



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

Thursday, May 15, 2025, 9:30 a.m.  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

	Pages
<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
2.1 Adoption of Agenda	
<b>3. PRESENTATIONS AND DELEGATIONS</b>	
<b>4. REPORTS</b>	
4.1 Official Community Plan (OCP) Renewal Project Status Report #4 - May 2025 - <i>Manager, Planning &amp; Development and Planner 2</i> <b>Rural Planning Services (Voting - A, B, D, E, F)</b>	3
4.2 Draft Official Community Plan Renewal Project Engagement Materials - <i>Senior Planner</i> <b>Rural Planning Services (Voting - A, B, D, E, F)</b>	7
4.3 LCRB Liquor Manufacturer Amendment Application (REF00010) - Banditry Cider at 538 Pratt Road (Electoral Area E) - <i>Planning Technician II</i> <b>Electoral Area E - Rural Planning Services (Voting - A, B, D, E, F)</b>	56
4.4 Request for fee reduction for OCP and Zoning Bylaw Amendment (12829 Lillies Lake Road) - Electoral Area A - <i>Planner II</i> <b>Electoral Area A - Rural Planning Services (Voting - A, B, D, E, F)</b>	64
4.5 Payment-in-lieu of Park Land Dedication for Subdivision SD000101 (1457 North Road) - Electoral Area F - <i>Planner II</i> <b>Electoral Area F - Rural Planning Services (Voting - A, B, D, E, F)</b>	69
4.6 Cliff Gilker Sports Field Irrigation System Project Update - <i>Manager, Parks Services</i> <b>Community Parks Services (Voting - A, B, D, E, F)</b>	73
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7. **NEW BUSINESS**
8. **IN CAMERA**
9. **ADJOURNMENT**



# Staff Report For Information

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**TO:** Electoral Area Services Committee – May 15, 2025

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

**SUBJECT:** **Official Community Plan (OCP) Renewal Project Update #4 - May 2025**

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## OVERVIEW

### **Purpose of Report:**

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

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## BACKGROUND

The 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 engagement launch, staff worked with the consultant team through April and early May to launch workstreams for the two pillars. Data gathering and analysis related to each pillar took place, and the resulting maps will be used to guide discussions about growth during the community engagement sessions in June. Specifically, the work included:

- **Climate and Environment:**

- Progressed work on natural asset inventory: processed provincial, federal local and other data sets relating to data such as terrestrial, coastal and freshwater ecosystems, roads, building footprints, historical fire, [biogeoclimatic zones](#), paved surfaces, transmission lines, cumulative effects; received updated sensitive ecosystem inventory data from the Coastal Douglas Fir Conservation Partnership (CDFCP).
- Review of the initial natural asset inventory results involving multiple divisions of SCRD staff in preparation for engagement phase 1. A high-level condition assessment of natural assets is underway.
- Review of Coastal flood hazard data with the Sustainable Development division. Staff working on the OCP renewal project will update updated flooding hazard information

will enrich engagement discussions and be an input to land use planning policies.

- **Housing:**
  - Ongoing servicing analysis focused on wastewater, water supply and fire flow. Staff from Infrastructure Services continue to meet with OCP project team to share data and align work on the Fire flow Action Plan, Water Strategy and OCP renewal project.
  - Facilitated by the OCP Renewal consultant team, senior staff from Planning & Development and Community Services met with the Ministry of Transportation and Transit (MoTT) to strengthen our relationship and explore opportunities for long range planning alignment. This was a first step in SCRD's approach to engage MOTT as a central partner in community building.

### **Budget and Contract**

There are no items to report related to project budget or contract.

### **Engagement and Communications Update**

Staff and the consultant team are moving forward with Phase 1 community engagement preparations in accordance with the Engagement Plan adopted by the Board in April. Details are included in the communication section later in this report.

### **Emerging Issues**

The project is on time, on budget, and is anticipated to achieve the Board's directed scope.

### **Work Plan Outlook for Next Month**

- Continue to refine workplans to align with the scope, timeline and engagement strategy.
- Continue to review technical & data analysis for each pillar and finalize maps and data for Phase 1 engagement.
- Integrate data from separate projects into the OCP Renewal schedule and workflows: Coastal Flood Mapping, SCRD Water Strategy, Fire Flow Action Plan.
- Finalize key message development
- Commence communications per the confirmed scope and engagement plan.
- Book events and pop-up locations
- Participate in local government sessions hosted by shíshálh Nation for Land Use Plan
- Support Area Directors as project champions through a planned briefing session/lunch and learn and keeping key messages up to date.

### **FINANCIAL 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 continue to be involved in consultant-led engagement and analysis work related to each pillar.
- An internal update on engagement plans will be provided to SCRD staff, prior to the June launch.
- Per Board resolutions, the Housing Needs Report and OCP Renewal Project Scope and Timeline Update Report were referred for information to the April 2025 APC agendas. Staff attended the meetings to provide support and address questions.

### External:

- Preparation of First Nation invitation letters is underway
- Preparation of notification/invitation of engagement phase one is underway to share with 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.
- The [OCP Let's Talk Page](#) is being continually updated as new information becomes available. Recent updates include the project timeline and Engagement Plan.
- Staff and the consultant teams have prepared draft engagement maps and associated materials for committee review within this agenda. The draft maps and materials highlight key considerations guiding Phase 1 engagement conversations in June.
- The ReMembering Youth Engagement is wrapping up and an engagement report is planned for June Electoral Area Services Committee.

## SUMMARY AND CONCLUSION

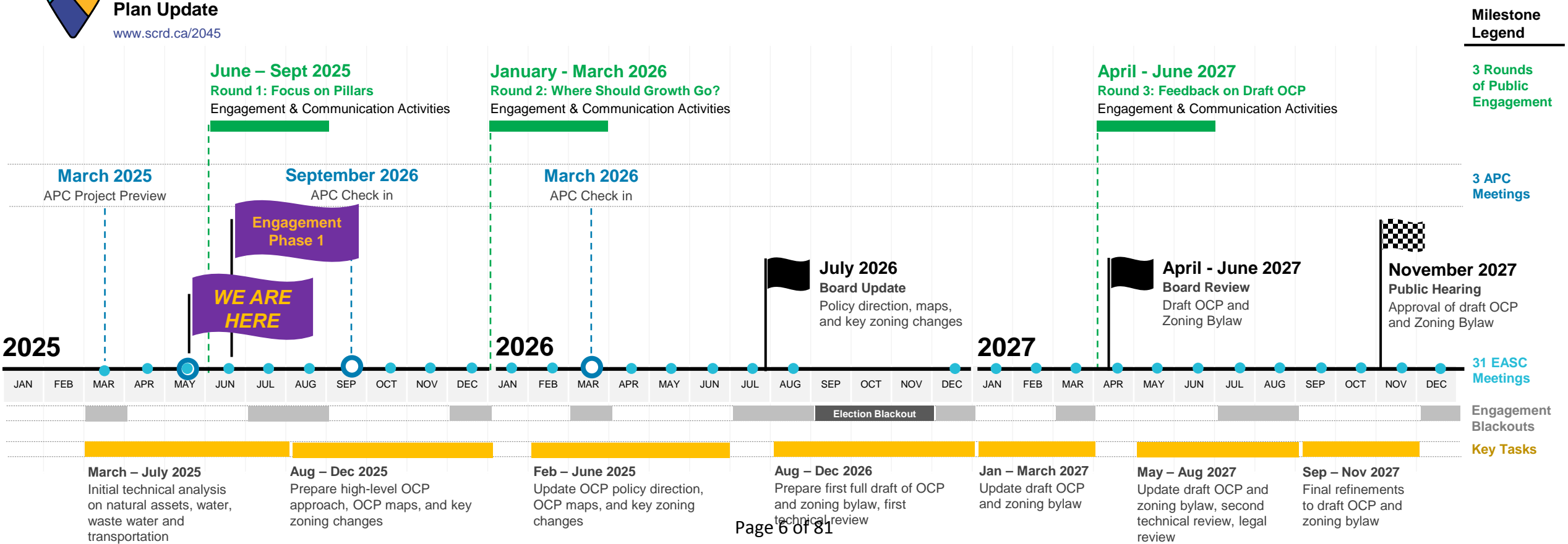
- The OCP Renewal project is on track to launch community engagement in June 2025.
- Technical analysis work supporting the pillars continues, with the results used to inform and support community engagement.
- The APCs were referred two reports for information including the Housing Needs Report and OCP Renewal Project Scope and Timeline Update Staff Report.
- First Nations partners are receiving OCP renewal project engagement invitations.
- ReMembering Youth Engagement is wrapping up and a summary report is planned for June 2025.
- SCRD, MoTT, and KPMG have met to begin exploring alignment opportunities

**ATTACHMENT(S):** A – SCRD OCP Project Timeline

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

# OCP Project Timeline

2025-2027 Roadmap





# Staff Report For Information

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**TO:** Electoral Area Services Committee – May 15, 2025  
**AUTHOR:** Julie Clark, Senior Planner  
**SUBJECT:** **Draft Official Community Plan Renewal Project Engagement Materials**

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## OVERVIEW

### Purpose of Report:

The purpose of this report is to provide the Committee with a selection of engagement materials to demonstrate the look, feel and content of materials that will be used for OCP engagement Phase 1. This report is for information. No staff recommendation accompanies this report and Committee action is not required.

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## 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*

THAT the Official Community Plan Renewal Project Engagement Strategy be accepted as proposed.

The SCR D Board adopted the following resolution on April 24, 2025:

114/25     **Recommendation No. 2**     *Official Community Plan (OCP) Phase 1 Engagement Details*

THAT the Official Community Plan Review Engagement Plan included as Attachment A be approved as presented.

## DISCUSSION

Based on the confirmed project scope, timeline, engagement strategy and engagement plan, the attached draft engagement materials provide examples of materials that will be used to engage during phase 1. This information is presented to the Committee in advance of engagement launch to support Directors in their 'project champion' role.

The engagement plan and draft materials are 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 how land uses could be organized in the future for Electoral Areas A, B, D, E, F.

In summary, phase one of engagement will be open June through September 2025 and includes the following key components:

- An information and education campaign. Updated Background Report (Attachment A) and sample mailout for all households in rural areas (Attachment B)
- 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. Sample engagement display boards in Attachment (C)
- Ongoing updates to Let's Talk (<https://letstalk.scrd.ca/ocp-renewal>) scrd.ca, print and social media.

The engagement plan and proposed schedule (Attachment D) responds to input received from Advisory Planning Commissions (APCs) in Q4 2024.

### **FINANCIAL IMPLICATIONS**

Phase 1 engagement is resourced as part of the overall project budget.

### **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. The project is on track to launch engagement phase one in June 2025 launch.

### **COMMUNICATIONS**

Draft materials have been included for awareness (Attachments A through D). Materials will be refined before distribution. The materials will be made available online in addition to being used at in-person engagement opportunities.

**Internal:** All departments will support the continued 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

SCRD’s OCP Renewal project has a confirmed scope, timeline, engagement strategy and engagement plan. Draft engagement materials are provided to demonstrate the look, feel and content in advance of launching the use of materials in June 2025. This report is for information to support Directors in their role as champions for the project.

## ATTACHMENT(S):

- A – Updated Background Report
- B - Sample Postcard
- C - Engagement Boards (with maps and engagement questions)
- D – Draft monthly schedule of pop ups and community event attendance

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

Love  
**Where**  
You Live



# Background Report



## Official Community Plan Renewal

Sunshine Coast Regional District

May 2025



# Land Acknowledgement

The Sunshine Coast Regional District is located on the territories of the shíshálh and Sk̓wxwú7mesh Nations.

DRAFT

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# 1. Overview

The Sunshine Coast Regional District (“SCRD”) is located along the southwest coast of British Columbia. While the region is close to Vancouver, it is also remote, accessed primarily by ferries. People are drawn to the natural beauty of the area with forests, inlets and coves, along with a close-knit community and nature-based lifestyles.

Over the last 20 years, the region has seen significant population growth with an influx of new residents and visitors. This population increase, combined with changing climate patterns and aging infrastructure, requires a new framework to plan for the next 20 years of growth. As such, the SCRD is undertaking a comprehensive project to renew the Official Community Plans (OCPs) and Zoning Bylaws, known collectively as the OCP Renewal Project. Together, these plans establish the vision for the SCRD and outline how and where growth and development will occur. Policies set in these bylaws impact nearly everything that the Regional District does, and touch on many aspects of how the region’s communities operate, look, and feel.

Over the last several years, the SCRD and other partner organizations and government entities have developed a comprehensive range of data, plans, strategies, and policies for various topics or issues across the region. This information was focused on a range of topics or issues, such as transit, housing needs, natural assets, etc.

This report is a collection and summary of key information that will form the foundation for the OCP Renewal and provides additional information on what an OCP is. Specifically, Part 1 provides more detail on the scope of the OCP Renewal project. Part 2 summarizes the planning that has occurred to support this project. Part 3 identifies two key pillars to be integrated in future planning. Part 4 invites feedback and talks about how you can engage with the project.



**Part 1:**  
Overview of the OCP  
Renewal Project



**Part 2:**  
Summary of Recent  
Planning Work



**Part 3:**  
Two Key Pillars for  
Future Planning Work



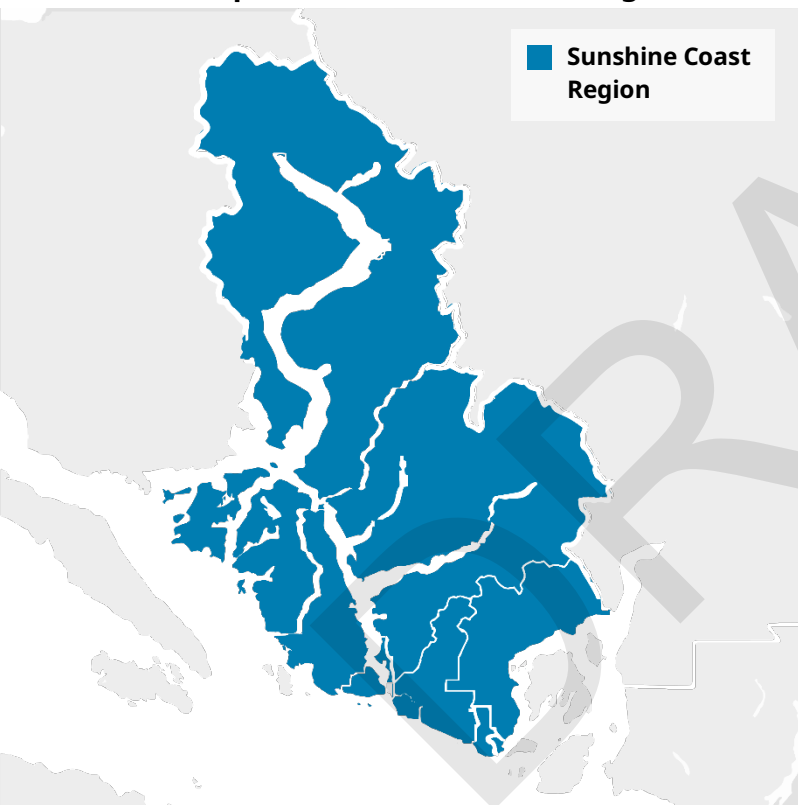
**Part 4:**  
Working together and How to  
Engage

**For the purpose of this document, two different references to the Sunshine Coast will be made:**

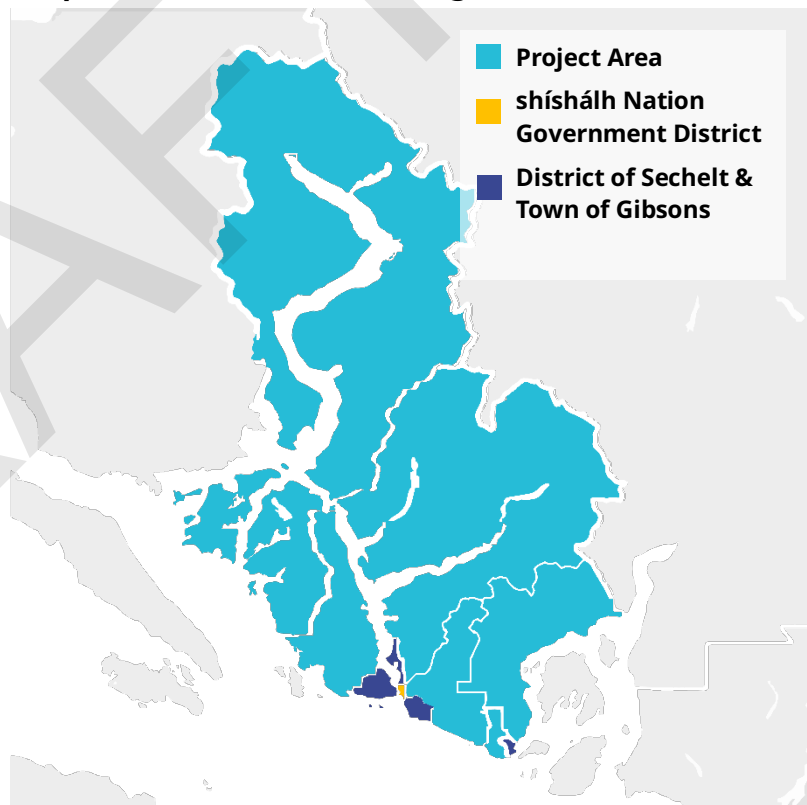
The terms **‘the region’** or **‘the Sunshine Coast’** will refer to the region as a whole, including the Town of Gibsons, the District of Sechelt, and the shíshálh Nation Government District, as shown on the left image below (Map 1).

In this document, the **‘Sunshine Coast Regional District’** or the **‘SCRD’** refers to the local government that provides many services to the region, including land use planning in the electoral areas outside of the municipalities. The electoral areas (light blue) shown in Map 2 are where the renewed planning framework could apply.

**Map 1: The Sunshine Coast Region**



**Map 2: The Sunshine Coast Regional District**



## Regional Context

Over the past 20 years, the SCRD has seen significant population growth and, much like other parts of British Columbia (BC) and Canada, is facing a range of complex community challenges. The region's desirability as a place to live has contributed to the population growth and led to affordability challenges. This growth coupled with a broad range of climate challenges, including significant drought, have placed substantial pressures on the SCRD's ability to address current and anticipated future needs. A range of challenges that have been expressed by community members, SCRD staff and/or Board Members in recent years are outlined below.

