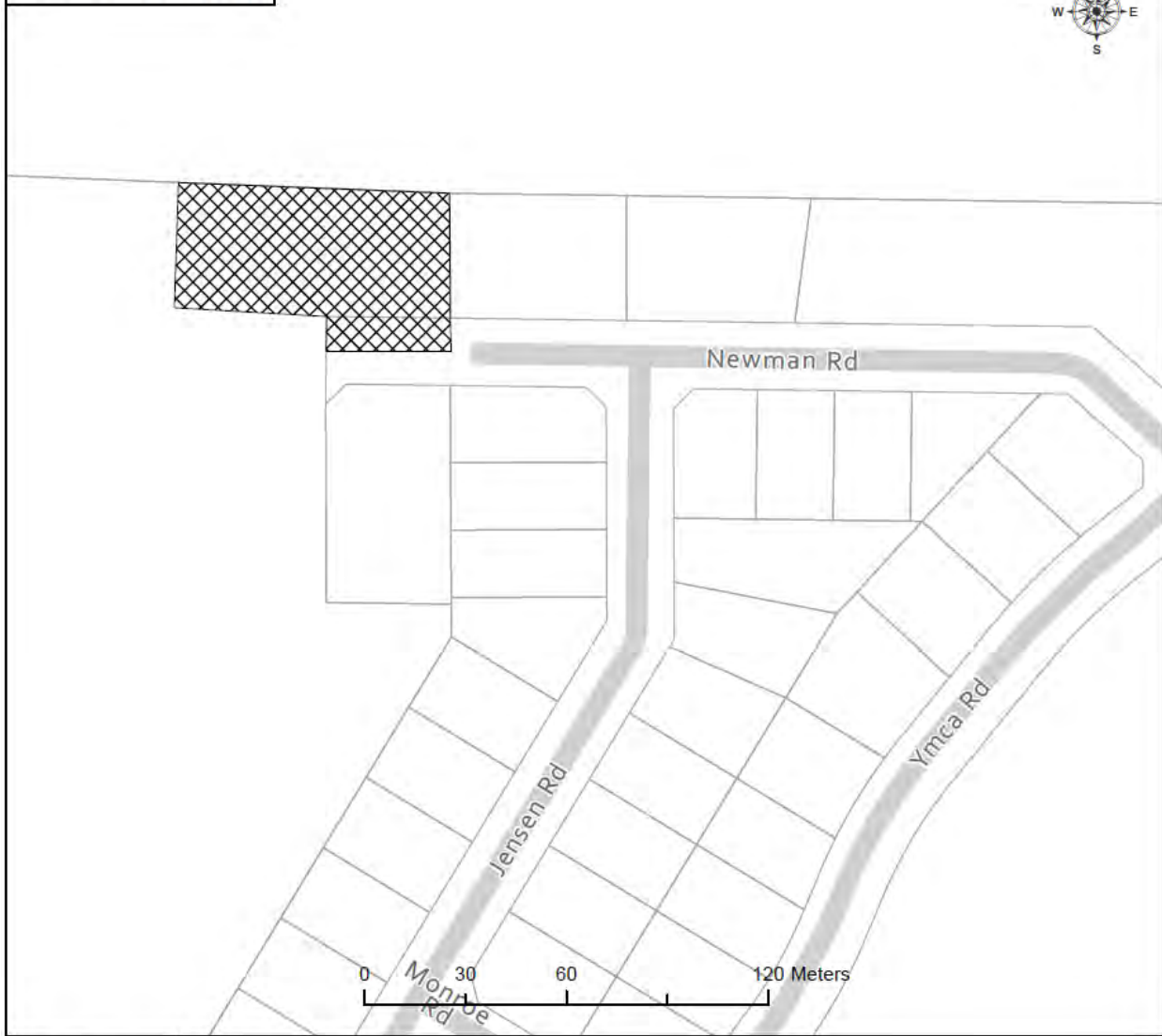
Chair

APPENDIX A TO BYLAW NO. 722.10, 2024

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule A from Agriculture (AG) to Residential 1 (R1)

☒ Subject Property



Chair

Corporate Officer

APPENDIX B TO BYLAW NO. 722.10, 2024

Appendix B to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule B from Subdivision District I to Subdivision District C

 Subject Property



Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – February 20, 2025

AUTHOR: Devin Rajala, Planning Technician III

SUBJECT: **Development Variance Permit DVP00090 (1504 Tideview Road) - Electoral Area F**

RECOMMENDATIONS

(1) THAT the report titled Development Variance Permit DVP00090 (1504 Tideview Road) - Electoral Area F be received;

(2) AND THAT Development Variance Permit DVP00090 (1504 Tideview Road) be issued to vary Zoning Bylaw No. 722 as follows:

(a) Section 5.14.1 (a) to reduce the setback for a structure adjacent to a highway or an internal private road from 5 m to 0 m for the construction of single-unit dwelling.

BACKGROUND

The SCRД has received a development variance permit application for 1504 Tideview Road in Electoral Area F. The intent of the application is to allow for the construction of a single-unit dwelling, and includes the following requested variance:

1. A reduction of the minimum setback for a structure adjacent to a highway or an internal private road from 5 m to 0 m

The SCRД Board considered the variance application at the January 25th, 2024 Board Meeting and adopted the following resolution:

020/24 THAT the report titled Development Variance Permit DVP00090 (1504 Tideview Road) - Electoral Area F be received for information;

AND THAT consideration of Development Variance Permit DVP00090 (1504 Tideview Road) be deferred to a future Electoral Area Services Committee meeting once more information is received from the Ministry of Transportation and Infrastructure regarding the setback permit.

Table 1 Application Summary

Applicant:	Scott Keck
Civic Address:	1504 Tideview Road, Gibsons, BC
Legal Description:	LOT 8 BLOCK C OF BLOCK 13 DISTRICT LOT 1400 PLAN 4697
Electoral Area:	Area F
Parcel Area:	394 m ²
OCP Land Use:	Residential
Land Use Zone:	R1 (Residential One)
Application Intent:	To permit the construction of a single unit dwelling.

Figure 1 Location Map



DISCUSSION

Analysis

The applicant is seeking a variance to allow for the construction of a single-unit dwelling at 1504 Tideview Road.

Zoning Bylaw No. 722 contains the following regulation:

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

Given the setback variance being requested concerns a highway, Ministry of Transportation and Transit (MOTT) also has a 4.5 m setback requirement for construction from a property line fronting a highway (front parcel line), therefore if this Development Variance Permit is approved, the applicant requires a setback permit from MOTT. Since the

variance was originally considered by the Board, MOTT has indicated that they are supportive of this setback variance and will be issuing a permit to the applicant. As a condition of MOTT approval, it will be required that the design be amended so not to include permanent anchors within the road dedication.

The applicant's architect has indicated that an alternate design that does not include permanent anchors within the road dedication will be pursued and that they will be providing a detailed design to MOTT in order to comply with this requirement.

