

SUNSHINE COAST REGIONAL DISTRICT
ELPHINSTONE (AREA E)
ADVISORY PLANNING COMMISSION MEETING AGENDA
Wednesday, March 27, 2019 at 7:00 p.m.

Frank West Hall, 1224 Chaster Road, Elphinstone, BC

CALL TO ORDER

AGENDA

1. Adoption of the Agenda

DELEGATIONS

MINUTES

2. Elphinstone (Area E) APC Minutes of January 23, 2019 & February 27, 2019 Pages 1 - 7
3. Egmont/Pender Harbour (Area A) APC Minutes of January 30, 2019 & February 27, 2019 pp 8 - 11
4. Halfmoon Bay (Area B) APC January 22, 2019 & February 26, 2019 Meetings Cancelled
5. Roberts Creek (Area D) APC Minutes of January 21, 2019 & February 18, 2019 pp 12 - 17
6. West Howe Sound (Area F) APC Minutes of February 26, 2019 pp 18 - 21
January 22, 2019 Meeting Cancelled
7. Planning and Community Development Committee Minutes of February 7, 2019 pp 22 - 27

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

REPORTS

8. Whispering Firs Name Change Request pp 28 - 35
9. Zoning Bylaw No. 310 Questionnaire March 25-April 15, 2019 pp 36

NEW BUSINESS

10. Review of Elphinstone (Area E) APC Meeting Schedule VERBAL

DIRECTORS REPORT

NEXT MEETING

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT

AREA E – ELPHINSTONE ADVISORY PLANNING COMMISSION

January 23, 2019

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

PRESENT:	Chair	Mary Degan
	Members	Rod Moorcroft Dougald Macdonald Nara Brenchley
ALSO PRESENT:	Electoral Area E Director Electoral Area E Alternate Director Recording Secretary Public	Donna McMahon Stephanie Grindon Diane Corbett 11
REGRETS:	Member	Lynda Chamberlin
ABSENT:	Members	Patrick Fitzsimons Jenny Groves Bob Morris Rob Bone

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted.

DELEGATIONS

Patrick Connelly and Clinton McDougall, Sunday Cider Company Ltd.

Clinton McDougall gave a presentation regarding an application by Sunday Cider Company Ltd. for Liquor and Cannabis Regulation Branch (LCRB) Endorsement Applications for a lounge and picnic area located at a property in an AG (Agriculture) zone on the Sunshine Coast Highway. Information on background, mission, vision, project description, and process to date was provided. It was noted the application falls within regulations, is a permitted use, and that no exemptions or variances were being requested. The applicants responded to APC comments and questions.

MINUTES

Area E Minutes

The Elphinstone (Area E) APC Minutes of November 28, 2018 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of November 28, 2018
- Halfmoon Bay (Area B) APC Minutes of November 27, 2018
- Roberts Creek (Area D) APC Minutes of November 19, 2018
- Planning and Community Development Committee Minutes of November 15, 2018

REPORTS

LCRB Endorsement Applications for Lounge and Picnic Area – Sunday Cider

The APC discussed the staff report regarding LCRB Endorsement Applications for Lounge and Picnic Area – Sunday Cider. The following points were raised by the APC and public:

- Question about intended size of production
 - In addition to on-site service, applicant would bottle cider to put into private wine shops, and make cider available in kegs for restaurants on the coast and in the city. Canning would be done by a mobile service.
- Question about SCRD water use for product and operations
 - Applicant would utilize water-efficient systems and practices, water storage tank and water detention. Plumbing system has been upgraded, is brand new, and will help manage water consumption; chance of leaks is low.
 - Cider is made with apples, not water.
 - Most of the cider making would happen during the wet season, with consumption mainly during the dry season.
- Would like to see a budget on how much water will be used on full build out for each part of the operation
 - Applicant could figure out water consumption; has Vancouver Coastal Health calculations; septic system was built to handle this.
- Concern about impact on neighbours
 - Both neighbours were supportive; had been invited by applicant to learn more.
- Properties on west side of Highland Road have covenants indicating potential road for a bypass; it might affect applicant. Applicant was aware.
- Love the idea.
- Will applicant have bees?
 - Yes; an area of the orchard where bees are kept would be fenced.
- Will there be fencing around seed containers?
 - Seed containers would be located behind cider house and not visible to neighbours or public; would be insulated inside.
- Concern about traffic
 - Facility and parking would be kept close to the highway.
- Has there been discussion with the Ministry of Transportation and Infrastructure (MoTI) about traffic safety, in light of there being 34 parking spots and people turning in and out, and the location near Lower Road? Making a left turn out could be a challenge.
 - Applicant had talked to MoTI area manager who said access is okay as is. There are plans to pave the entrance, improve the lighting, and signage to make it as safe as possible. Applicant had considered championing getting the speed limit lowered in the area and getting crosswalks.

