



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

Thursday, April 17, 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 Update #3 - April 2025 - <i>Manager, Planning & Development and Planner 2</i> Rural Planning Services (Voting - A, B, D, E, F)	3
4.2 Official Community Plan (OCP) Phase 1 Engagement Details - <i>Manager, Planning & Development and Senior Planner</i> Rural Planning Services (Voting - A, B, D, E, F)	7
4.3 Official Community Plan (OCP) Budget Update & Contract Amendment - <i>Manager, Planning & Development</i> Rural Planning Services (Voting - A, B, D, E, F)	18
4.4 Preliminary Project Considerations for An Early Update to Bylaw 337 to Enable Auxiliary Dwelling Units (ADUs) and Secondary Suites - <i>Manager, Planning & Development</i> Electoral Area A - Rural Planning Services (Voting - A, B, D, E, F)	21
4.5 Development Variance Permit DVP00112 (14 - 4622 Sinclair Bay Road) - Electoral Area A - <i>Planner II</i> Electoral Area A - Rural Planning Services (Voting - A, B, D, E, F)	27
4.6 Development Variance Permit DVP00111 (5299 Taylor Crescent) - Electoral Area B - <i>Planning Technician III</i> Electoral Area B - Rural Planning Services (Voting - A, B, D, E, F)	37
4.7 LCRB Liquor Primary Application – Langdale Heights RV & Golf Resort at 2170 Port Mellon Highway (Electoral Area F) - <i>Planning Technician II</i> Electoral Area F - Rural Planning Services (Voting - A, B, D, E, F)	47

4.8	Coopers Green Park Enhancement Project Options - <i>Parks Planning and Community Development Coordinator</i> Community Parks Services (Voting - A, B, D, E, F)	53
4.9	Keats Landing Dock Major Repair - Project Update - <i>General Manager, Community Services</i> Ports Services (Voting - B, D, E, F)	70
5.	COMMUNICATIONS	
5.1	Ross Siemens, Mayor, City of Abbotsford, dated February 28, 2025 Regarding request for resolution of support for City of Abbotsford's UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act.	75
6.	MOTIONS	
7.	NEW BUSINESS	
8.	IN CAMERA That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the <i>Community Charter</i> – “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 “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”	
9.	ADJOURNMENT	



Staff Report For Information

TO: Electoral Area Services Committee – April 17, 2025

AUTHOR: Jonathan Jackson, Manager, Planning & Development
Chris Humphries, Planner 2

SUBJECT: **Official Community Plan (OCP) Renewal Project Update #3 - April 2025**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide an update on the Official Community Plan (OCP) Renewal Project.

BACKGROUND

This OCP Renewal project will create a new plan to respond to growth and changes happening in our communities, both now and in the future. Current plans are old, confusing and don't meet today's requirements. A new plan will enable SCRD to provide better service to achieve community goals in a cost-effective way.

A project scope has been endorsed that includes developing one integrated OCP containing two pillars of Housing, and Climate and Environment, supported by one companion Zoning Bylaw. The scope further seeks to meet all legislative requirements and integrate the Regional Growth Baseline Study to inform growth in the rural areas.

DISCUSSION

Project Progress

In preparation for the June 2025 Phase 1 community engagement launch, SCRD worked with the consultant team in March to launch workstreams for the two pillars. Data gathering and analysis related to each pillar will take place in April, resulting in maps that will be used to engage the community in June. The maps will be used to inform and support discussions about growth and land use options as a community. Recent work included:

- **Climate and Environment:** initiating a natural asset inventory to inform the climate and environment pillar
- **Housing:** initiating servicing needs analysis focused on wastewater and water supply (including fireflow). Staff from Infrastructure Services met with OCP project consultants to share data and align work on Fireflow Action Plan, Water Strategy and OCP renewal.

Budget and Contract

A project budget was developed to ensure alignment with the updated project scope, and to

prepare for contract amendments. A report on the budget update and contract amendment is presented on this agenda.

Engagement and Communications Update

This month, the project’s Engagement and Communication Plan development is underway to align with the engagement strategy directed by the Board on March 27, 2025. The detailed engagement plan is presented in a report on this agenda.

- The [OCP Let’s Talk Page](#) is being continually updated as new information becomes available. Recent updates include the project timeline.
- Key messages were updated for the SCRD Board of Directors to aid their role as project champions.
- An APC Orientation Workshop was conducted on March 24 which included an overview/update of the OCP Renewal project.
- The Vancouver Coastal Health/BC Healthy Communities “ReMembering Youth” project, in which SCRD is a partner, progressed. Feedback related to community vision, values and belonging has been collected from 9 sessions held with Sunshine Coast youth at Elphinstone and Chatelech Secondary Schools. A project report is planned for Q2 2025 to share results with the Board and community. As supported by the Board, this project is a concurrent youth engagement project designed to be an input to OCP renewal.

Emerging Issues

The project is currently on time, on budget (noting a separate financial update and related decision report is being provided on this agenda) and anticipated to achieve the Board’s directed scope.

Work Plan Outlook for Next Month

- Continue to refine workplans to align with adopted scope, timeline and engagement strategy.
- Complete initial technical & data analysis for each pillar.
- Integrate data from separate projects into OCP schedule and workflows: Coastal Flood Mapping, SCRD Water Strategy, Fireflow Action Plan.
- Communications planning to support the confirmed scope and engagement plan.
- Supporting Area Directors as project champions through a planned briefingsession/lunch and learn and keeping key messages up to date.

FINANCIAL IMPLICATIONS

A report on updated budget and contract amendments is on this agenda for Board consideration.

LEGISLATIVE IMPLICATIONS

N/A

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

The project is on track for a public launch in June 2025 (Attachment A).

COMMUNICATIONS

In the month ahead, the following communications are planned:

Internal:

- Staff from Infrastructure Services Division, GIS, Parks, Planning, Sustainable Development and Asset Management will be involved in the consultant-led analysis work related to each pillar in April. Board briefings on each pillar will occur before next committee meeting.
- An internal update on engagement plans will be provided to SCRD staff.

External:

- First Nation invitations to participate are being prepared.
- A project status update and notification/invitation of engagement phase one will be provided to partner agencies such as Ministry of Transportation and Transit, Vancouver Coastal Health, Sunshine Coast Community Services, School District 46, Sunshine Coast Community Resource Centre and more.

SUMMARY AND CONCLUSION

- The OCP Renewal project is on track to launch community engagement in June 2025.
- Technical analysis work is underway in each focus area (pillars), the results will be used to inform and support community engagement.
- Detailed engagement and communications planning is underway.
- An APC Orientation session was provided, including information about OCP Renewal.
- Continued support will be provided to Directors as project champions, as per the adopted scope and timeline.

ATTACHMENT(S): A – SCRD OCP Project Timeline

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

OCP Project Timeline

2025-2027 Roadmap



**Official
Community
Plan Update**

www.scrd.ca/2045

Milestone Legend

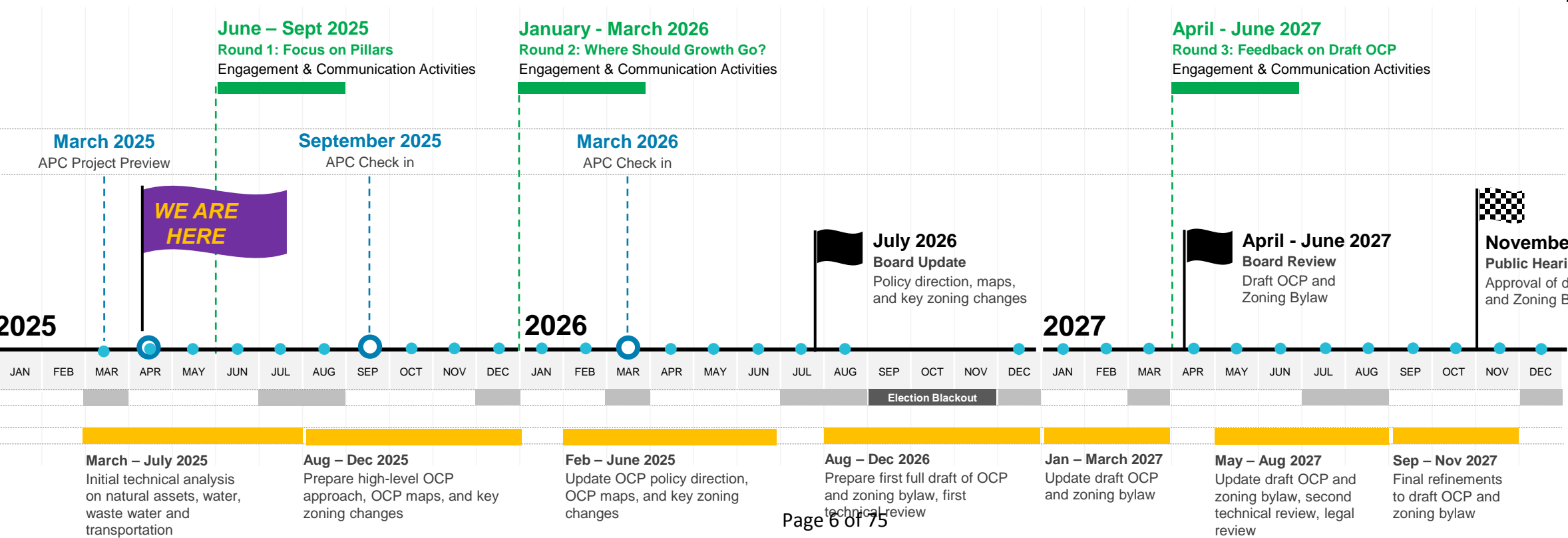
3 Rounds of Public Engagement

3 APC Meetings

31 EASC Meetings

Engagement Blackouts

Key Tasks





Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025

AUTHOR: Jonathan Jackson, Manager, Planning & Development
Julie Clark, Senior Planner

SUBJECT: **Official Community Plan (OCP) Renewal Project – Phase 1
Engagement Details**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with options to consider regarding the engagement plan for the Official Community Plan (OCP) Renewal Project, for which a scope timeline and engagement strategy were recently confirmed.

This report requests a Board decision to accept or provide alternate direction with respect to the recommendations as presented below.

Recommendation(s):

- (1) **THAT the Engagement Plan included as Attachment A be approved as presented.**
-

BACKGROUND

The SCR D Board adopted the following resolution on March 27, 2025:

089/25 **Recommendation No. 3** *Official Community Plan (OCP) Renewal Project -
Engagement Strategy*

The Electoral Area Services Committee recommended that the Official Community Plan Renewal Project Engagement Strategy be accepted as proposed.

The project to integrate and update SCR D OCPs and Zoning Bylaws is underway and is scheduled to be completed in 2027. The outcome will be one OCP and one zoning bylaw that includes Electoral Areas A, B, D, E, F, with a focus on the pillars of housing and climate/environment. The updated project scope and timeline are built upon three multi-month engagement periods designed to provide information and gather citizen feedback to inform key parts of the work.

DISCUSSION AND ANALYSIS OF OPTIONS

Based on the confirmed project scope, timeline, and engagement strategy, the attached engagement plan outlines the monthly public participation schedule for phase one, organized by tactics and target audiences.

If endorsed, the project team will begin developing supporting materials for each tactic, with samples presented to the May EAS Committee ahead of the June 2025 engagement launch.

Directors will be briefed on phase one details in May to support their role as project champions.

The proposed plan is designed to provide information about two areas of focus (pillars) for OCP Renewal: 1) housing – with a focus on services to support housing needs (i.e. water supply and sewer), and 2) climate and environment. These pillars provide fundamental opportunities and constraints for planning where future housing might be located. The plan is also designed to engage Sunshine Coasters in questions related to the pillars.

Overview:

- Phase one will start in June 2025 and run to the end of September 2025.
- Includes an information and education campaign
- Includes in-person and virtual opportunities to meet people where they are in the community. In-person events will be a mix of pop-up style and invitational events.
- Uses Let's Talk (<https://letstalk.scrd.ca/ocp-renewal>), scrd.ca, print and social media.
- Responds to input received from Advisory Planning Commissions (APCs) in Q4 2024.

OPTION 1 – Accept the Engagement Plan as proposed in Attachment A

An overview of the engagement plan is attached, focused on phase one, including the purpose, target audiences and example tactics by month.

Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation could be considered, as provided in the Overview section on Page 1 of this staff report.

OPTION 2 – Provide direction that modifies the Engagement Plan in Attachment A.

The board may wish to provide a modification to the proposed plan that still fits within the approved scope, timeline, and budget.

FINANCIAL IMPLICATIONS

The overall project budget is being reviewed, and a report is included on this month's EAS Committee agenda.

LEGISLATIVE IMPLICATIONS

Section 475 of the *Local Government Act* requires that a local government developing an OCP “provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.” There are other specific requirements for engagement with First Nations, adjacent municipalities, the province, and the school board.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

There are three multi-month engagement phases planned during the lifetime of the project, one per year in 2025-2027. The first one will start in June 2025. Maintaining the start time and subsequent project timeline is dependent on direction from this report.

COMMUNICATIONS

The engagement plan is attached for review. Sample communications tactics have been included in the engagement plan for awareness. Sample communications materials will be provided in advance of the June engagement launch. Key message design is underway.

Internal: All departments will support the development of content for engagement delivery, directed by the project team, including communications staff.

External: First Nations, municipalities, the health authority, the school district, provincial ministries, and other partner agencies will receive referrals and engagement opportunities during the project. The engagement plan also outlines how the SCRD will engage with the community throughout the first phase of the OCP renewal project.

SUMMARY AND CONCLUSION

An engagement plan is presented as a companion to the confirmed scope, timeline and engagement strategy for SCRD OCP and Zoning Bylaw Renewal project. The purpose of this report is to seek Board direction to proceed or receive direction to modify the approach in advance of developing specific materials for phase one engagement.

ATTACHMENT(S): A – SCRD OCP Engagement Plan Phase One

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – T. Perreault	Communications	X – A. Buckley

SUNSHINE COAST REGIONAL DISTRICT OFFICIAL COMMUNITY PLAN RENEWAL ENGAGEMENT PLAN - PHASE ONE

Prepared April 2025

1. Overview

Purpose: The purpose of this Phase One Engagement Plan is to outline how the approved engagement strategy (endorsed by the SCRD Board on March 27, 2025 – see Attachment A) will be put into action during this phase.

Process and Timelines: The OCP Renewal project will include three phases of public engagement, led by SCRD Planning & Development staff with support from subject matter experts from other SCRD departments and the consulting team, as required. The Communications Division will also support the three phases of public engagement.

WE ARE HERE: Phase One – Informing on the Pillars

- The first phase of engagement, occurring between June and September 2025, focuses on informing Sunshine Coasters of the Board-directed pillars of the OCP: Housing and Climate & Environment. This phase will cover housing opportunities and constraints using maps to show locations of natural assets and major infrastructure such as water and sewer service. Based on the feedback received from the community, several options for how our region could grow will be developed and assessed – the subject of phase 2.

Phase Two – Where Should Growth Occur

- The second phase of engagement, occurring between January and March 2026, focuses on consultation on possible locations for future growth. This will likely include providing information about several areas / options of growth, including key factors and trade-offs to consider for each area. Based on this feedback, the high-level framework of the OCP and zoning bylaw changes will be identified.

Phase Three – Feedback on the draft OCP

- The third phase of engagement, occurring between April and June 2027, focuses on providing information about the draft OCP and zoning bylaw and asking for feedback on the drafts. Based on this feedback, the OCP and zoning bylaw draft will be updated and submitted to the Board for final approval.

This plan focuses on the implementation plan for phase one engagement, based on the adopted engagement approach.

Goals for Phase One Engagement:

Engagement Anticipated Outcomes	
Build Community Awareness and Input	Help the community understand and get excited about the project’s goals and purpose. Listen to ideas and feedback to make sure the plan helps our communities grow and change in the best way, both now and in the future.
Build Confidence in the Process	Demonstrate that the OCP renewal process is transparent, consistent, and well-informed. Position the SCRD as a reliable and responsive source of information throughout the project.
Demonstrate Feedback Matters	<p>Highlight how community feedback is valued and how it informs the project—within the scope of the current phase. Input will be considered alongside factors such as climate risk and provincial legislative requirements.</p> <p>While we want to hear from everyone on a wide range of topics, some areas will be prioritized while others may be noted for future consideration. All input gathered through this process can help shape not only this project, but future planning initiatives.</p>

An Adaptable Plan that Leverages Creative Engagement Solutions

Quality engagement and the reach of engagement are important to SCRD and to our citizens. This plan includes some of the typical engagement activities you might expect, such as staffing booths at community events. To reach across sectors and to underrepresented groups we will invite our partners and sectoral leaders to help us, by drawing people together. We will seek out existing networks where people already gather; whether that is in person or virtually. These approaches will enable us find a way to ‘say yes’ to more people or groups interested in providing input.

Whether staff are able to collect feedback is subject to many variables – such as acceptance of invites, capacity of individuals and organizations, and the level of response received by our team. This engagement plan is designed to be nimble enough to adjust the approach and tools used depending on the response - but always with the intent to have the best reach and highest quality engagement within the available time and resources.

Detailed event bookings and letters of invitation will be prepared following Board direction on this plan. Ongoing input from Rural Directors (project champions) and Advisory Planning Commissions (local context advisors can help refine specific actions).

Target Audiences & Level of Engagement

Target Audiences:

Five target audiences for engagement on the OCP Renewal project have been identified and described in the table below. Section 3 outlines how each target audience will be engaged in developing the OCP during the first phase of engagement.