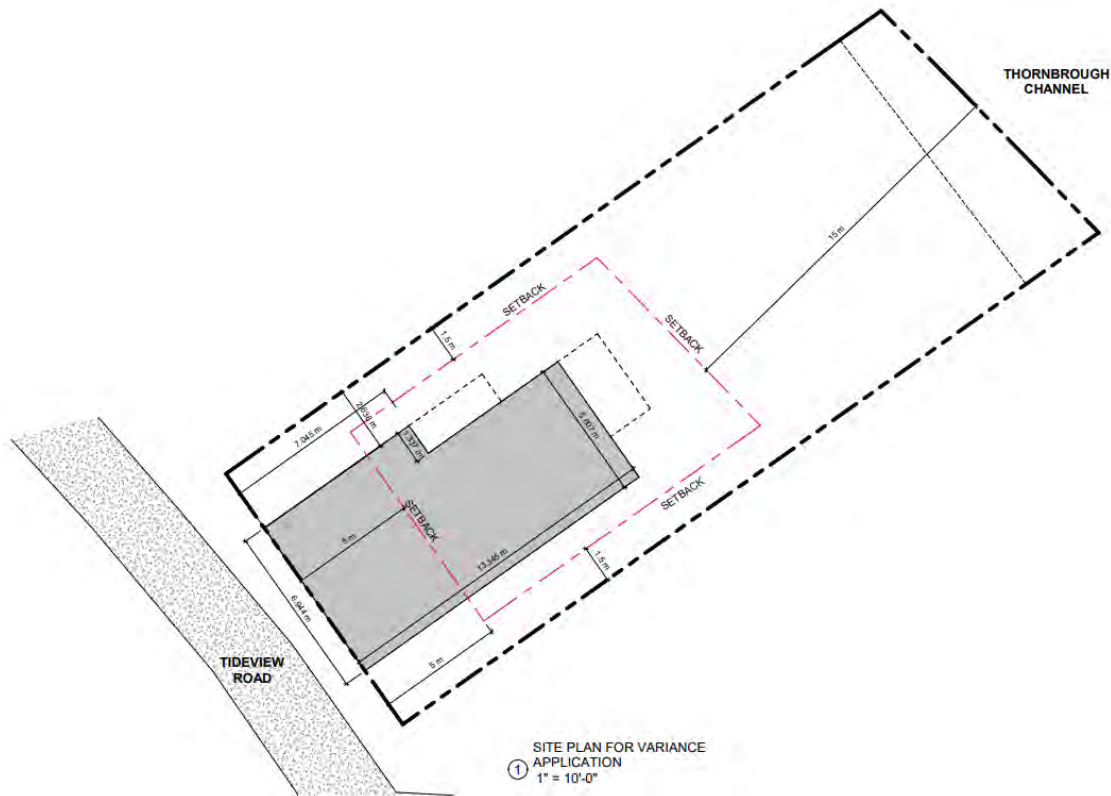
The property at 1504 Tideview Road is 394 m². It is zoned R1 and bordered by other R1 properties and the ocean to the northeast.

Figure 2: Aerial Photo



The proposed development is located within the Development Permit Area 1B: Coastal Slopes, therefore a development permit is required for the construction of the single unit dwelling. A development permit application has been received and will be issued under delegated authority pending the outcome of this development variance permit application process. The Draft Development Variance Permit, which includes the proposed development plans is included in Attachment A.

Figure 3: Variance Plan



Applicant Rationale

The applicant provided the following rationale in support of their variance request:

- Due to the extreme slope of the site, consulting engineers have advised to keep the building as close to the road as possible (within the 5 m front setback) in order to be able to tie the building back into stronger soil.
- The portion of the proposed development within the setback is effectively a driveway with the structure located below road level, and because driveways are typically allowed outside of the setbacks, the proposed dwelling is in keeping with bylaw's intent to ensure the safety of a structure from vehicular traffic while also meeting the challenge of the site's steep terrain.
- Since the upper level is effectively a driveway, the proposed dwelling results in the view from the street being effectively the same as a proposal that does not encroach within the 5m front yard setback. Similarly, the proposal does not adversely impact neighbouring properties or public lands due to an overall smaller building footprint.
- The buildable area for the lot is limited and was further reduced when the ocean setback was increased from 7.5 m to 15 m under Zoning Bylaw No. 722.

- Burying the lower levels into the ground below the parking, will mean that the building does not project out into the site as far (towards the ocean), preserving environmental qualities on the property.

Variance Criteria

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

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;*

Given the topography of the site, the driveway is the only portion of the structure visible from the highway, with the proposed structure/living space visually concealed from the highway (under the driveway). Additionally, the nature of the structure means it would not result in any safety concerns.

Additionally, the Ministry of Transportation & Transit (MOTT), who have jurisdiction over all highways within the SCRD, have indicated that they are supportive of this setback variance and will be issuing a permit to the applicant.

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

Given that the variance application is to vary a road setback distance and not a side parcel variance, the effects should be minor on neighbouring lots. The top of the residential structure within the 5m setback will be level with the grade at the property line with the highway and act as a driveway, with only ½- to one-storey of building located within the setback visible on the east and west property lines.

As proposed, the view from the street is effectively the same as a proposal that does not encroach within the 5m front yard setback.

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;*

Due the lot's smaller size and challenging topography, the variance is seen as representing a unique solution to a lot with limited buildable area.

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

As previously noted, the challenging topography and limited size of the lot results in limited available design options. The applicant has followed the advice of consulting engineers to keep the building as close to the road as possible due to the extreme slope of the site. The applicant has also amended their initial design at the request of MOTT so that permanent anchors are not located within the road dedication.

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

By partially burying the lower levels into the ground below the parking, the building doesn't project out into the site as far, increasing the distance of the dwelling from the natural boundary of the ocean, and creating a significantly smaller footprint on the site.

Summary

In summary, staff are supportive of the variance for the following reasons:

- The reduction in the setback regulation does not create any safety concerns and has limited visual impact on neighboring properties.
- The design of the dwelling so that the upper level is effectively a driveway can be considered a unique solution to a unique situation or set of circumstances.
- The variance would enable the dwelling to be located further away from the natural boundary of the ocean and have a significantly smaller footprint on the site.
- The Ministry of Transportation & Transit (MOTT), have indicated that they are supportive of this setback variance and will be issuing a permit to the applicant

Options

Possible options to consider:

Option 1: Issue the permit. (Staff Recommendation)

This would permit the proposed development on the property to proceed.

Option 2: Deny the permit.

The zoning bylaw regulation would continue to apply, and the proposed development would be required to comply with the required setback.

Timeline for next steps or estimated completion date

Figure 4 Application Timeline



Communications Strategy

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

Table 2 Referral Comments

Referral Agency	Comments
SCRD Building Division	BP required to construct the dwelling and parking area upon approval of the DVP. BCBC requirements will be reviewed upon receipt of the BP application.
Skwxwú7mesh Úxwumixw (Squamish Nation)	Parcel is <100m from a recorded archaeological site and is in a high potential area along the waterline. An archaeological assessment is required in advance of any ground disturbing activities.
Gibsons Fire Department	Construction fire safety plan should be developed. Fire department vehicles shall have direct access to at least one face of every building by means of a street, yard or roadway in conformance with the British Columbia Building Code.
Ministry of Transportation and Transit (MOTT)	MOTT has indicated that they are supportive of the setback variance and will be issuing a permit to the applicant.
Neighbouring Property Owners/Occupiers	Notifications were mailed on December 20, 2023, to owners and occupiers of properties within a 50 m radius of the subject property. Comments received are attached for EAS consideration (Attachment B).

Prior to consideration of the issuance of the permit on December 20, 2023, notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Comments that were received prior to the initial Electoral Area Services Committee are attached (Attachment B). Based on feedback received from the Gibsons Fire Department and neighbours, staff have included a condition within the Development Variance Permit (Attachment A) that prior to the issuance of any Building Permit for the project that the applicant provide a Construction Impacts Management Plan, that covers the following:

- staging and storing of equipment (on-site);
- a strategy to deal with deliveries moving of equipment on and off the site;

- a communications strategy for dealing with deliveries and any disruption to access;
- a plan to ensure that access for emergency services may be maintained; and
- a commitment that the these procedures be shared with all contractors.

STRATEGIC PLAN AND RELATED POLICIES

The proposed variance was evaluated using the criteria provided in SCRD Board Policy 13-6410-6 (Development Variance Permits).

CONCLUSION

The proposed development variance permit would facilitate the construction of a single unit dwelling. Given the lot’s smaller size and challenging topography, staff agree that the variance should be granted as a unique solution to a lot with limited buildable area.

The Ministry of Transportation & Transit (MOTT) has indicated that they are supportive of the setback variance and will be issuing a permit to the applicant with the condition to not include permanent anchors within the road dedication.

Staff recommend issuing the development variance permit. If approved, the applicant would be required to comply with all relevant permitting processes.