Recommendation No. 1 *LCRB Endorsement Applications for Lounge and Picnic Area – Sunday Cider*

The APC recommended that LCRB Endorsement Applications for Lounge and Picnic Area for Sunday Cider be supported, as the APC agrees with the staff recommendation of support and the application is aligned with the Official Community Plan and SCRD zoning.

Answers to Questions on Temporary Movable Small Home Pilot Project in Rural Areas

The staff report with answers to APC member's questions on the proposed Temporary Movable Small Home Pilot Project in rural areas was received. Points from ensuing discussion included:

- Disagree with the approach. A trailer park idea is more applicable. It would be more appropriate to encourage someone with a block of land and encourage SCRD to ease up on zoning to allow a trailer park situation.
- It is too risky if a person might have to leave after three years. Concern about the uncertainty, the "what if's".
- All the pads are full on the Coast; people still have these homes and are looking for a place to be. This is an innovative way the SCRD is working on to try to find a solution. APC member had been approached by people to do this on her property a number of times.
- There is a desperate need for housing on the Coast; this helps alleviate tent cities. A tiny home is a method of changing the culture of what we expect in a dwelling. Pilot project has some merit and should be looked at.
- It was noted criteria to determine whether the project has worked, as requested by the APC, were not provided in the staff report.

Development Variance Permit Application DVP00035 (Reeves)

The APC discussed the staff report regarding Development Variance Permit Application DVP00035 (Reeves) to vary the maximum floor area of an auxiliary dwelling from 55 sq.metres to 70 sq.metres. The following points were noted:

- Uncertainty related to the background of the application, and whether the applicant had been trying to skirt the regulations.
- Would be helpful to have a member of staff in attendance at this meeting.
- This is okay. Issue the permit.
- Size needs to stay at 55 sq.metres; support view of person who wrote letter favouring universal application of the regulations and not permitting variance in auxiliary dwelling floor area. Where do you draw the line (if allowing a variance)?
- Leave this if it is a liveable dwelling, and build the other one according to code.
- Issue the permit with condition of long-term rental or affordable housing. Perhaps put a covenant on the building that it be a long-term rental, with no short-term rental permitted.
- Since many are desperate for a place to live, leave as a place someone can live in.
- There have been examples where the auxiliary dwelling did exceed requirements.
- If it is destroyed, don't have a grandfather clause; they have to build to 55 sq. metres (legal limit).
- SCRD is also looking at expanding auxiliary dwellings. The current 70 sq. metre size of the auxiliary dwelling could end up being legal.

Recommendation No. 2 *Development Variance Permit Application DVP00035 (Reeves)*

The APC recommended that Development Variance Permit Application DVP00035 (Reeves) be issued for the following reasons:

- The size of auxiliary dwellings is undergoing re-consideration by the SCRD, possibly to be enlarged.
- There is a housing crisis and it does not make sense to remove this home as a residence.

Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 – Electoral Area D

The APC discussed the staff report regarding Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312. The following points were noted:

- A lot of the forestry land has become residential; this is continuing what has already happened here. It could be of benefit to us, with creation of a buffer from the logging that will be continuing to happen above it. A lot of the properties there now exist because subdivision happened.
- Concern: it is outside fire protection and SCRD water infrastructure.

The applicant, who was involved in the previous subdivision of the parcel, provided a map, discussed history and development of the area under consideration, and emphasized that this was preliminary to a public process that would ensue should discussions proceed. The applicant explained that the owner planned to donate to the SCRD for free as a fee simple title 70 acres of the 100-acre Z zone parcel. Wells would be drilled on each of the proposed lots south of Porter Road. The applicant noted it is an obvious location for a water reservoir.

Recommendation No. 3 *Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 – Electoral Area D*

The APC recommended support for option 1, that staff be directed to continue work with the applicant to refine the application and provide a report to the Committee in Q1 2019 with regard to the proposed First Readings of *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182*, for the following reasons:

- Proposal seems to be in alignment with other development in the area.
- It is an exciting possibility of having 70 acres of land being given to the SCRD that could have multiple purposes, such as for affordable housing, creating a buffer from the logging above, or continuation of a park link to District Lot 1313.
- The APC looks forward to seeing what staff does with this.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING Wednesday, February 27, 2019

ADJOURNMENT 8:55 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA E – ELPHINSTONE ADVISORY PLANNING COMMISSION

February 27, 2019

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

PRESENT:	Chair	Mary Degan
	Members	Bob Morris Lynda Chamberlin Rod Moorcroft Nara Brenchley Michael McLaughlin Mike Doyle Ken Carson Rick Horsley Ann Cochran
ALSO PRESENT:	Electoral Area E Director Recording Secretary Public	Donna McMahon Diane Corbett 7
REGRETS:	Member	Sandra Cunningham
ABSENT:	Member	Dougald Macdonald

CALL TO ORDER 7:00 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Mary Degan was elected Chair by acclamation.