### Known challenges to accommodating growth include:

- Steep topography
- Vast amounts of watercourses and shorelines
- Inconsistencies in water supply
- Limited access to the region
- More extreme and frequent climate events
- High housing costs
- Limited housing supply
- Regulatory alignment
- Sensitive habitats and natural areas
- Aging infrastructure
- Transitioning economy
- Aging population
- Lack of diversification in housing stock
- Dispersed rural development patterns
- Long distances for infrastructure
- Limited fire fighting capacity
- Availability of developable land

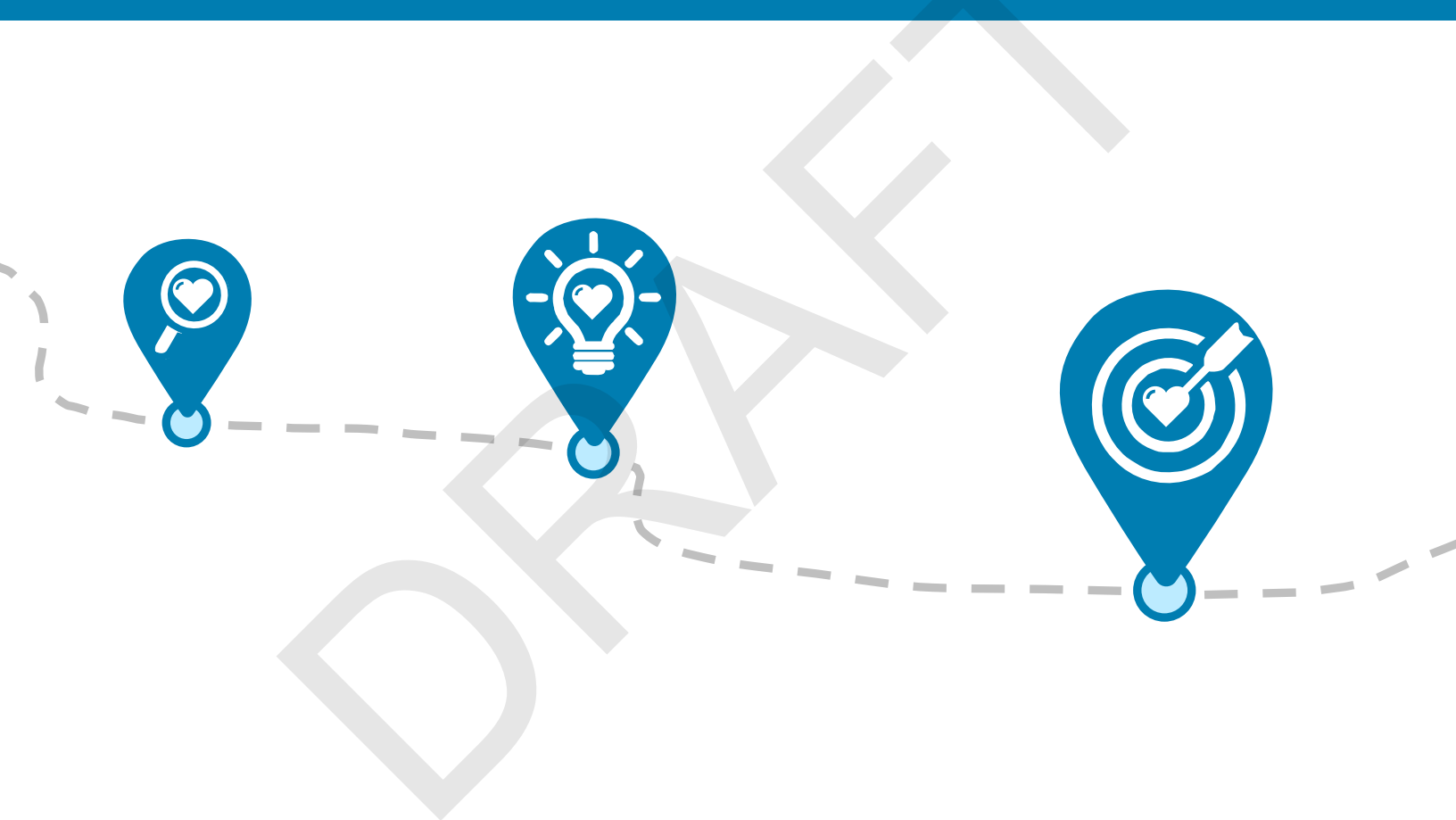
Furthermore, the SCRD also faces jurisdictional complexity, with different government organizations and levels of government often required to coordinate both planning and service delivery. Similarly, historical rural development patterns have lacked coordination with development financing tools, contributing to fiscal challenges. As these challenges and changes have been felt by the SCRD residents, discussions around how to approach the evolving needs of the communities continue to take place.

While a variety of data, policy direction, and studies will inform the OCP Renewal, overall governance for the project is led by an elected Board of Directors who have developed a strategic plan that is the primary driver in establishing the direction and approach for the OCP Renewal. The additional studies conducted in recent years have begun laying the foundation for understanding how and where the region will grow.

Many of these studies have included or been based on community discussions and ideas for addressing regional challenges and supporting coordination between the SCRD, partner agencies, governments, and First Nations.

Understanding what the most pressing needs are amongst the region's communities is key in establishing impactful and effective solutions.

This report aims to **put into context the challenges that have been felt** over the last 20 years as well as how to **go forward in a way that nourishes the unique and beautiful characteristics** that makes the SCRD the spectacular place that it is.



## 1.1 OCP and Zoning Bylaw Renewal Project

In an effort to be better equipped to address the changes seen throughout the region, the SCRD has initiated a series of steps to renew and reshape the overall planning framework. One of these steps includes a project to renew the Official Community Plan (OCP) and Zoning Bylaw documents for the five electoral areas.

This renewal process looks to **renew, integrate, and align policies and regulations** balancing **financial, environmental, and social** priorities so that the region can better **respond to the growth** and changes in the community.

### Project Timeline

The OCP and Zoning Bylaw Renewal project began in early 2024 and will run until the end of 2027. There are four phases within the project. The first looking into the background of the SCRD and understanding the current planning framework. The second phase looks to identify what is needed in the region and how to integrate solutions that will address the challenges being faced. The third phase starts to build up an outline for an renewed planning framework, creating new OCP policies that harness the directions established in the previous phase. Phase four ties in the additional planning framework through the Zoning Bylaw, ensuring policies established in the renewed OCP work together to support the regulations from a land use perspective.



Throughout all phases of the project, community insights will play a critical role to ensure the needs of the community are reflected in the elements of the new planning framework to ensure both current and future needs are met.

## Goals & Objectives

### Project Goals

The intended outcome of this project is to have the renewed OCP and Zoning Bylaw:

- Establish a policy foundation based on equity and environmental sustainability.
- Align future development with amenities, service delivery and economically feasible infrastructure provision.
- Factor in input from the community through engagement.
- Develop clearer bylaws that better implement future growth and reflect the community's current and future needs.

### Project Objectives

1. Establish a new land use framework that is simplified, modern, and easy to understand while remaining consistent across the electoral areas.
2. A. Develop an OCP that aligns with legislation and responds to public input and technical expertise, and that provides clear and consistent guidance and direction for the Board, staff, and the community.  
B. Develop integrated and modernized OCP policies for the region with a focus on addressing current and future needs related to housing, climate resilience, and sustainable development.
2. Update the Zoning Bylaw to align with and is implemented with the renewed OCP.
3. Update Development Permit Area policy framework and implementation strategy that will result in Development Permit Areas and guidelines that are clear, accurate (data-driven), consistently applied across the region and meet established leading practice.
4. Define and enhance the unique character in each electoral area through the policies and regulations and potentially new planning tools.
5. A. Establish land use designations that include density targets, reflect development capacity accurately, and have appropriate zones associated.  
B. Regarding density targets, develop a Housing Needs Report in alignment with the provincial legislation, providing data inputs and key findings for this matter (OCPs must address the total number of housing units anticipated to be needed within a 20-year period).
6. Update spatial data associated with the new land use framework.

Achieving these objectives will establish a new planning direction for the Board, staff, and the community, as well as provide policy integration and alignment across the SCRD that can similarly support regional-level service delivery.

## What can be accomplished through this renewal process?

Part of what forms an OCP is input from community members, specifically around the time a plan is being renewed. Engagement with community members helps to guide and inform structure through identifying social, environmental, and economic priorities. It is recommended that OCPs be updated every five years and reviewed regularly, looking at incremental ways to maintain these priorities while carrying forward the vision for the community in the long run.

Renewed and integrated OCPs and Zoning Bylaws can bring sharper focus to policies and can clearly link a vision (OCPs) with the way land is used, and how and where buildings are constructed (Zoning Bylaws). As part of the review of the Zoning Bylaw, protection of environmental areas, hazards, and form and character considerations will be included with the Development Permit Areas (DPAs). Plain language, consistent policy and interpretation can increase user-friendliness, community awareness, and the overall capacity to engage in planning processes. Updating Zoning Bylaws ensures SCRD's vision for growth, development, and land use reflects current community thinking and responds to current and future needs while also allowing these quintessential documents to fully align with provincial legislation.

OCPs are intended to establish organization-wide values and unified direction. These planning documents not only provide structure and guidance for decision making related to key community matters, but they also help with the delivery of key capital projects and services that support community building. Planning aspects such as infrastructure and amenities to support housing needs, must be considered in conjunction with services such as water, wastewater, parks, recreation centres, schools, transit, firehalls, and more. The financial implications of future infrastructure are considered through the OCP process and necessary changes are actioned as required.

In the context of this renewal project a large focus will be placed on housing and sustainable development solutions through the legislative requirements that fall within these planning documents.

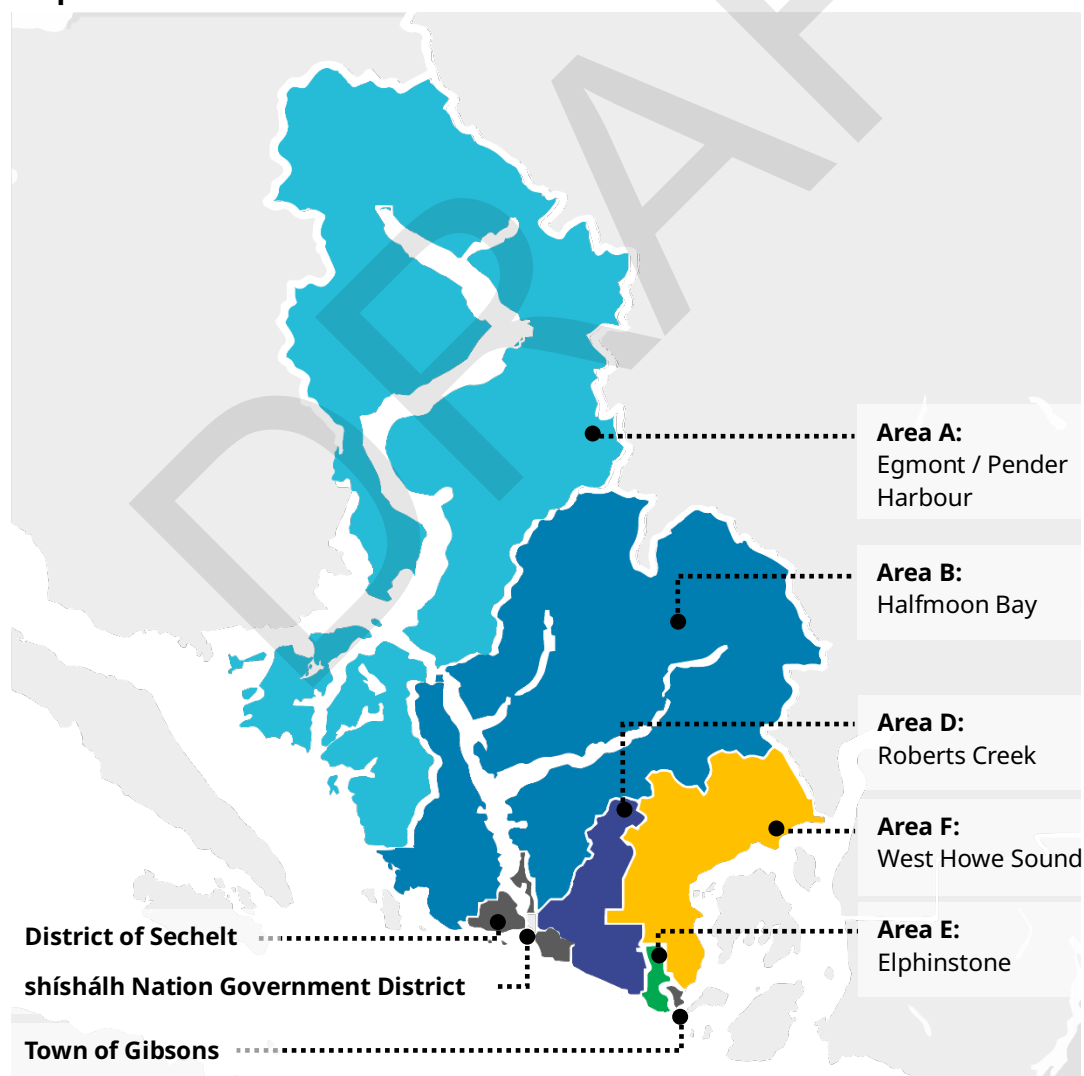
## 1.2 Planning Framework Context

The SCRD is a local government servicing residents on the lower Sunshine Coast. The SCRD is located within the territories of the shíshálh Nation and Sk̓wxwú7mesh Nation, extending from Port Mellon to Egmont.

The Sunshine Coast is governed by a Board of Directors. The Board is made up of elected officials from each municipality and electoral area within the region. Member jurisdictions within the region include:

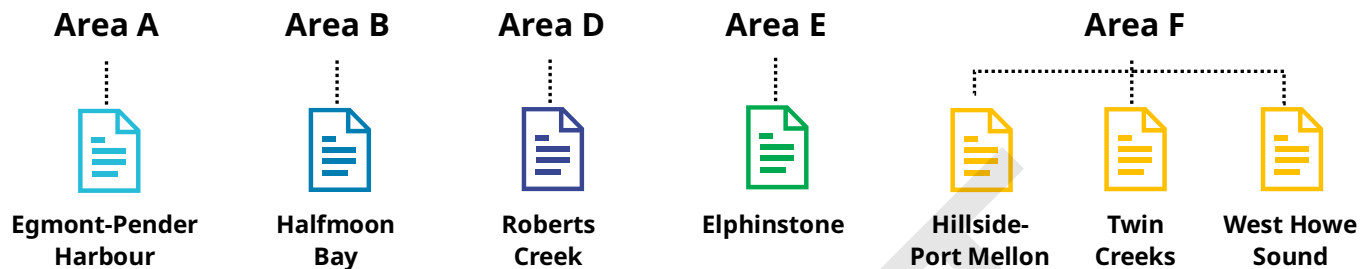
- Area A – Pender Harbour and Egmont
- Area B – Halfmoon Bay
- Area D – Roberts Creek
- Area E – Elphinstone
- Area F – West Howe Sound
- District of Sechelt
- shíshálh Nation Government District
- Town of Gibsons

**Map 3: SCRD Local Government Boundaries**





Land use planning across the region is informed by Official Community Plans (OCPs) for each of the municipalities, while shíshálh Nation has a Strategic Land Use Plan and Squamish Nation has a sacred land use plan. SCRD has seven OCPs:



In these seven OCPs there are over one hundred unique land use designations up and down the coast. Some of these are essentially identical to each other and others have the same name but mean very different things. This makes it very difficult to understand how a neighbourhood could grow and change.

One OCP and one zoning bylaw will allow everyone to be on the same page, using the same policies and regulations. This will make it easier to consider “big picture” needs such as housing, infrastructure and climate resilience issues that are region wide issues that span across electoral area boundaries. For more information about the current legislative planning framework, please refer to Appendix A.

## What is an Official Community Plan?

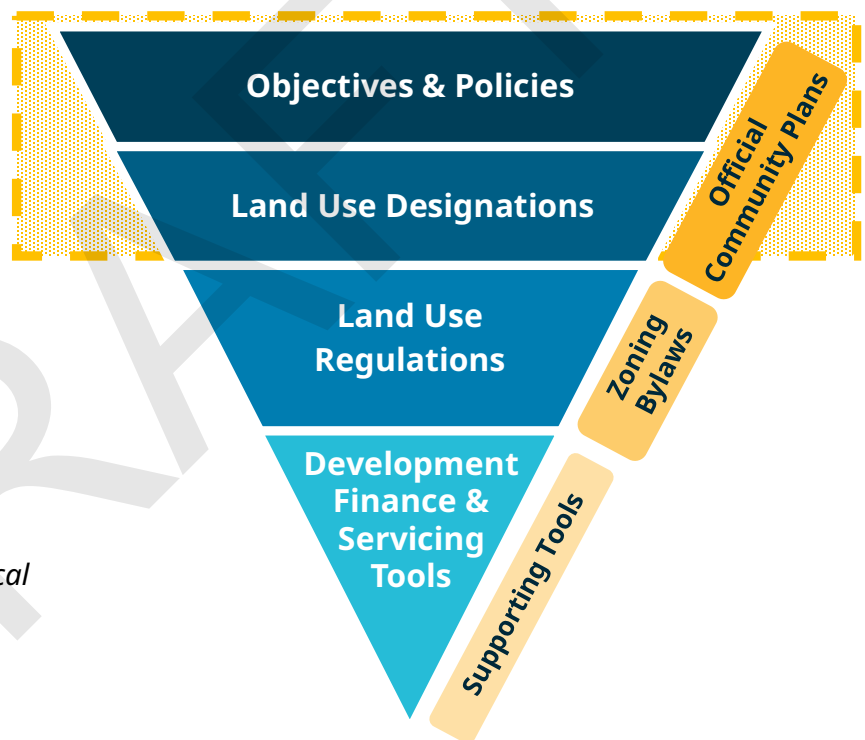
Various planning tools and documents are used to help provide structure and guidance around how decisions and actions are made toward growth and development for communities.

To understand how to navigate and benefit from these tools and documents it is important to know what roles they play in the context of a region and its needs. Additionally, it is important to understand how these planning tools and documents interact with each other. In the context of planning, the scope of these documents includes **objectives and policies**, **land use designations** and **land use regulations** (see figure below).

**Objectives and policies** along with **land use designations** are two planning tools established in a planning document called an Official Community Plan (OCP).

The purpose of an OCP is to provide a policy statement of objectives and policies to guide decisions on planning and land use.

An OCP document is a legislative requirement established in the *Local Government Act*.