ATTACHMENTS

Attachment A - Draft Development Variance Permit (including Site Plan & Elevation Drawings)

Attachment B – Neighbour comments received

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



**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT
DVP00090**

TO: Scott Keck
ADDRESS: 797 Cascade Crescent,
Gibsons, BC
V0N 1V9

This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Sunshine Coast Regional District applicable thereto, except those specifically varied or supplemented by this Permit.

This Development Variance Permit applies to those lands within the Sunshine Coast Regional District described below:

Legal Description: LOT 8 BLOCK C OF BLOCK 13 DISTRICT LOT 1400 PLAN
4697
P.I.D.: 011-383-593
Civic Description: 1504 Tideview Road, Gibsons, BC

The lands described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.

This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act* for the purpose of regulating the siting of buildings and structures on those lands described herein, and Sunshine Coast Regional District (Electoral Area F) Zoning Bylaw No. 722 is specifically varied as follows:

Section 5.14.1 (a) to reduce the setback for a structure adjacent to a highway or internal private road from 5 m to 0 m, to permit the construction of single-unit dwelling on the subject parcel

This Development Variance Permit is not a Building Permit. No construction shall commence without prior written consent of the Building Inspector.

If the Permittee does not commence the development permitted by this Permit within two (2) years of the date of this permit, this Development Variance Permit shall lapse.

This Development Variance Permit is issued subject to compliance with the following terms and conditions:

GENERAL CONDITIONS:

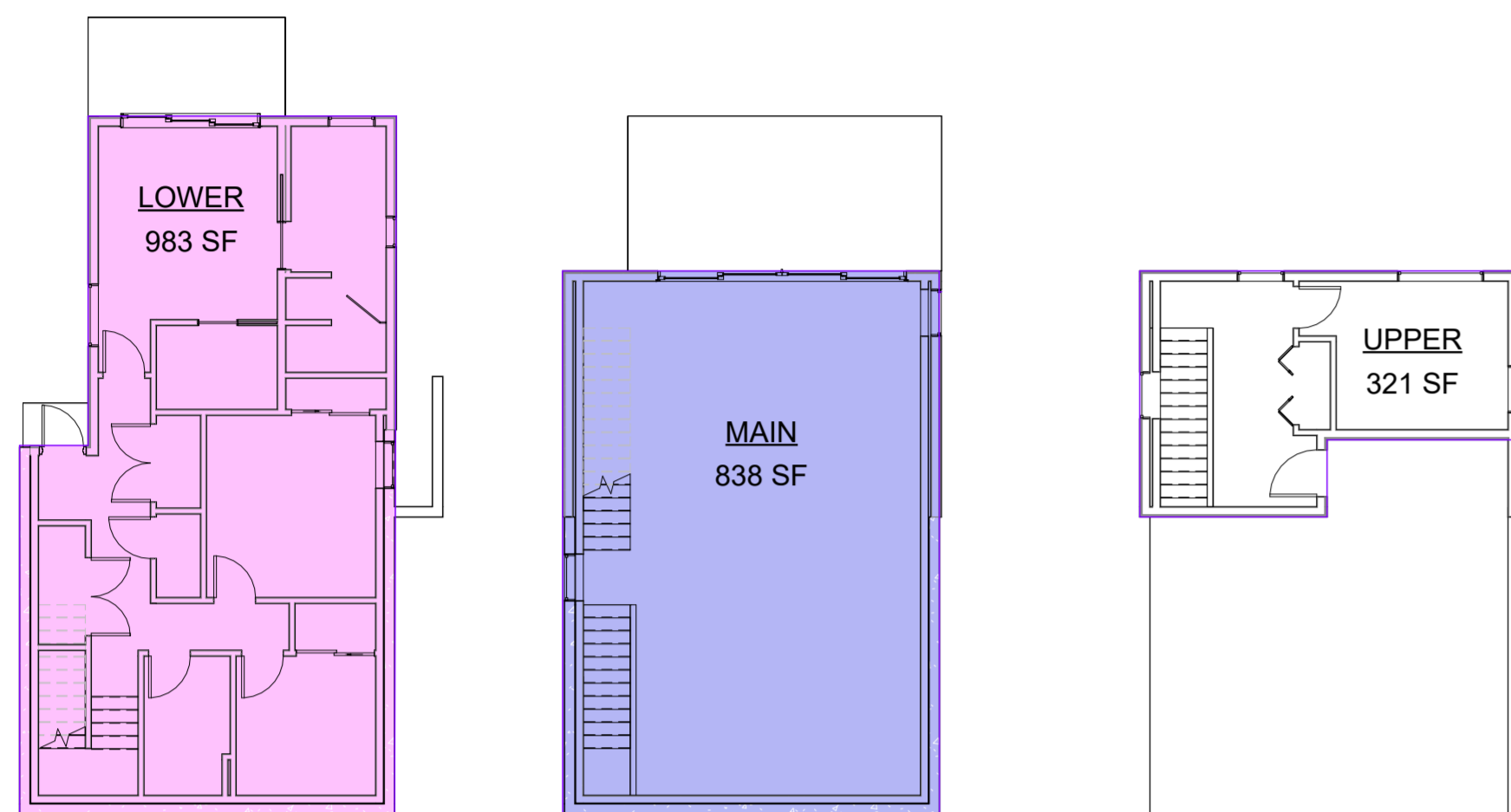
- (1) The proposed development must adhere to the design specified in the drawings prepared by Keck Architecture & Design, attached to and forming part of this permit as Appendix A.
- (2) Prior to the issuance of a Building Permit for the single-unit dwelling, the permittee shall provide, to the satisfaction of the Sunshine Coast Regional District, a Construction Impacts Management Plan.

Except as specifically provided above, this Development Variance Permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation of responsible authorities, which may apply to the land.

AUTHORIZING RESOLUTION NO. ### PASSED BY THE SUNSHINE COAST REGIONAL DISTRICT BOARD THE ##TH DAY OF MONTH, YEAR.

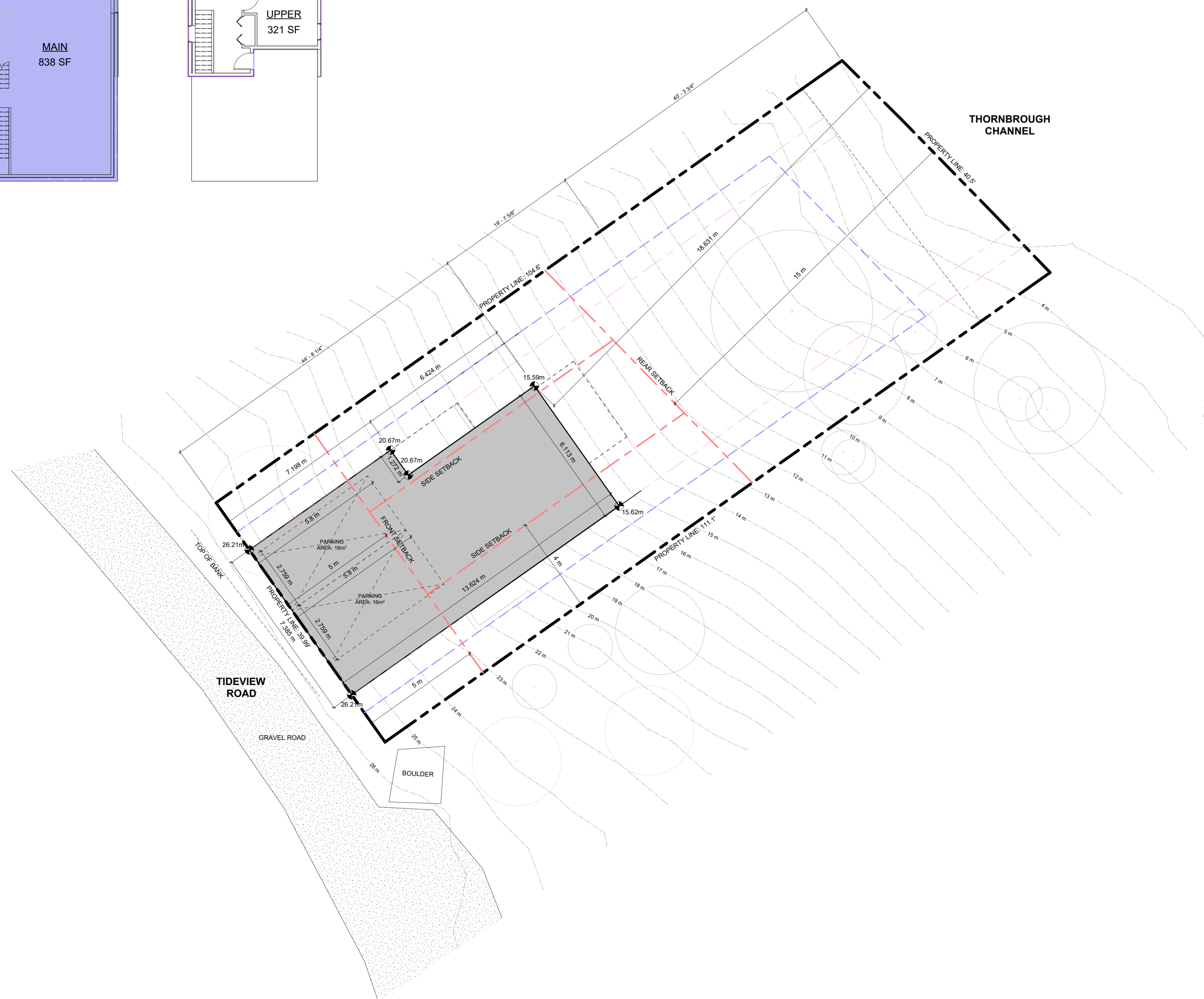
ISSUED THIS ##TH DAY OF MONTH, YEAR.