Target Audiences for Engagement		
Audience	Description	Why?
First Nations	<ul style="list-style-type: none"> All First Nations whose territory is occupied by SCRD and/or who have identified areas of interest affected by SCRD planning 	<ul style="list-style-type: none"> Provides opportunities for collaborative planning and land management. Identify data sharing opportunities. Ensures SCRD is meeting legislative requirements.
Government, Agencies, Partners	<ul style="list-style-type: none"> Refers to governing bodies and organizations with a role in land administration or policy interest related to the SCRD's long-term planning and servicing. 	<ul style="list-style-type: none"> Provides opportunities for collaborative planning and land management. Identify data sharing opportunities. Ensures SCRD is meeting legislative requirements.
Advisory Planning Commissions	<ul style="list-style-type: none"> Volunteer local context advisors to SCRD Board. 	<ul style="list-style-type: none"> Input will be sought from volunteers during each engagement phase. Volunteers are well-connected and can help share project materials and engagement invitations with their community.
Sector-Based and Demographic	<ul style="list-style-type: none"> Refers to individuals or representatives of organizations with specialized insight into specific sectors. 	<ul style="list-style-type: none"> Sector and demographic based groups offer unique perspectives based on their work, volunteer roles, and lived experience to inform OCP policy decisions.
Specific Electoral Area	<ul style="list-style-type: none"> Refers to individuals or groups (formal or informal) offering feedback that is specific to an electoral area or neighbourhood. 	<ul style="list-style-type: none"> Gather localized feedback on the unique characteristics, needs, and wishes of specific neighborhoods or electoral areas.
General Public	<ul style="list-style-type: none"> Refers to residents, visitors, businesses, and organizations who live, work, and play within the Sunshine Coast Electoral Areas. 	<ul style="list-style-type: none"> Gather feedback from the wider public, including those not affiliated with established group or sectors.

Sample List of Groups to Engage:

Below is a sample list of organizations and groups that may be reached during phase one engagement through information campaigns and engagement activities. The lists are samples and may be added to based on feedback received during Phase One.

Sample List of Groups to Engage	
Example Governments, Agencies, and Partners	
<ul style="list-style-type: none">• First Nations• District of Sechelt• Town of Gibsons• Relevant ministries of the Provincial Government• Vancouver Coastal Health• BC Parks• BC Transit• Agricultural Land Commission• Islands Trust• School District 46	
Example Sector-Based and Demographic Groups	
Example Sector Groups: <ul style="list-style-type: none">• Sunshine Coast Community Services Society• Sunshine Coast Tourism• Sunshine Coast Chamber of Commerce• Sunshine Coast Community Resource Centre• TraC (Transportation Choices)• Sunshine Coast Affordable Housing Society• Welcoming Communities• Sunshine Coast Conservation Association• Sunshine Coast Pride Society	
Example Demographic Groups: <ul style="list-style-type: none">• People with disabilities• Youth and young adults• Low-income seniors• LGBTQIA2S+• People of colour• Single parent families• Those living in poverty• Unhoused residents• Affordable housing residents• Business owners• Recent immigrants	

Specific Electoral Area Groups

- Rural area community associations
- Neighbourhood associations
- Advisory Planning Commissions
- Roberts Creek Official Community Plan Committee
- Halfmoon Bay Community Development Forum

General Public

- Residents (full time & part time)
- Seniors
- Youth
- Young adults
- Young families
- New parents
- Single parents
- Unhoused people
- A range of professionals and businesses

Level of Engagement: This engagement plan will use leading practices from the International Association for Public Participation (IAP2). The engagement activities will inform and consult:

- **Inform:** To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and or solutions. We will keep the public informed.
- **Consult:** To obtain public feedback on analysis, alternatives, and or/decisions. We will listen to and acknowledge concerns and aspirations and provide feedback on how public input influenced the decision.

2. Engagement Tools & Approach

A variety of tools and approaches will be used to engage with the target audiences identified in Section 2 during the first phase of engagement. The implementation table outlines how the target audiences will be engaged and approximate timing for each approach.

Engagement Phase One Implementation Plan					
Target Audience	Tool / Approach	Jun	Jul	Aug	Sep
Advisory Planning Commissions	Advisory Planning Commission (APC) Check-in	X			X
General Public	Announcements Phase One announcement via news release/earned media Engagement, notification in SCRD's Coast Current monthly newsletter, targeted emails, email distribution lists.	X			
	Advertising Campaign (ex: Coast Reporter and Harbour Spiel to notify of engagement opportunities)	X	X	X	X
	Awareness campaign via social media (Facebook) and public signage (ex: posters at recreation centers, community halls, and bus stops).	X	X	X	X
	Education campaign on OCP Renewal pillars (housing and climate & environment) via social media (Facebook) and Let's Talk OCP.	X	X	X	X
	Online public information meetings to inform the public about OCP Renewal and promote how to submit feedback.	X	X	X	X
	Pop-up tabling event series , share materials and surveys to community events (ex: Creek Daze, 2SLGBTQI+ pride) or gathering spaces (ex: farmers markets, playgrounds, food banks).		X	X	
General Public Sector-Based & Demographic	Education materials (ex: background report, summary sheets, maps, FAQs) available online via Let's Talk OCP to support target audiences' meaningful participation in engagement.	X	X	X	X

Specific Electoral Area	Online engagement tools to gather feedback via Let's Talk OCP (ex: survey, maps, and Q&A forum).	X	X	X	X
Sector-Based & Demographic	Scheduled conversations (in person or online).	X			X
	Attend events and/or meetings at the request of a specific group to share information and gather feedback on OCP Renewal. Engagement could be initiated by a third party or SCRD. The intent is for events to be distributed across sectors to gather feedback from a range of perspectives and audiences.		X	X	X
Government, Agencies & Partners	Scheduled conversations (in person or online).	X			X
	Formal referrals	X			
	Attend events and/or meetings at the request of a governing agency/partner to share information and gather feedback on OCP Renewal. Under this tactic, engagement would be initiated by the third party.		X	X	X

3. Communications Tools

A variety of communication platforms will be used to raise awareness on OCP Renewal and engagement opportunities.

Communications Tools	
SCRD Website (scrd.ca/ocp-renewal)	<ul style="list-style-type: none"> • Webpage on the SCRД’s main website (scrd.ca) with high-level information on the OCP project. The webpage includes a link to the Let’s Talk OCP engagement page.
Let’s Talk OCP (letstalk.scrd.ca/ocp-renewal)	<ul style="list-style-type: none"> • Let’s Talk OCP will serve as the information hub for the project. • Let’s Talk OCP will be updated frequently and include tools such as surveys, background documents, statistics about the community, staff reports, engagement summaries, and serves as a virtual notice board for upcoming events.
Coast Current Newsletter (scrd.ca/news)	<ul style="list-style-type: none"> • 286 subscribers (April 1 data) • SCRД’s online monthly newsletter is used to share information with the public about projects, priorities, and services
Facebook (Sunshine Coast Regional District)	<ul style="list-style-type: none"> • 4,500 followers • SCRД’s Facebook Page is used to disseminate information to the public about SCRД services, projects, and emergency management measures.
SCRД YouTube Channel	<ul style="list-style-type: none"> • 434 subscribers • SCRД’s YouTube channel is used to host and disseminate educational videos and recordings of online community meetings about SCRД’s services, projects, or awareness campaigns, as well as to broadcast Board and Committee meetings
Coast Reporter	<ul style="list-style-type: none"> • Coastwide publications, weekly in print and available online.
Harbour Spiel	<ul style="list-style-type: none"> • Publication for residents of Pender Harbour and Egmont.

4. Reporting Results

The three-phase engagement approach will support an iterative process of developing the OCP. The input received from each phase of engagement will inform the OCP and be incorporated throughout the planning process.

An Engagement Summary Report and a one-page What We Heard Report will be drafted to summarize the results of each engagement phase. The summaries will be used to develop the draft OCP.

The phase one Engagement Summary and What We Heard reports will be drafted in Fall 2025.



Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025
AUTHOR: Jonathan Jackson, Manager, Planning and Development
SUBJECT: **Official Community Plan (OCP) Budget Update & Contract Amendment**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide an update on the OCP Renewal project budget and seek direction on contract and financial plan amendments to support the endorsed scope and timeline.

This report requests a Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) THAT contract No. 235002 with KPMG LLP for consulting services related to Official Community Plan (OCP) and Zoning Bylaw Comprehensive Review be increased from \$780,780 to a maximum contract value of \$1,000,000 (excluding GST), to allow for changes to support the endorsed scope;**
 - (2) AND THAT the delegated signatories be authorized to execute the contract;**
 - (3) AND THAT the OCP project be increased by \$94,383 funded from Provincial Capacity Funding for Local Government Housing Initiatives grant funding;**
 - (4) AND FURTHER THAT the 2025-2029 Financial Plan be amended accordingly.**
-

BACKGROUND

On February 27th, 2025, the SCRD Board endorsed a scope for OCP Renewal that includes:

- (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 Climate and Environment,
- (c) Meeting legislative requirements, and
- (d) Integration of the Regional Growth Baseline Study with supporting Growth Management Principles.

As part of the scope confirmation process, staff noted "The updated scope, key directions, timeline, and additional resourcing ... will require updates to the 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 *Sunshine Coast Regional District Delegation Bylaw No. 710.*"

SCRD currently has a contract (#235002) with KPMG LLP for a total value of \$780,780, with an option to provide additional funding to increase the optional scope or to include related work to a maximum of \$1,000,000. This option anticipated that there would be more work related to completing OCP Renewal, including ensuring compliance with the new provincial legislation under *Bill 44 Housing Statutes (Residential Development) Amendment Act*.

As well, the Board directed that “a budget proposal be brought to the 2026 annual budget process to support project sustainment into 2027.”

DISCUSSION AND ANALYSIS OF OPTIONS

Project Budget

Staff recommend that the OCP project be increased by \$94,383 funded from Provincial Capacity Funding for Local Government Housing Initiatives grant funding. Doing so would enable completion of necessary infrastructure servicing assessments in support of the Housing Pillar and small-scale, multi-unit housing (SSMUH).

The provincial capacity funding is restricted to work related to compliance with Bill 44/new housing statutes and is time-bound; it must be spent by December 31, 2025 with any unused funds returned to the Province.

Consulting Services Budget

To support the project scope and its companion timeline, staff have worked with the consultant team to confirm an amended consulting services budget to support core requirements of OCP Renewal through to project completion in 2027.

The updated budget reflects work done on Housing Needs Report (a separate project), work associated with project scope revision and planned work on infrastructure servicing analysis (new scope, proposed to be funded with Provincial Capacity Funding) and on a rural land use evaluation study funded through MRDT revenue sharing (a separate 2024 budget project).

Staff recommend that the contract for consulting services be amended to increase from \$780,780 to a maximum contract value of \$1,000,000 (excluding GST).

If Provincial Capacity Funding is allocated to the OCP Renewal Project **there is adequate project funding to support consulting services at this time.**

The proposed amended contract **works within the maximum authorized existing contract value.**

Future Budget Decisions

Staff will prepare a 2026 budget proposal to address any outstanding needs related to project sustainment into 2027 including temporary project staffing, as previously directed by the Board.

OPTION 1 – Amend the consulting services contract and increase the project budget by allocating Provincial Capacity Funding for Local Government Housing Initiatives (Recommended)

This option would increase existing contract No. 235002 with KPMG LLP for consulting services related to Official Community Plan (OCP) and Zoning Bylaw Comprehensive Review

from \$780,780 to a maximum contract value of \$1,000,000 (excluding GST), to allow for changes to support the endorsed scope and increase the OCP project by \$94,383 funded from Provincial Capacity Funding for Local Government Housing Initiatives grant funding to support housing-related infrastructure servicing analysis.

Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation could be considered, as provided in the Overview section on Page 1 of this staff report.

OPTION 2 – *Provide direction that modifies the recommendations provided in Option 1.*

The board may wish to provide a modification to the proposed plan that still fits within the approved scope, timeline, and budget.

FINANCIAL IMPLICATIONS

The proposed amended OCP budget for contracted services utilizes existing funding sources to support the proposed scope.

Future resource considerations to support project sustainment through 2027, specifically related to temporary staff positions, have been directed to the 2026 annual budget process.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

Once an amended budget for OCP Renewal has been endorsed, staff will work to execute the contract documents as soon as direction is confirmed by SCRD Board.

SUMMARY AND CONCLUSION

Staff recommend that Contract No. 235002 (KPMG LLP) be amended as described in this report and that the delegated authorities be authorized to execute the contract. Additionally, staff recommend that the balance of remaining Provincial Capacity Funding for Local Government Housing Initiatives, totaling \$94,383, be directed to support housing-related infrastructure servicing analysis as part of the OCP Renewal project.

Reviewed by:			
Manager		Finance	X – A. Taylor
GM	X – I. Hall	Legislative	
CAO	X- T. Perreault	Purchasing	



Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025
AUTHOR: Jonathan Jackson, Manager, Planning & Development
SUBJECT: **Preliminary Project Considerations for An Early Update to Bylaw 337 to Enable Secondary Suites and Auxiliary Dwelling Units (ADUs)**

OVERVIEW

Purpose of Report:

This report seeks a Board decision on whether to proceed with an early update to Zoning Bylaw 337 to allow secondary suites and/or auxiliary dwelling units (ADUs), as outlined by *Bill 44: Housing Statutes (Residential Development) Amendment Act*, or to adhere to the existing workplan. The current workplan schedules bylaw updates to comply with Bill 44 to be completed by year end, 2027, aligned with the Official Community Plan (OCP) Renewal project.

Recommendation(s):

- (1) THAT the Board maintain the current approach to Bill 44 compliance by aligning Small-Scale Multi-Unit Housing bylaw updates with the OCP Renewal project, with adoption targeted for late 2027.**
-

BACKGROUND

On February 27, 2025, the Board adopted the following resolution to consider the feasibility of an early update to Zoning Bylaw 337 before OCP Renewal is completed:

061/25 **Recommendation No. 2**

The Electoral Area Services Committee recommended that staff investigate the possibility of an early update to Electoral Area A (Pender Harbour - Egmont) Zoning Bylaw No. 337 to enable Auxiliary Dwelling Units (ADU) and secondary suites, as envisioned by Bill 44, and report back to the April 17, 2025, Electoral Area Services Committee on the practicality of doing so.

Legislative Background

In the fall of 2023, the BC government passed *Bill 44: Housing Statutes (Residential Development) Amendment Act*, which amended the *Local Government Act (LGA)* and introduced new requirements for zoning bylaws across the province. Specific requirements related to “Small Scale Multi Unit Housing” (SSMUH) were introduced. In plain language, this legislation requires SCR D to amend its zoning bylaws to at minimum permit an additional dwelling unit in the form of either a secondary suite or an auxiliary dwelling unit (ADU) in all zones where residential uses are restricted to a single-unit dwelling. The province also provided a Policy

Manual and Site Standards document intended to guide the implementation of SSMUH for local governments.

To implement this new legislation, the Province provided local governments opportunities to apply for extensions to meet the legislative requirements under three possible categories.

Status in SCRD

SCRD obtained an extension to comply with Bill 44 until June 30, 2026 based on increased risk to health, public safety, or the environment. The purpose of the extension is to allow the SCRD to conduct assessments of infrastructure capacity for wastewater treatment, water supply and fire flow necessary to support increased density from secondary suites and/or ADUs. The infrastructure review has not yet been completed and is planned to be part of the OCP Renewal project. Following Board direction, a further extension is being requested from the Province to align with the updated OCP Renewal project timeline.

There are many current/existing opportunities for development of SSMUH on the Sunshine Coast. In some areas, development rights relating to ADUs and secondary suites exceed the provincially mandated minimum. SSMUH compliant units are currently permitted on approximately 74% of parcels in SCRD rural areas. BC Assessment data suggests that only 5.2% of parcels currently eligible for a SSMUH under Bylaws 337 and 722 have developed either a secondary suite or ADU. Furthermore, 43% of the parcels where a secondary suite is currently permitted also permit an ADU on the same parcel, and if this total allowance for SSMUH compliant units is considered, the absorption rate drops to approximately 3.7%.

Attachment A is a comparison of SSMUH regulations under Bill 44 and SCRD's Zoning Bylaws 722 and 337.

DISCUSSION AND ANALYSIS OF OPTIONS

Three options have been prepared for Board consideration.

OPTION 1 – Align Bill 44 Implementation with OCP Renewal

(STAFF RECOMENDATION)

This option proposes maintaining the current workplan for Bill 44-related bylaw updates, aligning them with OCP Renewal, expected to be completed by year-end, 2027.

Considerations for Option 1:

Bill 44 Small-Scale Multi-Unit Housing bylaw updates for Area A will be considered when the necessary infrastructure assessments are completed. Existing resources will be focused on OCP Renewal. The Water Strategy and the Fire Flow Action Plan can inform organizational decisions related to growth. This option recognizes there are unassessed risks associated with proceeding to permit secondary suites and/or ADUs in areas with fire flow deficits and/or wastewater treatment plants that have not been reviewed.

Staff recommend this option.

OPTION 2 – THAT a Proposal to Amend Zoning Bylaw 337 to Allow Secondary Suites in Residential Zones Outside of Wastewater Treatment Service Areas be Provided to a Future Committee (ALTERNATE RECOMMENDATION)

This option would consider amendments to Zoning Bylaw 337, to permit secondary suites in residential zones, except for parcels in the wastewater treatment service areas that would be excluded due to insufficient data on the capacity for this infrastructure to absorb any increased demand.

Future servicing analysis would consider the viability of additional dwelling units in Wastewater Treatment Service Areas. This amendment would be similar to secondary suite permissions in SCR D Zoning Bylaw 722. However, in alignment with how Small-Scale Multi-Unit Housing is envisioned in Bill 44, areas where an ADU is already permitted would have no further increase in density (dwelling units) under this option.

Considerations for Option 2:

This option may have unassessed risks related to adding additional units, beyond what is already permitted, in areas of constrained fire flow. No analysis related to this risk has been completed at this time.

If this option is chosen, additional infrastructure considerations may include limiting increases to residential density (addition of secondary suites) in areas with known fire flow deficiencies. Additionally, the Bill 44 Policy Manual recommends only permitting secondary suites (not ADUs) on properties smaller than one hectare that are not serviced by local government operated sewer systems. Other considerations may be identified if further analysis is conducted through a fully scoped project.

This option would require resource capacity considerations, estimated at approximately 0.3 Planning and Development FTE as well as some additional support from other departments, including Infrastructure Services and Legislative Services. Resources could be considered as part of Budget 2026 or be reallocated from another planning and infrastructure project or from operations.

OPTION 3 – THAT an Amendment to Zoning Bylaw 337 be Prepared to Allow Secondary Suites in Residential Zones and further considers provisions for Auxiliary Dwelling Units, similar to Bylaw 722, Outside of Wastewater Service Areas (NOT RECOMMENDED)

Note: This option deals with additional zoning changes not mandated by Bill 44.

This option would consider amendments to Zoning Bylaw 337 to permit secondary suites in all residential zones as well as options for ADUs, similar to those found in SCR D Bylaw 722. Wastewater Service Areas would be excluded due to insufficient data on existing wastewater treatment capacity, which is the same as the approach currently in place in Bylaw 722.