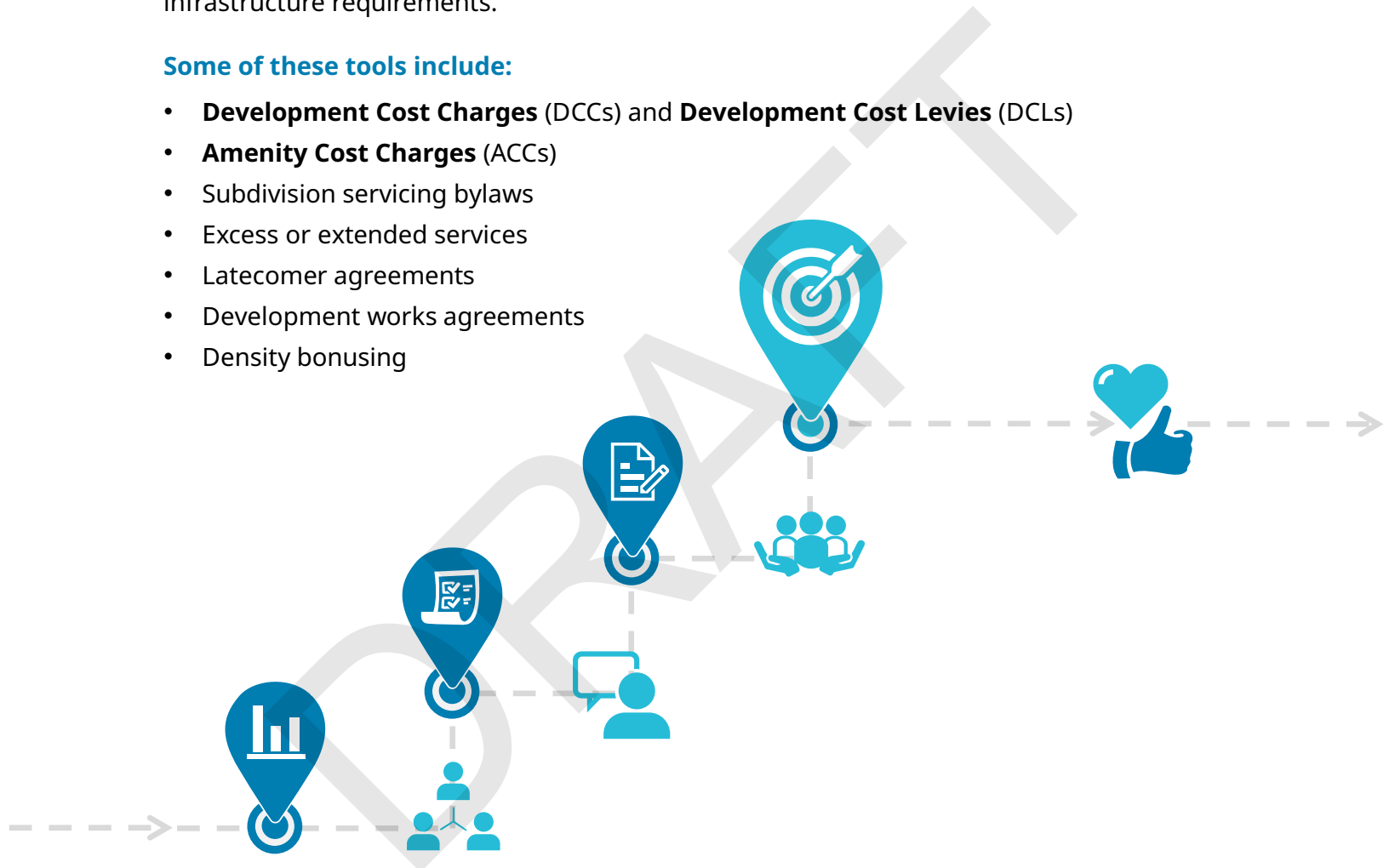


The **Local Government Act** creates regulations for municipalities and regional districts to follow and provides these local governments with the authority to govern their communities around certain planning matters, including OCPs and Zoning Bylaws. Further, to support community development the *Act* outlines several additional **development finance and infrastructure servicing tools** to support development.

Finance-related planning tools help fund the costs of development like infrastructure and amenities needed to support a growing population and servicing standards to guide infrastructure requirements.

**Some of these tools include:**

- **Development Cost Charges (DCCs)** and **Development Cost Levies (DCLs)**
- **Amenity Cost Charges (ACCs)**
- Subdivision servicing bylaws
- Excess or extended services
- Latecomer agreements
- Development works agreements
- Density bonusing



These development finance and infrastructure servicing tools will be updated following the OCP renewal project to support SCRDS implementation of the new OCP and Zoning Bylaw.

The legislative purpose of an OCP is described as:

471 (1) ... a **statement of objectives and policies to guide decisions on planning and land use management**, within the area covered by the plan, respecting the purposes of local government.

Legislative Requirements

The *Local Government Act* provides a set of required content and optional content to be addressed in an OCP, including:

Required Content	Optional Content
<ul style="list-style-type: none"><li>• Location, amount, type and density of residential development to meet housing need for 5 years</li><li>• Location amount type of commercial, industrial, agricultural, recreational, and public use lands</li><li>• Location and area of sand and gravel deposits suitable for future sand and gravel operations</li><li>• Restrictions of use of land subject to hazardous conditions or that is environmentally sensitive</li><li>• Location and phasing of any major road, sewer and water systems</li><li>• Location and type of public facilities</li><li>• Housing polices</li><li>• Greenhouse gas (GHG) reduction targets</li></ul>	<ul style="list-style-type: none"><li>• Social needs</li><li>• Farming and farmland</li><li>• Preservation and protection of natural environment</li><li>• Development Permit Areas (DPAs)</li><li>• Temporary Use Permit Areas</li><li>• Development Approval information areas</li><li>• Heritage conservation areas</li></ul>

## 2. What planning has been happening in the community?

To make the most out of the opportunities that come from updating planning frameworks such as an OCP, it is important to first understand:

- What is happening in the SCRD?
- How has growth changed across the electoral areas or the region?
- How and where is growth anticipated over the next 20 years? How can the renewed OCP balance growing needs based on environmental, social, and economic considerations?
- How will the renewed OCP inform other implementation tools such as the Zoning Bylaw and other servicing or financial tools?
- What are the key challenges and opportunities?
- What needs to be protected?

Answering these questions helps to highlight topics to consider during the renewal process and can aid in establishing clearer policies, direction, and organization.

### 2.1 Recent Planning Work

Work has recently been completed to better understand how past planning documents have either remained aligned or differed from the current vision and direction of the SCRD.

### This work includes:

- A **Comparative Analysis** of SCRDS electoral area Official Community Plans and Zoning Bylaws
- **Community Profiles** of SCRDS five electoral areas
- SCRDS-wide **Regional Growth Baseline Study**
- 2023 **Development Approvals Process Review** outlining the importance and need for policy alignment and a new planning framework
- **2024 Housing Needs Report** for SCRDS five electoral areas, a Provincial requirement that directly informs OCP requirements

In addition to the work completed by the Sunshine Coast Regional District, several partner organizations have compiled, or are in the process of compiling, additional data and information on community goals and objectives.

### These organizations include, but are not limited to:

- The Town of Gibsons
- The District of Sechelt
- The shíshálh Nation
- The Skwxwú7mesh Nation
- Islands Trust
- The Ministry of Transportation and Infrastructure (MOTI)
- BC Ferries
- Sunshine Coast Community Services Society
- The Sunshine Coast Resource Centre
- The Sunshine Coast School District 46
- BC Transit
- BC Parks / Recreation Sites and Trails BC
- Agricultural Land Commission (ALC)
- Vancouver Coastal Health
- Sunshine Coast Affordable Housing Society
- Sunshine Coast Regional Economic Development Organization (now defunct)
- Sunshine Coast Chamber of Commerce
- Sunshine Coast Community Foundation
- UBC Early Learning Partnership
- UVIC Environmental Law Centre
- Coastal Douglas Fir Conservation Partnership

Various plans, documents, data, and strategies from these organizations will be used to inform the OCP renewal project.

### How can I access these documents?

You can visit the [SCRD Let's Talk page](https://letstalk.scrd.ca/ocp-renewal) to access work done around the OCP update project.



**SCRD Let's Talk**

<https://letstalk.scrd.ca/ocp-renewal>

## Comparative Analysis of fundamental planning documents

Comparative analysis of existing document can help us to help better understand how the current OCPs and Zoning Bylaws align with professional practices and meet the legislative needs of the region.

### Findings from the Comparative Analysis:

There are inconsistencies in the organization and method of regulating land use designations and development permit areas across the seven OCPs.

**Focus on Housing:** For policies around housing density, the oldest OCPs from Hillside-Port Melon and Roberts Creek do not provide any guidance, while others, such as Egmont/Pender Harbour, Halfmoon Bay, and Elphinstone, only partially address the topic. In terms of statements on housing affordability and special needs in housing supply, only Egmont/Pender Harbour, Roberts Creek, and West Howe Sound include this guidance in their OCPs. Other planning work has shown the ongoing challenges to provide housing that is difficult to address, is in part due to these policy inconsistencies.

**Focus on Climate & Environment:** The SCRCD has recently adopted a Community Climate Action Plan (CCAP) which has implications for how the region should grow and develop, working towards a low carbon and climate resilient future. The CCAP builds on existing SCRCD and community actions to address climate change and allows the SCRCD to proactively identify opportunities for action that advance the community towards low carbon resilience of its social, economic, built, and natural systems. The CCAP consists of 15 goals, 25 actions and 58 supporting actions, several of which could be considered/included within renewed OCP and Zoning bylaws.

When considering how the SCRCDs current OCPs measure up, it is important to consider that since the time when they were prepared, the science of climate change and adaptation has evolved considerably, and the urgency of climate action has increased. Based on the comparative analysis of the seven OCPs only three of the seven OCPs featured policies that could be considered as aligning with LGA requirements for reducing GHGs. Fire Smart and Wildfire policies are not required by the LGA but it is an emerging concern related to climate resilience and only two of the seven OCPs mentioned this topic, which could be strengthened to align with leading practices.

## Findings from Comparative Analysis (continued):

**OCP Requirements:** There is an extensive list of criteria that needs to be met from a legislative level. This looks at policies around housing density and affordability, building form and design, mapping, Indigenous reconciliation, environmental hazards and protection, alongside clearly distinguished visions that set a plan to adeptly meet these items.

**Opportunities for Process Improvements:** Having a lack of consistency in the regulations around significant OCP components makes the development process in SCRD complicated, time-consuming, and ultimately inefficient due to the various inconsistent layers of policies and regulations. The renewal of the OCPs is an opportune time to address these shortcomings. Actions like simplifying and consolidating land use designations and development permit areas is a step towards creating a more efficient and accessible development process. The inclusion of policies reflecting and addressing current and future challenges being faced by the region will help make SCRDs planning framework a key decision-making tool for meeting community needs and helping to nourish the unique characteristics of the SCRD.

**Number of DPAs:** There are inconsistencies in organization and method regulating land use designations and development permit areas (DPAs) across the seven OCPs. Further, the current DPAs to require further policy alignment to legislative. To improve the development approval processes, policy alignment across the electoral areas as well as integration of leading practices and incorporation of new legislative requirements will be needed as part of the OCP Renewal.



## Community Profile: Understanding Characteristics & Demographics

A community profile can provide insights on the characteristics and demography of the communities throughout the SCRD. Trends and data can provide insight on what changes have occurred over the past 20 years and can inform future planning approaches.

### Community Profile Considerations:

There is a **limited housing stock** throughout the SCRD, and the current housing shortage is contributing towards affordability challenges along with limitations in the variety of the housing stock available. The housing stock is predominantly older, single detached homes, and many of its inhabitants and caretakers are residents over the age of 55.

The SCRD is experiencing an **aging population**, with 31% of residents being over the age of 65. An aging population has specific needs that will influence the complexity of the housing, land use, and community services delivery in the future.

Significant policy changes will need to be made to ensure growth patterns and changes among the community can be met with appropriate housing stock and ensure there is ample supply to meet demand.

**There are other issues and trends that need to be fully explored to better inform** decision making and land use planning. For example, the region's natural features are key areas to look at for current and future climate resilience, water supply, and biodiversity.

## Assessing the Housing Needs across the communities

Following the Comparative Analysis and Community Profile, a Housing Needs Report was prepared in line with BC Provincial Government requirements. While a Housing Needs Report is required to be completed by the BC Provincial Government, it was essential to ensure the insights provided within the report contributed towards the renewal project by helping to understand growth patterns and challenges being faced across the SCRDS communities. The report also highlights opportunities for SCRDS decision makers.

### Findings from the 2024 Housing Needs Report:

The SCRDS is experiencing rapid population growth, with an increase of almost 10% between 2016 and 2021 within the five electoral areas. The increase in demand for housing is compounded by stagnant new housing developments, which further strains the availability of affordable homes.

An analysis of the current and future housing needs reveals that **3,018 additional housing units will be required** across SCRDS five electoral areas **over the next 20 years**. For comparison, 1,705 new homes were built in the SCRDS from 2001 to 2021.

## Studying changes that have occurred from Regional Growth

During a series of SCRDS-focused regional growth baseline reports completed in 2023, studies conducted around current planning documents helped to establish fundamentals for the renewal project. These reports set a lens for regional growth to be complete, compact, have low environmental impact on communities based on energy-efficient settlement patterns and protection of the environment, and is harmonious with the natural environments a community is set in.

### Findings from the Regional Growth Study:

Key findings from the OCP documents found a strong emphasis around the importance of **protecting rural character and the natural environment**.

Regarding approaches to development, the findings discussed how commercial and community-oriented uses, and **denser forms of housing should be located in village centres and areas identified as 'community hubs'**, which in turn supports a more efficient delivery of infrastructure and services. In this growth study, certain electoral areas such as Egmont / Pender Harbour stated being open to more economic and industrial land uses.

### 3. Two Pillars Impacting Future Growth

Planning for future growth in the SCRD will include a deeper understanding of a variety of topics that encompass social, economic, and environmental needs of the people who live, work, and play in the SCRD. While these topics are interconnected to plan for the efficient delivery of services, two pillars have been given focus by the Board to help guide further data analysis and community conversations.



#### 1) Housing

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



#### 2) Environment & Climate

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

### 3.1 Housing

Housing is fundamentally about where people live. For the SCRD, it is about affordable and accessible homes for everyone that can support a collective sense of wellbeing.

Like much of the rest of British Columbia, the SCRD is experiencing a shortfall in housing which is leading to affordability challenges for both renters and homeowners. The provincial government has taken several legislative steps to address this housing shortfall, which the SCRD is responding to as part of the OCP renewal project.



Specifically, local governments are required, by provincial legislation, to produce a Housing Needs Report and integrate the findings from in an renewed OCP with clear policy direction enabling the development of the needed housing supply.

The established benchmark in Canada for measuring housing need is the concept of 'core housing need' – which refers to households that fall below at least one of the following thresholds:

- **Adequacy:** Their housing does not meet acceptable standards.
- **Suitability:** Their housing is not suitable to their needs.
- **Affordability:** They would have to spend 30% or more of their before-tax income to pay the median rent of alternative local housing that is acceptable.

Through the 2024 Housing Needs Report, the total number of units needed in the SCRD as well as additional identification for specific types of units to meet different types of housing needs, are identified. To accommodate this future growth, housing will need to part of the discussion on complete communities, including servicing and infrastructure needs/costs, recreation opportunities, mobility connections, and job opportunities.

**Some of the key plans and strategies that will inform housing for the OCP renewal, include:**

- 2024 Housing Needs Report
- 2023 Social and Housing Needs Report
- 2020 Housing Needs Report
- 2020 Housing Needs Assessment Implementation Framework

## Guidance & Opportunities for the OCP Renewal

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP renewal include:

### 2024 Housing Needs Report Excerpts:

Approximately one in ten households in the region are facing affordability challenges. Renters are more likely to be affected by ongoing affordability challenges than homeowners with one in four renters experiencing core housing need.

The SCRD is experiencing rapid population growth compounded by lower levels of new housing development. The result is a growing housing challenge affecting a broad spectrum of the population already struggling to find adequate, affordable housing.

### 2020 Housing Needs Report Excerpts:

The single-detached home is the most common type of housing across the SCRD and is unaffordable for median earning households in almost all communities. There is a limited supply of smaller, affordable units such as apartments or townhouses. Studio and one-bedroom units can be an important supply of affordable housing for seniors looking to downsize and work force housing. Looking ahead projections indicate that more than half of the future population could be suitably accommodated in studio or one-bedroom units.

## Housing considerations for the OCP renewal

Housing policies and regulatory supports will be key components of the OCP renewal and will be based on the recommendations from the 2024 Housing Needs Report. Future OCP policies should be equitable and meet climate resiliency goals regarding the scale of the housing shortage and the volume of housing that needs to be built, where it needs to go within the region, and who it needs to serve. While the first two issues speak to siting considerations, the latter two speak to building design considerations.

Future OCP policies and zoning bylaw regulations will need to integrate recommendations from the 2023 Development Approvals Process Review to enhance the approvals processes (such as policy alignment across the SCRD). With improvements to the approvals processes, more housing can be approved and enabled within a shorter timeframe thereby increasing the overall supply.

A diversity of housing options impacts economic development opportunities when suitable rental and homeownership options increase the viability of people moving to the region. Rental housing, in particular, can support workers and households moving to the region for work by giving them ways to ease into the community before they are ready to purchase a permanent home. Other types of housing options, such as apartments and townhomes, can similarly support the changing life conditions for the aging population currently living predominantly in single-detached housing. Smaller housing options allow aging homeowners to remain within their communities. This in turn can free up larger homes for growing families.

Furthermore, central to any housing discussion is the people it serves and how it fits into the physical and social fabric of the community. An equitable approach to address housing issues can ensure the different needs of various demographics of the community are realized in new supply. Climate resiliency is integrated through the development of complete communities and building new housing closer to or in locations where people can meet their daily needs. The built form and design of new housing can further support climate resilience goals by reducing greenhouse gas emissions and building more multi-family units. Integration with the transportation network and servicing is integral in meeting climate resiliency goals as well.



## Infrastructure

Housing cannot be built without adequate and safe servicing and infrastructure especially drinking water, solid waste management and a means of handling wastewater. Additional considerations include fire protection, road, parks and transit service. A key link between determining where housing should be located to accommodate future growth is consideration for where infrastructure could or should go, or opportunities for leveraging existing infrastructure to find efficiencies. New infrastructure is expensive to build and extending new pipes or other types of servicing infrastructure will either have to be paid by developers, which is downloaded to homeowners, or by ratepayers if the SCRD builds it. Ultimately, the operation and maintenance of new infrastructure is paid for by ratepayers, which also increases as new infrastructure is built. By focusing new growth in areas that have existing servicing capacity, costs for homeowners and ratepayers can be reduced, which has an added benefit of environmental preservation or protection by not building new homes into existing natural areas.