Ms. Sherry Reid, Corporate Officer
SUNSHINE COAST REGIONAL DISTRICT



FLOOR AREAS

LOWER	983 SF
MAIN	838 SF
UPPER	321 SF
	2142 SF



SITE INFO

PROJECT ADDRESS:
1504 TIDEVIEW RD
GIBSONS, BC V0N 1V6

LEGAL: LOT 8 BLOCK C OF 13 DL 1400 PLAN VAP4697

PID: 011-383-593

FOLIO: 746.03700.000

SITE AREA: 4,319 SF (401 SQM)

ZONING: R1, ELECTORAL AREA F, WEST HOWE SOUND

LANDUSE: RESIDENTIAL

DPAS: DPA #1A COASTAL FLOODING
DPA #1B, COASTAL SLOPES
DPA #6, SHORELINE PROTECTION MANAGEMENT

TREE CUTTING PERMIT AREA:
B

FLOOR AREA OF BUILDINGS:
MAXIMUM: 40% (PER 5.13.1) (1,727.6 SF)
PROPOSED:

PARCEL COVERAGE:
MAXIMUM: 45% (PER 7.1.4) (1,943.5 SF)
PROPOSED:

PARKING: REQUIRED: 2
PROPOSED: 2

HEIGHT: MAXIMUM: 11.0m
PROPOSED: 9.9m

PROJECT DESCRIPTION:
NEW SINGLE FAMILY HOME

KECK ARCHITECTURE+ DESIGN

797 Cascade Crescent
Gibsons BC
Canada V0N 1V9

t 778 886 8497
e scott@keckarchitecture.ca
w keckarchitecture.ca

This drawing is not to be used for construction until noted as such.

ISSUES + REVISIONS

NO	DATE	DESCRIPTION
1		

MIRTH

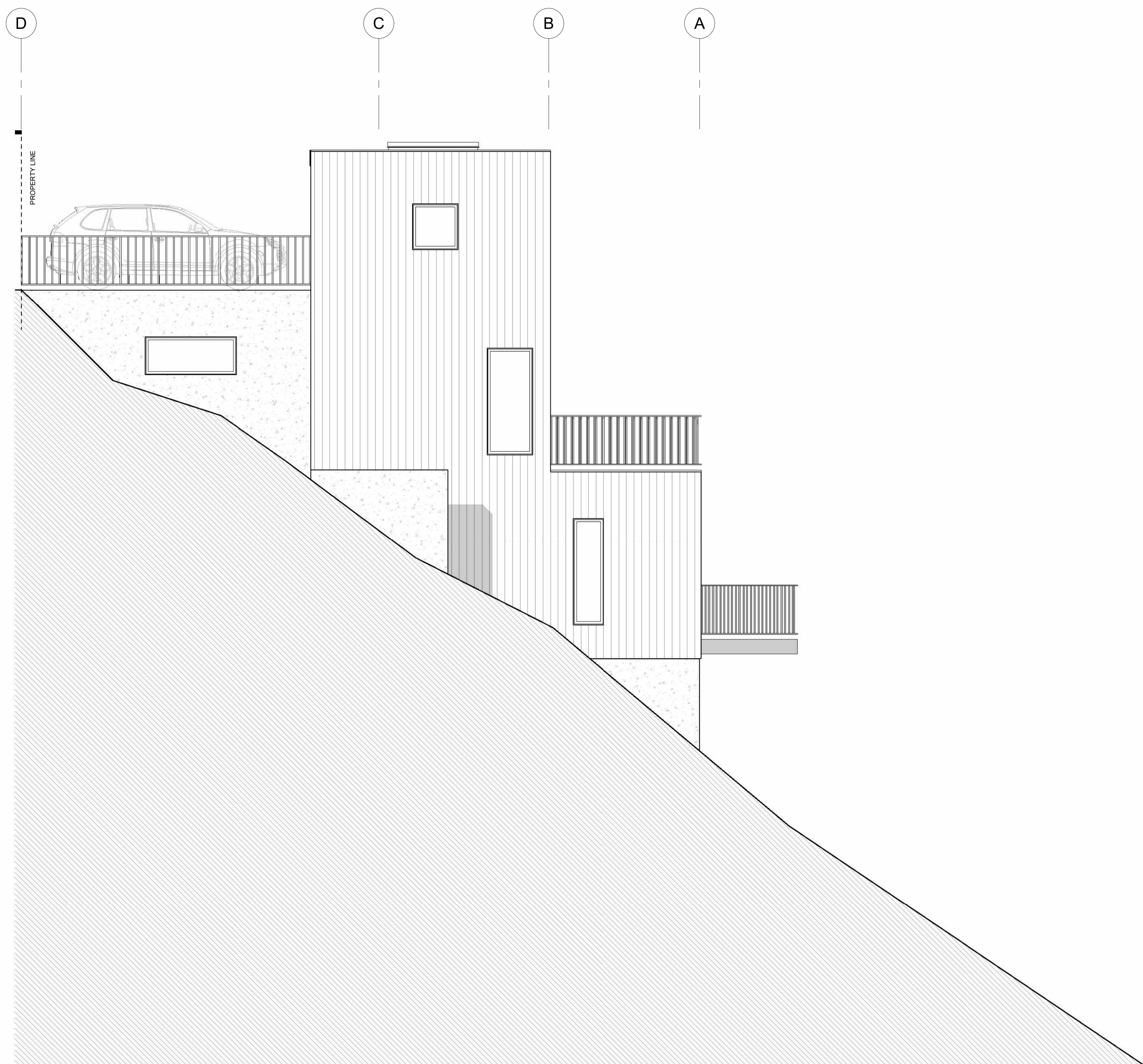
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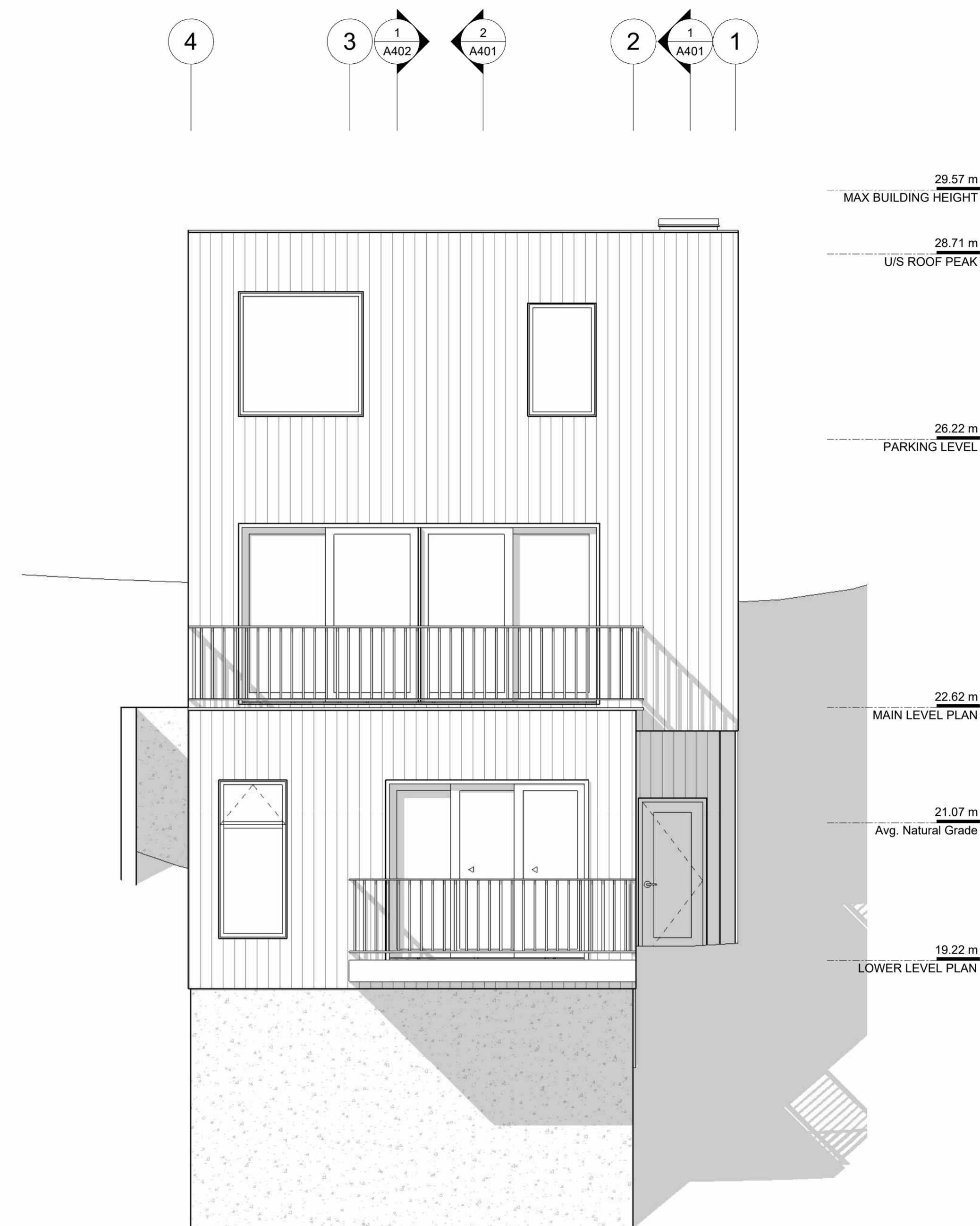
SCALE
As indicated