Rod Moorcroft was elected Vice Chair by acclamation.

AGENDA

The agenda was adopted as presented.

MINUTES

The Chair requested that the Elphinstone APC minutes of November 28, 2019 be distributed next time, as they were not yet received by the APC.

The following minutes were received for information:

- Planning and Community Development Committee Minutes of December 13, 2018 & January 10, 2019

REPORTS

Subdivision Application Referral SD000053 (Stanton)

The APC discussed the staff report regarding Subdivision Application Referral SD000053 (Stanton) to relocate a lot line between two existing parcels. The following points were noted:

- Lack of information in referral package. There was a request that the SCRD provide information needed by the APC to be able to understand what the issue is.
- Proposed subdivision would enable construction of a two-story home on the smaller lot.
- Importance of maintaining the rural atmosphere
- It appears to be a *fait accompli*. Do not know why the application was referred.
- The proposed subdivision would create a more usable space, increase the value of the small lot, and increase lot frontage.
- There are non-conforming lots in the area.
- Benefit of the proposed subdivision: it would create a lot that would be “affordable”.
- It seems this has been sent for information.
- Place a covenant on title restricting height of building on proposed Lot G.
- A two-story home would restrict view of uphill owner and limit light into their garden.

It was noted that there will be a change in ownership of the subject property and that the subdivision application will continue.

Neighbours’ concerns included:

- Application is by the previous owner. If the new owner has no plans to build or sell, why is this being done? Concern: that the new lot line will create a buildable lot, and there will be a 1900 square foot house there, versus a small cottage.
- Potential increased density in the neighbourhood
- That the application is being made by someone who no longer owns the property

Recommendation No. 1 *Subdivision Application Referral SD000053 (Stanton)*

The Elphinstone APC recommended that Subdivision Application Referral SD000053 (Stanton) to relocate a lot line be supported with the following condition: that, in order to stay within the form and character of the neighbourhood, a covenant be placed on proposed Lot G to restrict construction to a cottage size dwelling that will not interfere with the view and light corridor.

NEW BUSINESS

Site Visits for APC Members

Discussion ensued regarding site visits by APC members and the exercise of due diligence in regard to application referrals.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING March 27, 2019

ADJOURNMENT 8:34 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA A - EGMONT/PENDER HARBOUR ADVISORY PLANNING COMMISSION

January 30, 2019

RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING HELD AT THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST HIGHWAY, MADEIRA PARK, BC

PRESENT:	Chair	Alan Skelley
	Vice Chair	Janet Dickin
	Members	Alex Thomson Catherine McEachern Jane McOuat Dennis Burnham Gordon Politeski Yovhan Burega Peter Robson
ALSO PRESENT:	Area A Director	Leonard Lee
	Recording Secretary	Kelly Kammerle
REGRETS:		Gordon Littlejohn
		Tom Silvey
		Sean McAllister

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Area A Minutes

The Area A APC minutes of November 28, 2018 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of November 27, 2018
- Roberts Creek (Area D) APC Minutes of November 19, 2018
- Elphinstone (Area E) APC Minutes of November 28, 2018
- West Howe Sound (Area F) APC Minutes of November 27, 2018
- Planning and Community Development Committee Minutes of November 15, 2018

REPORTS

Recommendation No. 1 *First Reading of Bylaws for PODS*

The APC is advised that the rezoning bylaw has proceeded already to First Reading. With this in mind and with a view to providing observations as the process moves forward, the following comments are offered:

- The APC supports the development proposal in general but with certain reservations.
- Concern that the proponents will have the ability to raise sufficient funds to construct and to operate the facility lest at some point financial shortfalls need to be met by taxpayers.
- Concerns about transportation, parking, neighbourhood disruption, handling of water and sewage facilities issues.
- Concern that many details of the proposal are under explained and that the concentration seems to be more on tourism than scientific research.
- Unconventional construction processes and operating systems are proposed and many of these are not well understood nor proven.
- The associated technical studies are incomplete at this stage. More reporting/studies should be required of the proponents with greater consideration being given to the operation of the various systems proposed and to the concerns highlighted herein.
- SCRD should be requiring the same level of information and reports as historically required by developments attracting comparable visitors (i.e. recent Ruby Lake Resort rezoning where maximum site occupancy was fixed at 200 persons and the SCRD requirement for parking was 115 parking spaces.)
- As the process goes forward, attention should be paid to the results of the Public Meetings being held concurrently.
- It is to be noted that two members of the APC present had little or no reservations about the development proposal, argue that the referenced unconventional building and operating systems are in fact proven and merely not understood by members of the APC, and as well would question whether it is in the purview of the APC to comment on many of the issues identified above.