## Transportation

Transportation and mobility is about how people and goods move to and around the SCRD. It encompasses the road network for vehicles; pathways and sidewalks for walking, cycling, or similar modes of active transportation; transit for shared transportation options; and ports and watercraft navigation to get into the fjords and inlets of the region as well as access to remote settlements in the region.

The integration of transportation with housing will help to inform how the network can support complete communities. Further, it will shape economic development by reducing travel distance between homes and jobs, as well as movement of goods to support various industries.

The different components of transportation that make up the network people experience, is planned for, managed, and operated by several different agencies. The Ministry of Transportation and Transit (MOTT) is responsible for all roads and provincial highways, as well as subdivision approval through Provincial Approving Officers. The SCRD is responsible for setting long term land use policy direction that includes road location, design and subdivision considerations. Furthermore, SCRD in partnership with BC Transit operates the bus system and BC Ferries manages passenger and vehicle ferry services.

The need for coordination between levels of government and other organizations (as well as other local governments in the region) pose a significant implementation challenge for the future OCP and Zoning Bylaw. Policy alignment is one way to support long-term integration.



## Parks and Recreation

The SCRD has a myriad of parks and natural spaces for walking, cycling, hiking, paddling, etc. that occur both within communities as well as throughout the region. The naturally and culturally rich coastal area that makes up a large portion of the region is a major aspect of what its residents and visitors love about the Sunshine Coast.

For the OCP renewal, parks and recreation will guide considerations in many aspects of the OCP renewal, as it weaves together many key pieces throughout the SCRD. Park systems and recreation spaces are key linkages to building complete communities. Indoor recreation centres within the Town of Gibsons and the District of Sechelt are operated by the SCRD and are therefore part of the OCP renewal. These planning documents should



look to maintain working relations with other jurisdictions including First Nations and the Province to protect parks and recreation areas along with Crown land. A balance between population-based standards and service-area guidelines are important to ensure the needs of the community are provided for now along with in the future.

Parks often also align with climate resiliency goals. The location of parks (both regional and community parks) are typically untouched existing natural areas, or locations around sensitive habitats. Often these locations are also areas with cultural significance that are part of the history of the Indigenous peoples. The identification and designation of parks space contributes to overall environmental preservation, provides opportunities to learn more about the land around us, and offers spaces to integrate green infrastructure.



## **Economic Development**

The overall role of economic development is to support a variety of industries and jobs for the people who live here. For the OCP renewal, economic development will guide considerations for future jobs, specifically for the next generation, shaped by the types of industries the region wants to grow or attract.

A constrained housing supply, or a lack of available accommodation, is often resulting in latent demand for growing the local economy, be it government, tourism or resource-based jobs. The size, scale, and land use considerations for these industries, combined with trends that are likely to shape how these industries act in the SCRD, will shape the policy and regulatory development.



## **Some additional concepts that are likely to shape the OCP renewal include:**

- Housing Affordability
- Rental housing
- Building form and design
- Housing for different segments of the community such as workforce or seniors housing
- Land designation to support housing



## 3.2 Environment & Climate

Climate does not have administrative boundaries and the impacts of climate change are being acutely experienced throughout the SCRD. Drought, wildfires, flooding, and other weather events have wreaked havoc on communities and daily lives.



**There is a need to better integrate climate adaptation and mitigation strategies in community design and infrastructure planning to reduce the impact of future climate events.**

Planning for climate resiliency can include many considerations such as where and how development occurs to balance protection of the natural environment, integration of natural assets as 'green infrastructure', proactive planning for hazard areas to limit known risks to communities, groundwater management practices before, during and after construction, setting targets for reducing GHG emissions, electrification, and limiting deforestation and managing recreational trails to reduce the risk of wildfires, integrating nature-based solutions for future infrastructure.



**Some of the key plans and strategies, either developed or in development, that will inform an environment and climate resilient approach for the OCP renewal, include:**

- Water Strategy (currently underway)
- Water Efficiency Plan (currently underway)
- 2024 Community Climate Action Plan
- 2024 Hazards, Risk, and Vulnerability Assessment
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2023 Natural Asset Management Policy
- 2023 Corporate Carbon Neutrality Plan
- 2022 Climate Risk and Vulnerability Assessment Report
- 2022 Watershed Business Case
- 2021 Future Climate Projections Summary
- Land Use Plans: Shíshálh, Skwxwú7mesh
- 2014 Twin Creeks Geotechnical Report
- 2013 Halfmoon Bay/Elphinstone/Roberts Creek Geotechnical Reports
- 2012 We Envision
- 1994 Hillside OCP Area Geotechnical Hazards Study, current environmental studies
- Quantitative Historical Data on Climate
- Coastal Flooding Analysis
- SCRD GHG & Energy Emissions Inventory Report
- Tree Cutting Permit Bylaw
- Integrated Stormwater Management Planning Reports 2006-2009

## Guidance & Opportunities for the OCP renewal

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP renewal include:

### 2023-2027 SCRD Strategic Plan Climate and Environment Lens:

We will reduce the carbon impact of all our services and activities, and take action to protect, adapt and restore the environment that sustains us, especially watersheds and aquifers. We will also build our capacity to respond to and recover from emergencies.

### 2024 Climate Action Plan Key Opportunities and Actions:

- Integrate a climate lens into decision making and planning.
- Create resilient action plans for critical infrastructure.
- Continue to advance knowledge about climate change impacts on water supply and integrate evolving impact of climate change into water plans.
- Integrate Complete, Compact Communities principles into Official Community Plans to facilitate walking, cycling, and transit use.
- Increase public transit convenience and ridership.
- Require new buildings to be more efficient and use cleaner energy (i.e., higher performance steps of the BC Energy Step Code or Zero Carbon Step Code).
- Develop an inventory of natural assets and green infrastructure, and associated level of service contribution.
- Review Official Community Plans and regulatory tools to include ecosystem health.
- Support market readiness for significant scaling of renovations that improve energy efficiency.

## Environment & Climate

As an issue that impacts every aspect of daily life, the integration of the environment and climate into policy development, the regulatory function, and overall implementation of the planning framework will be a key factor in shaping the OCP renewal project. Some examples of topics that will tie into the Environment and Climate OCP pillar and help to frame discussions and decisions include:



## Climate Resiliency

Climate resiliency will be established through a data-based approach to understand the environmental constraints, areas identified as high value for protection, and opportunities related to future growth. With a diverse landscape across the region, certain areas are higher risk for hazards and for severe climate events. Some areas would benefit from additional layers of protection to reduce the likelihood and/or impacts from future climate events as well as an opportunity to leverage land use decisions to reduce carbon pollution.



## Natural Assets

The integration of natural assets into how we think about growth can help shape our understanding of where and how communities should grow and where protection of the environment should guide preservation instead of development. Often the role of the region's parks offers a protection role but also provide opportunities for integrating 'green infrastructure' throughout a community such as a shaded, cooling place during heat waves. These considerations will similarly have a lens of equity regarding how climate resiliency can have a shared benefit for the region's wellbeing.



## Stormwater

The historical approach of considering stormwater conveyance as an infrastructure project alone is costly and vulnerable. A shift in thinking and approach for this OCP renewal project will include stormwater as part of the climate resiliency theme.

This change stems from the integrated nature of stormwater and natural assets. As development occurs, the land is changed in how it absorbs or integrates rain and precipitation, leading to 'stormwater' runoff, or the movement of that water after it falls to the ground.

Typical methods to address stormwater includes storm sewers or pipes in the ground to collect and convey that water further downstream. However, as development has increased and storms have become more extreme, the ability for these methods to adequately address conveyance of stormwater is challenged. The need to capture and re-use stormwater in the face of drought leads to thinking about new approaches for stormwater that are linked to climate resiliency and better land management.

# 4. Feedback and Engagement Process

For the OCP renewal project, there will be several opportunities to share your stories and provide input that can help shape the new planning framework for the SCRD. We want to hear from everyone and better understand how to address the current challenges in the SCRD and support or grow current successes. Find the opportunities to participate and learn more at <https://letstalk.scrd.ca/ocp-renewal>



**SCRD Let's Talk**

<https://letstalk.scrd.ca/ocp-renewal>



## **Phase 1 (2024)**

Understanding the SCRD Planning Framework.



**This is where the project is currently.**



## **Phase 2 (2025)**

Identifying community needs for the SCRD Planning Framework.

Round 1 of Community Engagement begins.



## **Phase 3 (Early-Mid 2026)**

Putting together a new SCRD Planning Framework.

Round 2 of Community Engagement begins, building on conversations from Round 1.



## **Phase 4 (Late 2026– 2027)**

Solidifying the new SCRD Planning Framework.

Round 3 of Community Engagement begins, making sure the framework captures conversations from the previous engagement rounds.

The first phase of engagement for the project, launching in June 2025, will share information about the role of an OCP in our community and provide the public with the preliminary data that has been gathered relating to opportunities and constraints. Information about needs and observations will be gathered.

Following this engagement, staff will compile and analyze the feedback and begin putting together options for growth).

In the winter of 2026, draft OCP policy directions will be circulated for further review and refinement by the community. With that feedback in hand, staff will update the draft OCP and align the draft Zoning Bylaw. Legal direction is likely to inform aspects of the draft Zoning Bylaw during this time, as well as detailed review of the draft regulations both for efficacy as well as alignment to the feedback received.

Following the scheduled local government election in the fall of 2026, a OCP and draft Zoning Bylaw will be circulated for review and comment by the community.

A final round of revisions by staff will occur to incorporate the feedback that does not conflict with legal direction or the goals for the project.

A public hearing on the draft OCP and Zoning Bylaw will be held in late 2027, at which time any member of the public can speak directly to the Board.

## **OCP Renewal and Land Use Policies**

As per the direction provided in the BC *Local Government Act*, OCPs provide direction on land use and other policies, while Zoning Bylaws provide regulations on the placement, shape, and form of buildings. In the second and third rounds of engagement in particular, the themes outlined in these documents will translate to land use policies and zoning regulations that inform what can be built in the SCRD.

### **Through these rounds of engagement, Sunshine Coasters will hear about and be asking for input on concepts that will include:**

- The location of residential, employment, recreational or industrial lands;
- Neighbourhood hubs where the social and economic aspects of a community come together;
- Mixed use or mixing uses or activities in a given area or within a single building;
- Land protection policies to preserve or integrate natural assets;
- Community amenities, such as parks, schools and recreational places, that benefit everyone;
- Hazard lands where additional technical considerations are required or that limit certain types of development;
- Different modes of transportation and mobility choices to support the broadest range of mobility options; and
- Cost charges based on an equitable and transparent method of paying for growth.
- Complete communities where daily needs are within walking distance, housing has

Similarly, the draft OCP and Zoning Bylaw will include a variety of maps that identify the proposed land uses and proposed zoning. These maps will form the basis of the policy and regulatory direction in the SCRD.

Additional specific information on upcoming engagement events or opportunities to provide input will be on the SCRD Let's Talk website. See project links and contact information on the next page.

**For more information on the OCP renewal project:**



**Project Website**

For general information on the OCP update project.

<https://www.scrd.ca/ocp-renewal>



**SCRD Let's Talk**

For more detailed project information and engagement opportunities.

<https://letstalk.scrd.ca/ocp-renewal>



**Project Contact**

To directly reach out about the OCP update project.

[ocp@scrd.ca](mailto:ocp@scrd.ca)

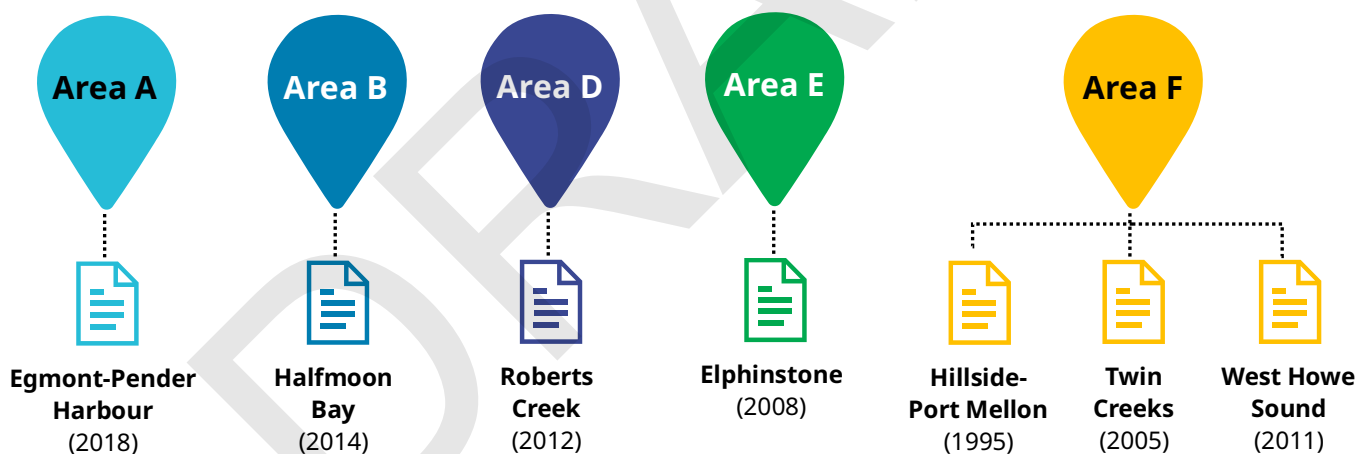
# 5. Appendices

## Appendix A: Current Legislative Framework

### What can an Official Community Plan do for the SCRD?

OCPs are living documents, acting as a vital planning tool that helps communities navigate growth in a long-term context. These documents aid in determining how and where growth should occur, while balancing and maintaining the traits that are beloved within a community. Visions, goals, and policies are established in these documents, and are used to guide Board directors on their decisions around how land is used and developed.

Within SCRD, each of the electoral areas currently have one OCP document, aside from West Howe Sound which has three. Combined, these seven OCPs provide a long-term vision for the region and set out objectives and policies to guide planning and land use management within the area.

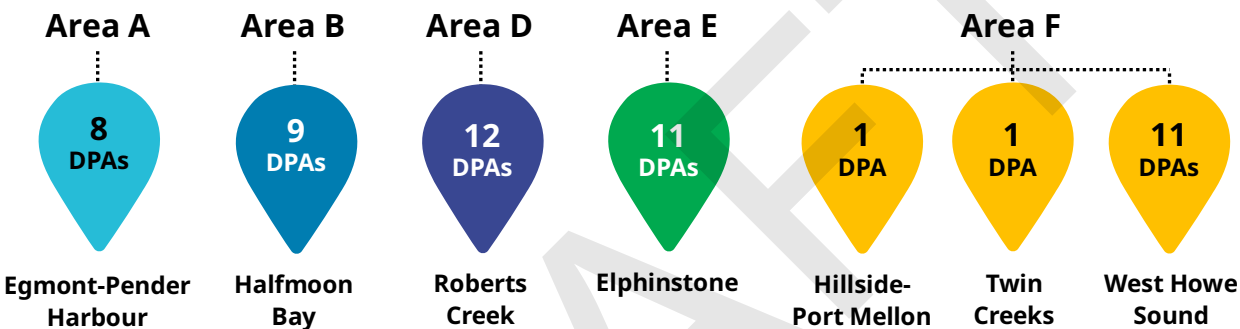


The adoption date of these seven OCPs range from 1995 to 2018. The ability to effectively implement existing OCPs has become increasingly more challenged over the years, as the community continues to grow and evolve from the times when these documents were initially created. To put the age of the existing OCPs into context they range from 30 to 7 years old. As times change, priorities change, so an renewal is needed to ensure the OCPs reflect the current needs of the SCRD and its constituents.

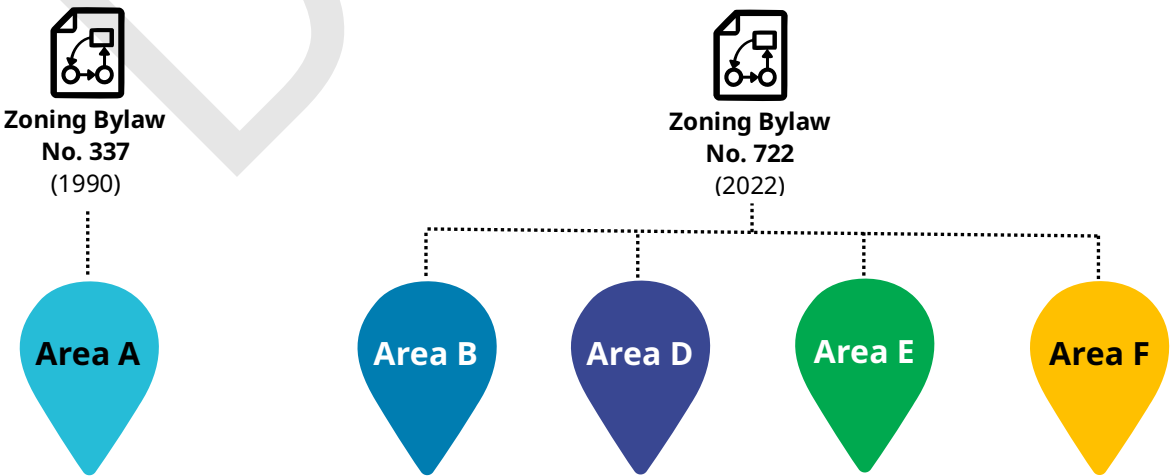
Although some aspects of the current OCPs continue to be relevant to guide matters of planning and development, as SCRD navigates ongoing changes, an update to the policies throughout these documents would offer updated tools to direct growth.

OCP's are supported by additional planning documents, including Zoning Bylaws and Development Permit Areas (DPAs). These supporting documents provide guidelines which further define parameters for development in the context of ongoing growth and changes within a community.

Within the SCRD there are 54 DPAs throughout the existing OCPs. Currently, five out of seven of the OCPs include eight or more of the same DPAs.



Within the SCRD there are two Zoning Bylaws, the oldest (No. 337) covering electoral area A (Egmont / Pender Harbour) which was adopted in 1990, and the more recent Zoning Bylaw (No. 722) covering the remaining electoral areas (B: Halfmoon Bay, D: Roberts Creek, E: Elphinstone, and F: West Howe Sound), adopted in 2022.