SITE PLAN

A101



① EAST ELEVATION
1/4" = 1'-0"



② NORTH ELEVATION
1/4" = 1'-0"

ISSUES + REVISIONS	DESCRIPTION
NO DATE	

MIRTH

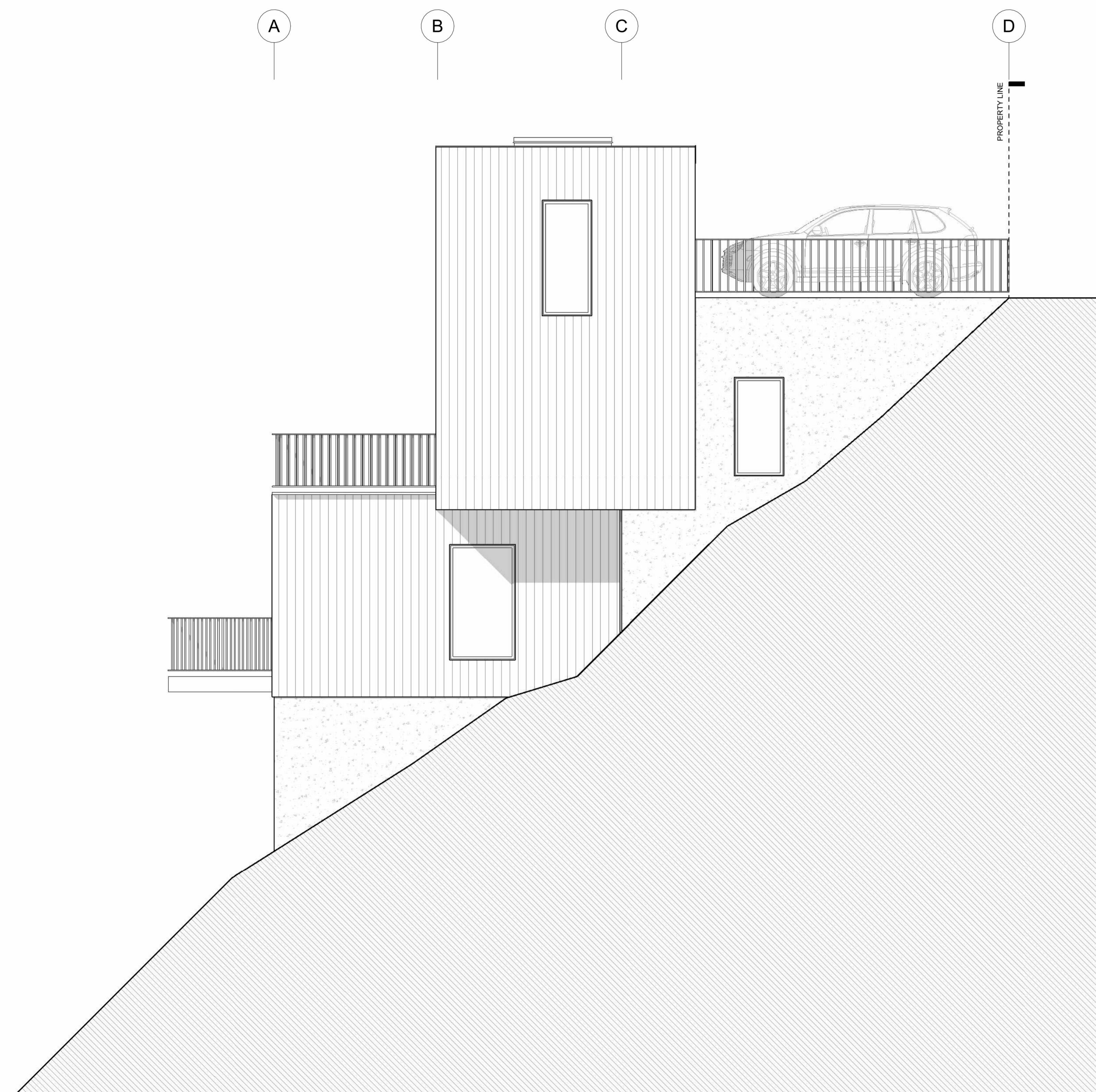
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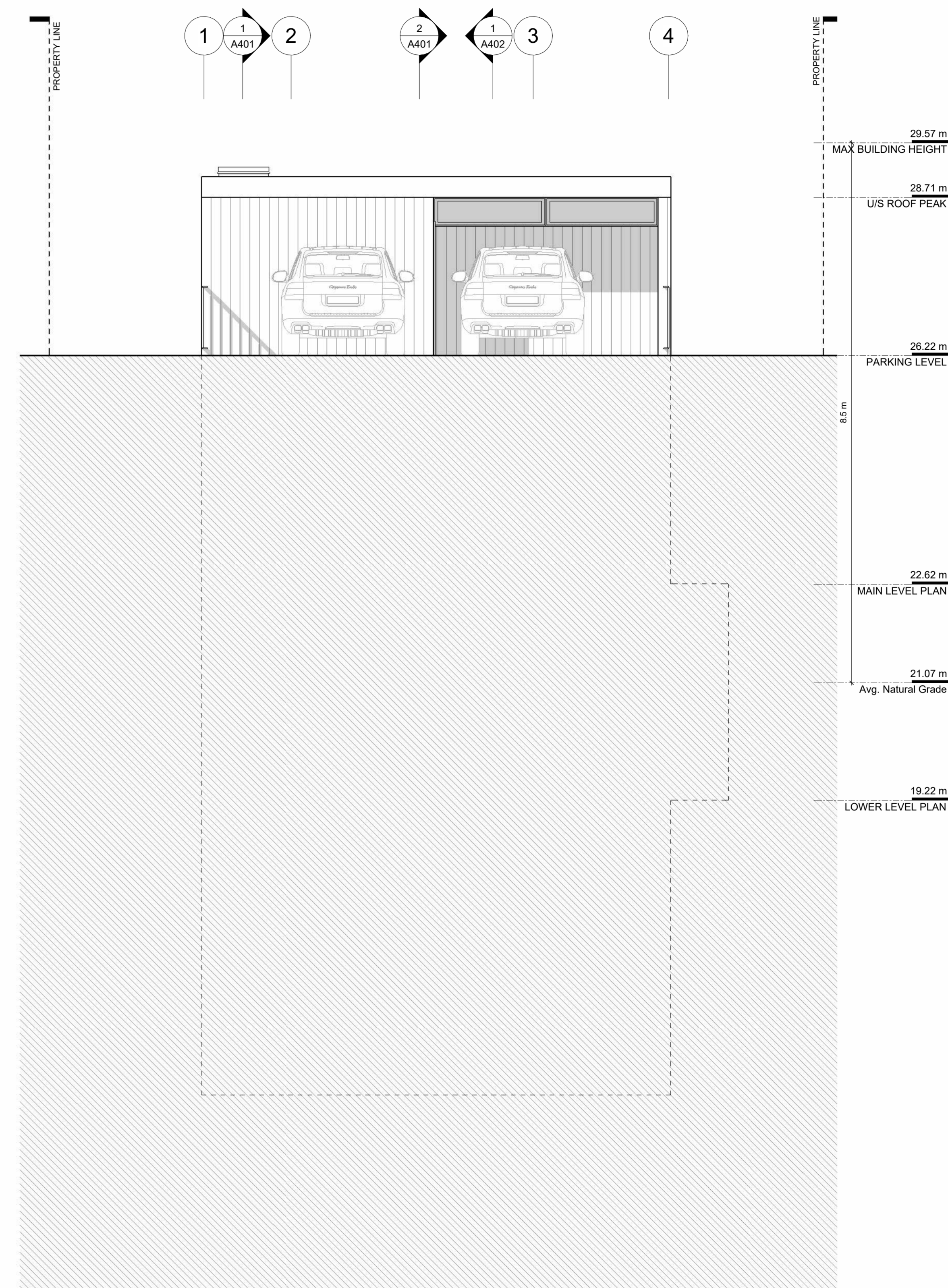
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1/4" = 1'-0"