NEW BUSINESS

Elections for Chair will be next month.

DIRECTOR'S REPORT

The Director's Report was received.

NEXT MEETING February 27, 2019

ADJOURNMENT 8:35 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA A - EGMONT/PENDER HARBOUR ADVISORY PLANNING COMMISSION

February 27, 2019

RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING
HELD AT THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST
HIGHWAY, MADEIRA PARK, BC

PRESENT:	Chair	Alan Skelley
	Vice Chair	Janet Dickin
	Members	Alex Thomson Tom Silvey Jane McOuat Dennis Burnham Gordon Politeski Yovhan Burega Peter Robson
ALSO PRESENT:	Electoral Area A Director	Leonard Lee
	Recording Secretary	Kelly Kammerle
REGRETS:	Members	Gordon Littlejohn
		Catherine McEachern
		Sean McAllister

CALL TO ORDER 7:00 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Alan Skelley was nominated as Chair and was elected by acclamation.
Peter Robson was nominated as Vice Chair and was elected by acclamation.

AGENDA The agenda was adopted as presented.

DELEGATIONS

Ray & Kelly Johnston and Mr. Mulligan, Contractor for Development Variance Permit
Application DVP00038 (Johnston)

MINUTES

The following minutes were received for information:

- Planning and Community Development Committee Minutes of December 13, 2018 &
January 10, 2019

REPORTS

Recommendation No. 1 *Development Variance Permit Application DVP00038 (Johnston)*

The Electoral Area A APC recommends approval of Development Variance Permit Application DVP00038 (Johnston) with the following comments:

- SCRD requirements are met

Recommendation No. 2 *Development Variance Permit Application DVP00041 (Matheson)*

The Electoral Area A APC recommends approval of Development Variance Permit Application DVP00041 (Matheson) with the following comments:

- SCRD requirements are met

DIRECTOR'S REPORT

The Director's Report was postponed until the next meeting.

NEXT MEETING March 27, 2019

ADJOURNMENT 7:20 p.m.

SUNSHINE COAST REGIONAL DISTRICT
ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION
January 21, 2019

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD IN THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, B.C.

PRESENT:	Chair	Bill Page
	Members	Dana Gregory Mike Allegretti Marion Jolicoeur Nichola Kozakiewicz Danise Lofstrom
ALSO PRESENT:	Electoral Area D Director Recording Secretary Applicant Public	Andreas Tize Vicki Dobbyn Jim Green 2
REGRETS:	Members	Heather Conn

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Area D Minutes

Roberts Creek (Area D) APC minutes of November 19, 2018, were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes of November 28, 2018
- Halfmoon Bay (Area B) APC Minutes of November 27, 2018
- Elphinstone (Area E) APC Minutes of November 28, 2018
- West Howe Sound (Area F) APC Minutes of November 27, 2018
- Planning and Community Development Committee Minutes of November 15, 2018

REPORTS

Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 was received.

Key points of discussion:

- The property is about 100 acres and it is proposed that 70 acres be given to the SCRD as fee simple owners, and the remaining 30 acres be used for a subdivision.
- This property is zone RU4 and is in the subdivision district Z zone (100 hectare minimum parcel size with one dwelling).
- The future of the Z zone was discussed at length in drafting the current OCP, which collected public opinion over a period of about 3 years, before being approved in October 2012. The Z zone was to stay as productive forest lands.
- The proposal is to subdivide the south edge of this property into 12 rural residential lots with a minimum lot size of 2.5 acre (Subdivision District F) and rezone this section as RU1. This would introduce more extensive country residential use than currently exists in the Z zone. This would be the first time SCRD changes land use in a Z zone.
- The OCP considered country residential zoning more appropriate near the highway. The danger of residential sprawl higher upland, separate from SCRD services, was a concern expressed in the OCP, hence restrictions were applied to the Z zone.
- One problem in the report is the statement is that Z zone lands are separated from residential areas, but this is not the case.
- APC acknowledged that there have been a lot of changes on the Coast since the OCP was written (2009-2012), especially with regard to population, affordable living and water availability. Is there now planning or public interest in country residential development in the Z zone?
- Is the Z zone being treated as sacred, like the ALR, when the Z zone overlay wasn't really well thought out when it was created?
- APC was concerned that this application (if approved) would serve as a precedent for rampant Z zone development. What developmental pressures does this release?
- APC was reminded that other applications would still need a full review.
- In the proposed subdivision, 2.5 acres meets requirements for drilled well and septic system. The applicant stated that wells on the property are producing water at good rates and also expected good water availability in the 70 acre piece.
- If the SCRD accepts the 70 acre piece it will take a long time to figure out how it may be a benefit or liability for the SCRD to own land.
- Although the gift of 70 acres and subdivision looked like amenity bonussing, it was stated clearly by APC members who served on drafting the OCP that Amenity Density Bonussing was meant for just the downtown core of Roberts Creek.
- Cost of a lot in the subdivision might be in the low \$300,000's.
- Option 2 in the Staff Report seems premature as more information is needed.
- Pros of proposal:
 - Water potential
 - Looks like a good deal for the SCRD to get 70 acres of land
- Cons of proposal:
 - 70 acres in the Z zone has very limited uses
 - Contrary to the existing OCP
 - Drilling wells here may reduce water supply to downslope properties