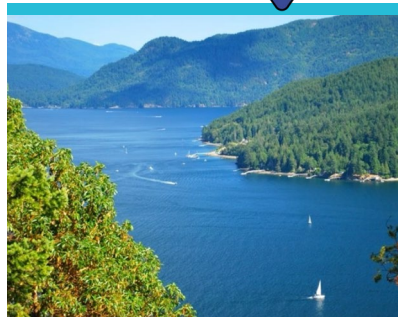
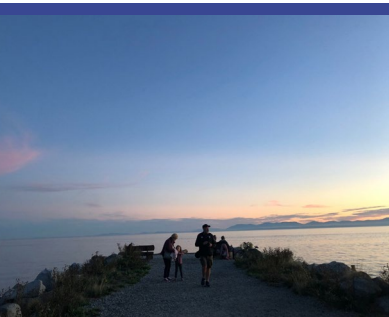
The challenges faced in the OCPs in part stem from these additional planning documents as they are complex and time-consuming regulatory frameworks to wade through when determining what can be built and where. An update to make the Zoning Bylaws and DPAs less repetitive and more simplified can make the development process more efficient and accessible, better aiding future growth directions outlined in the SCRDs OCPs.

DRAFT



# Attachment B

Love  
**Where**  
You Live



**What will these places look like in 10, 15, or 25 years time?**

**You get a say!**

Tune in to find out more.

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[letstalk.scrd.ca/ocp-renewal](https://letstalk.scrd.ca/ocp-renewal)

## The Sunshine Coast is **growing**.

Join the SCRD as we plan for the future of our communities.

Our Official Community Plan Renewal project will provide a guidebook to help shape our neighbourhoods for the next 20+ years.

What role will climate change play in shaping where you live? How we will ensure the unique character of communities up and down the Sunshine Coast are preserved now and in the future?

**YOUR** input is **IMPORTANT** in shaping this plan. Connect with us to learn more.



**Connect with us and  
subscribe for updates!**



**SCRD Let's Talk**

[letstalk.scrd.ca/ocp-renewal](https://letstalk.scrd.ca/ocp-renewal)



Point your device's camera at the QR code as if taking a photo to access the content.





Love  
**Where**  
You Live

Official  
Community  
Plan Update

[letstalk.scrd.ca/ocp-renewal](http://letstalk.scrd.ca/ocp-renewal)

**DRAFT for Review**

# What does the future of your community look like?

The Sunshine Coast Regional District (SCRD) is embarking on an exciting planning process – updating the SCRD’s seven Official Community Plans and two Zoning Bylaws to better reflect the needs and vision of our community as we grow over the next 20 years.

## What does this project mean for our community?

Help shape the future of the Sunshine Coast! What do you love about where you live?

What is your vision for the future? We’d like to hear from you!

## What is an Official Community Plan (OCP)?

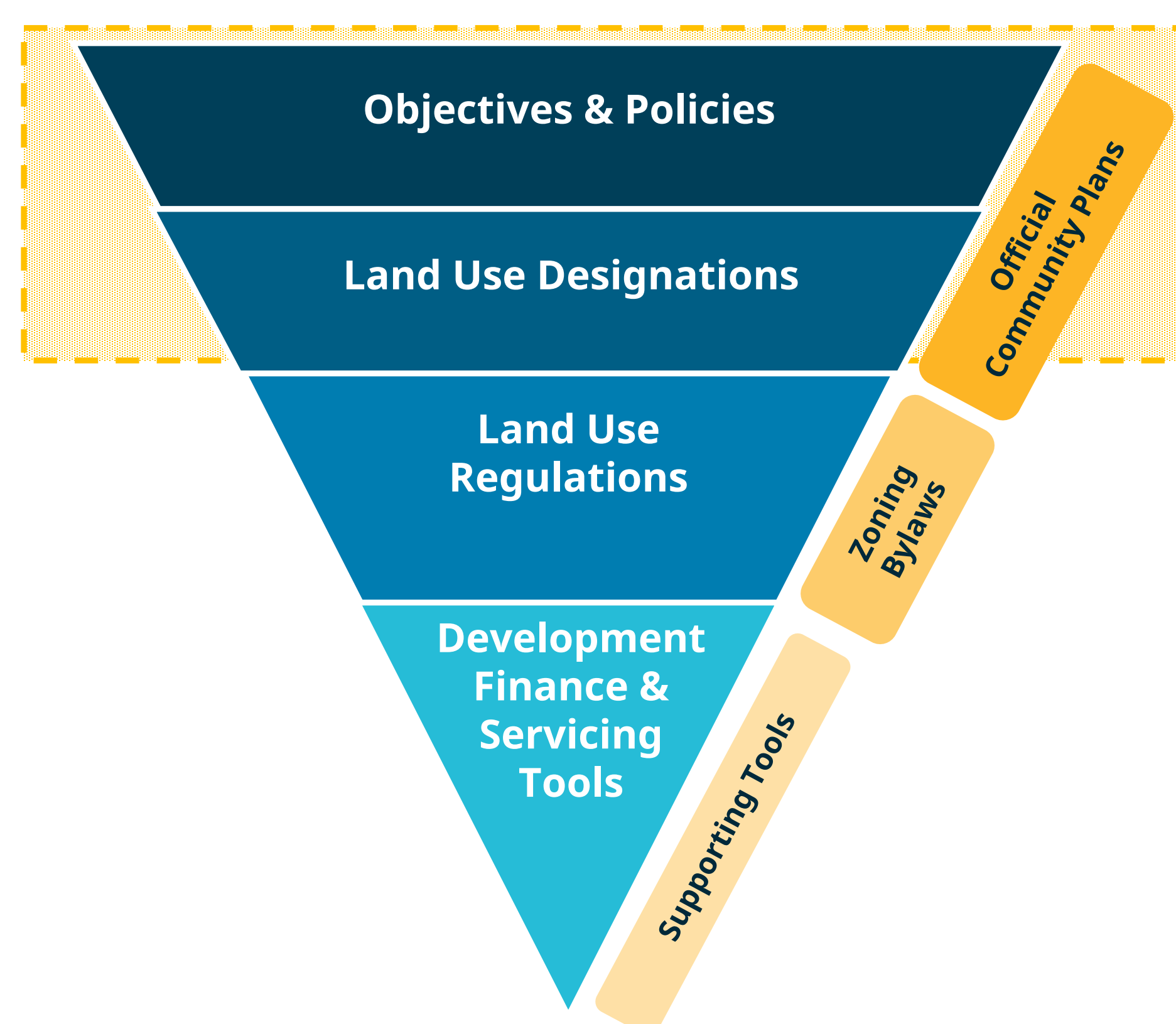
An Official Community Plan (OCP) provides objectives and policies to guide decisions on planning and land use management within a community. An OCP is required by the Province of BC, per the *Local Government Act*.

An OCP is a tool that directs where future growth should and should not go, guiding the SCRD Board’s decisions on development permits and rezoning applications. The Plan also provides guidance on matters such as housing, transportation, and infrastructure, ensuring that future development aligns with the community’s goals and needs. An OCP helps shape decisions that support sustainable and organized growth over time.

## What is a Zoning Bylaw?

A Zoning Bylaw regulates how land, buildings, and other structures may be used. Zoning Bylaws divide the land into different zones, and each zone features a list of permitted types of development.

Each zone also identifies lot dimensions, where buildings can be placed on a lot, how tall they can be, how much of the lot a building can cover, and how many parking spaces need to be on the property.



## Why are the OCP and Zoning Bylaw being updated?

Within SCRD, each of the electoral areas currently have one OCP document, aside from West Howe Sound which has three. Combined, these seven OCPs provide a long-term vision for the region and set out objectives and policies to guide planning and land use.

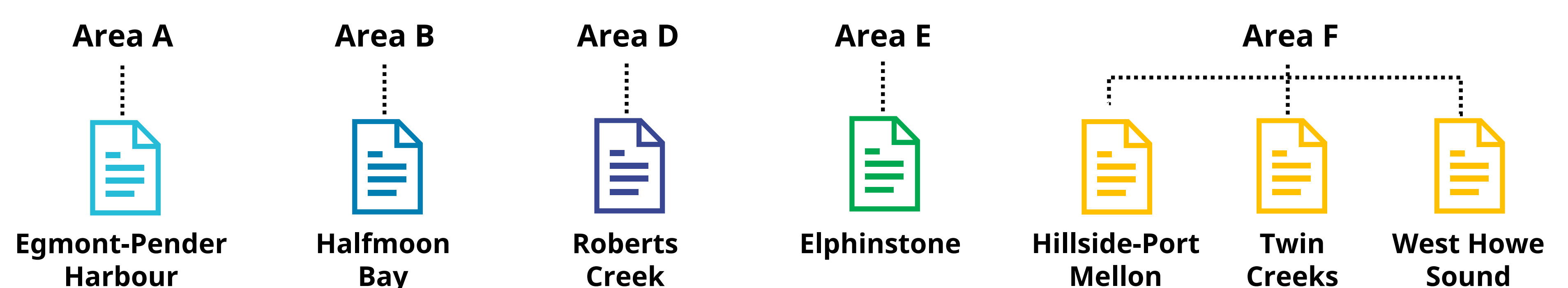
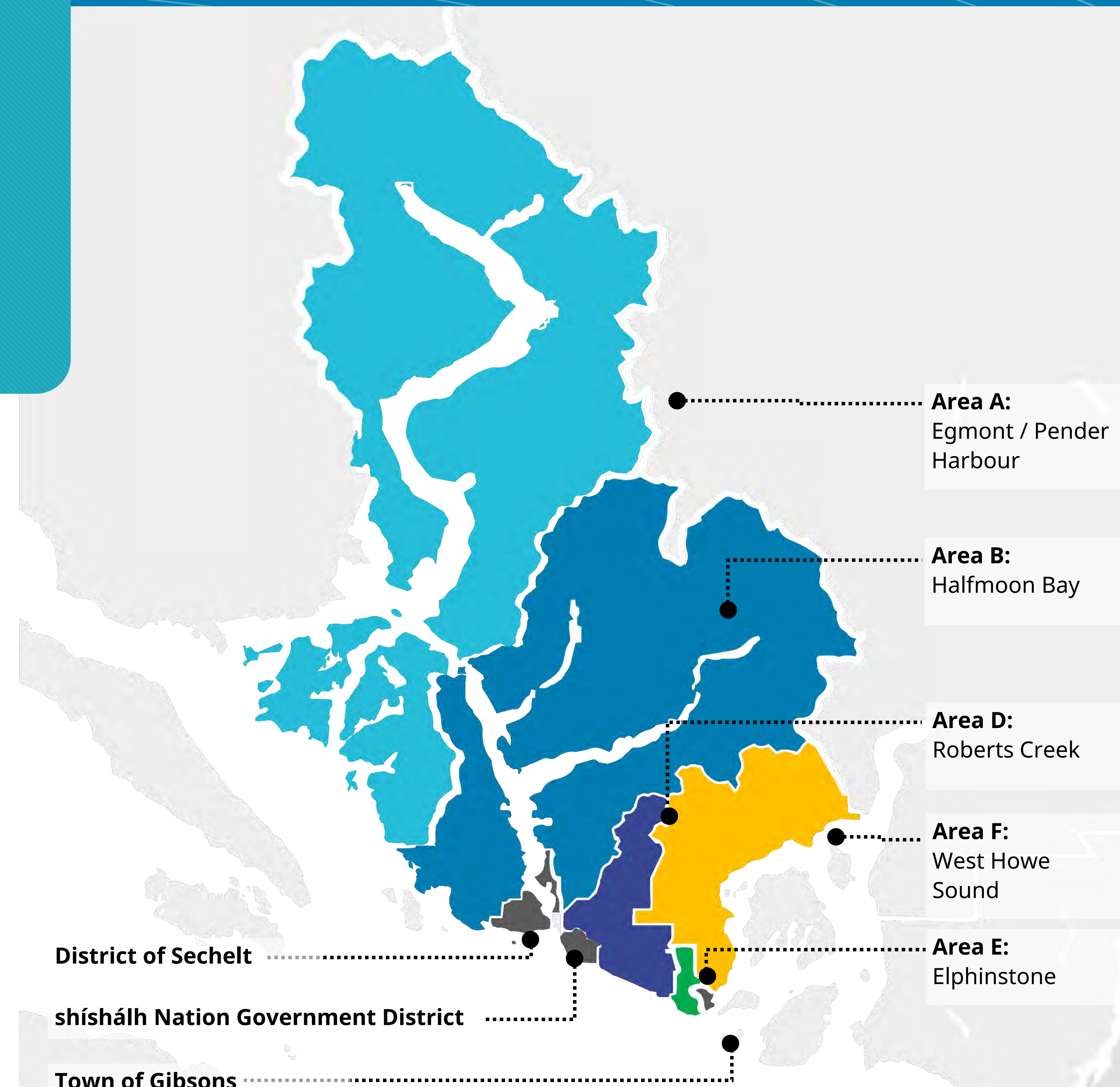
The adoption date of these seven OCPs range from 1995 to 2018. The OCPs have become increasingly more complex over the years, as the community continues to grow and evolve from the times when these documents were initially created.

As times change, priorities change. An update is needed to ensure the OCPs reflect the current needs of the community. Although some aspects of the current OCPs continue to be relevant to guide matters of planning and development, the SCRD navigates ongoing changes, an update to the policies throughout these documents would offer updated tools to direct growth.

## How will public engagement inform these bylaws?

There will be opportunities to share your stories and provide input that can help shape the new planning framework for the SCRD.

We want to hear from everyone and better understand how to address the current challenges in the SCRD and support or grow current successes.



## How can I get involved?

Find the opportunities to participate and learn more at [letstalk.scrd.ca/ocp-update](http://letstalk.scrd.ca/ocp-update)



**Project Website**  
[scrd.ca/ocp-renewal](http://scrd.ca/ocp-renewal)



**SCRD Let's Talk**  
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[letstalk.scrd.ca/ocp-renewal](http://letstalk.scrd.ca/ocp-renewal)

# Housing

**DRAFT for Review**

## Background on Housing in SCRD

The Sunshine Coast Regional District (SCRD) is made up of eight areas: Egmont / Pender Harbour (Electoral Area A), Halfmoon Bay (Electoral Area B), Roberts Creek (Electoral Area D), Elphinstone (Electoral Area E), West Howe Sound (Electoral Area F), District of Sechelt, Town of Gibsons, and the shíshálh Nation Government District.

## Housing Needs Report

The province recently introduced new requirements for Housing Needs Reports, as a result the SCRD prepared a Housing Needs Report (HNR) in November 2024. The report outlined the five- and 20-year housing needs based on a methodology prescribed by the Province.

The study area for the report consisted of Electoral Areas A, B, D, E and F. The District of Sechelt and the Town of Gibsons conducted their own housing needs assessments.

## What role will the HNR play in the project?

The findings from this report will play a pivotal role in shaping the new Official Community Plan (OCP) by ensuring that the planning framework aligns with the region's evolving housing demands

The HNR is designed to be data-driven and to inform other SCRD housing strategies and plans, including the OCP. The HNR is not intended to determine how and where housing should be delivered to meet the housing needs highlighted in this report.

## Study Findings

### 900+ New housing units in five years

To address housing shortages, 930 additional housing units are needed within the next five years. In the five years from 2016 to 2021, a total of 420 new housing units were constructed.

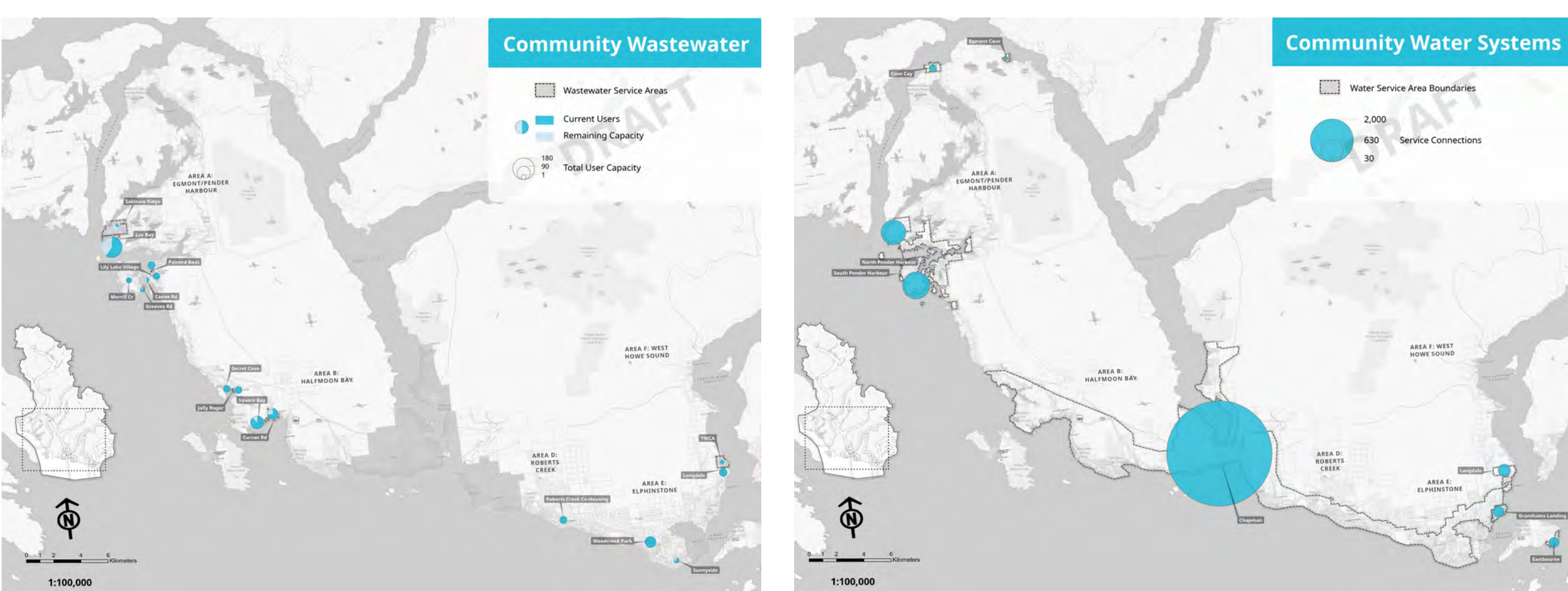
The number of new units required over the next five years will need to more than double the previous five years to meet the total five-year housing demand of 930 additional units.



### 3,000+ New housing units in 20 years

The estimated amount of new housing units needed in the next 20 years is 3,018. In the past 20 years, from 2001 to 2021, 1,705 new housing units were constructed.

To achieve the 20-year housing demand targets, new housing units constructed will need to almost double the previous 20 years.