**BUILDING
ELEVATIONS**

A301



① WEST ELEVATION
1/4" = 1'-0"



② SOUTH ELEVATION
1/4" = 1'-0"

ISSUES + REVISIONS	
NO	DESCRIPTION

MIRTH

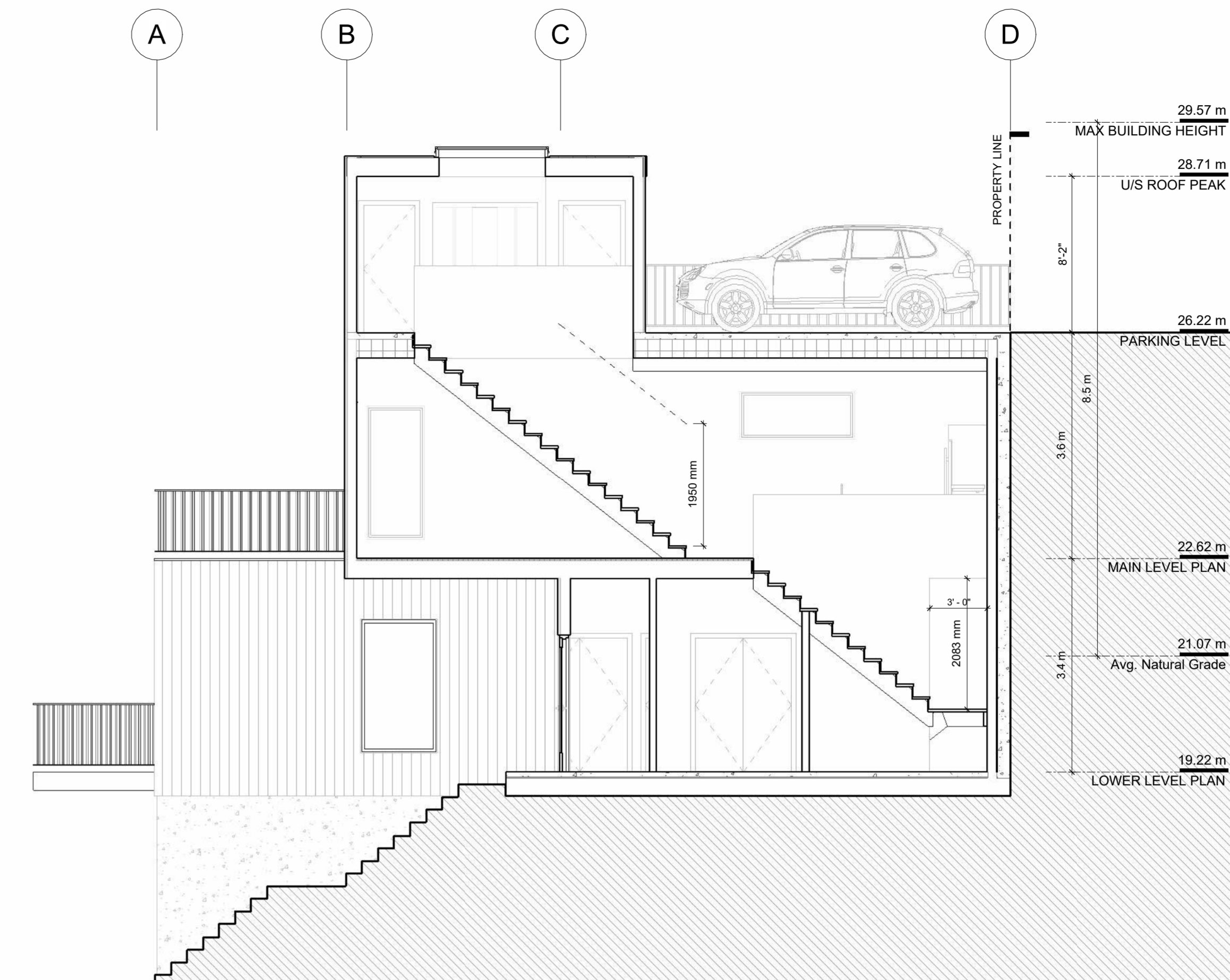
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GIBSONS, BC V0N 1V6