Recommendation No. 1 *Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312*

The APC recommends that the SCRD accept Option #1 in the above noted Staff Report, and to work with the applicant to refine the application, and that the SCRD look at well potential as part of gathering more information.

DIRECTOR'S REPORT

The Director's Report was received.

NEXT MEETING February 18, 2019

ADJOURNMENT 8:50 p.m.

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION

February 18, 2019

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD IN THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, B.C.

PRESENT:	Chair Members	Bill Page Mike Allegretti Marion Jolicoeur Danise Lofstrom Heather Conn Cam Landry David Kelln Alan Comfort
ALSO PRESENT:	Area D Alternate Director Recording Secretary Applicant Public	Tim Howard Vicki Dobbyn Tatiana Velasquez 1
REGRETS:	Electoral Area D Director Members	Andreas Tize Nichola Kozakiewicz
ABSENT:	Members	Gerald Rainville Chris Richmond Dana Gregory

CALL TO ORDER 7:05 p.m.

ELECTION OF CHAIR AND VICE-CHAIR

Bill Page was nominated as Chair and elected by acclamation.
Mike Allegretti was nominated as Vice-Chair and elected by acclamation.

AGENDA The agenda was adopted as presented.

MINUTES

The following minutes were received for information:

- Planning and Community Development Committee Minutes of December 13, 2018, and January 10, 2019

REPORTS

Subdivision Application Referral SD000054 (Velasquez) was received.

Key points of discussion:

- Applicant desires to subdivide lot into two lots.
- The three current properties are a Strata.
- It is proposed to have four properties as part of the Strata.
- There might be more subdividing in the future.
- It is an area of Roberts Creek where higher density is desirable. Fits in with the OCP.
- We are missing the SCRD Subdivision Review and MOTI Preliminary Layout Conditions checklist that we normally see.
- Minimum lot size is a half acre
- Is there anything in the strata agreement that would limit ability to divide?
- May need to have a meeting of Strata with resolution approving subdivision.
- Strata is responsible for road to the lots.
- All spelled out in the Lands Titles Act.
- Do the owners of lot have the right to apply or does it need to be an application from the Strata?

Recommendation No. 1 *Subdivision Application Referral SD000054 (Velasquez)*

The APC recommends approval of the application for subdivision subject to the SCRD Subdivision Review and MOTI Preliminary Layout Conditions checklist being completed and reviewed by APC Chair, and confirmation of approval of the Strata if necessary.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. The Chair reminded members of the orientation for new members to be held on February 25, 2019 at 5:00 p.m. at the SCRD offices. It was requested that any orientation and presentation material be provided to those who are unable to attend.
2. On February 20, 2019 at 7:00 p.m. at the Roberts Creek Community Hall there will be a public information meeting regarding short term rentals, Zoning Bylaw Amendment 310.184. The APC gave input at previous meetings. SCRD is now presenting publicly but the APC has not seen the new version.
3. Largo Road Subdivision Application 2018-05124 SD000052 of the November 19, 2018 minutes.
Five members of the APC attended a meeting on February 17, 2019. Approximately 30 Roberts Creek residents voiced their dissatisfaction with a proposal to make Largo Road a through-road. Primary issues identified were the danger of more accidents at Largo Road and Sunshine Coast Highway, the poor sight lines and absence of left-turn lanes on the highway and the very narrow entry point at Lower Road. Concern was expressed that Largo Road would replace Roberts Creek Road as the new, shortest way to get to the heart of the Creek from the Town of Gibsons. A major concern was also the loss of the safe, quiet semirural setting in this area, if it is bisected by a major through-road from the Sunshine Coast Highway.