## We want to know your thoughts!

## What factors should influence where new housing is located?



**Close to sustainable infrastructure**  
(water supply, sewage and sanitation)



**Close to shops and services**



**Close to schools**



**Close to transportation options**



**Access to nature**

**Where do you think new growth should go?  
Tell us why!**



**Project Website**  
[scrd.ca/ocp-renewal](http://scrd.ca/ocp-renewal)



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DRAFT for Review

# Climate & Environment

## Background on Environment & Climate in our community

The region's natural features are key areas to look at for current and future climate resilience, water supply, and biodiversity. Sunshine Coasters have experienced the impacts of droughts, wildfires, flooding, and other weather events. To look at impacts and plan for future needs related to climate change and our natural environment, we must 'zoom out' from administrative boundaries.

## Considerations for SCRD

A thriving community is built on a vibrant and functioning ecosystem that is resilient to the changing climate.

We know that the environment is important to many Coasters; it's the reason why people choose to visit and live here.

Planning to work with (rather than against) a changing climate is important for future affordability. Resilient servicing and adaptation work is cheaper than emergency response.

There is a need to better integrate climate adaptation and mitigation strategies in community design and infrastructure planning to build a resilient, affordable community.

## Planning for climate resiliency can include many considerations such as:



Where and how development occurs to balance protection of the natural environment



Consideration of natural assets, green infrastructure, biodiversity and sensitive ecosystems



Proactive planning for hazard areas to limit known risks to communities



Groundwater management practices before, during and after construction



Setting targets for reducing Green House Gas emissions



Electrification of homes and transportation options



Limiting deforestation and managing the risk of wildfires



Integrating nature-based solutions for future infrastructure

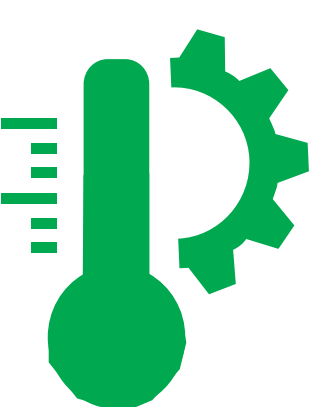
## Environment & Climate Focus Areas



Impacts of climate change are affecting our community.



The region's natural features are key to our current and future climate resilience, water supply and biodiversity.

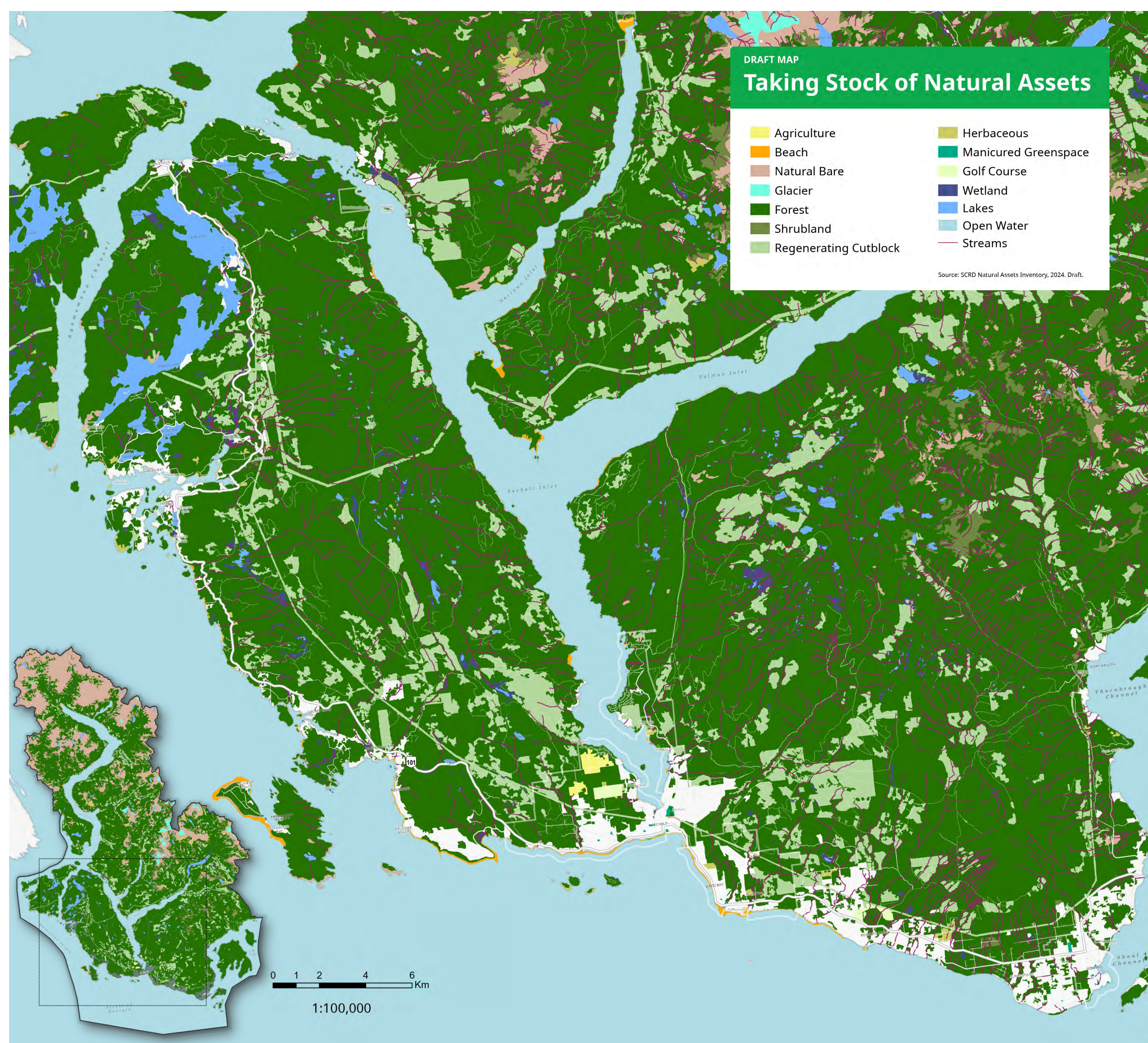


There is more to understand about which natural features and specific areas are most important, especially in the context of changing temperatures and precipitation.

We want to know your thoughts!

What natural areas near you are important and why?

What are you seeing?  
On the map show us where impacts to the natural environment could affect your neighbourhood.



Project Website  
[scrd.ca/ocp-renewal](http://scrd.ca/ocp-renewal)



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**DRAFT for Review**

# Neighbourhood Character

## Approaches to Land Planning Models

Land planning models generally consider characteristics like density and types of land uses while also considering local character. This can drive the servicing, infrastructure, and amenities that need to be planned for.

What makes where we live unique? What unique character should be preserved?

What, if anything, is needed for the future for a neighbourhood to be more complete?

There are different ways of organizing land and housing. Sometimes this is visible in things like building heights and how close together houses are. Sometimes it is harder to see if suites, studios or coach houses are part of the community fabric or when home businesses exist. Different types of development require different services and amenities and have different considerations for climate and environment.

## Here are some example photos of different types of development

### Land Type 1

Example: Rural & Agricultural



### Land Type 2

Example: Rural & Residential



### Land Type 3

Example: Neighbourhood



### Land Type 4

Example: Regional Hub



### Type 1 Key Features

#### Housing Size

Single-family homes to support farm uses.

#### Placement

Houses are usually spaced out to allow for the surrounding farmland, with larger plots of land dedicated to farming activities.

#### Community Amenities

Limited – requires drive to access.

#### Active Transportation Opportunities

None.

#### Road Type

Gravel or dirt with fewer paved roads.

#### Environmental Features / Landscaping

Open fields, crop lands, orchards and livestock areas, with fewer trees or dense vegetation.

#### Natural Areas

Surrounding areas may include wetlands or rivers.

### Type 2 Key Features

#### Housing Size

Single-family homes. Potential for secondary units.

#### Placement

Housing is more clustered compared to agricultural land, but still offers generous space.

#### Community Amenities

Limited – Amenities may include small shops, schools, and parks.

#### Active Transportation Opportunities

Some access to walking trails and bike paths.

#### Road Type

Paved roads are more common, though some gravel sections. Main through-fares providing access.

#### Environmental Features / Landscaping

Includes residential landscaping with trees, lawns, and gardens; may have views of fields or natural landscapes.

#### Natural Areas

Nearby natural areas, such as parks or recreational areas.

### Type 3 Key Features

#### Housing Size

Varies widely from smaller homes to mid-sized family homes; often features multi-family units.

#### Placement

Houses are typically placed closer together to maximize land use, with front yards or small gardens.

#### Community Amenities

May include schools, grocery stores, parks, and community centers.

#### Active Transportation Opportunities

Well-developed sidewalks and cycling paths; access to public transport in urbanized areas.

#### Road Type

Generally features paved, well-maintained roads with multiple access routes and lower speed limits.

#### Environmental Features / Landscaping

Neighbourhood forested and landscaped areas offer some green space.

#### Natural Areas

Parks and community gardens provide natural habitats and recreational spaces.

### Type 4 Key Features

#### Housing Size

Multi-unit housing or developments incorporating mixed-use buildings.

#### Placement

Residential units are close to each other and close to amenities.

#### Community Amenities

Includes local grocery stores, cafes, and community centers for social gatherings. Parks and recreational spaces.

#### Active Transportation Opportunities

Sidewalks. Some public transportation options. Some designated bike paths or walking trails.

#### Road Type

Well-structured road systems.

#### Environmental Features / Landscaping

Neighbourhood green spaces and parks

#### Natural Areas

Limited; primarily developed parks and recreational areas.

**We want to know your thoughts!**

**What features make your area special and why?**

**Think about your future needs and the future of your neighbourhood:  
What key neighbourhood features are needed?**



**Project Website**  
[scrd.ca/ocp-renewal](http://scrd.ca/ocp-renewal)



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## **SUNSHINE COAST REGIONAL DISTRICT OFFICIAL COMMUNITY PLAN ENGAGEMENT PLAN - DRAFT Schedule: in-person engagement events and pop ups Phase one**

### **Purpose:**

- The purpose of engagement phase one is to invite citizen participation in the project by meeting them where they already gather. Information will be shared about the OCP Renewal Project and specific feedback will be invited that will assist in drafting an outline of a new OCP
- The purpose of this draft schedule is to demonstrate a suggested schedule of in-person events, informed by APC suggestions
- The goal is to achieve 2 pop up/events per electoral area during phase one, plus some regional events

### **Audience:**

- Citizens and visitors of the Sunshine Coast

### **Scheduling and Advertising**

- This is a draft schedule, dependent on scheduling / confirmations via event organizers and private property owners. It is subject to change.
- An event calendar will be kept up to date on the OCP Let's Talk page
- Events will be added to SCRD Directors / public participation calendars
- In addition to SCRD efforts to promote events and pop ups:
  - APC members will be invited to share local event promotions with their networks
  - APC members provided a list of organizations for SCRD to engage with, through their OCP project feedback in Q4 of 2024. These organizations could also be asked to assist with event/pop up promotion through their local networks. A list of organizations that were provided by APCs are included below. This is a non-exhaustive list that can be amended.



Draft Schedule of in person events and pop ups				
Locations	June	July	August	September
West Howe Sound (Area F)		Beach Walk Pop Up or Hopkins annual picnic	Pop up Persephone* Neighbourhood Walk: Twin Creeks areas	
Elphinstone (Area E)		Pop up: Bonniebrook Beach	Pop Up: Banditry Cider*	
Roberts Creek (Area D)		EVENT: Wednesday Farmers Market	EVENT: Creek Daze Aug 10	
Halfmoon Bay (Area B)		Pop up: July 13 <sup>th</sup> Halfmoon Bay Fair	Pop up: Welcome Woods Store	
Egmont Pender Harbour (Area A)		Pop up: PH Legion Meat Draw (Sunday)	Pop up: Maderia Park IGA daytime	
Regional (Sechelt or Gibsons)	EVENT: Pride Festival	EVENT: July 19th Farmers Market	EVENT: Aug 16th Farmers market	

\*event scheduling at these locations aims to be timed with other community events at the same location.

## **APC Recommendations – Where and Who to Engage**

In late 2024, the APCs provided recommendations on groups to share OCP communications and invitations/notifications of events. These groups could be invited to further amplify local invitations. This list could be expanded as we do engagement.

### **Area A**

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

### **Area B**

- HMB Community Association
- HMB Community Development Forum
- HMB School Newsletter
- Chat Parent Newsletter

#### **Area D**

- Firefighters
- Official Committee Plan Committee
- Businesses such as: Yoga by the Sea, Gumboot Café
- Roberts Creek Community Association
- Roberts Creek Elementary – weekly email from principal
- Parent Advisory Committee (PACs) of Roberts Creek Elementary, Elphinstone and Chatelech
- Boottales Community Newsletter

#### **Area E**

- Streamkeepers
- Sunshine Coast Conservation Association
- SC Pride Association
- SC Community Forests
- Businesses such as: Grounded Acres, Banditry, Sunday Cider, Henry Reed Farm
- Elphinstone Community Association
- Cedar Grove PAC Newsletter
- Elphinstone column in Coast Reporter

#### **Area F**

- Granthams Wharf Association
- Hopkins Landing Paths Society
- Streamkeepers



# Staff Report

## Request for Decision

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**TO:** Electoral Area Services Committee – May 15, 2025

**AUTHOR:** Kirin Lamb, Planning Technician II

**SUBJECT:** LCRB Liquor Manufacturer Amendment Application (REF00010) –  
Banditry Cider at 538 Pratt Road (Electoral Area E)

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### OVERVIEW

#### Purpose of Report:

The purpose of this report is to present a referral from BC Liquor and Cannabis Regulation Branch (LCRB) for Banditry Cider for consideration of a decision on SCRD's response.

#### Recommendation(s):

- (1) THAT SCRD supports the proposed Lounge Area and Outdoor Patio Endorsement (REF00010) subject to:**
    - (a) All SCRD Building Permits required to bring the building into compliance with B.C. Building Code and SCRD Building Bylaw being obtained and completed; and,**
    - (b) That the patio area shall not exceed 50 m<sup>2</sup> in conformance with the Zoning Bylaw;**
    - (c) That no outdoor amplified music be permitted; and**
    - (d) That clear signage is provided indicating the location of on-site parking.**
- 

### BACKGROUND

#### Application Summary

SCRD has received a referral from the LCRB concerning an application for a new Liquor Service Lounge Area and Outdoor Patio Endorsement for Banditry Cider. The application proposes to permit the sale and service of liquor not produced on site, such as beer and cocktails, within a Lounge Area and new Outdoor Patio, as shown in Attachment A (Site Plan), accommodating an additional 15 patrons and allowing for a total of 45 patrons in licensed areas.

#### Site and Context

The Applicant operates a cidery and farm on the 3.95 ha (9.75 ac) parcel located at 538 Pratt Road. The property is bounded by Pratt Road to the west and similar AG-zoned parcels in all directions.

The Applicant currently holds a Manufacturer License with a Picnic Area Endorsement. The capacity of the licensed Picnic Area is 30. *Note:* A picnic area is solely for patron consumption of liquor that has been sold or served in other service areas. Establishment staff may not provide liquor service (table service) to patrons in a picnic area.

## Land Use

The parcel is located within the Agricultural Land Reserve (ALR) and is therefore subject to ALR regulations. The parcel is zoned AG (Agricultural) per Zoning Bylaw No. 722. An *Alcohol production facility* is a permitted use for AG parcels greater than 2 ha in size. Food and beverage service lounge is a permitted use auxiliary to an *alcohol production facility*, with the following conditions:

- Total indoor *floor area* shall not exceed 100m<sup>2</sup>
- Maximum indoor seating capacity of 30 patrons
- Maximum outdoor patio area of 50m<sup>2</sup>
- May serve alcoholic beverages other than those produced on the same farm, provided that the beverages are sold as single servings for immediate consumption within the food and beverage service lounge or in a special event area operated in accordance with a special event endorsement issued under the Liquor Control and Licensing Regulation.

The ALR regulation permits events of a non-farm use in the Agricultural Land Reserve (ALR) and these must not be prohibited by a local government. This may include a maximum of ten events of any type are permitted within a calendar year on a farm, with up to 150 people permitted. Parking for those attending the event must be available on the property but should be temporary in nature (not developed with gravel or paved). Furthermore, local governments have the authority to regulate such events with regard to structures and building occupancy, parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. Local governments also have the authority to require permits for events.

## DISCUSSION AND ANALYSIS

### Consideration of Criteria

In accordance with provincial regulation, the local government must consider criteria specified in the Liquor Control and Licensing Regulation and the LCRB Liquor Licensing Policy Manual:

#### The location of the establishment

The subject property is:

- appropriately zoned for the proposed use
- 350 metres from the nearest transit stop

#### The person capacity of the establishment

The permitted capacity of the currently licensed Picnic Area is 30. The proposed Lounge Area and Outdoor Patio endorsement would add an additional 15 persons of capacity, for a total capacity of 45 within the licensed areas.

Attachment B (Parking Plan) demonstrates an off-street parking capacity of 25 stalls, including two accessible stalls, plus an additional 28 stalls of off-street overflow parking. The Zoning Bylaw does not currently include a specific parking standard for alcohol production facilities in the rural context. In having reviewed proposed parking provision of 25 stalls, plus an additional 28 temporary spaces available for overflow parking, based on a total allowance for 45 patrons

and the size of the lounge and outdoor patio area, staff anticipate parking capacity to be sufficient to support the newly proposed capacity. Staff are recommending that clear signage be provided indicating that patrons should park on the property and indicating the locations of parking on-site, in order to limit the potential impact of on-street parking on Pratt Road.

*The hours of liquor service of the establishment*

Picnic area hours permitted under their current license are 9 a.m. to one ½ hour after sunset. The hours of use for the picnic area are not affected by the current application. Use of the picnic area during these permitted hours may continue regardless of the outcome of the current application for a Lounge Area and Outdoor Patio Endorsement.

Proposed Lounge Area and Outdoor Patio hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 a.m. to 9 p.m.	11 a.m. to 9 p.m.	9 a.m. to 9 p.m.	11 a.m. to 9 p.m.	11a.m. to 10 p.m.	11 a.m. to 10 p.m.	11 a.m. to 9 p.m.

Based on the above, a new Lounge and Outdoor Patio with operating hours as proposed would be permitted to stay open later than the Picnic Area in the Spring and Fall, when sunsets are before 8:30 p.m. For example, in March, the Picnic Area would close at approximately 6:30 p.m., whereas the proposed Lounge Area and Outdoor Patio could remain open until 9 p.m. (or 10 p.m. on Fridays/Saturdays). In July, evening hours are unaffected.