PROJECT ID

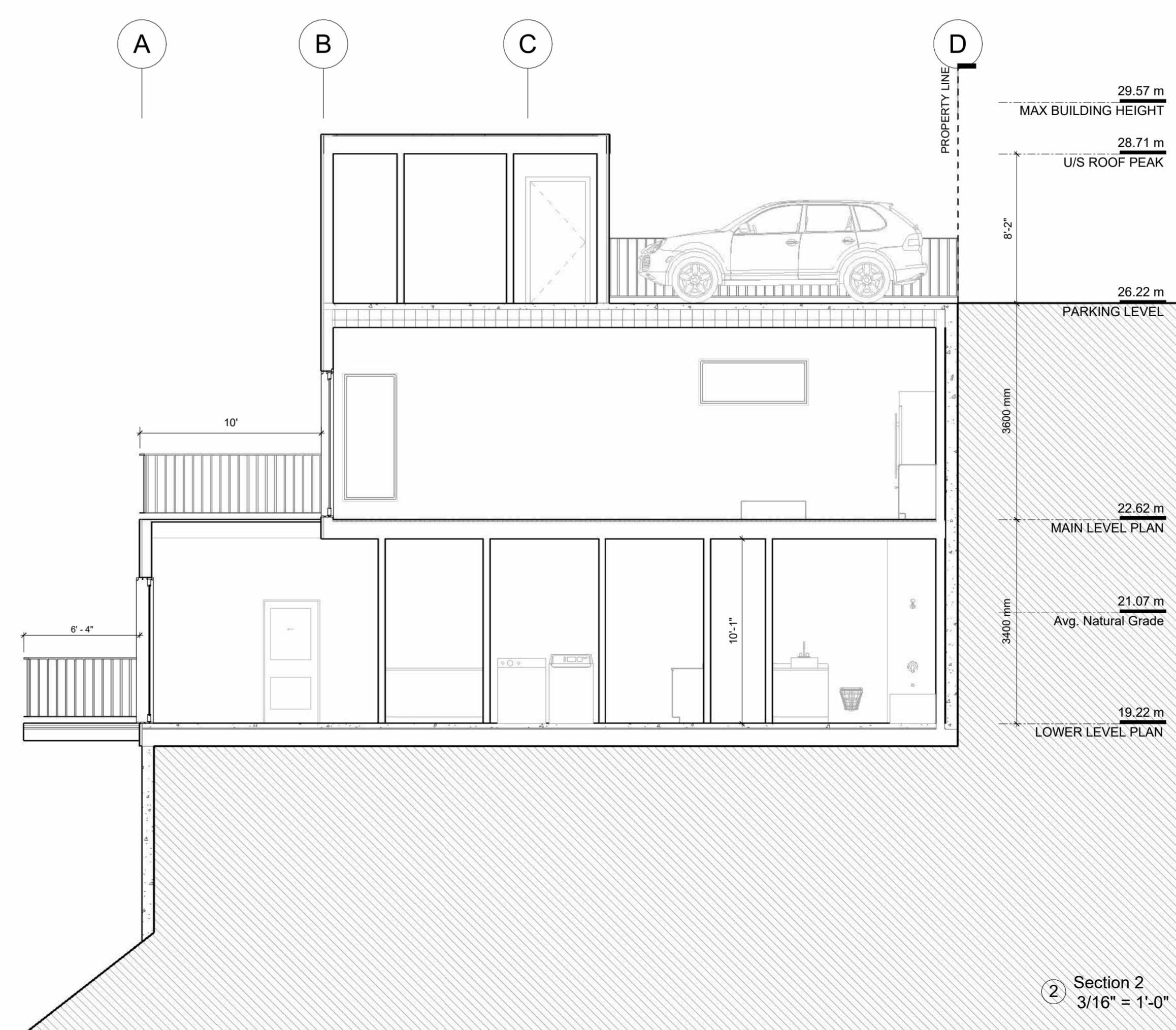
SCALE
1/4" = 1'-0"

**BUILDING
ELEVATIONS**

PROPERTY LINE



PROPERTY LINE



ISSUES + REVISIONS	DESCRIPTION
NO DATE	

MIRTH

1524 TIDEVIEW RD
GIBSONS, BC V0N 1V6

PROJECT ID

SCALE
3/16" = 1'-0"

SECTIONS

DVP00090 (1504 Tideview Road): Neighbour Comments

1) Ian and Marilyn Crichton

“Tideview Road is a dead end, NOT a through road as depicted on the SCR D map. It ends at our property. It is also a very narrow unmaintained road.

When Scott Keck (applicant) had drilling done on his property this past summer (without informing us) we were cut off from access to our property for 8 hours.

With zero setback, this proposed construction will effectively cut off emergency services to 3 properties.

With ‘0’ setback there will be no area for staging on the development property. This will further obstruct access to the 3 properties beyond 1504 Tideview.

2) Elizabeth Rains and Al Hyland

House would conflict with the character of the neighborhood

The drawing attached to the document shows a house that is extremely out of character with the neighborhood. All homes in the Tideview neighborhood show a historic cottage-like style, significantly unlike the proposed construction. They are back from the road, separated from it by greenery, unlike the proposed construction. Tourists strolling through the area as they wait for the ferry have remarked about the charming rural feeling of the neighborhood. The proposed house would harm that ambience with its stark, city condo-like appearance. Please see the attached images of the closest homes.

Safety concerns: Tideview Road is misrepresented and is not a through-road

The architectural drawing from the applicant misrepresents the appearance of Tideview Road, making it seem wide and evenly paved. In reality, it is a narrow, curving dirt road. We have a neighbor who is on RCMSAR 14 (search and rescue). When someone is in distress at sea, he has to quickly leave the Tideview parking area to provide emergency help. Having a driveway come off of 1504, the narrowest section of Tideview, or having the road blocked by construction equipment, would slow his response time, when every second counts in these life-or-death situations.

Additionally, the map attached to the variance notification is misleading. It suggests that Tideview is a through-road. Rather, Tideview ends at #1512. A one-metre cliff separates the 1512 parking area from our driveway.

We have been told that the applicant intends to have his construction equipment exit Tideview Road through our driveway. Our driveway is neither a through-road nor part of Tideview. Rather, in the 1970s MOTI designated it as a driveway allowance for my home. Part of the allowance is on my property. We do not allow uninvited vehicles to drive through our property, especially not construction trucks. Please see the attached map, which shows the actual position of Tideview Road.

Plans for house show dangerous tree removal *The variance drawing shows a view corridor looking out on Howe Sound, where now there are many trees. The 1504 property is an extremely steep slope (probably 80 degrees in most places). The trees are keeping the hillside intact. Their removal would compromise the delicate hillside.*

Tideview Road has a history of cave-ins

No other property in the area has a zero variance except 1512 Tideview, where a variance ten years ago allowed construction of a retaining wall. That made the bank unstable. It has caved in twice recently, and the adjacent parking area can no longer be used. The landslide also took out a natural gas line harmed the neighbor's property. The neighborhood is rightfully fearful of any construction done along the steep edge of Tideview. Let's not chance a Seawatch situation here.

The Smith Road – Tideview neighborhood is a harmonious area full of friendly people who always lend each other a hand. We all have a feeling of pride in being part of the Sunshine Coast Regional District. Yet I believe I can speak for everyone who lives near the variance property that we are puzzled by its approach.

The owner of 1504 Tideview has not posted signs about the proposed variance. Nor has he shown the courtesy of visiting his neighbors, who were given a very short response time to the variance application. This has been distressing during the holiday season.

We do not object to the 1504 owner's right to build on the property as it is currently zoned. However, we believe that the SCRD had valid reasons to implement the setback rules for our neighborhood, and we see no reason why they should be vacated in this instance.

The purchaser of 1504 knew what he was buying and should have proceeded with building plans that fit the zoning rules. Otherwise, those rules would appear to be either

meaningless or an enticement for developers to buy at low prices, push to bend the rules, and make a killing.

3) *Eilis Carpentier and Mark Dombowsky*

We are writing in regards to a notice alerting us to a development variance permit application (#DVP00090), received in late December 2023. We reside at 1508 Tideview Road and are not in favour of the proposed variance.