Although there was no specific question about Largo Road through the subdivision in the original application, the APC recommended that Largo Road should not be a through-road to the highway and that it should end in a cul-de-sac (November 19, 2018 APC minutes). This application was not referred to the OCPC for further community input and to check for compliance with the goals of the OCP.

The Roberts Creek OCP Section 15.5 states that planning network and land-use changes should “provide opportunity for the province to work collaboratively with property owners adjacent to or substantially affected by new road and highway development.” As well, Section 15.20 says, “Any new road accesses onto the Sunshine Coast Highway should be discouraged for safety reasons.”

While a few residents have met with representatives from MoTI, arranged with the help of Area D Director and Sunshine Coast MLA, there was little discussion of MOTI’s plans, but just a delivery of a fait accompli. Letters from residents have been sent to MOTI, but there has been no meaningful discussion or collaboration about a design for Largo Road, that will achieve the needs of the developer, MoTI and residents. Thus the provisions of Bylaw 641, Roberts Creek OCP Section 15.5 have not been met.

It was suggested that final approval of the Largo Road subdivision should be delayed until there is a meaningful collaborative discussion between the developer, MoTI and “property owners adjacent to or substantially affected” by the new Largo Road, to determine the best design of the road to meet the needs of all three parties and to preserve the quiet, safe and semirural character of the adjacent community.

Recommendation No. 2 *Largo Road Subdivision Application SD000052 2018-05124*

The APC recommends that Recommendation No.2 of the November 19, 2018 minutes be re-affirmed as follows:

Recommendation No. 2 *Subdivision Application Referral SD000052 2018-05124
(Largo Road)*

The APC recommends, due to the probability of high traffic volume and the danger of the intersection at Largo Road and Highway 101, that the SCRD convey these concerns to the Ministry of Transportation and advocate that Largo Road in the subdivision should not be connected to the existing short part of Largo Road at Highway 101, but should terminate in a cul-de-sac.

AND THAT the SCRD uphold sections 15.5 and 15.20 of the Roberts Creek Official Community Plan regarding the need for consultation.

DIRECTOR’S REPORT

The Alternate Director's Report was received.

NEXT MEETING March 21, 2019

ADJOURNMENT 8:50 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND ADVISORY PLANNING COMMISSION

February 26, 2019

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD AT ERIC CARDINALL HALL, 930 CHAMBERLIN ROAD, WEST HOWE SOUND, BC

PRESENT:	Chair	Fred Gazeley
	Members	Doug MacLennan John Rogers Kate-Louise Stamford Susan Fitchett
ALSO PRESENT:	Director, Electoral Area F	Mark Hiltz
	Recording Secretary Public	Diane Corbett 2
ABSENT:	Member	Bob Small

CALL TO ORDER 7:00 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Fred Gazely was elected Chair by acclamation.

Susan Fitchett was elected Vice Chair by acclamation.

AGENDA The agenda was adopted as presented.

DELEGATION

Mary Winn, owner operator of Marion's On the Coast Seaside Retreat, read aloud correspondence addressing the proposed bylaw amendments that highlighted:

- Operation of Sunshine Coast Bed and Breakfast and Cottage Owners Association, with rules and regulations valuing quality, safety, advertising, adherence to bylaws and insurance requirements, and the accountability of members.
- Value of SCRD engagement with industry "for guidance and direction, possibly by means of an advisory or working group". Interest in joining with other stakeholders in a working group.
- The proposed amendment to reduce STRA monthly operations to 26 days and limit number of persons per bedroom or bedrooms per operation would impact: income and viability of STRA; tourism industry; and family bookings.

- Belief that some STRA operators would risk noncompliance and choose to pay a fine as the cost of doing business.
- Importance of implementing monitoring and enforcement if bylaws and regulations are developed.
- Important that the SCRD understand the impact of specific proposed amendments upon the viability of all STRAs.

Ms. Winn further noted concerns:

- Limitation on length of stays is disruptive, with customers coming and going.
- Enforcement around Temporary Use Permits (with off-site manager): repeated violations should result in cancellation of TUP.
- There are challenges to monitoring and enforcement of proposed numbers of people per bedroom and bedrooms per residence.
- Requirement that TUP off-site manager not manage more than two properties is unrealistic. SCRD is telling operators how to run their businesses.
- There is lack of follow-up from bylaw officers regarding complaints, and lack of effectiveness of reliance on RCMP to respond to complaints regarding partying.
- Every place without on-site management should have someone meet and greet the renter. People will be more respectful if they know they are accountable to somebody. The manager can't need a boat to get there.
- Issues are homes with five bedrooms that were built for families and purchased by people from the Lower Mainland.
- The SCRD survey revealed that most STRA operators, if not running as STRA, would not rent long term.
- Sunshine Coast local governments are each working on their own STRA bylaws; there should be a level playing field.