*The impact of noise on nearby residents*

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 new Lounge Area and Outdoor Patio Endorsement for Banditry Cider.

## **OPTIONS**

### ***OPTION 1 – Support the Application (Staff Recommendation)***

This option would allow the LCRB to continue with its evaluation of the Lounge Area and Outdoor Patio Endorsement Application and subsequently issue an Approval-In-Principal. Final issuance would be subject to fulfillment of the recommended subjects. Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation has been provided in the Overview section on page one of the report.

### **OPTION 2 – Refer to Advisory Planning Committee (APC)**

Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

- (1) THAT the application for a Lounge Area and Outdoor Patio Endorsement by Banditry Cider be referred to the Advisory Planning Committee.

### **OPTION 3 – Deny the Application**

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 Lounge Area and Outdoor Patio Endorsement.

## **FINANCIAL IMPLICATIONS**

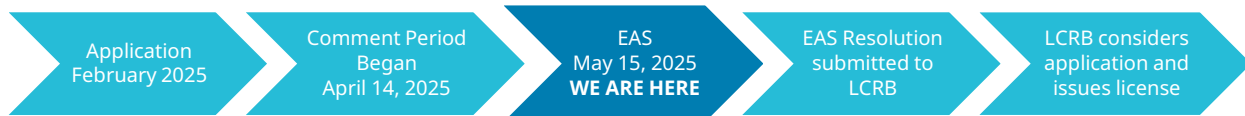
There are no financial implications associated with this report.

## **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
<b>SCRD Building Services</b>	An SCRD Building Permit is required to be obtained and completed to authorize the “change of use” of the existing residential auxiliary building to a Lounge Area in accordance with B.C. Building Code.
<b>Gibsons &amp; District Volunteer Fire Department</b>	No concerns with the application as proposed.
<b>RCMP</b>	No comments received by report production deadline.

### **Public Comments:**

SCRD mailed an invitation to comment to residents and property owners within 100m of the establishment on April 14, 2025. An advertisement was also placed in Coast Reporter to invite public comments on April 18, 2025. Comments are summarized in “Attachment C”.

## SUMMARY AND CONCLUSION

Banditry Cider's application to LCRB for a Lounge Area and Outdoor Patio Endorsement 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 all SCRD Building Permits required to bring the building into compliance with B.C. Building Code and SCRD Building Bylaw being obtained and completed, that the outdoor patio area be limited to 50 m<sup>2</sup> and restrictions on outdoor amplified music.

**ATTACHMENT(S):** A – Site Plan  
B – Parking Plan  
C – Summary of Public Comments

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



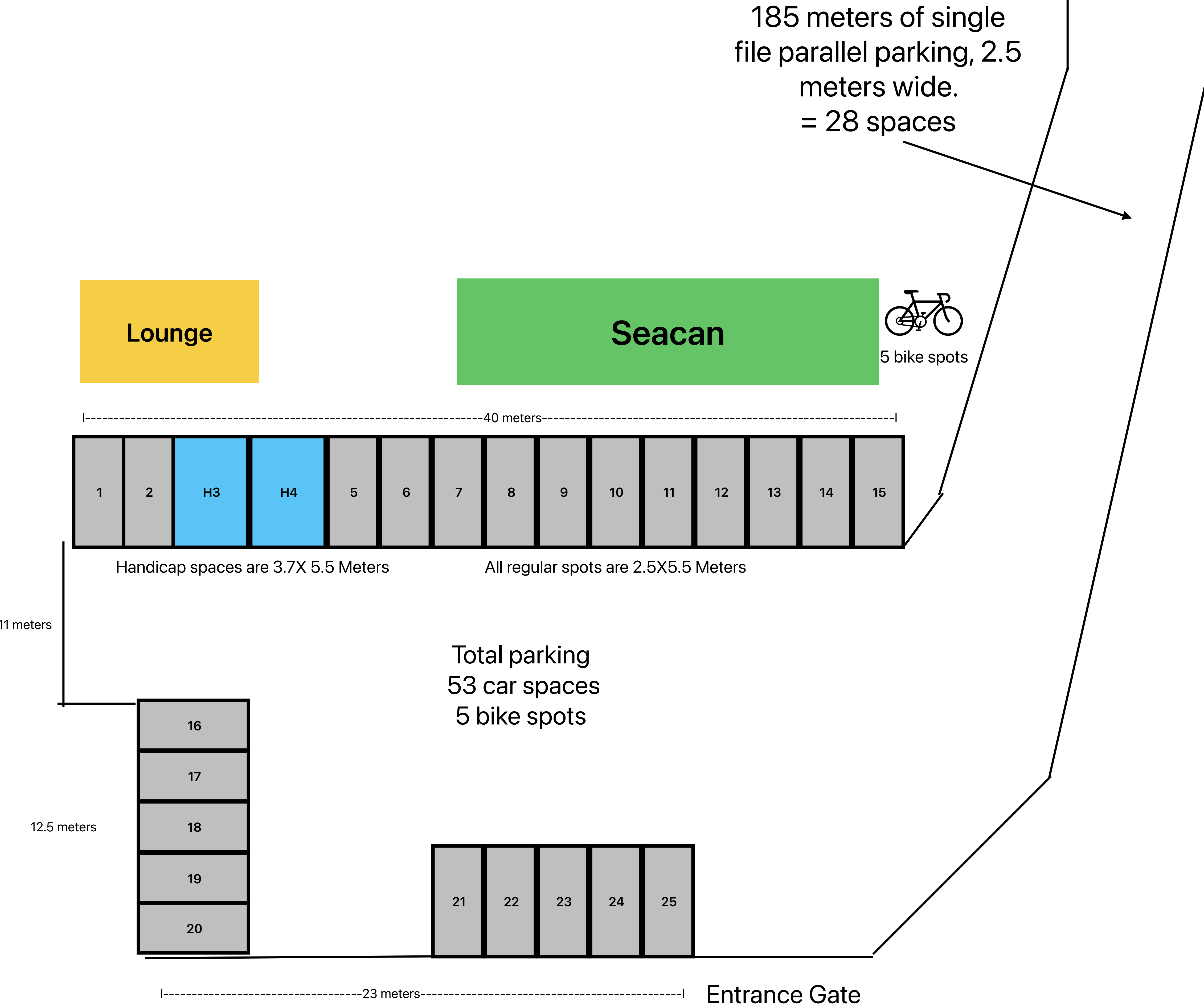


Lounge 32 M2

Bathrooms

Patio 50 M2

Picnic Area 1000 M2



# Attachment C – Summary of Public Comments

LCRB Application for Lounge Area and Outdoor Patio Endorsement – Banditry Cider at 538 Pratt Road (Electoral Area E)

## **Comment #1:**

We live across the street and fully support their application. They've been great neighbours, and the community events they put on are what this town needs! We hope they are given the opportunity to grow.

Bill and Kathleen Youdell  
VON 1V4

*No further comments received prior to May 1, 2025 deadline.*



# Staff Report

## Request for Decision

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**TO:** Electoral Area Services Committee – May 15, 2025

**AUTHOR:** Nick Copes, Planner II

**SUBJECT:** **Request for fee reduction for OCP and Zoning Bylaw Amendment (12829 Lillies Lake Road) – Electoral Area A**

---

### OVERVIEW

#### Purpose of Report:

The purpose of this report is to present options to the Electoral Area Services Committee to consider a request to reduce application fees by 50% in accordance with Bylaw 522, for a joint OCP and zoning amendment application for the Pender Harbour Legion.

#### Recommendation(s):

- (1) **THAT the fee for an OCP and Zoning Bylaw Amendment and associated Public Hearing be reduced by 50% for the Pender Harbour Legion (12829 Lillies Lake Road).**
- 

### BACKGROUND

The Sunshine Coast Regional District has received a letter from the Pender Harbour Legion requesting a 50% fee reduction for a joint OCP and zoning bylaw amendment for the property located at 12829 Lillies Lake Road. The Legion is proposing to change from a “liquor primary-club” to a “liquor primary” use, which based on an earlier Pre-Application was determined would require the following applications:

- An OCP amendment to allow a “commercial” pub/and or other uses outside of what is allowed under the current designation of ‘Public Use and Utilities’.
- A zoning amendment to either rezone the property or a site-specific provision for the existing PA1 zone to allow for a “neighbourhood pub”, with a liquor primary licence.

As an application has not yet been submitted, the exact nature of the proposed zoning and OCP amendment is not precisely known. Staff will work with the applicant to determine the best solution for the desired uses, while considering the intent of the OCP and zoning bylaw.

*Table 1 Application Summary*

<b>Applicant:</b>	Bob Baker (Pender Harbour Legion)
<b>Civic Address:</b>	12829 Lillies Lake Road
<b>Legal Description:</b>	Lot A Block 74 District Lot 1023 Plan 15585
<b>Electoral Area:</b>	A – Pender Harbour
<b>Parcel Area:</b>	5,833 m <sup>2</sup>

<b>OCP Land Use:</b>	Public Use and Utilities
<b>Land Use Zone:</b>	PA1 (Park and Assembly)
<b>Application Intent:</b>	To consider a fee reduction for a joint OCP and zoning bylaw amendment application.

## DISCUSSION AND ANALYSIS OF OPTIONS

In accordance with Schedule B of *Procedures and Fees Bylaw No. 522*:

*A non-profit organization or public utility operated by a local government may apply to the SCRD Board to reduce fees up to 50% for a bylaw amendment, development permit, or development variance permit.*

Based on current fees, a joint OCP and zoning amendment application, including a Public Hearing, would result in fees of \$16,500, with a 50% fee reduction resulting in fees of \$8,250.

It is noted that *Board Policy No. BRD-0340-50 – Waiving Fees and Charges*, includes the following:

4.1 The Sunshine Coast Regional District (SCRD) does not waive fees and/or charges for nonprofit organizations.

4.2 The SCRD recognizes the contribution made by non-profit organizations to the communities and residents of the Sunshine Coast. The Board may provide a letter of support or other endorsement at the request of the organization.

Reflecting on both the provision within Bylaw 522 and the Board Policy, in this case the request is for a 50% fee reduction and not a full waiving all fees. Application fees are set in order to reflect the average complexity and staff time to process a specific application type. Though no application has been submitted to date, it is envisaged that the amount of staff time to process an application to allow for a liquor primary use would be less than for some other more complex types of OCP and zoning amendment applications.

### ***OPTION 1 – Reduce the application fees by 50% (Staff Recommendation)***

This would allow the applicant to make an application with reduced fees. Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation has been provided in the Overview section on page one of the report.

### ***OPTION 2 – Deny the request***

The applicant could make an application by paying the full fee amount. Staff do not recommend this option. Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

THAT the request for a fee reduction of 50% for an OCP and Zoning Bylaw Amendment and associated Public Hearing for the Pender Harbour Legion (12829 Lillies Lake Road) be denied.

## FINANCIAL IMPLICATIONS

If the fee reduction is supported, it would result in a reduction in application revenue from \$16,500 to \$8,250.

**STRATEGIC PLAN IMPLICATIONS**

N/A

**COMMUNICATIONS**

N/A

**SUMMARY AND CONCLUSION**

The Pender Harbour Legion has requested a 50% fee reduction for a joint OCP and zoning bylaw amendment application. Staff recommend that the request be approved.

**ATTACHMENT(S):**

A – Letter from Pender Harbour Legion

B – Location Map and Air Photo

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





12829 Lillies Lake Road, Madeira Park  
PO Box 148, Madeira Park, BC V0N 2H0  
penderharbourlegion.ca

March 26, 2025

Nick Copes, RPP, MCIP  
Planner II, Planning and Development  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V7Z 0A8

Re: Fifty Percent Reduction of Fee

Dear Sir,

The Royal Canadian Legion Pender Harbour Branch No. 112 would like to request the SCRD Board reduce by 50% the application fee for the Zoning Bylaw/OCP Amendment application which are \$15,000 plus \$1,500 per public hearing. The Legion is a non-profit majority run volunteer corporation operating for the benefit of its members, veterans and community.

The Pender Harbour Legion gives generously to various charities and community organizations such as the hot breakfast and lunch programs at the elementary and high schools, bursaries for the high school, the local daycare, the local Rotary Club, the Pender Harbour Choir, etc. The legion also hosts multiple fundraisers for community organizations. Pender Harbour Legion recently purchased and installed a Generac propane 80 kw generator thru donations and fundraising so the legion can be there for our community during power outages and emergencies. The legion is now able to provide a safe place during these situations where community members and families have access to internet, TV, charging stations, hot meals and a warm place to stay. Pender Harbour Legion feels it is in its best interest to change the current liquor primary-club licence to a liquor primary licence, with no change to the existing footprint, to better maintain its continuing operations in these very difficult times.

Looking forward to a timely response to our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Baker". The signature is fluid and cursive.

Bob Baker  
President, RCL Branch 112

## Location Map and Orthophoto







# Staff Report

## Request for Decision

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**TO:** Electoral Area Services Committee – May 15, 2025

**AUTHOR:** Nick Copes, Planner II

**SUBJECT:** **Payment-in-lieu of Park Land Dedication for Subdivision SD000101 (1457 North Road) – Electoral Area F**

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### OVERVIEW

#### Purpose of Report:

The purpose of this report is to present options to the Electoral Area Services Committee for the acceptance of payment-in-lieu of park land dedication related to the approval of a subdivision application.

#### Recommendation(s):

- (1) **THAT a payment-in-lieu of Park Land Dedication in the amount of \$55,500 be accepted as a condition of approval for Subdivision SD000101.**
- 

### BACKGROUND

The Sunshine Coast Regional District has received an appraisal from an independent land appraiser to determine an appropriate value for payment-in-lieu of park land dedication which relates to the approval of a 10-lot strata-subdivision at 1457 North Road.

*Table 1 Application Summary*

<b>Applicant:</b>	Yeah Life Joint Venture
<b>Civic Address:</b>	1457 North Road
<b>Legal Description:</b>	Block 30 District Lot 695 Plan 2746
<b>Electoral Area:</b>	F – West Howe Sound
<b>Parcel Area:</b>	16,925 m <sup>2</sup>
<b>OCP Land Use:</b>	Residential
<b>Land Use Zone:</b>	CD4 (Comprehensive Development Four)
<b>Application Intent:</b>	To consider a proposed payment-in-lieu of park land dedication.

In accordance with Section 510 of the *Local Government Act (LGA)*, a subdivision creating 3 or more additional parcels requires the provision of park land or payment-in-lieu. This can be taken as up to 5% of the total land area, or equivalent payment, at the discretion of the Local Government, subject to certain conditions.

In this case, staff are recommending payment-in-lieu be required instead of park land because with other SCRD park amenities close by and a lack of connectivity to adjacent park land, the area was not identified as being a priority area for parkland dedication or community trails. Additionally, no significant ecological significance was noted.

Payment-in-lieu can only be used by the SCRD for future park land acquisition. Authority to require payment-in lieu amounts for park land is not delegated to staff and therefore this decision is being brought forward to the Board for consideration.

## **DISCUSSION AND ANALYSIS OF OPTIONS**

The subject property was subject to an OCP and zoning bylaw amendment adopted on October 8, 2020. The OCP land use was changed from Rural Residential A to Residential and the zoning from RU1 (Rural Residential One) to CD4 (Comprehensive Development Four).

A 10-lot strata subdivision application was received after the completion of the zoning and OCP amendment. The Ministry of Transportation and Transit (MOTT), issued a Preliminary Layout Review (PLR) on December 15, 2022, which has subsequently received extensions. A land appraisal has been provided dated November 28, 2024. The appraisal has identified the value of the 5% payment in lieu of park land at \$55,500. Staff have reviewed the appraisal and concluded that it is consistent with the intent of Section 510 of the *LGA*, which evaluates the land value based on current zoning and in an unserviced state.

### ***OPTION 1 – Accept the proposed amount of \$55,500 (Recommended Option)***

This would allow subdivision of the property to proceed, subject to other conditions being met. Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation has been provided in the Overview section on page one of the report.

### ***OPTION 2 – Ask for a different amount***

The SCRD may ask for a different amount, subject to *LGA* Section 510 (6)(a), if agreed to by the applicant. Staff do not recommend this option. Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

THAT a payment-in-lieu of Park Land Dedication in the amount of \$XXXXX be requested from the applicant as a condition of approval for Subdivision SD000101.

## **FINANCIAL IMPLICATIONS**

Park land dedication payment-in-lieu is placed in a fund for future park acquisition. The balance of the park land acquisition fund was \$1,138,405 at December 31, 2024.

## **STRATEGIC PLAN IMPLICATIONS**

N/A

## **TIMELINE**

The subdivision application may proceed to final approval once all conditions from various agencies have been met.



## COMMUNICATIONS

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

Referral Agency	Comments
SCRD Parks	Recommends payment-in-lieu.
SCRD Utilities	Has provided a list of infrastructure requirements to be met for subdivision approval. The applicant has met these requirements.
SCRD Finance	Has received and reviewed the appraisal. Notes that value is similar to BC Assessment.