The necessity for such a variance is unclear. Other homes built along this road have a set-back of at least five metres. These regulations are public and were available to the developer when they chose to purchase the property.

A primary concern for us is access. If such a variance is allowed, it will affect negatively all those who live beyond the proposed development. The rendering provided of the house proposed at 1504 Tideview would lead one to believe that the road is a normal maintained road when in fact it is bordered by rocks and boulders and is, at its narrowest point, no more than 16 feet across. It is not possible for two cars to pass on this road. Tideview Road is also, crucially, a dead-end and *not* a through-road. Throughout the year, 3 households utilize this road, moving in and out, sometimes with trucks, sometimes with trailers, in an already tight space. Access for emergency vehicles is also already restricted and must not be impeded further.

Another concern is the trustworthiness of the developer and their agents. While seismic work was being done on the developer's behalf, complete disregard was shown for those living here. We were given no notice that such work was going to be undertaken. When attempting to leave our premises the crew consistently told us that they would be "done in 20 minutes." This went on for more than 8 hours. (It was clear the crew simply didn't want to move their vehicles to let us out.) Given this experience, we are worried about the attitude of this developer and the disdain already exhibited towards residents here. With only a single narrow access road, the 3 houses on Tideview would be continuously blocked for the duration of any work being undertaken.

To reiterate, it is extremely unclear why such a variance application has been made or would be considered. No changes have occurred in the landscape or the layout of these lots since the developer purchased them and other houses on Tideview

are built with the required set-back. Proper due diligence on the part of developers would disclose the feasibility of any project.

4) Paweł Kapusta & Maëlle Collin

We are concerned with the Statutory Notification for Development Variance Permit #DVP00090 (1504 Tideview Road) which we received on December 22nd.

The attached picture in the statutory notification is highly misleading. Tideview Road is a narrow, single-lane, unpaved path with no through-path. Allowing such a variance will heavily impede residents which park their vehicles on this road and any service vehicles which may need to pass through to the end.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – February 20, 2025

AUTHOR: Nick Copes, Planner II

SUBJECT: FRONTAGE WAIVER FRW00024 (WOOD BAY RIDGE ROAD) - ELECTORAL AREA B

RECOMMENDATIONS

- (1) THAT the report titled Frontage Waiver FRW00024 (Wood Bay Ridge Road) - Electoral Area B be received for information;
 - (2) AND THAT proposed Lots 43, 44 and 45 be exempt from the 10% minimum parcel frontage on a highway required by Section 512 of the *Local Government Act* to facilitate the proposed six-lot subdivision of DL 1485 and DL 6322.
-

BACKGROUND

SCRD has received a Frontage Waiver Application in relation to a 6-lot subdivision at District Lot 6322 Wood Bay Ridge Road in Halfmoon Bay.

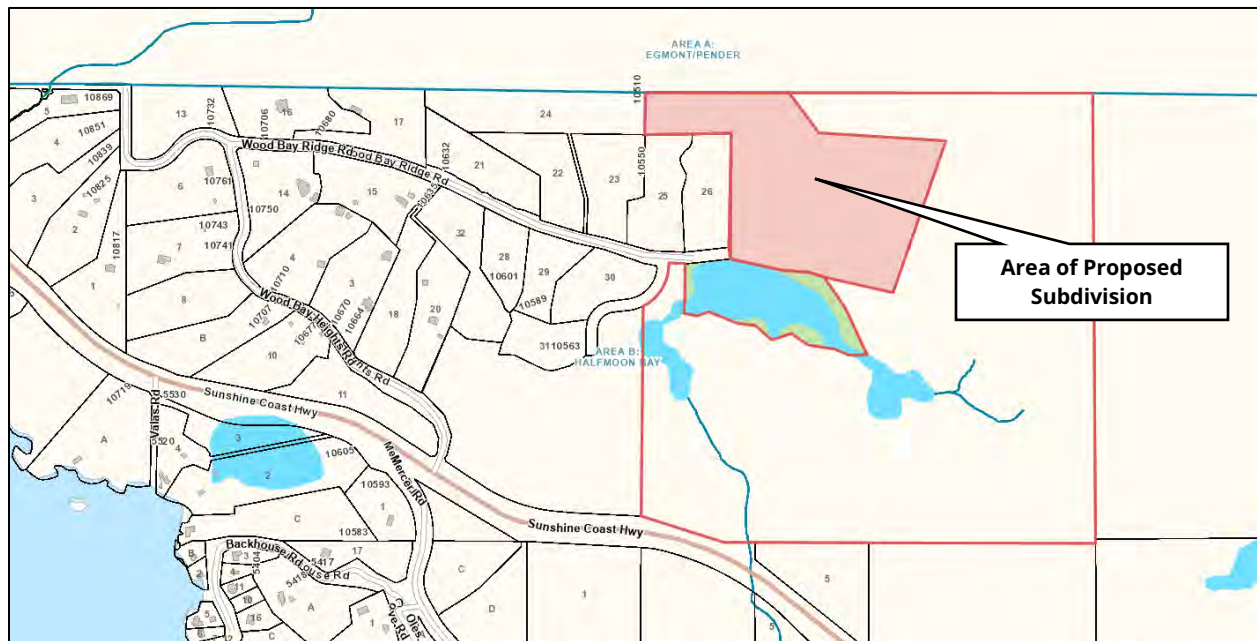
Section 512 of the *Local Government Act* requires that all new parcels have at least 10 percent of the perimeter fronting a highway unless a local government waives the requirement. Proposed Lots 43, 44 and 45 does not meet the 10% perimeter road frontage requirement and, therefore, the applicant is requesting that the SCRD consider waiving the road frontage requirement to permit the proposed subdivision.

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

Table 1 Application Summary

Owner / Applicant:	Venture Land Management for Wood Bay Community Developments
Civic Address:	Unassigned
Legal Description:	DISTRICT LOT 6322, PID: 015-138-160
Electoral Area:	B – Halfmoon Bay
Parcel Area:	55.5 ha (including remainder)
OCP Land Use:	Rural Residential
Subdivision District:	G1 – 1 ha minimum parcel area and 1.7 ha average parcel area
Zoning Land Use:	RU2
Application Intent:	Frontage waiver for Lots 43, 44 and 45

Figure 1 Location Map



DISCUSSION

The intent of the subdivision is to create six new residential parcels within the existing, larger parent parcels located on Wood Bay Ridge Road. The parent parcel is located within Subdivision District G1, and each of the proposed new lots are above the minimum parcel size requirement of 1 ha and minimum average parcel size of 1.7 ha per Zoning Bylaw 722.

Key considerations as part of the requested frontage waiver, and related subdivision application, include:

- Three of the six parcels, Lots 43, 44 and 45 will have a road frontage of less than 10 percent of the total perimeter of the lot. The frontage for these lots range from 6% to 7%.
- Due to the location of the road extension and the topography that slopes upwards towards the rear of the lots, the proposed lot layout is considered the most suitable. A geotechnical covenant will restrict development at the rear of the lots.
- All proposed lots are over 2 ha and will have enough frontage for driveway access.

The proposed subdivision otherwise conforms to zoning regulations and issuance of the frontage waiver, subject to the issuance of required Development Permits, will enable the subdivision to proceed to consideration of final approval by the Ministry of Transportation and Transit.

CONCLUSION

Waiving of the 10% perimeter frontage requirement for three of the proposed six lots is required to allow subdivision to proceed according to the proposed plan. As discussed

above, based on the size and shape of the lot in combination with the topography and road extension, staff consider the proposed six-lot subdivision layout appropriate and recommend approval of the frontage waiver for the three lots.

Attachments

Attachment A – Proposed Subdivision Plan

Reviewed by:			
Manager		Finance	
GM	X - I. Hall	Legislative	
CAO	X - T. Perreault	A/Manager	X - K. Jones

ATTACHMENT A - PROPOSED SUBDIVISION PLAN