Considerations for Option 3:

This option includes the same considerations as Option 2; however, a more robust analysis and consultation would be required to further consider changes to ADU provisions that go

beyond basic Small-Scale Multi-Unit Housing compliance in addition to secondary suites. This would have increased implications for considering resource capacity to complete the work, particularly for Planning and Development and Infrastructure Services.

FINANCIAL IMPLICATIONS

There are no immediate financial implications for maintaining the current workplan (Option 1). Should an early update to Bylaw 337 be directed (Option 2 or 3), it is anticipated approximately a 0.3 FTE Planning & Development resource would be required, plus additional support hours from other departments, including Legislative Services, Infrastructure Services, and to a lesser extent the Building Division, which have not been estimated at this time. This would be recommended for the 2026 Budget deliberations.

LEGISLATIVE IMPLICATIONS

Any amendments to Zoning Bylaw 337 should seek alignment with Small-Scale Multi-Unit Housing requirements contained in the *Local Government Act*, which were implemented through *Bill 44: Housing Statutes (Residential Development) Amendment Act*.

In setting their requirements, local governments must ensure the requirements of other provincial legislation and regulations are met (e.g., the *Drinking Water Protection Act* and the *Sewerage System Regulation*).

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

If the Board supports the staff recommendation to maintain the current workplan (Option 1), the update to Zoning Bylaw 337 will occur in conjunction with the OCP Renewal process, with a completion by year-end, 2027. Projected timelines for Option 2 and 3 could be delivered in 6-10 months from when project resources are confirmed.

SUMMARY AND CONCLUSION

- Bill 44 requires local governments to update zoning bylaws to allow secondary suites and/or ADUs in single-unit-dwelling in all zones where residential uses are restricted to a single-unit dwelling. The SCRD has been granted an extension to comply, for which alignment with the new OCP Renewal timeline is currently being sought.
- Staff recommend maintaining the current workplan for Bill 44 Small-Scale Multi-Unit Housing updates, with a focus on completing infrastructure assessments that are intended to inform growth decisions before making any zoning changes.

ATTACHMENTS Attachment A: SSMUH Legislation Alignment withing SCRD Zoning Bylaws 722 and 337

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

Attachment A

Alignment between SCRD Zoning Bylaws 722 and 337 and SSMUH Legislation

SSMUH Unit Type	SSMUH Requirements	SCRD Zoning Bylaw 722	SCRD Zoning Bylaw 337
Secondary Suite	<p>A minimum of 1 secondary suite and/ or 1 ADU must be permitted in Residential Zones in all regional district electoral areas.</p> <p>The province notes that “only secondary suites (not ADUs) should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government.”</p>	<p>Secondary suites up to 55 m² are permitted in any zone where a single-unit dwelling is permitted, except on parcels within SCRD wastewater service areas.</p> <p><i>Zoning Bylaw 722 generally meets (and exceeds) SSMUH requirements for secondary suites.</i></p> <p><i>Amendments are required in cases where a parcel is within an SCRD wastewater service area, subject to an infrastructure capacity review.</i></p>	<p>Secondary suites and ADUs are not differentiated between in Zoning Bylaw 337; auxiliary dwelling unit is defined as “an additional dwelling unit such as a cottage or suite having a floor area less than the primary dwelling”</p> <p>An ADU up to 55 m² is currently permitted in 11 zones, including R1, R2, R3, R3A, R3B, R3C, CR1, RU1, RU1B, RU1D and RU2. However, not in all “residential zones”.</p> <p><i>Zoning Bylaw 337 requires amendments to meet SSMUH requirements for secondary suites and ADUs.</i></p>
Auxiliary Dwelling Unit (ADU)		<p>ADUs up to 90 m² are permitted in eight Zoning Bylaw 722 zones, including R1, R2, CR1, RU1, RU1A, RU2 (Area B & D), RF3 and AG. However, not all “residential zones” currently permit ADUs. Note, permissions for ADUs differ by zone and minimum parcel size.</p> <p><i>Given SCRD Zoning Bylaw 722 allows for secondary suites, as noted above, the allowance for ADUs is in addition to (exceeds) SSMUH requirements.</i></p>	



Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025
AUTHOR: Nick Copes, Planner II
SUBJECT: **Development Variance Permit DVP00112 (14-4622 Sinclair Bay Road) – Electoral Area A**

OVERVIEW

Purpose of Report:

The purpose of this report is to present a Development Variance Permit application to the Electoral Area Services Committee for consideration and decision.

Recommendation(s):

- (1) THAT Development Variance Permit DVP00112, to allow for the construction of a single unit dwelling and detached garage on the property located at 14-4622 Sinclair Bay Road, be issued to vary Zoning Bylaw No. 337 as follows:**
 - (a) Section 711(5) to reduce the minimum parcel line setback for structures from 7.5 m to 5.1 m for the buildings and 4.5 m for projections**

BACKGROUND

The Sunshine Coast Regional District has received a Development Variance Permit application to vary Zoning Bylaw No. 337, Section 711(5) to reduce the setback for structures from 7.5 m to 5.1 m for the buildings and 4.5 m for projections, in order to permit the construction of a two-storey single unit dwelling and detached garage.

Table 1 Application Summary

Applicant:	Ray Des Harnais
Civic Address:	14-4622 Sinclair Bay Road
Legal Description:	Strata Lot 14 District Lots 1397 and 3899 Strata Plan BCS1451
Electoral Area:	A – Egmont/Pender Harbour
Parcel Area:	1,036 m ²
OCP Land Use:	Multi-family
Land Use Zone:	RM2 (multi-family residential two)
Application Intent:	To reduce the required lot line setback to allow the construction of a single unit dwelling and detached garage.

The subject parcel is in the Farrington Cove Strata and zoned Multi-Family Residential Two (RM2) under Bylaw 337 which requires a 7.5 m setback from parcel lines for all structures. This 7.5 m setback is appropriate for multi-family buildings (apartments) considered in the RM-2 zone but may be considered excessive for the small single-detached residential lots in the strata subdivision. This issue was recognized in 2004 and a variance (DVP 337.98) was issued to reduce setbacks for all strata lots in Farrington Cove:

A relaxation of the minimum required setback to a parcel line from 7.5 metres as required in Section 711.5 to 5 metres from the front parcel line of a strata lot, 2 metres from the rear, 1.5 metres from the side and 4.5 metres from an exterior side parcel line of a strata lot while maintaining a 7.5 metre setback from the perimeter of Lot 1, D.L. 1397 and D.L. 3899, Plan LMP 6211, only as shown on Appendix 'A'.

DVP 337.98 failed to address the impact of a 7.5 m setback on parcels around the perimeter of the development. The subject property line being varied for this application is located along the perimeter which did not benefit from the original 2004 variance.

DISCUSSION AND ANALYSIS OF OPTIONS

The subject property, Lot 14, has frontage along the perimeter of the strata complex (Attachment A: Location Map and Orthophoto), thus a 7.5 m setback applies to that parcel line. The applicant's proposal is to reduce the perimeter setback to 4.5 m (including overhangs) for Lot 14. The applicant's proposal conforms to all other setbacks established in DVP 337.98, which are shown on the site plan (Attachment B). The proposal conforms to the Ministry of Transportation and Transit (MOTT) setback requirements of 4.5 m from the adjacent road allowance to the east.

As the proposal does not conform in its entirety to either Section 711.5 of Bylaw 337 or DVP 337.98 regarding setback from a perimeter parcel line, a variance is required specific to Lot 14.

Applicant Rationale

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

- The proposal conforms to zoning requirements apart from the setback to the exterior side parcel line.
- Interior strata lots are subject to a 1.5 m side setback.
- The road allowance is forested and will not be developed into a roadway.
- The perimeter lots of the strata are small and irregularly shaped. A 7.5 m setback does not make sense as 4.5 m is standard next to highways.
- The proposed house is under 205 m² and on an irregular shaped lot.
- The location of the home will preserve views for neighbouring lots by allowing construction at a lower elevation.
- The variance will allow the house to be in the centre of the lot, which will avoid excavation on the steep slope on the north side of the property.

Variance Criteria

Staff have evaluated this application using criteria in SCRD Board Policy 13-6410-6 (Development Variance Permits) 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;*
 - The 7.5 m setback established in the bylaw is meant for larger multi-family buildings.
 - It would have been appropriate to have considered setbacks for single-unit dwellings on small strata lots when the RM2 zone was created.
 - Most residential zones contain a 4.5 m setback from an exterior side parcel line.

2. *The variance should not negatively affect adjacent or nearby properties or public lands;*
 - Given site orientation and topography the applicant's proposal would have very limited impact on views and massing.
 - All other setbacks conform to standard residential setbacks, which are in place for the neighbouring strata lots.
 - The proposal conforms to MOTT setback requirements from a public highway.

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;*
 - Only the perimeter lots of the complex are subject to the 7.5 m setback.
 - The 7.5m parcel line setback, small lot size and irregular shape would limit the ability to develop on the parcel.
 - A zoning amendment for the RM2 zone may be desirable for the entire strata and may be looked at during OCP/zoning bylaw renewal. Such a process would be burdensome for one property owner.

4. *The proposed variance represents the best solution for the proposed development after all other options have been considered;*
 - A variance is required to build a reasonably-sized home and garage on the irregularly shaped parcel.

5. *The variance should not negatively affect the natural site characteristics or environmental qualities of the property.*
 - The location of the buildings on the property aims to limit the amount of excavation.
 - A safe building envelope was established by the geotechnical engineer.
 - The location conforms to the 15 m ocean setback and is above the Coastal Flooding Development Permit Area.

OPTION 1 - Issue the permit (Recommended Option)

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 new single-unit dwelling development would be required to comply with the required setback.

OPTION 3 – Refer the application to the Area A APC

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

FINANCIAL IMPLICATIONS

N/A

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

The development is located within Development Permit Area 1B: Coastal Slopes, therefore a development permit is required before building permit issuance. A development permit application has been received and will be issued under delegated authority pending the outcome of the development variance permit application process.



COMMUNICATIONS

This application has been referred to the following internal and external departments and agencies:

Referral Agency	Comments
SCRD Building Division	There are no objections noted from the Building Division
Pender Harbour Fire	Comments not received at the time of writing.
shíshálh Nation	Comments not received at the time of writing.
Neighbouring Property Owners/Occupiers	Notifications were mailed on March 20, 2025, to owners and occupiers of properties within 100 m. No comments were received prior to the deadline of April 2nd at 12pm.

SUMMARY AND CONCLUSION

The proposed development variance permit would facilitate the construction of a single-unit dwelling and detached garage. Staff have evaluated the proposal based on the Board’s DVP policy and recommend issuance of the permit.

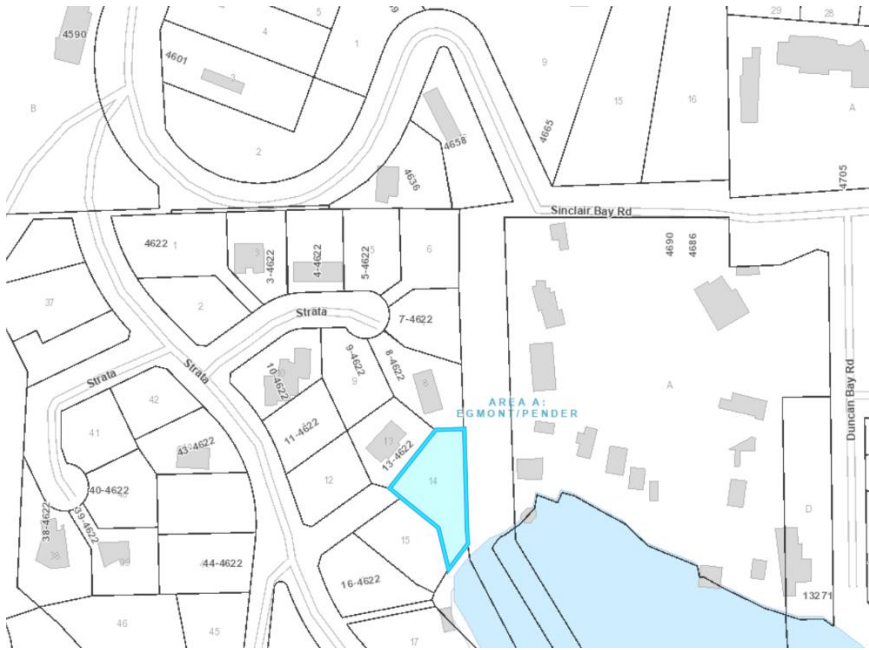
ATTACHMENT(S):

A – Location Map and Air Photo

B – Draft Development Variance Permit (including Site Plan and Building Elevations)

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

Location Map and Air Photo:





**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT
DVP00112**

TO: [Click here to enter text.](#)

ADDRESS:

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: STRATA LOT 14 DISTRICT LOTS 1397 AND 3899 GROUP 1 NEW WESTMINSTER DISTRICT STRATA PLAN BCS1451 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

P.I.D.: 026-400-472

Civic Description: 14-4622 Sinclair Bay Road, Garden Bay, 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 Zoning Bylaw No. 337, 1990* is specifically varied as follows:

- **Section 711.5 to reduce the minimum parcel line setback for structures from 7.5 m to 5.1 m for the buildings and 4.5 m for projections to allow for the construction of a single-unit dwelling and detached garage.**

This permit is issued subject to conformance with DVP 337.98, with the exception of the additional variance to which this permit pertains.

The proposed development shall generally conform to the design specified in the drawings prepared by Vesna Molby and Co., attached to and forming part of this permit as Appendix A and dated February 2025.

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 years of the date of this permit, this Development Variance Permit shall lapse.

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.

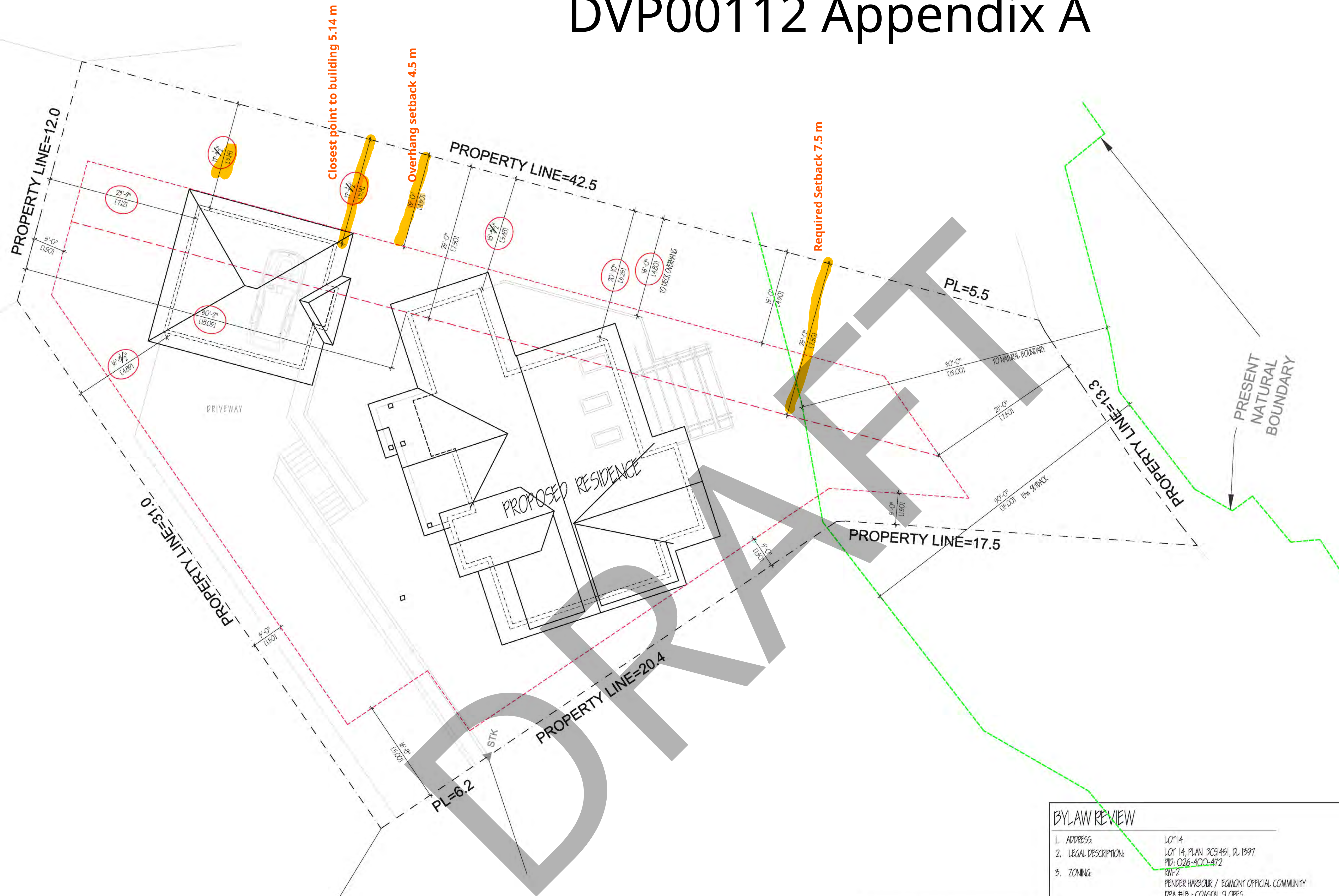
AUTHORIZING RESOLUTION NO. ### PASSED BY THE SUNSHINE COAST REGIONAL DISTRICT BOARD THE ##th DAY OF #### , 2025.

ISSUED THIS ##th DAY OF ####, 2025.

Sherry Reid, Corporate Officer
SUNSHINE COAST REGIONAL DISTRICT

DRAFT

DVP00112 Appendix A



NOTES:
 ALL WORK TO CONFORM TO BC BUILDING CODE.
 ARCHITECTURAL DRAWINGS TO READ IN CONJUNCTION WITH THE STRUCTURAL ENGINEER'S DESIGN AND LAYOUT.
 CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS ON THE JOB SITE AND SHALL INFORM THE DESIGNER OF ANY DISCREPANCIES AND VARIATIONS FROM THESE DRAWINGS.