MINUTES

West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of September 25, 2018 were approved as circulated.

Minutes

The following minutes were received for information:

- West Howe Sound (Area F) APC Minutes of September 25, 2018
- Egmont/Pender Harbour (Area A) APC Minutes of September 26, 2018 and November 28, 2018
- Halfmoon Bay (Area B) APC Minutes of September 25, 2018 and November 27, 2018
- Roberts Creek (Area D) APC Minutes of September 17, 2018, October 15, 2018 and November 19, 2018
- Elphinstone (Area E) APC Minutes of September 26, 2018 and November 28, 2018
- Planning and Community Development Committee Minutes of September 6, 2018, October 11, 2018, November 15, 2018, December 13, 2018 and January 10, 2019

REPORTS

Zoning Amendments to Implement Short Term Rental Accommodation Regulations

The APC discussed the staff report regarding Zoning Amendments to Implement Short Term Rental Accommodation Regulations (STRA).

Former Director Ian Winn provided background on the process related to development of the proposed bylaw amendments for short-term rental accommodations.

The APC noted the following concerns:

- Proposed limit of 26 days per month for STRA operations impacts temporary stays for temporary workers (e.g. millworkers, nurses, BC Ferries staff).
- Proposed regulation of who and how many can stay in a room is difficult to enforce.
- Concern that industry be consulted regarding the proposed regulations for short-term rentals.
- What if the bylaw said: no STRA's unless registered with an association (e.g., Sunshine Coast Tourism Association)?
- STRA survey results indicated most STRA's are about one month: the 26 days is a limit on that.
- The issues of neighbours – noise and parking – do not seem to be addressed.
- Need to look at the financial implications of what is being proposed.
- Could we have a bylaw saying no STRA unless there is supervisor/owner on site?
- Need to focus on behaviour and the problem. The bylaw officer could say where the problems are.
- This has been written to open up the availability of rental housing. A working group would need to include a broad spectrum of people, including people who are renting.

Recommendation No. 1 *Zoning Amendments to Implement Short Term Rental Accommodation Regulations*

The APC recommended that the Sunshine Coast Regional District form a working group of people who would be affected by the proposed bylaw amendments to develop a guiding framework, and that bylaw amendments recognize the need for temporary housing for temporary workers.

Provincial Referral CRN00070 for Annual Gravel Removal (HSPP)

The APC discussed the staff report regarding Provincial Referral CRN00070 for Annual Gravel Removal (HSPP). The following points were noted:

- Need to find a permanent solution.
- Lack of gravel in the scoured pools downhill means fish habitat downstream is being lost.
- The dam is old. This is the best of a very poor situation. To change it would be a major expense.
- Is there any data comparison of how much aggregate they have taken out each year?
- Ask SCRCD Board whether this can be referred to the Squamish Nation Leadership Forum.
- Applicant should try to find a system that allows the river to act naturally.

Recommendation No. 2 *Provincial Referral CRN00070 for Annual Gravel Removal (HSPP)*

The APC recommended agreement with staff recommendations for approval of the proposed annual removal of gravel from Rainy River subject to conditions, including the addition of a condition that the applicant investigates more permanent solutions.

Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties)

The APC discussed the staff report regarding Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties) for upland parcels on Keats Island. The following points were noted:

- Support replacement of creosote with steel piles.
- Issue of polystyrene: it is no longer an appropriate building material; need to look at best practices.
- Issue of impact on the viewscape: why grandfather it in as compared to grandfathering it out? Why dampen the viewscape as compared to enhancing the viewscape? This is for generations to come. It is an over-hardened area. It is an opportunity to review this.
- They are just replacing infrastructure. It is the same foreshore lease.

Recommendation No. 3 *Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties)*

The APC recommended agreement with recommendations in the staff report, with the addition of the condition that there be no polystyrene in construction of new docks and infrastructure.

DIRECTOR'S REPORT

Director Hiltz expressed thanks to the volunteers with the Advisory Planning Commission and commented on the value of their contribution to the SCRDP.

The Director's report was received.

NEXT MEETING **March 26, 2019**

ADJOURNMENT 9:04 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

February 7, 2019

RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	B. Beamish
	Directors	A. Tize L. Lee L. Pratt D. McMahon M. Hiltz D. Siegers T. Lamb
ALSO PRESENT:	Sr. Mgr. Administration & Legislative Services GM, Planning and Community Development Manager, Planning and Development Manager, Recreation and Community Partnerships Senior Planner Senior Planner Parks Planning Coordinator Administrative Assistant / Recording Secretary Public Media	A. Legault I. Hall A. Allen K. Preston (part) Y. Siao (part) J. Jackson (part) S. Adams (part) A. O'Brien 13 (part) 0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Maggie Scott, Sarah Hynd and Rob Hynd, Chinook Swim Club addressed the Committee regarding a request to reconsider the policy to keep two pool lanes open for public use at all times; allow the swim club to increase pool lane rentals by 4-6 hours per week; consider a reduction in lane rental fees; and reconsider the timing of the Sechelt Aquatic Facility shutdown.