## SUMMARY AND CONCLUSION

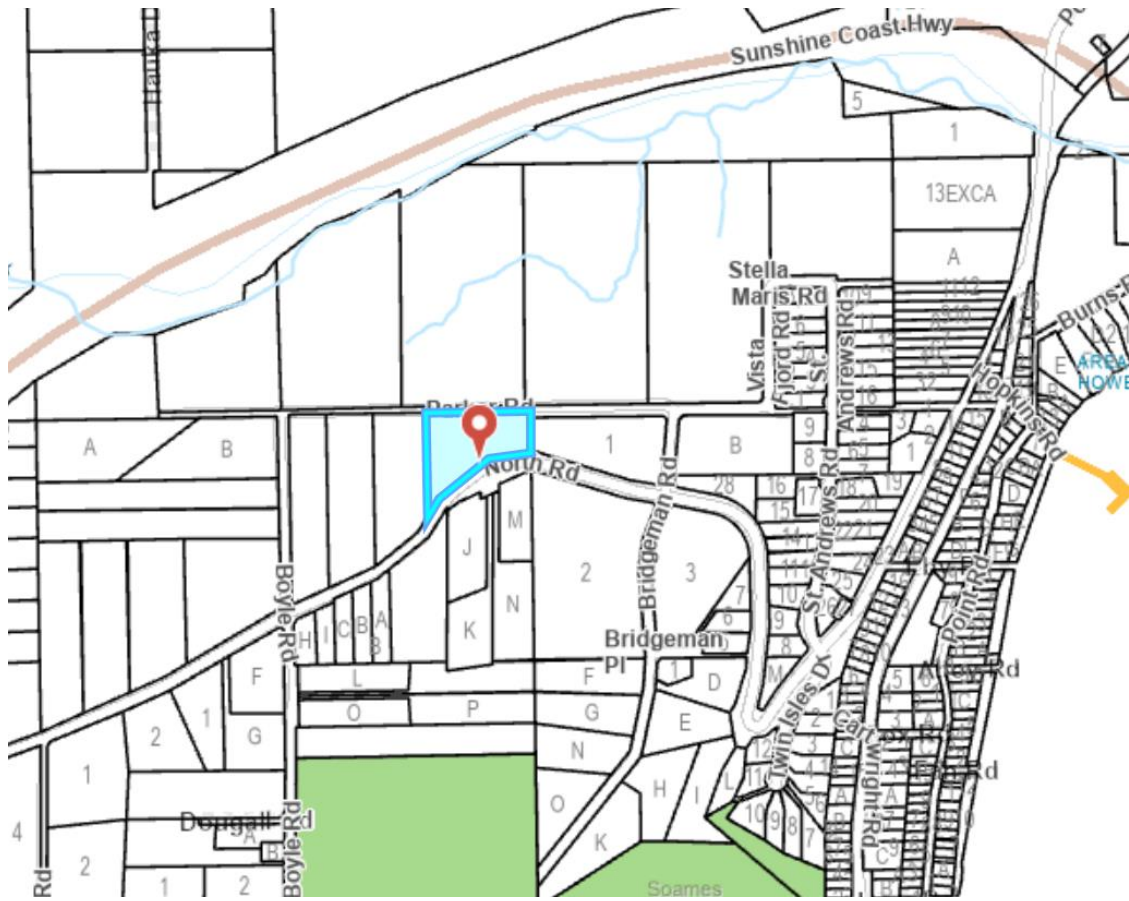
The proposed park land dedication payment-in-lieu value of \$55,500, if accepted would allow the applicants to continue towards final approval of the subdivision.

## ATTACHMENT(S):

A – Location Map and Orthophoto

Reviewed by:			
Manager		Finance	X – B. Wing
GM	X – I. Hall X – S. Gagnon	Legislative	X – S. Reid
CAO	X – T. Perreault	Parks	X – J. Huntington
		Assistant Manager	X – K. Jones

Location Map and Orthophoto





# Staff Report

## Request for Decision

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**TO:** Electoral Area Services Committee – May 15, 2025

**AUTHOR:** Jessica Huntington, Manager, Parks Services

**SUBJECT:** **Cliff Gilker Sports Field Irrigation System Project Update**

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### OVERVIEW

#### **Purpose of Report:**

The purpose of this report is to provide the Board with a project update for the Cliff Gilker Sports Field Irrigation System Project and to seek a board decision to accept, reject, or provide alternate direction with respect to staff's recommendations as presented below.

#### **Recommendations:**

- (1) THAT a Water License Application for the Cliff Gilker Sports Field Irrigation System Project be submitted to the Ministry of Water, Land, and Resource Stewardship;**
  - (2) AND THAT a Rights and Titles Referral Application be submitted to the shíshálh Nation ;**
  - (3) AND FURTHER THAT the engineering design and cost estimates for the construction of the necessary infrastructure to connect the well to the existing irrigation system be prepared.**
- 

### BACKGROUND

The purpose of the Cliff Gilker Sports Field Irrigation System Project is to support the long-term health and resilience of Cliff Gilker sports field turf by investigating an alternative non-potable water source to hook up the irrigation system to. This would remove the irrigation system from using the Chapman water supply.

This project is a result of Board Resolution 132/23 that directed staff to submit a budget proposal for the Cliff Gilker turf recovery program as well as connecting the Cliff Gilker irrigation system to an onsite well as part of the 2024-2028 financial planning process.

As result, Resolution 039/24 Recommendation No. 37 recommended that a \$195,000 project budget for the Cliff Gilker Sports Field Irrigation System be included in the Financial plan funded through Community Works Funds .

Further, in April 2024 the Board adopted Resolution 132/24 Recommendation No. 7, an amendment to the Kalwij Water Dynamics (KWD) Contract to include the hydrological services at Cliff Gilker Park.

## DISCUSSION AND ANALYSIS OF OPTIONS

New information to date:

- A Technical Memo has been received from KWD outlining the results, conclusions, and recommended next steps based on the 24-hour pump testing and water quality analysis.
- The 24-hour pump testing of the existing well has been completed and demonstrated that enough water volume can be produced to meet the daily field irrigation requirements.
- A reservoir is potentially required to meet the maximum hourly irrigation water demands. Optimization of irrigation requirements could reduce this maximum demand and size of potential reservoir. Further engineering analysis is required to confirm the size and cost of such reservoir.
- Water quality is suitable for turf irrigation.
- During dry days when the irrigation system is fully operational and Stage 2 Water Conservations Regulations are in place, disconnecting the Cliff Gilker irrigation from the Chapman Water System would result in about 0.6% reduction of the daily total demand on that system. This would increase to about 0.8% if Stage 3 Water Conservations Regulations were in place.

Next steps:

1. Referral submission to the shíshálh Nation Rights and Titles Department.
2. Water license application to the Ministry of Water, Land, and Resource Stewardship. The review process can take up to two years.
3. Installation of a water level measuring device in the well to establish a groundwater level base line as part of the ground water license application.
4. Calculation of required reservoir size based on future maximum daily demand considering possible system optimization and on-site demand reduction.
5. Site visit with consultant and parks staff to confirm tie-in location, reservoir location and any applicable on-site irrigation system details that would inform design phase.
6. Proceed with the design phase for the required infrastructure.
7. Finalize system design and tie-in requirements.
8. Proceed with the construction phase.

### **OPTION 1 – Advance the water license application submission, engagement with the shíshálh Nation and the design of the necessary infrastructure to connect the well to the existing irrigation system. (staff recommended)**

This option would approve the advancement of the water license application to the Ministry of Water, Land, and Resource Stewardship as well as advance engagement with the shíshálh Nation including submission of a Rights and Title Referral Application. Further, the design and preparation of cost-estimates for the necessary infrastructure could proceed while waiting for approvals from the shíshálh Nation and the Province.

Construction would be subject to further Board approval, funding confirmation, as well as approvals from the shíshálh Nation and Province.

### *Staff Recommendation*

Staff recommend this option. Should the Board choose to go with Option 1, a recommendation has been proposed in the Overview section, on page one of this report.

### **OPTION 2 – Take no further action.**

This option would have staff conclude the current project and initiate no further actions to connect the Cliff Gilker irrigation system to the well.

This is not recommended for the following reasons:

- Continued use of the Chapman water system for the irrigation of the Cliff Gilker sports field.
- Not in alignment with the Board's Strategic Focus Area of Water Stewardship.
- If water restrictions on the Chapman water system are experienced, the health of the recently recovered sports field turf will deteriorate.
- Requirement to return Community Works Funds (CWF) used to fund the project to date.

### *Staff Recommendation*

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

THAT no further action to advance connecting the Cliff Gilker irrigation system to the well be taken;

AND THAT the Cliff Gilker Irrigation System Project be abandoned with the remaining \$143,182 in Canada Community-Building Fund - Community Works Funds (CWF) being returned as apportioned;

AND THAT \$46,459 in CWF expended on the Cliff Gilker Irrigation System Project in 2024 be returned to Union of British Columbia Municipalities (UBCM) and reallocated to the area entitlement as apportioned, funded through 2026 taxation;

AND THAT UBCM be notified to remove the Cliff Gilker Irrigation System Project from the CWF project list;

AND FURTHER THAT the 2025-2029 Financial Plan be amended accordingly.

### **FINANCIAL IMPLICATIONS**

The current contract value with KWD for this project is \$143,182 and is intended to fund the applications, design and construction of the infrastructure necessary to connect the existing irrigation system to the well. Expenditure to date is \$46,459. The permitting and design work will be funded from the existing project budget. The existing budget may be sufficient to fund the construction phase of this project, however staff will provide a project and budget update to the Committee when the final status of Water License is known.

The ongoing operating and maintenance costs of the well infrastructure will be better known as the design and implementation phases progress. Utilizing a non-potable source (well water) to irrigate Cliff Gilker sports field will result in cost savings of over \$15,000 per year.

While some of the budget currently utilized to pay for potable water consumption would need to be used for the maintenance and repairs of the well infrastructure, the majority could be redirected towards parks repair and maintenance projects.

### LEGISLATIVE IMPLICATIONS

Operation of the well will be subject to the terms and conditions of the approved groundwater license and the *BC Water Sustainability Act*.

### STRATEGIC PLAN IMPLICATIONS

This project supports the Strategic Focus Area of Water Stewardship in the Board's 2023 – 2027 Strategic Plan.

### TIMELINE

Following the Board's decision based on the recommended option, staff will proceed with the applications and complete the design. It is anticipated that approval of the ground water license may take up to two years. Construction of the infrastructure and connection to the well would follow.

### COMMUNICATIONS

Information will be shared via local media, corporate newsletters, social media, and the SCRD website.

### SUMMARY AND CONCLUSION

Following pump testing and water quality review of the existing water well at the Cliff Gilker sports field, results indicate that sufficient water volume can be produced to meet daily field irrigation requirements.

Staff recommend proceeding with Option 1, including advancing the water license application submission to the Ministry of Water, Land, and Resource Stewardship, engagement with the shíshálh Nation, as well as proceeding with the further engineering analysis and infrastructure design to support maximum hourly irrigation water demands and to connect the well to the existing irrigation system.

Reviewed by:			
Manager		Finance	X – A. Taylor
GM	X - S. Gagnon X- R. Rosenboom	Legislative	X – S. Reid
CAO	X - T. Perreault	Other	





# Staff Report

## Request for Decision

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**TO:** Electoral Area Services Committee –May 15, 2025

**AUTHOR:** Drew Brennan, Parks Planning and Community Development Coordinator

**SUBJECT:** **Wreck Beach Access Trail Erosion Mitigation (Keats Island, Rosemary Lane) Project**

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### OVERVIEW

#### Purpose of Report:

This report presents the Board with a project update along with options for consideration of a budget lift for the completion of the Wreck Beach Trail Erosion Mitigation (Keats Island, Rosemary Lane) project. The report also requests a Board decision to either accept, reject, or propose alternative direction regarding staff's recommendations outlined below.

#### Recommendation(s):

- (1) THAT the Wreck Beach Trail Erosion Mitigation (Keats Island, Rosemary Lane) project budget be increased by \$101,500 for a total project budget of \$161,500 and funded through Parks [650] Capital Reserves;**
  - (2) AND THAT the 2025-2029 Financial Plan be amended accordingly.**
- 

### BACKGROUND

Wreck Beach is a 0.6 acre beach access park on the east side of Keats Island, at the north end of the Eastbourne community, owned by the Sunshine Coast Regional District (SCRD). The beach is bound on the north and south by bedrock cliffs and across the west side by a vegetated slope to upland private properties abutting the park boundary. Access to Wreck Beach Park is via Rosemary Lane, which is an unmaintained Ministry of Transportation and Transit Right of Way. Where Rosemary Lane ends, the SCRD park begins with a trail that leads down to the beach area. The SCRD park receive no service by the SCRD.

The trail within Wreck Beach Park has experienced significant erosion which has threatened the structural stability of an embankment above and adjacent to the trail. To further complicate the issue, above and near the embankment, there is a main support post for a non-conforming deck built on private property (1.5 meters away from the property line) which may be impacted by continued erosion. A preliminary geotechnical assessment was completed in July 2022, confirming the need to address the trail and escarpment erosion and a budget of \$60,000 was approved in 2023 (Resolution No. 029/23). The budget was anticipated to cover the costs to perform further geotechnical planning, Qualified Environmental Professional (QEP), preliminary archeological field review/assessment (PAFR), hydrotechnical assessment, boundary surveying, design and a meager construction budget to mitigate the erosion on the trail as well as the overhanging escarpment.

The trail was closed in December 2024. Further geotechnical assessments have confirmed that with continued erosion, the embankment overhanging the pathway is at risk of failure, potentially impacting the private property above. This is identified as an immediate hazard that should be addressed without delay.

## **DISCUSSION AND ANALYSIS OF OPTIONS**

Project planning including the necessary technical assessments, 90% design drawings, as well as an updated cost estimate, have been completed, with \$8,500 remaining in the approved budget. The recommended final design option for construction will address slope stabilization, ground water drainage, and storm water management, with an estimated design life of 20 to 25 years. The design is simplistic allowing for ease in serviceability if required. The infrastructure includes the installation of a culvert, structural fill, and geotextiles. Geotechnical monitoring is strongly recommended at Years 1, 2 and 5.

As the project design progressed, findings from the technical assessments identified more complexities to the project, including the project site being a very sensitive archeological area, requiring more oversight through the construction phase than originally anticipated.

The projected construction costs (materials and supplies, transportation of materials to the remote project site), additional archeological oversight and geotechnical monitoring required during construction and maintaining a 30% project contingency exceed the remaining budget. A budget lift is required to complete the necessary mitigation measures.

**It is recommended that the Committee approve a budget lift of \$101,500 funded through Parks Capital Reserves for a total project budget of \$161,500 (excluding GST) for the completion of Wreck Beach Access Trail Erosion Mitigation project.**

There are no other options presented. Based on an identified hazard (geotechnical reports) and a legal review, the SCRD has a duty to take reasonable measures to mitigate the immediate hazard as well as the ongoing erosion.

Finally, there are additional erosion scarps above the beach access trail to the north. These scarps are significantly smaller than the main area of concern with limited undermining. However, these areas will be monitored and may require future assessment and erosion mitigation measures.

## **FINANCIAL IMPLICATIONS**

It is recommended that the project budget lift be funded through Parks [650] Capital Reserves. Although the Parks Capital Reserve balance is committed to the Parks Capital Renewal Plan, the Plan is still at an interim stage and driven by the criticality of the asset. There is \$1,451,129 in the Parks Capital Reserve.

Alternatively, the committee could elect to fund the budget lift through 2026 taxation. This is not recommended.

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

Ongoing annual staff inspections were approved and included in the financial plan as part of the 2023 budget proposal.

## STRATEGIC PLAN IMPLICATIONS

N/A

## TIMELINE

Construction could commence in Q3 2025 and the trail reopened to the public upon completion.

## COMMUNICATIONS

Public notifications will be made through standard SCRD communication channels.

## SUMMARY AND CONCLUSION

As planning and design for the West Beach Access Trail Erosion Mitigation project has progressed the anticipated costs have increased exceeding the approved budget due to increased technical, construction, and archeological requirements. To enable the project to proceed and alleviate the immediate hazard of further compromise to the site, staff recommend a budget increase of \$101,500 for a total project budget of \$161,500 (not including tax) to be funded through uncommitted Parks Capital Reserves.

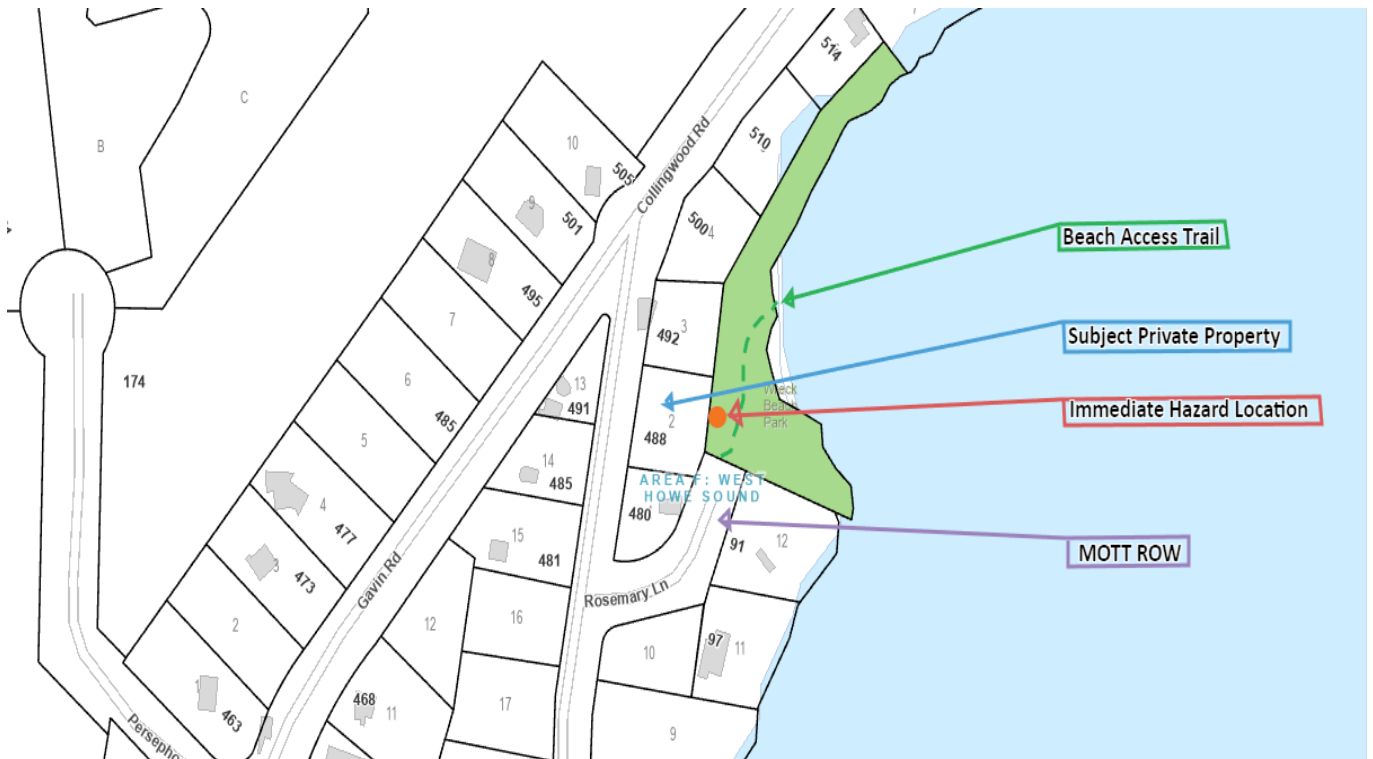
## ATTACHMENTS

A – Location Maps

B - Photos

Reviewed by:			
Manager	X - J. Huntington	Finance	X - A. Taylor
GM	X - S. Gagnon	Asset Management	
CAO	X - T. Perreault	Purchasing & Risk	X - V. Cropp

## Location Maps





## Photos



Photo 1 – Immediate Hazard. Unstable overhanging materials with overlying vegetation. 488 Collingwood in background.



Photo 2 – Closer view of unstable overhanging materials with overlying vegetation.