NO.	DESCRIPTION	DATE
REVISIONS		

VJM
VESNA J. MOLBY & Co.
 Building Development and Design
 West Vancouver, B.C.
 email: vesmolby@shaw.ca
 tel: (604) 340-9076
 www.VesnaMolby.com

SITE PLAN

PROPOSED FOR:
NEW RESIDENCE
 LOT 14
 DL 1397, PLAN BCS1451
 FARRINGTON COVE
 P.I.D.: 026-400-472

TABLE OF CONTENTS:

- A1 SITE PLAN AND CALCULATIONS
- A2 FOUNDATION PLAN
- A3 MAIN FLOOR
- A4 SECOND FLOOR PLAN
- A5 ROOF PLAN
- A6 NORTH AND WEST ELEVATIONS
- A7 SOUTH AND EAST ELEVATIONS
- A8 SECTIONS AND DETAILS
- A9 DETACHED GARAGE PLAN

BYLAW REVIEW

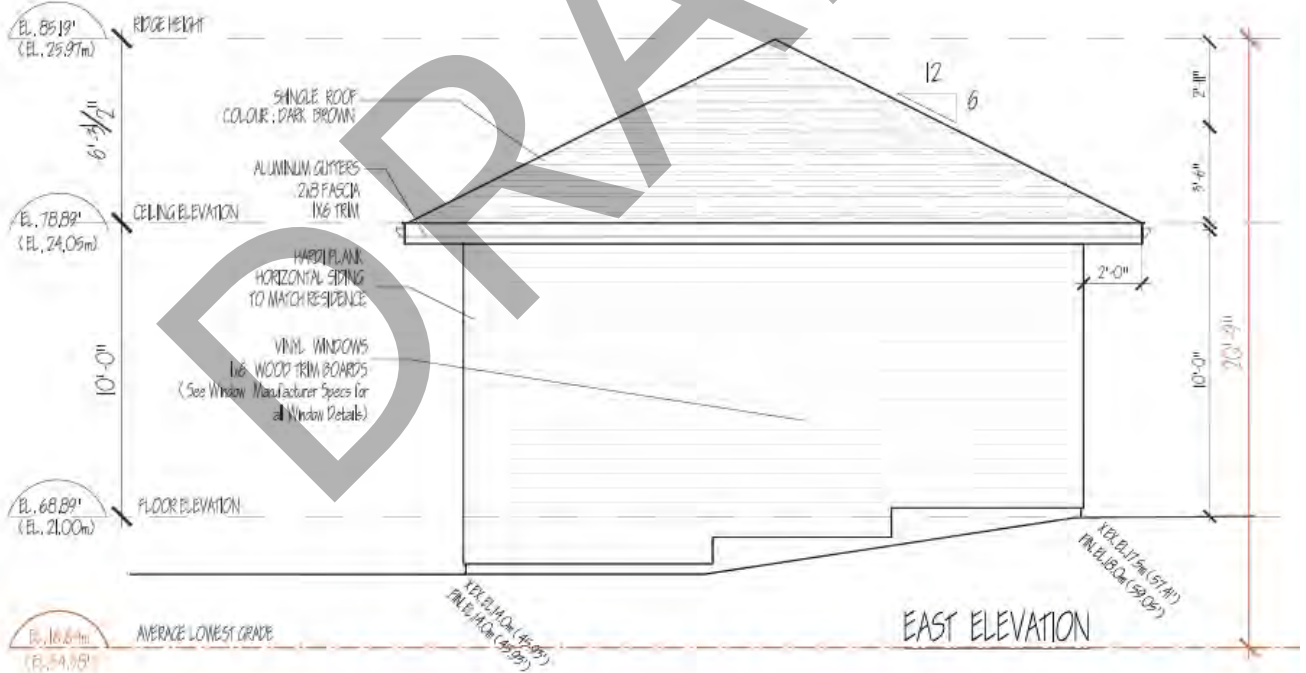
1. ADDRESS:	LOT 14		
2. LEGAL DESCRIPTION:	LOT 14, PLAN BCS1451, DL 1397 PID: 026-400-472		
3. ZONING:	RM-2 PENDER HARBOUR / EGMONT OFFICIAL COMMUNITY DPA #1B - COASTAL SLOPES DPA #1B - COASTAL SLOPES		
4. LOT SIZE:	1,095.99 m ² (11,512.6 SF.)		
5. FSR:	PROPOSED:	MAIN FLOOR	1,446.00 SF. (134.34 m ²)
		SECOND FLOOR	678.00 SF. (62.99 m ²)
		TOTAL PROPOSED:	2,124.00 SF. (197.33 m ²)
		PLUS: GARAGE	497.00 SF. (46.17 m ²)
6. SITE COVERAGE:	ALLOWABLE:	35% OF 11,512.6 = 3902.94 SF	
	PROPOSED:	1,860.48 SF / 11,512.6 = 16.7%	
7. SETBACKS:	ALLOWABLE:	FRONT YARD	16'-4" (5.00 m)
		SIDE YARD	6'-6" (2.0 m)
		REAR YARD	6'-6" (2.0 m)
	PROPOSED:	FRONT YARD	18'-0" (8.00 m)
		SIDE YARDS	15'-1/2" (4.0 m) and 31'-5" (9.57 m)
8. HEIGHT:	ALLOWABLE:	11 m (36'-0")	
	PROPOSED:	8.128 m (26'-8")	

DATE:	FEBRUARY 6, 2025	SHEET No.	A1
SCALE:	1/8" = 1'-0"		
DRAWN BY:	VJM		
JOB NO.:	12440		

Single Unit Dwelling



Garage





Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025
AUTHOR: Devin Rajala, Planning Technician III
SUBJECT: **Development Variance Permit DVP00111 (5299 Taylor Crescent) – Electoral Area B**

OVERVIEW

Purpose of Report:

The purpose of this report is to present Development Variance Permit application DVP00111 to the Electoral Area Services Committee for consideration and decision.

Recommendation(s):

- (1) **THAT Development Variance Permit DVP00111, to allow for the construction of a single unit dwelling on the property located at 5299 Taylor Crescent, be issued to vary Zoning Bylaw No. 722 as follows:**
 - (a) **Section 5.14.1 (b) to reduce the minimum setback of a building or structure from a side parcel line from 4 m to 1.5 m to permit a building up to 9.65 m in height.**

BACKGROUND

The Sunshine Coast Regional District has received a Development Variance Permit application to vary Zoning Bylaw No. 722, Section 5.14.1(b) to reduce the setback from a side parcel line from 4 m to 1.5 m, for portions of a building over 8.5 m in height, to permit the construction of a single-unit dwelling.

Table 1: Application Summary

Applicant:	Western Craft Contracting Ltd.
Civic Address:	5299 Taylor Crescent
Legal Description:	LOT 13 DISTRICT LOT 2394 PLAN 13040, PID: 008-737-568
Electoral Area:	B – Halfmoon Bay
Parcel Area:	1,412 m ²
OCP Land Use:	Residential A
Land Use Zone:	R1 (Residential One)
Application Intent:	To reduce the required side parcel line setbacks to construct a single-unit dwelling with a maximum building height of 9.65 m located 1.5 m from a side parcel line.

DISCUSSION AND ANALYSIS OF OPTIONS

The applicant is seeking to construct a single unit dwelling with a total floor area of approximately 256 m² and a parcel coverage of 10.9%.

Zoning Bylaw No. 722 contains the following regulation:

5.14.1 The setback of building or structure shall be:

b) the minimum setback from a parcel line not adjacent to a highway, an internal private road, a waterbody or a watercourse shall be as follows:

Table 2: Section 5.14.1 Bylaw No. 722

Height of building and structure	Setback
≤ 8.5 m	1.5 m
> 8.5 m	4 m

Zoning Bylaw 722 provides regulations that no building or structure exceeding 8.5 m in height shall be constructed within 4 m from the parcel line not adjacent to a highway, an internal private road, a waterbody or a watercourse, to accommodate the construction of a single-unit dwelling.

Figure 1 and 2 shows the proposed dwelling and areas shaded in purple to demarcate the portions of the structure that exceed 8.5 m in height (total area 9.9 m²) for which the variance is required. The highest point of the proposed dwelling is 9.65 m from average grade, therefore making the building 1.15 m higher than what is permitted for structures located a minimum of 1.5 m from a parcel line.

Figure 1: Building elevation from north property line (area subject to variance shown in purple)

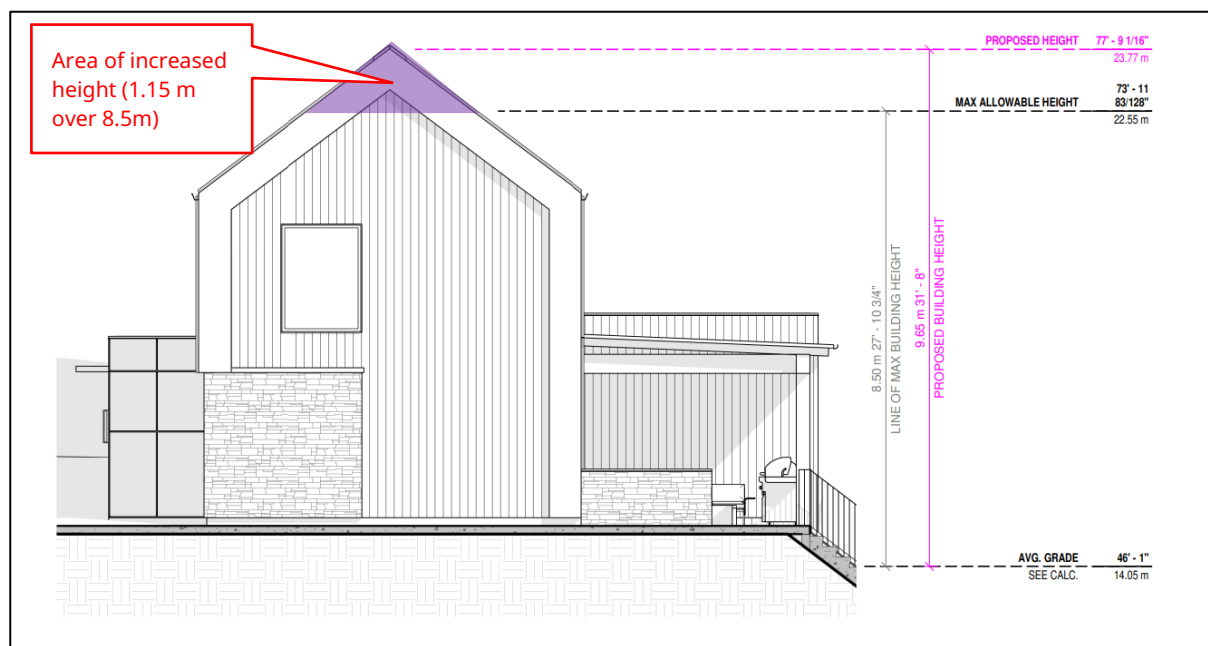
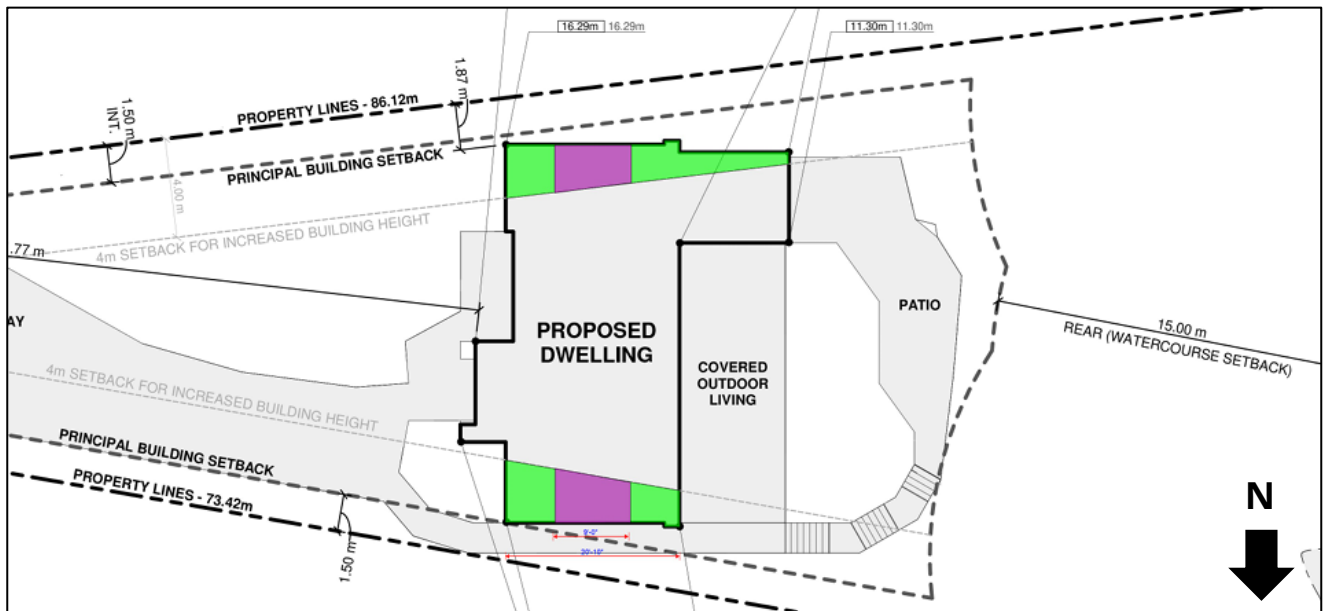


Figure 2: Site Plan (area subject to variance shown in purple)



Applicant Rationale

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

- The overall building area is restricted by the 15 m setback requirement from the natural boundary of the ocean and a covenanted area. This has resulted in the proposed building being located further upslope into a narrower portion of the property.
- The location of the proposed development also takes into consideration the property's sloping topography.
- The proposed location is within the footprint of the existing structure (to be removed) and will have the smallest impact on usage of lot area.

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;*

The intent of the 4 m setback requirement for buildings that exceed 8.5 m in total height is to limit the visual impact of tall structures on neighboring properties and to increase privacy. Key considerations in the review of the proposed variance include:

- The proposed building height (9.65 m) is 1.15 m above the 8.5 m maximum height permitted within the 4.0 m setback. The peaked roof design means that only the upper portion of the roof exceeds 8.5 m in height, with an area of only 9.9 m² (that area located within the 4.0 m setback) is requiring a variance.
- The overall proposed building height of 9.65 m is less than the maximum height of 11 m for buildings and structures. For example, a flat patio building with a maximum

height of 11m at a 4.0m setback stepped down to 8.5 m up to a 1.5 m setback, would have more impact from a massing and visual impact perspective than the proposed design.

For these reasons, the proposed variance is anticipated to have limited impact on privacy and visual impacts on neighboring properties.

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

The 15 m setback requirement from the natural boundary of the ocean ensures that this development will have limited impact on the neighbouring dwelling to the southeast.

The location of the proposed dwelling will be located directly adjacent to the existing dwelling on the neighboring property to the northwest. As shown above in *Figure 3*, the area of increased height is limited to the roof peak and does not contain any windows or projections that would impact privacy.

As also set out above in the Criteria 1 analysis, the proposed design is envisaged to have less visual impact on neighbouring properties than an alternative design that maximized the 11.0 m height at a 4.0m 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;*

The variance takes into consideration factors that limit buildable area on the lot and can be considered a unique solution for the following reasons:

- the buildable area in the front (west property line) of the lot is limited by a lane easement the 5 m setback requirement from Taylor Crescent and the narrowness of the lot towards the front lot line.
- the rear (east property line) of the lot has an undulating topography, an ocean setback requirement and development permit area.

The challenges described limit buildable area to the proposed location in the centre of the lot where lot is narrow, making it more difficult for a 4 m setback to be met on both sides of the dwelling.

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

The proposed variance to allow the construction of the single-unit dwelling to be constructed represents the best solution for the following reasons:

- The buildable area in the rear of the lot, where lot width is greatest, is limited by the setback requirement from the natural boundary of the ocean.
- The front lot line setback and lane easement setback limits the developable area near the front of the lot.
- The 4 m setback requirement is difficult to meet in the geotechnically recommended location in the centre due to the narrowness of the lot.

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

The proposed building site is located near the centre of the lot and is on the site of an existing dwelling to be removed. This location meets the 15 m setback from the natural boundary of the ocean and in doing so meets provincial guidelines on future sea level rise and enhances environmental protection of the foreshore area.

The terrain adjacent and immediately surrounding the proposed single-unit dwelling can be described as gently rolling bedrock. The proposed location of the dwelling ensures that there are no coastal bedrock slopes steeper than 45 degrees within the vicinity that would pose a slope stability hazard.

Summary

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

- Only a 9.9 m² portion of the roof area is both in excess of 8.5 m in height and within the 4.0 m setback area.
- Parcel shape, site topography, existing building footprint and other required setbacks, make this location on the property the most appropriate for the building to be located.

The Draft Development Variance Permit is included as Attachment B.

OPTION 1 - Issue the permit. (Recommended Option)

This would permit the proposed single-unit development on the property to proceed.

OPTION 2 - Deny the permit.

The zoning bylaw regulation would continue to apply, and the new single-unit dwelling development would be required to comply with the required setback.

OPTION 3 - Refer the application to the Area B APC

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

FINANCIAL IMPLICATIONS

N/A

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

The subject parcel is located within 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 the development variance permit application process.

Figure 5: Application Timeline



COMMUNICATIONS

Internal:

Referral Agency	Comments
SCRD Building Division	There are no concerns noted from the Building Division. The building will be subject to Spatial Separation due to the proximity to the property line.
Halfmoon Bay Fire Department	There is no concern from the fire department regarding the variance DVP00111- 5299 Taylor Crescent.

External:

Referral Agency	Comments
shíshálh Nation	Comments not received at time of report writing.
Neighbouring Property Owners/Occupiers	Notifications to surrounding properties were completed in accordance with Section 499 of the <i>Local Government Act</i> and the Sunshine Coast Regional District Bylaw No. 522. Notifications were mailed on March 20, 2025, to owners and occupiers of properties within a 50 m radius of the subject property. No comments were received prior to the deadline of April 2nd at 12 pm.

SUMMARY AND CONCLUSION

The proposed development variance permit would facilitate the construction of a single-unit dwelling. Staff have evaluated the proposal based on the Boards DVP policy and recommend issuance of the permit.

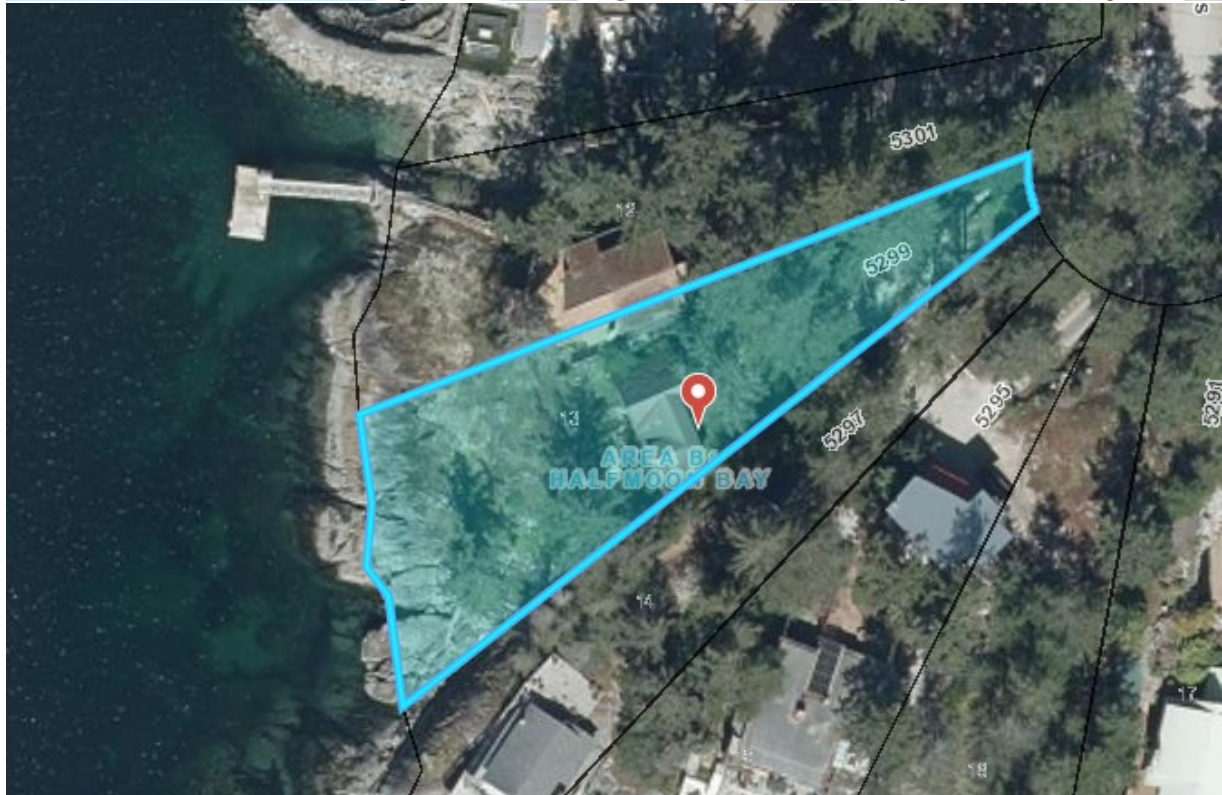
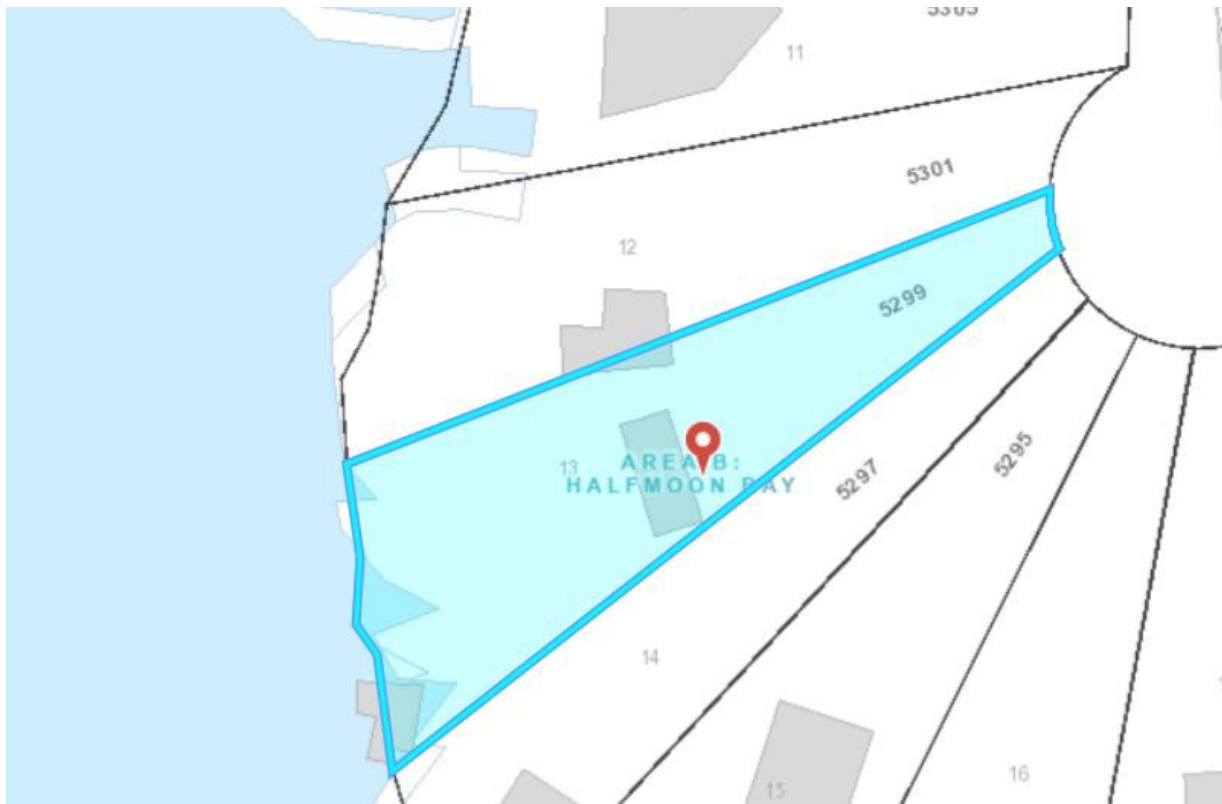
ATTACHMENT(S):

A – Location Map and Air Photo

B - Draft Development Variance Permit (including Site Plan and Elevation Drawings)

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

Location Map and Air Photo:





**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT
DVP00111**

TO: [Click here to enter text.](#)

ADDRESS: [Click here to enter text.](#)

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 13 DISTRICT LOT 2394 PLAN 13040

P.I.D.: 008-737-568

Civic Description: 5299 Taylor Crescent, Halfmoon Bay, 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 construction of a single unit dwelling on those lands described herein, and Sunshine Coast Regional District (Electoral Area B) Zoning Bylaw No. 722 is specifically varied as follows:

Section 5.14.1 (b) of Zoning Bylaw No. 722 to reduce the minimum setback from a side parcel line from 4 metres to 1.5 metres to permit a building up to 9.65m in height

The proposed development shall generally conform to the design specified in the drawings prepared by Bronson Design, attached to and forming part of this permit as Appendix A and dated December 10, 2024.

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.

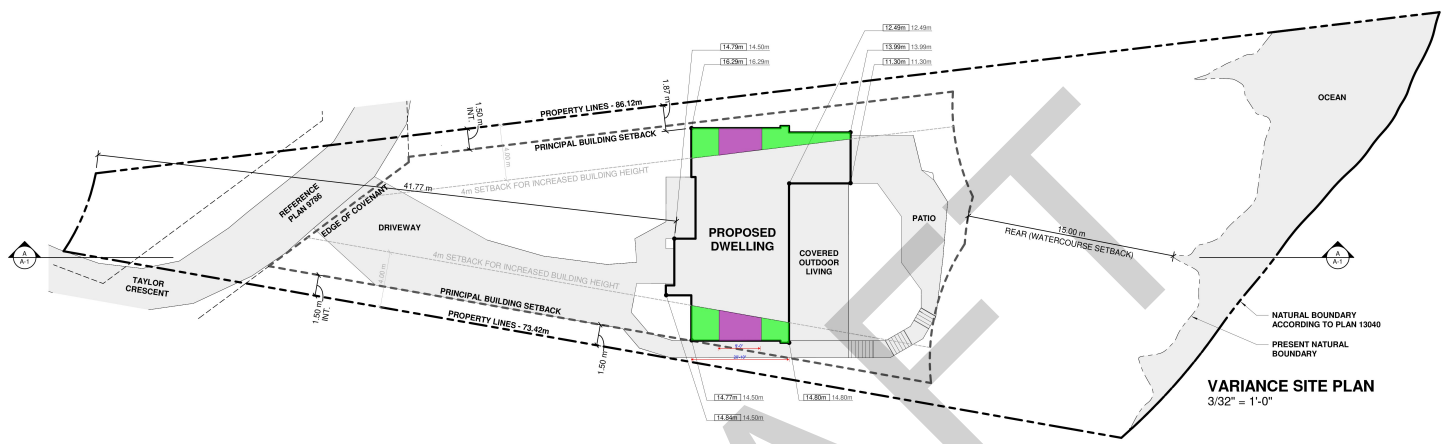
Except as specifically provided above, this Development Variance Permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation of responsible authorities, which may apply to the land.

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

ISSUED THIS ##TH DAY OF MONTH, YEAR.

Sherry Reid, Corporate Officer
SUNSHINE COAST REGIONAL DISTRICT

DRAFT



VARIANCE SITE PLAN
 3/32" = 1'-0"

PROJECT DATA

DESCRIPTION
 PART 9 RESIDENTIAL - SINGLE DETACHED DWELLING
 2 STOREY WOOD FRAME STRUCTURE OVER PARTIAL FULL HEIGHT CONCRETE BASEMENT & CRAWLSPACE

LEGAL DESCRIPTION
 Lot 13, Section 8, Township 16, Plan NW05211

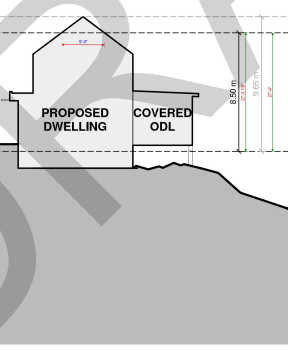
CIVIC ADDRESS
 5299 TAYLOR CRESCENT, HALFMOON BAY

PID	FOLIO	STEP CODE	ALR
008-737-568	748.05524.260	3	NO

DEVELOPMENT PERMIT APPLICATION
 1A: COASTAL FLOODING, 1B: COASTAL SLOPES

REQUIREMENT	PERMITTED/REQUIRED	PROPOSED
ZONE	R1	R1
LOT AREA	-	1705.44 SQFT (1607.7 SQM)
LOT COVERAGE	35% (592.6 SQM)	1,892.17 SQFT (175.79 SQM) = 10.9%
SETBACKS		
ROAD SIDE	5.0m	5.0m
INTERIOR	1.5m	1.5m
EXTERIOR	4m FT HT: >= 8.5m	15.0m
REAR (WATERCOURSE)	15.0m	15.0m
BUILDING HEIGHT	8.5m	9.97m (UPON VARIANCE APPROVAL)
FLOOR AREA		
BASEMENT	-	337 SQFT
MAIN FLOOR	-	1,037 SQFT
UPPER FLOOR	-	1,087 SQFT
TOTAL	-	2,761 SQFT
OFF STREET PARKING		
RESIDENCE	2 SPACES	2 SPACES
FCL (FLOOD CONSTRUCTION LEVEL)	4.9m	11.55m

AVERAGE GRADE CALCULATION
 16.29m + 13.95m + 11.30m + 12.45m + 14.85m + 14.50m + 14.50m + 14.50m + 14.50m + 112.37m
 112.37m / 8 = 14.05m avg. grade



BUILDING HEIGHT VARIANCE SECTION
 3/32" = 1'-0"

	Area within 4m	278.6 SQ FT
	Area over variance 4 m	106.2 SQ FT



VARIANCE PLANS

SCALE: As indicated

A-1

DESIGNED AS PER: BCBC 2024 | PART 9 | MAJOR OCCUPANCY: 'C'



Staff Report

Request for Decision

TO: Electoral Area Services Committee - April 17, 2025

AUTHOR: Kirin Lamb, Planning Technician II

SUBJECT: LCRB Liquor Primary Application – Langdale Heights RV & Golf Resort at 2170 Port Mellon Highway (Electoral Area F)

OVERVIEW

Purpose of Report:

The purpose of this report is to present a new Liquor Primary License referral from BC Liquor and Cannabis Regulation Branch (LCRB) for Langdale Heights RV & Par 3 Golf Resort for consideration and decision on SCRD's response.

Recommendation(s):

- (1) THAT SCRD supports the proposed Liquor Primary License subject to:**
 - (a) Establishment by the LCRB of a patron capacity limit that considers staff and other occupants to ensure an overall building occupancy that does not exceed 30 people for the purpose of complying with B.C. Building Code; and,**
 - (b) That no outdoor amplified music be permitted.**
-

BACKGROUND

SCRD has received a referral from the LCRB concerning a Liquor Primary License application for Langdale Heights RV & Par 3 Golf Resort. The application proposes the following:

- To convert the existing Food Primary License for "Bunker's Restaurant" into a Liquor Primary License; and
- To allow for the purchase of alcohol in closed containers for consumption on site.

Site and Context

The Applicant operates a golf course, clubhouse, restaurant, and approximately 60 RV sites on a 6.48 ha (16 ac) parcel located at 2170 Port Mellon Highway (PID: 012-008-338). The property is bounded by Port Mellon Highway to the west with developed RU2 (Rural Residential Two) parcels opposite, a Middle Ouillet Creek tributary to the north, a developed RU2 / AG (Agricultural) parcel to the south, and an undeveloped RM3 (Residential Multiple Three) parcel to the east.

Land Use

The parcel is zoned C3 (Commercial Three) per Zoning Bylaw No. 722. A site-specific rezoning application was approved by SCRD in 2022, which permitted additional uses including a restaurant and pub, convenience store and retail component with a maximum floor area of 100 m², golf course and clubhouse, and billiard room (section 9.7.3.c.)

DISCUSSION AND ANALYSIS OF OPTIONS

Staff have reviewed the Liquor Primary License application against the following criteria specified in the Liquor Control and Licensing Regulation and the LCRB Liquor Licencing Policy Manual:

The location of the establishment

The subject property is:

- Appropriately zoned for the proposed use
- Not serviced by an SCRD fire protection area
- Not reasonably accessible by public transit; however, the RV resort offers ~60 campsites for overnight accommodation

The person capacity of the establishment

- Per BC Building Code and Building Permit No. BP003227, the two-storey building has a maximum occupant load of 30 persons, including patrons and staff.
- An occupant load of 30 persons is proposed for the upstairs lounge, plus an additional 80 persons split between two exterior patios (see Attachment A – Floor Plan).

The hours of liquor service of the establishment

- In the morning, hours of liquor service would be increased from 11am currently to 9am.
- On weekday evenings (Mon – Thu), service would be reduced from 1am to 10pm.
- On Friday/Saturday evenings, service would remain the same, closing at 1am.
- On Sunday evenings, service would increase from midnight to 1am.

Existing Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	11am – 1am	11am – 1am	11am – 1am	11am – 1am	11am – 1am	11am – 1am	11am – 12am
Proposed Hours**	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	9am – 10pm*	9am – 10pm*	9am – 10pm*	9am – 10pm*	9am – 1am*	9am – 1am*	9am – 1am*

* Golf course to close no later than 9pm. Pub to remain open with shift in focus to serving RV park visitors and locals.
 ** Golf course not in operation during off season (November – April).

Based on the above, hours are reduced overall, hours in the evenings are reduced Monday through Thursday from 1am to 10pm, with only Sunday increasing from 12am to 1am. Overall, the changes in hours may reduce impacts of the establishment on the neighbourhood.

The impact of noise on nearby residents

- The subject parcel is in a rural setting with a buffer of established trees to the north, south and west.
- An undeveloped RM3 parcel zoned for up to 37 residential dwellings is adjacent to the golf course playing area, where an endorsement to consume liquor while playing golf is proposed. No buffer of vegetation is established in this area.

SCRD Noise Bylaw No. 597 restricts noise in the following ways:

- *No Person, being the owner or occupier of property, shall cause, permit or allow that property to be used so that any noise or sound which emanates from the property disturbs the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the*

neighbourhood or vicinity.

Staff recommend a restriction on outdoor amplified music to mitigate the potential impact of noise on nearby rural residents.

The general impact on the community if the application is approved

Staff do not anticipate significant impacts beyond existing conditions related to the issuance of a liquor primary license for Langdale Heights RV Par 3 Golf Resort.

This application is received following a successful rezoning application in 2022 that specifically permitted the establishment of a restaurant and pub, convenience/retail store, golf course and clubhouse, and billiard room on the parcel.

OPTION 1 – Support the Application (Staff Recommendation)

This option would allow the LCRB to continue with its evaluation of the Liquor Primary Application and subsequently issue the license as proposed.

OPTION 2 – Refer to Advisory Planning Committee (APC)

General Considerations

This application follows a successful rezoning application that specifically permitted the proposed use in 2022. As part of this rezoning, this matter has been referred to the APC.

Staff Recommendation

Staff are not recommending this option. Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

- (1) THAT the application for a Liquor Primary License by Langdale Heights RV Par 3 Golf Resort be referred to the Advisory Planning Committee.

OPTION 3 – Deny the Application

Staff Recommendation

Staff are not recommending this option. Should the Committee choose to go with Option 3, a recommendation could be considered, as follows:

- (1) THAT the SCRD respond to LCRB indicating denial of the proposed Liquor Primary License.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

Figure 1 Application Timeline



COMMUNICATIONS

This application has been referred to the following internal and external departments and agencies:

Referral Agency	Comments
SCRD Building Services	Per SCRD Building Permit BP003227, the maximum occupant load of the entire building, including staff, is 30. This is a Building Code limitation. A sign has been installed at the building entrance to meet this requirement.
Gibsons & District Volunteer Fire Department	The application is outside the fire protection area.
RCMP	No objection to the approval of this liquor primary licence application, provided the applicant adopts appropriate measures to manage noise, promote responsible liquor service and ensure the safety and well-being of all their customers and the surrounding community.

Public Comments:

SCRD mailed an invitation to comment to residents and property owners within 100m of the establishment on March 18, 2025. An advertisement was also placed in the March 21, 2025 issue of the Coast Reporter to invite public comment. No comments were received prior to the deadline of April 3rd.

No public comment has been received.

SUMMARY AND CONCLUSION

Langdale Heights RV & Par 3 Golf Resort’s application to the LCRB for a Liquor Primary License is compliant with the zoning bylaw and OCP policies of the SCRD. The proposed development also appears to adhere to LCRB regulations. Staff recommend that the SCRD indicate support of this application to LCRB, subject to building occupancy being limited to not exceed 30 people including all occupants (staff, patrons, etc.)

ATTACHMENT(S):

- A – Floor Plan
- B – Site Plan

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

Designed by:
SCOTT DAVIS
174 Grandview Hts. Rd.
Gibsons, BC V0N1V3
604-896-8890
sdavisarch@gmail.com

Revisions:	By:

Langdale RV & Par 3 Golf
2061 Twin Creeks Road, Gibsons, BC
PID 015-852-890

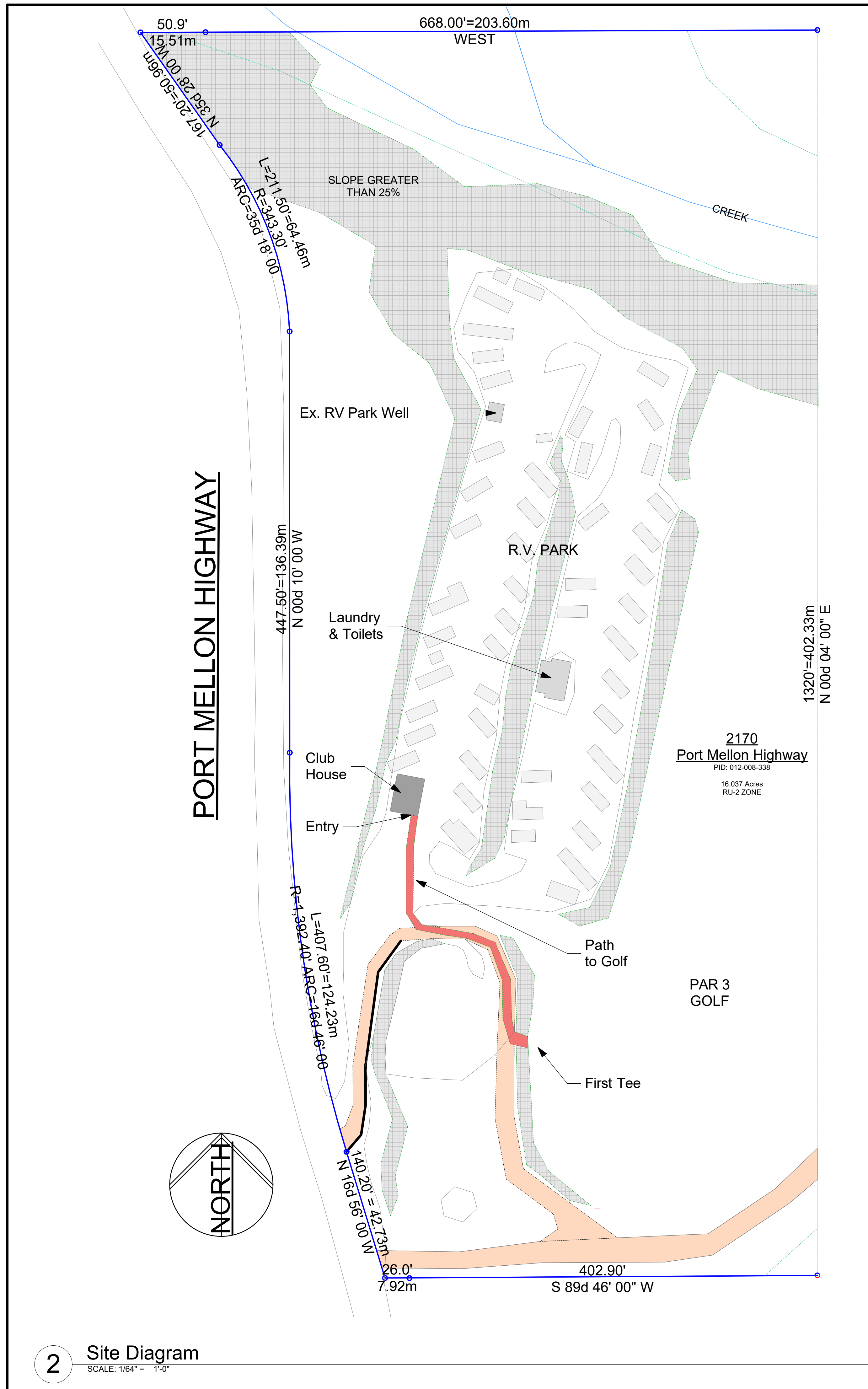
LCB SITE Plan

Date:	08-29-2022
Checked by:	
Drawn:	SD
Job:	20201001
Sheet Number:	01
Total sheet count:	1

SITE DIAGRAM

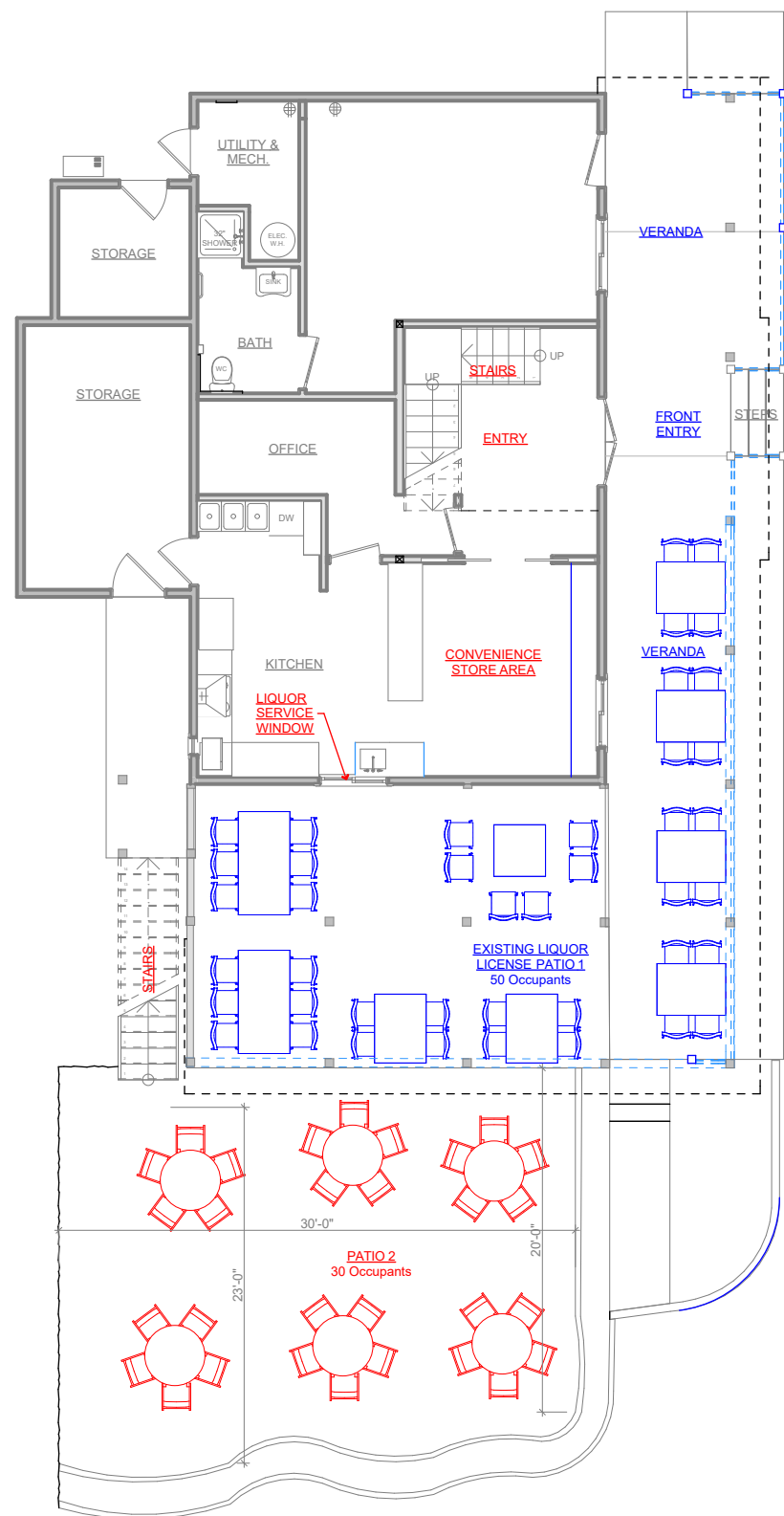
Langdale RV & Par 3 Golf

2061 Twin Creeks Road, Gibsons, BC
PID 015-852-890



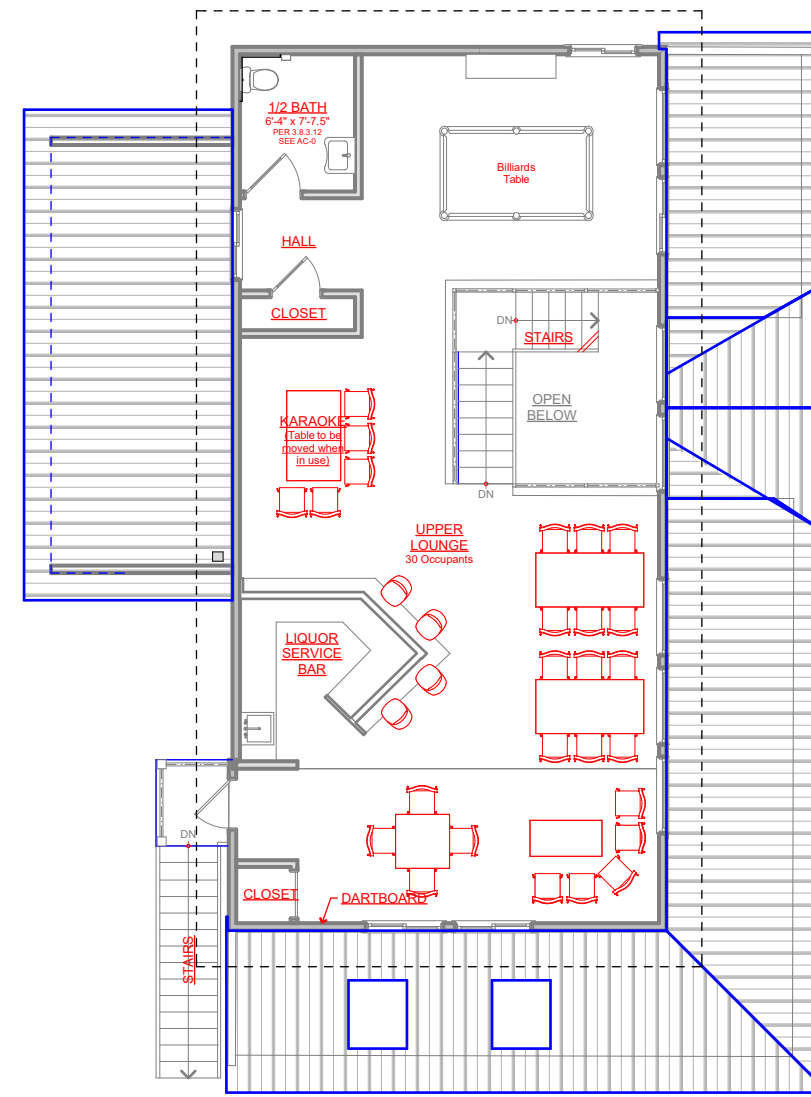
2 Site Diagram
SCALE: 1/64" = 1'-0"

SITE DIAGRAM - 08-29-2022



GROUND FLOOR PLAN

LEGEND
 NOT INCLUDED
 EX. LICENSE
 NEW LICENSE



SECOND FLOOR PLAN

Occupant Plan
OP-1

Langdale RV & Par 3 Golf
 2170 Port Mellon Highway, Gibsons, BC





Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025
AUTHOR: Sam Adams, Parks Planning and Community Development Coordinator
SUBJECT: **Coopers Green Park Enhancement Project Options**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide options for consideration regarding the Coopers Green Park Enhancements project. This report requests a Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) **THAT staff be directed to proceed with the necessary planning and designing for the construction of a washroom building with flushable toilet(s) (Option 1) with any remaining project budget to be used to construct a natural play area/social space.**
-

BACKGROUND

Coopers Green Park is a nine acre regionally significant waterfront destination in Halfmoon Bay which connects locals and visitors with nature, community, and space for outdoor recreational activities. The park and hall have been owned and managed by the Sunshine Coast Regional District (SCRD) since 1985. In addition to a community hall there is a boat launch, beach access, open lawn space, and volleyball area all anchored by the park's extraordinary natural beauty. This waterfront park is located within the traditional territories of the shíshálh Nation.

At the July 13, 2023, Regular Board Meeting of the Sunshine Coast Regional District (SCRD) the following resolution in part was adopted:

213/23 **Recommendation No. 3** *Halfmoon Bay Community Hall and Coopers Green Park Enhancements*
(in part)

- ...AND THAT ... Up to \$633,238 for Park Enhancements at Coopers Green Park:*
- ii. Funded from the following sources:*
 - a. Amenity Funding up to \$233,113;*
 - b. Canada Community-Building Fund - Community Works Fund up to \$400,125;*

AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.

There are many factors within Coopers Green Park which the planning process needs to consider **that may have a significant impact on the project costs** including archaeological,

environmental, spatial, and development permit areas. The project budget has assigned contingencies for archeological, technical and emerging issues.

Staff procured the services of landscape architects to support the initial design and public engagement process.

The public engagement process involved two phases of public engagement. Both were advertised widely in the Coast Reporter, SCRD Website, social media, the online engagement Let's Talk Page, and through email to local community groups.

The first phase of engagement was an online survey which was open from November 11, 2024 to December 14, 2024. Over 450 responses were received. The intended outcome of this first phase was to gather input to determine what the community would like to see in the park.

Based on feedback from the first phase, three conceptual plans identifying park enhancement options were developed. As part of the second phase of engagement, three concept strategies were presented to the community in January at an open house. The open house was attended by 60 people who provided feedback directly to SCRD staff and the landscape architect regarding the concepts. The concept strategies were also available for review and comment on the project's Lets Talk Page in the weeks following the open house. The intended outcome of this phase is to integrate the feedback on the three concept strategies to inform the enhancement priorities and ultimately design and construction.

DISCUSSION AND ANALYSIS OF OPTIONS

Result of the Public Engagement

The emerging priorities for park enhancements after the first phase of engagement were washrooms, a covered social gathering space and parking. The consultants used the feedback received to develop three themed conceptual strategies for park enhancement to present and receive feedback on in the second phase of engagement.

Washrooms again emerged as the primary desired feature and a natural play area that would double as a social space was the secondary priority in the second phase of engagement.

Attachments A and B provide summaries of the two public engagement phases.

Service Levels for Park Washrooms

Most of the SCRD's regional "Destination"¹ parks include washroom facilities. The current service level includes external park access to washrooms within a hall that exists within the park, separate cinderblock or wood framed washroom buildings, porta potties or pit toilets.

Currently Coopers Green Park is served by external park access to washrooms within Coopers Green Hall as well as an additional two porta potties. The hall washrooms are connected to a septic field located to the southeast of the hall.

The SCRD is currently negotiating with an external party to operate and maintain the hall. The party has requested that the agreement specify the hall washrooms be for hall users only and

¹ Sunshine Coast Regional District Parks and Recreation Master Plan, 2014, Parkland Classification

closed to general park access. This consideration further supports the need for the Park Enhancement Project to include public washrooms.

Priorities for the Coopers Green Park Enhancements Project:

The public engagement sessions as well as the potential change to hall operations both support the provision of washroom facilities within the park as the priority for the Coopers Green Park Enhancement project. Washroom access is a consistent service provision through SCRD regional “Destination” parks.

Depending upon available budget, the secondary priority for park enhancements includes the development of a natural play area/social space.

Staff are seeking Board support for the preferred park enhancement option before moving forward to the final design and procurement phases of this project.

There are several options that could be considered to provide a washroom facility.

OPTION 1: Construction of a washroom building with flushable toilet(s) (staff recommended option)

This option supports the development of a modest building (potentially prefabricated) with accessible washroom(s) and potentially a small change area (subject to budget availability). The exact location of the building would still need to be determined based on further investigation and technical considerations.

Staff recommend this option because it aligns with the current service level of washroom access in a regional “destination” park, and it was supported as the primary priority identified by the community during the engagement sessions. The challenge with this option is that it contains the highest risk for project escalation costs and may require the entire construction budget, potentially leaving no funding for another park enhancement like the natural play area.

The estimated capital cost of this option is between \$525,000-\$550,000 including a 20% contingency.

Should the Committee choose to go with this option, a recommendation could be considered, as follows:

- 1) THAT staff be directed to proceed with the necessary planning and designing for the construction of a washroom building with flushable toilet(s) with any remaining project budget to be used to construct a natural play area/social space.

OPTION 2 – Installation of a Pit Toilet

This option supports the installation of a prefabricated, or similar, pit toilet. The public will still have access to a washroom facility, albeit a different experience than a flushable toilet.

The estimated capital cost of this option is \$375,000.

Staff are not recommending this option because it does not align with the quality of washroom amenity supported through public engagement, nor does it provide the opportunity for possible changeroom space.

Should the Committee choose to go with this option, a recommendation could be considered, as follows:

- 1) THAT staff be directed to proceed with the necessary planning and designing for the installation of a pit toilet with any remaining project budget to be used to construct a natural play area/social space.

OPTION 3 –Porta Potties

This option would see the continued use of the porta potties as washroom facilities in the park. This option would have no impact on the construction budget and would enable the park enhancement planning to not only include the natural play area (second priority) but would also enable the project to pursue the development of a covered gazebo-style public space, which was the third priority identified through the public engagement process.

Staff do not recommend this option because it does not align with the quality of washroom amenity supported through public engagement, nor does it provide the opportunity for possible changeroom space.

Should the Committee choose to go with this option, a recommendation could be considered, as follows:

- 1) THAT staff be directed to continue to provide washroom access through the provision of porta potties, with the project budget being to be used to construct a natural play area/social space and a covered gazebo-style public space.

Natural Play Area/Social Space

Depending on the available budget remaining after the washroom facility has been completed, the remaining budget will be put towards the development of a natural play area/social space. Depending on the features of the natural play area, budget estimates range from \$50,000 to \$150,000.

FINANCIAL IMPLICATIONS

All options proposed are within the current approved project budget of \$633,238. The cost of the washroom building design and location selected will influence the budget available for the natural play area/social gathering space.

It should be noted that depending upon what is developed as part of this project, the operating costs may exceed the current operating budget for Coopers Green Park. If this is anticipated, staff would surface this during the annual financial planning process for the Boards consideration at that time.

New assets built as part of this project will also need to be included in the Parks Capital Renewal Plan for long-term replacement planning.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

Staff anticipate the final design to proceed once a decision is reached, with construction to begin in late 2025.

COMMUNICATIONS

Project decisions and implications will be communicated through the Let’s Talk “Coopers Green Park Enhancements Project” page, and through News Releases and social media posts.

SUMMARY AND CONCLUSION

Through the public consultation process, the community indicated that a washroom facility was the primary preferred option for the Coopers Green Park Enhancements Project. In alignment with the service level expectations expressed by the public, staff recommend the construction of a modest washroom facility with flushable toilets. Further, pending the remaining available budget, staff recommend the development of a natural play area/social space.

ATTACHMENTS:

Attachment A – Round 1 Public Engagement Summary

Attachment B – Round 2 Public Engagement Summary

Reviewed by:			
Manager	X - J. Huntington	Finance	X - A. Taylor
GM	X - S. Gagnon	Legislative	
CAO	X - T. Perreault	Communications	X - A. Buckley

Sunshine Coast Regional District

COOPERS GREEN PARK ENHANCEMENTS

Round 1: Public Engagement Summary

January 2024

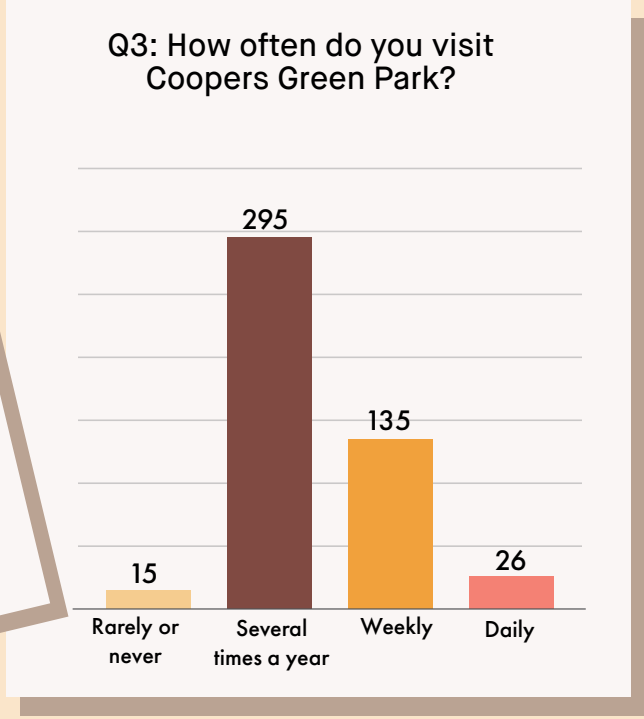
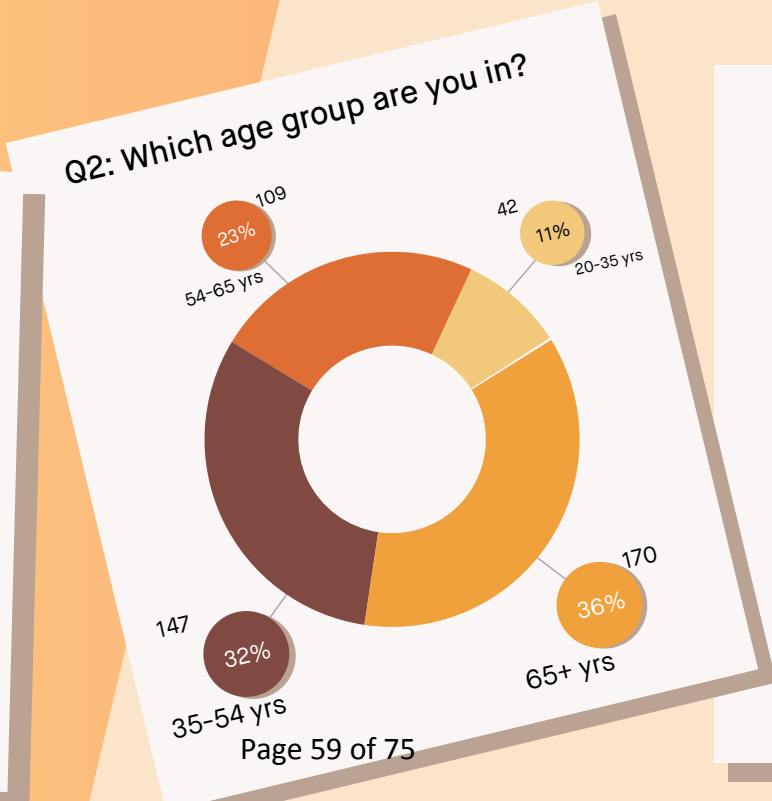
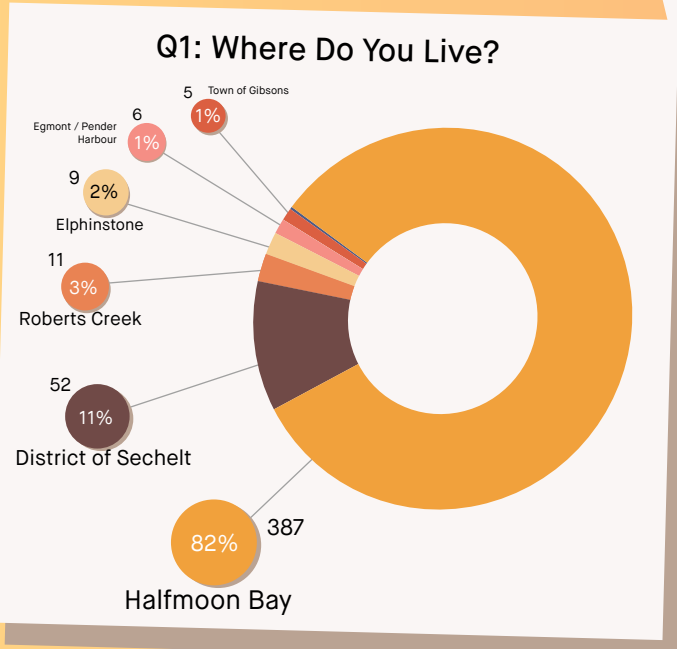


ROUND 1: PUBLIC ENGAGEMENT

From 11 November 2024 to 14 December 2024, the SCRД with support from a landscape architect consultant, hosted the first phase of engagement to connect with the public on enhancement opportunities for Coopers Green Park in Halfmoon Bay on the Sunshine Coast.

We interacted with **over 450** people through an online survey which allowed participants to rank priorities and share their ideas for additional opportunities for park enhancements that will help shape the future of the park.

The Sunshine Coast Community was notified of the online questionnaire through the **Let's Talk** page which was promoted on the SCRД Website, in local media and on social media. **Feedback received from the Phase 1 engagement is summarized in this report.**

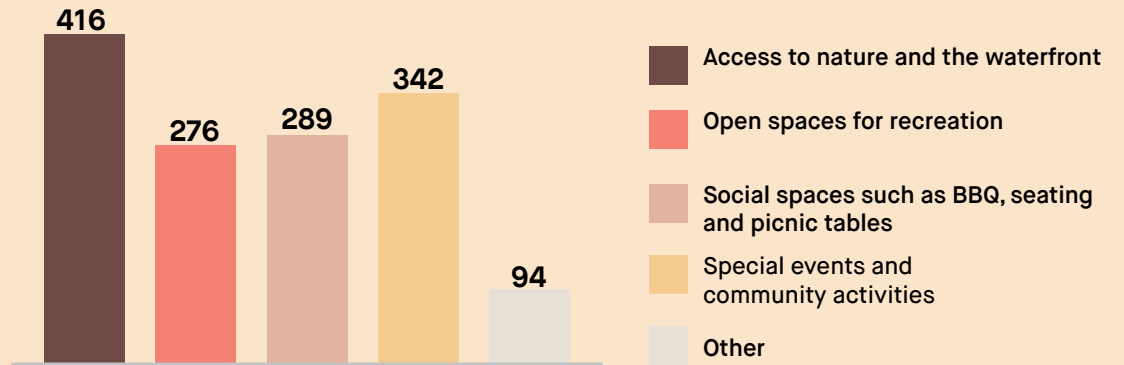


WHAT WE HEARD

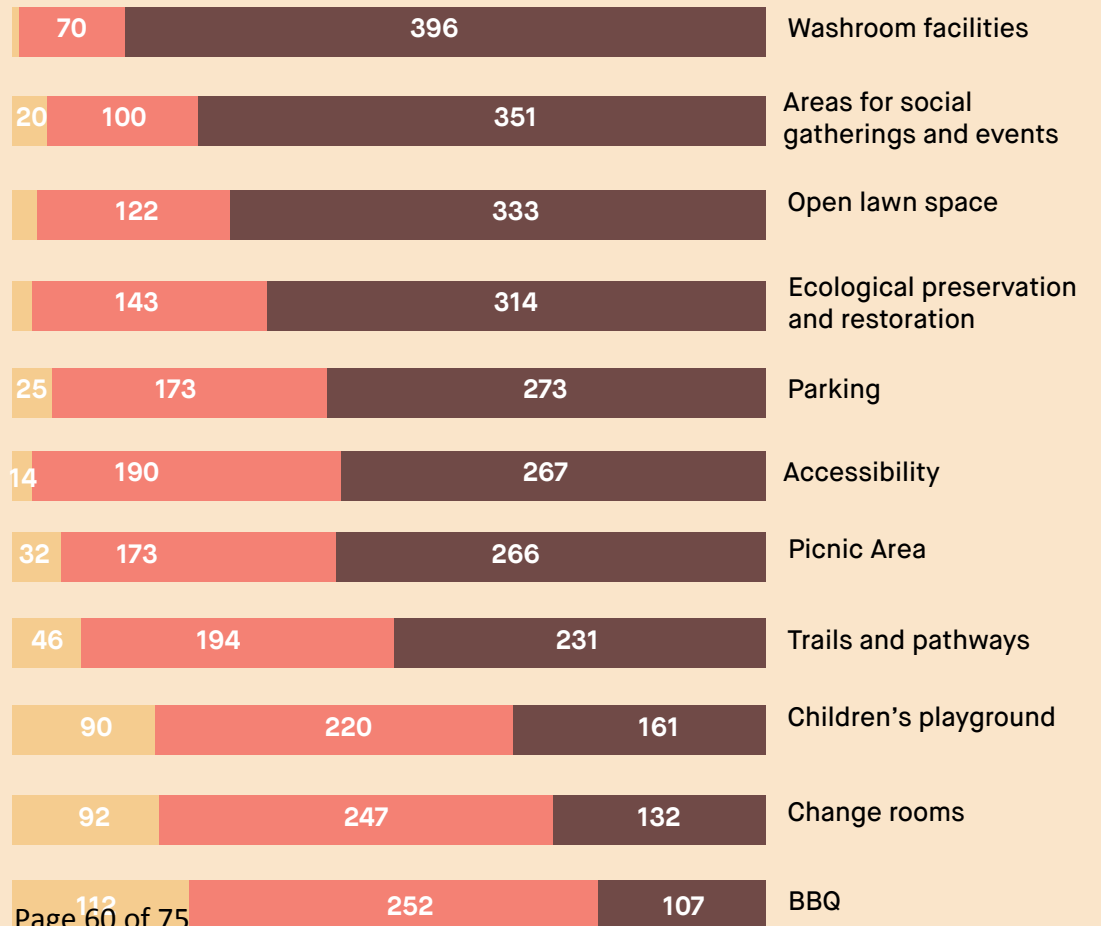
The Coopers Green Park Enhancement Project aims to provide park improvements to better serve the community while preserving its natural character.

The 3.6-hectare waterfront park, located within the swiya of the shíshálh Nation in Halfmoon Bay on the Sunshine Coast, is a popular destination offering recreational opportunities and showcasing natural beauty for both residents and visitors.

Q4: What do you love about Coopers Green Park?



Q5: Rank your priorities for enhancement opportunities at Coopers Green Park



WHAT WE HEARD

NOTE: While there was a considerable level of interest from respondents on the boat ramp and the community hall, both are out of scope of this project.

A separate project is set to get underway for boat launch repair planning and the SCRD is currently in discussions with a third party to take on the operations of the hall.

Q6: Are there other opportunities for enhancement that are not listed above?

1. Boat Launch Improvements **NOT IN SCOPE**

Representative Quotes:

- * "The boat launch needs to be repaired, especially at low tide."
- * "Better traffic management at the boat launch area - it's a mess in the summer."
- * "Dedicated parking for boat trailers to improve flow."

Frequently Mentioned Ideas:

- * Ramp repairs/upgrades
- * Improved/separate parking for boat trailers
- * Traffic flow management
- * Restriction of commercial use

2. Community Gathering Spaces

Representative Quotes:

- * "A covered area for events and picnics would be wonderful."
- * "A permanent stage for music or other community gatherings"
- * "A kitchen that is available for rent for fund raising or other events."

Frequently Mentioned Ideas:

- * Covered picnic area or gazebo
- * Bandstand or stage
- * Upgraded kitchen for community use
- * Amphitheater seating

3. Washroom and Change Facilities

Representative Quotes:

- * "Separate washrooms and change rooms from the hall."
- * "Proper public washroom/changing rooms, not portapotties."
- * "Better washrooms for swimmers and divers."

Frequently Mentioned Ideas:

- * Separate stand-alone washroom building
- * Improved/larger change rooms
- * Outdoor showers near beach

5. Dog-Related Amenities

Representative Quotes:

- * "We need an off-leash area for dogs."
- * "A dog-friendly swimming area would be great."

Frequently Mentioned Ideas:

- * Designated off-leash dog park
- * Dog swimming area
- * "Yellow Ribbon" Program awareness

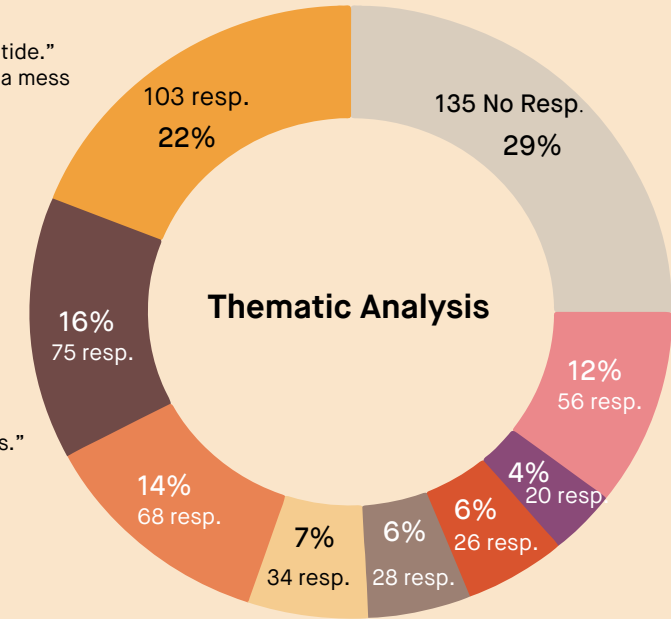
7. Community Hall Related **NOT IN SCOPE**

Representative Quotes:

- * "Update the hall and keep it as a community space."
- * "A new building to facilitate community gatherings."

Frequently Mentioned Ideas:

- * Kitchen upgrades
- * New/updated community building
- * Rental opportunities



4. Accessibility Improvements

Representative Quotes:

- * "Easier beach access for people with mobility issues."
- * "Access for wheelchairs to all areas"

Frequently Mentioned Ideas:

- * Improved beach access for all abilities
- * Wheelchair accessibility on trails
- * Mobility aid access to boat launch.

6. Natural Environment & Trails

Representative Quotes:

- * "More native plants would be an asset."
- * "Trails to connect to other areas."
- * "Permeable surfaces for the parking."

Frequently Mentioned Ideas:

- * Native plant restoration.
- * More trails/connections to existing trails.
- * Permeable surfaces for parking.

8. Other Specific Features

Representative Quotes:

- * "Outdoor fitness equipment would be great."
- * "A designated food truck area"
- * "A small water park feature."
- * "An outdoor shower for those using the water"

* Frequently Mentioned Ideas:

- Outdoor fitness equipment; Food truck area; Water parks/features for children; Outdoor shower; Better signage; Pickleball courts; Bike parking.



MORE PARK INPUT

Participants were encouraged to share examples of park features that they felt should be part of the Coopers Green Park Enhancements.

Some of the images included:

- Outdoor shower
- Covered pavilion
- Custom children's playground
- Exercise equipment
- Accessibility
- Green Shores shoreline restoration

Q7: Have you seen examples elsewhere of anything you would like to be considered as part of this project?



Sunshine Coast Regional District

COOPERS GREEN PARK ENHANCEMENTS

Round 2: Public Engagement Summary

March 2025



WHO WE REACHED

The Round 2 Engagement consisted of an in-person open house, as well as an online feedback platform accessible through the SCRD's Let's Talk website.

During the open house and online, the public were presented with three distinct concept strategies, each outlining different visions for the park's enhancements. Participants were encouraged to consider their priorities, potential trade-offs, and the long-term vision for Coopers Green Park. The concepts emphasized the need to balance community desires with available resources, acknowledging that not all preferences could be accommodated.

This combined in-person and online engagement effort aimed to gather comprehensive feedback to guide the SCRD and landscape architect in selecting a preferred design that aligns with the community's priorities and available resources.



28
ONLINE SURVEY
RESPONSES

60
ATTENDANTS

LOADS OF
GREAT IDEAS

FEEDBACK FROM THE ROUND 2 PUBLIC ENGAGEMENT PROVIDES A CLEAR INDICATION THAT THE COMMUNITY HAS ENTHUSIASM AND SUPPORT FOR PARK ENHANCEMENTS AT COOPERS GREEN

ROUND 2 PUBLIC ENGAGEMENT PROCESS



Public Open House



On Tuesday, January 28th, the SCR D and project landscape architect's hosted an open house to present three concept strategies for park improvements within the allocated budget.

The event hosted a total of 60 recorded attendees.



Opportunity for feedback online was open from January 28th to February 20th, attracting 98 visitors and generating 28 responses.

We heard some of the following feedback:

"MONEY IS BETTER SPENT ON WASHROOMS, PLAYGROUND AND COVERED AREAS THAN PARKING."

"THIS PARK PROVIDES PLENTY OF OUTDOOR PLAY OPPORTUNITIES. PERHAPS SOME BASIC LOG STRUCTURES COMBINED WITH A NATURALIZED SHORELINE."

"THE PARK REALLY NEEDS A CHILD FRIENDLY AREA. CHILDREN'S NEEDS HAVE BEEN SOMEWHAT OVERLOOKED BY COOPERS VISIONARIES. KIDS WOULD LOVE A SAFE INTERACTIVE OUTDOOR SPACE TO JUST BE KIDS."

"OUTDOOR WASHROOMS THAT HAVE A WEST COAST FLAVOUR AND BLEND WITH THE NATURAL SURROUNDINGS WOULD BE INTERESTING."

"LOVE THE COVERED PICNIC, GATHERING AREAS."

"YES ECO-RESTORATION, PROVIDE ART OR SOME CONTRIBUTION FROM SHISHALH NATION HISTORY OR HISTORICAL USE OF THE PARK."

CONCEPT STRATEGY 01 - COASTAL COMMONS

Feedback Summary

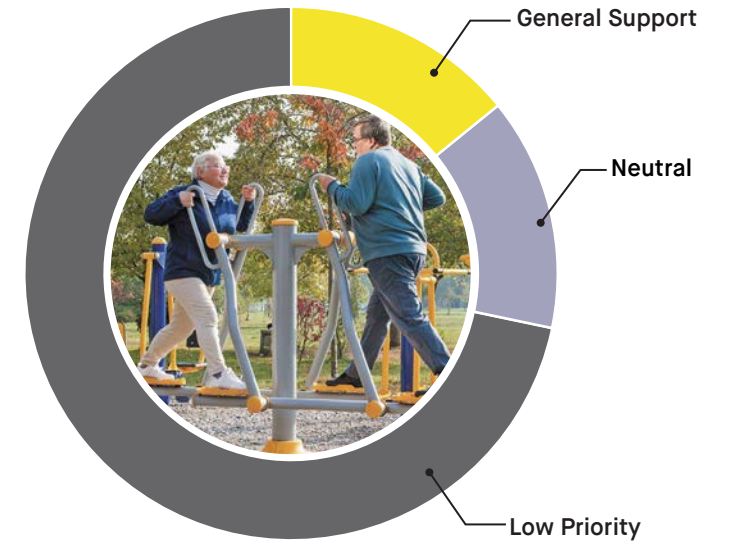
The diagrams next to each concept shows feedback from both online and in-person engagement activities. Each diagram should only be considered with its matching concept strategy because the amount of feedback differed for each strategy.



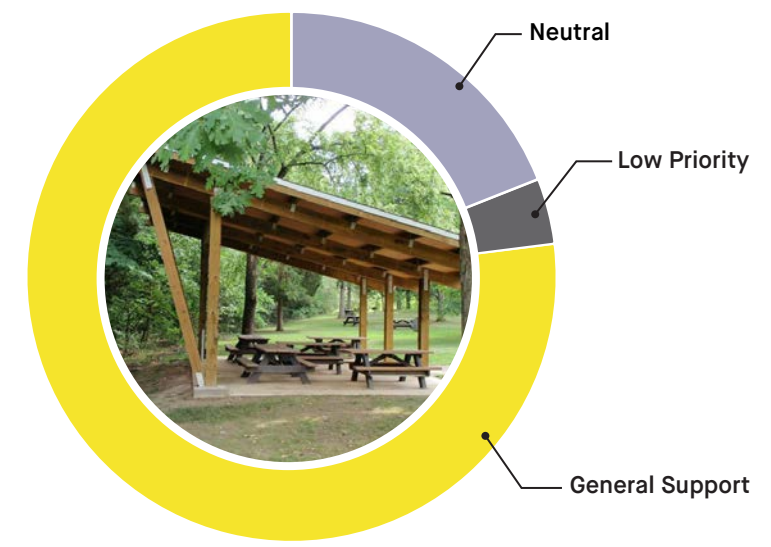
Additional Feedback:

- Area too small
- Keep park rural
- Looks too expensive for available budget
- Building should be restored
- Bathrooms Lacking
- No Bandstand

ACTIVITY / EXERCISE EQUIPMENT



COVERED PICKNICKING & SOCIAL GATHERING



CONCEPT STRATEGY 02 - OPEN ACCESS

Feedback Summary

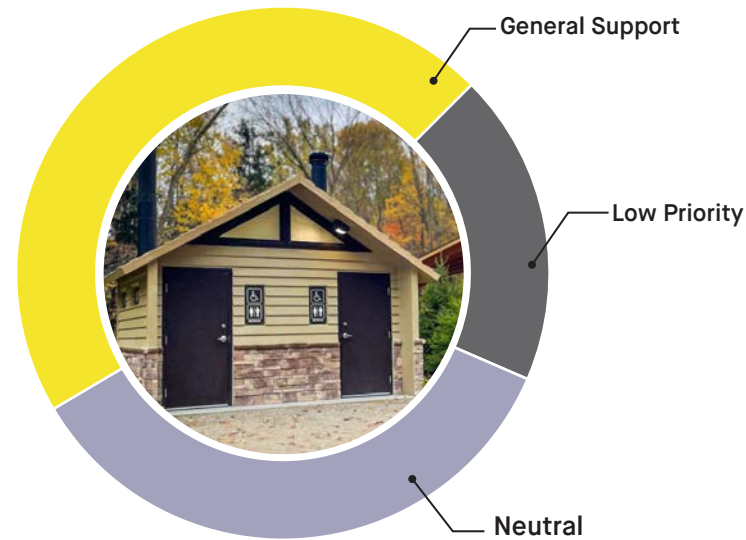
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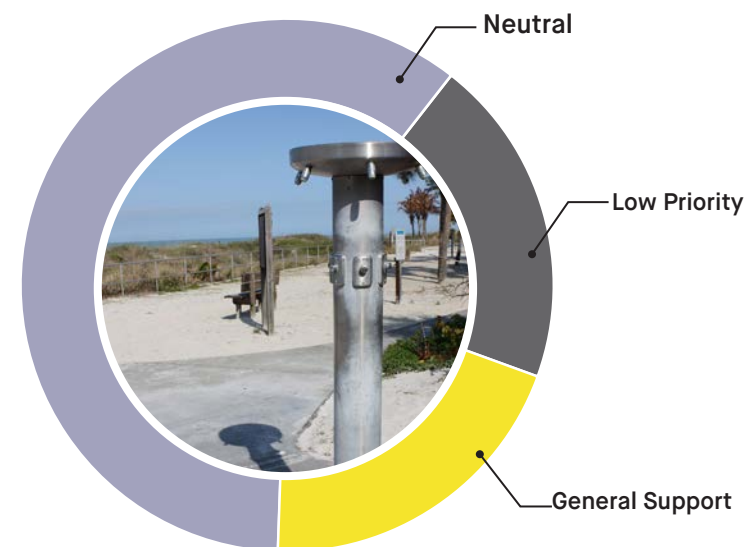
Additional Feedback

- Washroom needs maintenance & cleaning
- Has it been determined that the current washrooms are used enough to warrant investment in new washrooms?
- Washroom needs heat in cold weather
- Standard washroom is better for summer use
- Washroom might be too close to the hall
- A shower, washroom, and shelter should all be part of the same concept

STANDARD ACCESSIBLE WASHROOM



OUTDOOR BEACH SHOWER



CONCEPT STRATEGY 03 - CONNECT

Feedback Summary

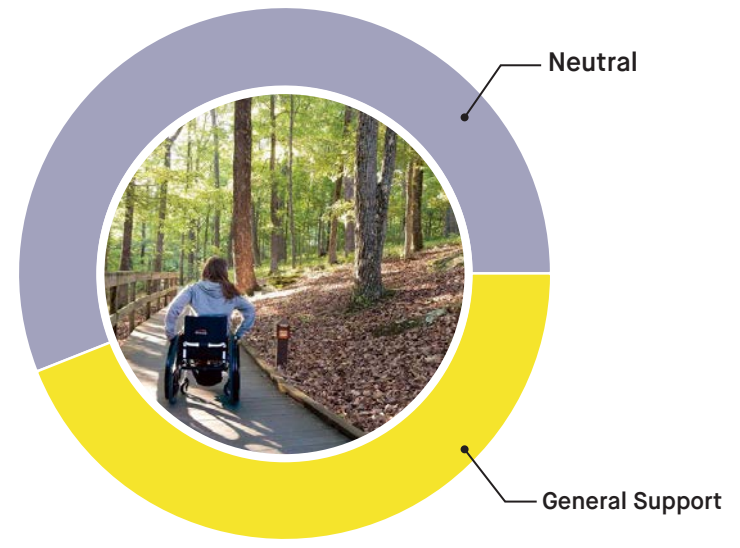
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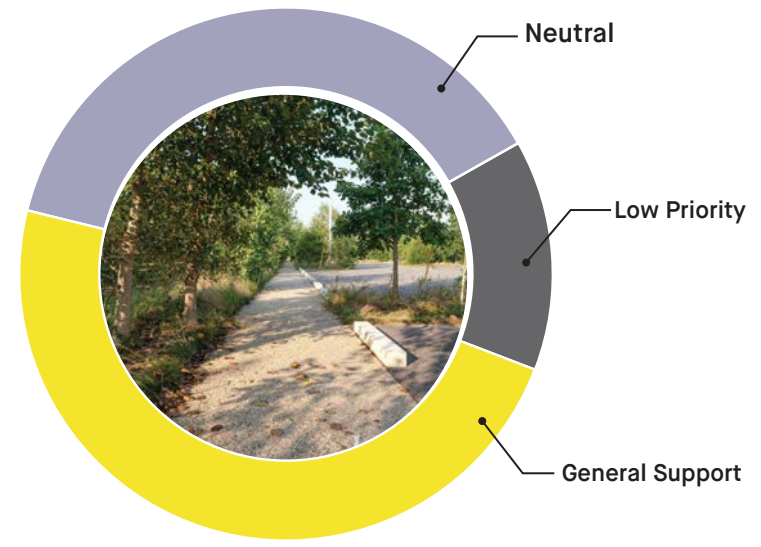
Additional Feedback

- Parking delineation might be better for everyday parking
- Washroom & covered area have higher priority than parking
- Concerns of eating too much budget
- Requests for boat ramp improvements with parking improvements
- Concerns of too much hardscape
- Concerns of blocking boat ramp

IMPROVED ACCESSIBILITY



PARKING IMPROVEMENTS



Top Themes

The following presents respondent ratings of positive feedback regarding park enhancement themes, compiled from both the open house and online questionnaire:

- 20% Washrooms
- 15% Playground
- 12% Covered Picnic Area
- 8% Lagoon Enhancement
- 6% Parking
- 5% Exercise Equipment
- 3% Outdoor Showers

Additional themes documented during the open house and online questionnaire:

- 18% Keep it Simple
- 3% Miscellaneous
- 2% Cultural Importance
- 3% Boat Ramp
- 5% Existing Hall





Staff Report Request for Decision

TO: Electoral Area Services Committee – April 17, 2025
AUTHOR: Shelley Gagnon, General Manager, Community Services
SUBJECT: **Keats Landing Dock Major Repair – Project Update**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Committee with options to consider regarding the completion of the Keats Landing Dock major repair. This report requests a Committee decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) THAT staff continue with the Keats Landing Dock Major Repair project and report back with a construction contract award report.**
-

BACKGROUND

In October 2023, the Keats Landing dock was closed to vehicular traffic after a major inspection of the dock identified significant structural damage to two bearing piles along the approach. A previously approved budget balance for Keats Landing major repairs of \$93,487 was drawn upon to complete the engineered design. A staff report on October 24, 2024, identified the need for additional funding to complete the project. The Board approved a budget lift of \$268,500 in the 2025 budget, bringing the total project budget to \$361,987.

DISCUSSION AND ANALYSIS OF OPTIONS

Upon completion of the Issued for Tender (IFT) specifications in mid-March, an updated cost estimate was provided which included considerations for marine construction industry cost fluctuations. Between when the first estimate was provided (October 2024) and then second estimate provided (March 2025), the consultant is forecasting an increase in materials and supply costs. **It is possible that the tendering process for construction services will see proposals submitted that exceed the approved budget.**

The scope of the project cannot be reduced. The project has been designed to support the necessary repairs to reinstate the load bearing capacity of the dock to permit vehicular access once again.

To date, in addition to staff time, project expenses include design work totaling just over \$17,000. There is a signed contract with the engineer for services through to project completion.

Staff offer the following options related to the project.

Option 1 – Continue with the project and return with a construction award report and any project budget implications.

This option would enable the project to continue to proceed to the construction tendering stage, at which point staff would report back to the Committee with a construction award report, which may or may not exceed the approved project budget. Staff recommend this option.

It should be noted that there are risks if the project goes to tender and then the Board chooses not to award the construction agreement. While not awarding a contract or canceling an RFP is within our rights, there are some risks to consider such as operational impacts, reputation, and future procurement activities.

Option 2 – Stop work on the project.

If the project were to be abandoned, the dock would remain closed to vehicular traffic. This option would result in costs that have already been incurred and cannot be recovered for work completed to date (~\$17,000) and may result in a contract cancellation claims. This option is a decrease in the prior service level and will likely result in community concerns. In addition, if repairs are delayed, the dock will continue to degrade, potentially leading to increased expenses in the future.

Staff do not recommend this option. If the Committee chooses to go with Option 2, the following recommendation could be considered:

- (1) THAT staff be directed to stop work on the project and that the Keats Landing dock remain closed to vehicular traffic.
- (2) AND THAT the Keats Landing Dock Major Repair project be cancelled with \$268,500 being reallocated to the Community Works Funds (CWF) as apportioned;
- (3) AND FURTHER THAT the Union of British Columbia Municipalities (UBCM) be notified to remove the Keats Landing Dock Major Repair project from the CWF project list.

FINANCIAL IMPLICATIONS

There are no financial implications at this time, however, if bid submission costs are higher than the project budget, the Committee will need to consider either a budget lift or cancelling the project.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

Following the Committee’s decision, staff will take the appropriate actions including proceeding with tendering for construction services. The intent would be that the project is positioned for construction in the fall with an anticipated completion prior to the end of Q4 2025.

COMMUNICATIONS

Project decisions and facility implications will be communicated to impacted parties through updates to the website, direct email to Ports Monitors Committee Members, and through News Releases.

SUMMARY AND CONCLUSION

The Keats Landing Dock Major Repair project is ready to tender for construction services. Based on the current economic climate as well as marine construction industry cost fluctuations, it is possible that tender values will exceed the approved budget. Staff are recommending that the project proceeds to tender and that staff return to the Committee with a contract award report and any project budget implications.

ATTACHMENT(S):

Attachment A – October 24, 2024 Committee of the Whole Keats Landing Lock Major Repair – Project Budget Lift staff report

Reviewed by:			
Manager		Finance	X - A. Taylor
GM		Legislative	
CAO	X - T. Perreault	Purchasing and Risk Management	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 24, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: KEATS LANDING DOCK MAJOR REPAIR - PROJECT BUDGET LIFT

RECOMMENDATION(S)

- (1) THAT the report titled Keats landing Dock Major Repairs – Project Budget Lift be received for information;**
 - (2) AND THAT staff bring forward a 2025 Budget proposal for the anticipated costs related to the completion of the Keats Landing Dock Major Repair project.**
-

BACKGROUND

In October 2023, the Keats Landing dock was closed to vehicular traffic after a major inspection of the dock identified significant structural damage to two bearing piles along the approach.

A detailed design for the necessary repairs to increase the load bearing capacity of the dock to permit vehicular access has been completed along with a cost estimate. The balance of previously approved budget for Keats Landing major repairs was used to attain the engineered drawings and cost update, however, it is insufficient to complete the project.

The purpose of this report is to seek Board support for staff to submit a 2025 budget proposal for the balance of funds required to complete the repair thereby re-instating a service level of vehicular access for the dock.

DISCUSSION

Since the closing of the dock to vehicular traffic, numerous complaints have been received by the community. The dock is the main access to the west side of Keats Island used by residents, tourists, Keats camp, and commercial scheduled water taxi services.

The detailed design and construction documents are nearing completion and a cost estimate has been completed. The project is estimated to cost \$361,500. A budget lift is required to move this project through to construction.

Construction includes in-water works, and to adhere to the Fisheries Act and Species at Risk Act, all in-water works may only be completed between August 15-January 31st. At this point in the year it would not be possible to tender this project and complete the works prior to January 31, 2025, therefore construction will need to wait until early fall 2025.

It is recommended that staff bring forward a request for a project budget lift to the 2025-2029 Financial Planning process. This will ensure alignment of financial decisions and resource needs (seating capacity).

Financial Implications

A previously approved budget balance for Keats Landing major repairs of \$93,000 has been drawn on for the engineered design and cost estimate, and an additional \$268,500 will be required to complete the project.

Timeline for next steps or estimated completion date

Once funding is approved, the project can be tendered, and the project can be completed in the fall of 2025.

Communications Strategy

Updates to the project will be communicated through the SCRD's website.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The design and construction documents for the major repairs required to reinstate vehicular access to the Keats Landing dock are nearing completion. A project budget lift is required to take the project through to completion. Staff are recommending that a 2025 Budget Proposal for a project lift be submitted for the Boards consideration during the 2025-2029 Financial Planning process.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM		Legislative	
CAO	X - T. Perreault	Other	

February 28, 2025

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 25, 2025 Council Meeting, City Council approved the following resolution:

WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple “specified” municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges.

We look forward to, and appreciate your support on this matter.

Sincerely,



Ross Siemens
Mayor

c. Council members
Peter Sparanese, City Manager