Recommendation No. 1 *Chinook Swim Club Delegation*

The Planning and Community Development Committee recommended that the delegation materials and letters of support provided by the Chinook Swim Club be received;

AND THAT staff provide a report on the Chinook Swim Club request for reconsideration of the pool lane policy, increased lane access, lane fee reduction and change to facility shutdown timing.

REPORTS

Recommendation No. 2 *Planning and Community Development Department - 2018 Q4 / Year-End Report*

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department - 2018 Q4 / Year-End Report be received.

Clinton McDougall and Patrick Connolly, Sunday Cider Company provided the Committee with background on the project.

Recommendation No. 3 *LCRB Endorsement Applications for Lounge and Picnic Area - Sunday Cider Company*

The Planning and Community Development Committee recommended that the report titled LCRB Endorsement Applications for Lounge and Picnic Area - Sunday Cider Company (Electoral Area E) be received;

AND THAT SCRD respond to BC Liquor and Cannabis Regulation Branch (LCRB) indicating support for the proposed Lounge and Picnic Area Endorsements.

Recommendation No. 4 *Park Dedication for Lot 6 Largo Road Subdivision*

The Planning and Community Development Committee recommended that the report titled Park Dedication for Lot 6 Largo Road Subdivision – Electoral Area D be received;

AND THAT the SCRD accept the following conditions as part of a proposed 13-lot residential subdivision as outlined in Option 1:

- a. maximum statutory 5% park requirement in a combined form of approximately 2.3% land dedication and approximately 2.7% market value monetary contribution towards the SCRD's Future Park Acquisition Reserve Fund; and
- b. donation of additional 8,848 m² of parkland.

AND FURTHER THAT concerns received from the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and in correspondence from area residents related to the potential safety, traffic and noise impacts of the construction of Largo Road as a through-road be conveyed to the Ministry of Transportation and Infrastructure.

Recommendation No. 5 *Development Permit Application DP000061 (Bonniebrook Industries)*

The Planning and Community Development Committee recommended that the report titled Development Permit Application DP000061 (Bonniebrook Industries) be received;

AND THAT the Development Permit DP000061 located within Form and Character Development Permit Area 8 (Stewart Road Light Industrial) be issued, subject to the following conditions:

1. The applicant submit a landscape plan acceptable to the Manager, Planning and Development, that addresses the following:

- a. Creating a visual buffer using shrubs and trees along the west side of the existing cedar fence located near the west property boundary;
- b. Specify a variety of drought-tolerant deciduous and evergreen native plant species suited to the site-specific growing conditions and promote water conservation;
- c. Provide an estimated cost of the recommended landscape works in order to establish the value of a security deposit.

2. The applicant must provide a cash security deposit based on the estimated amount of the landscape works plus 10%. The security deposit will be refunded upon confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

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

Recommendation No. 6 *Licence of Occupation No. 240720 Renewal – Ocean Beach Esplanade*

The Planning and Community Development Committee recommended that the report titled Licence of Occupation No. 240720 Renewal – Ocean Beach Esplanade be received;

AND THAT SCRD send a letter to the Ministry of Transportation and Infrastructure requesting their support as the upland land owners for the renewal;

AND THAT SCRD respond to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting a 10-year renewal of Licence of Occupation No. 240720 for the Ocean Beach Esplanade Foreshore for the purposes of recreation;

AND FURTHER THAT SCRD Delegated Authorities be authorized to sign the licence of occupation renewal documents.

Recommendation No. 7 *Fitness Equipment Replacement RFP 18 352 Award Report*

The Planning and Community Development Committee recommended that the report titled Fitness Equipment Replacement RFP 18 352 Award Report be received;

AND THAT a contract be awarded to Matrix Canada/STAK Fitness (Johnson Health Technologies Canada Commercial Inc.) for up to \$189,086 (inclusive of taxes) for a portion of the equipment;

AND THAT a contract be awarded to Flaman Fitness BC Ltd. for up to \$6,151 (inclusive of taxes) for a portion of the equipment;

AND FURTHER THAT a contract be awarded to Life Fitness-Western Canada 116 for up to \$14,107 (inclusive of taxes) for a portion of the equipment.

Recommendation No. 8 *Whispering Firs Park Name Change Request*

The Planning and Community Development Committee recommended that the report titled Whispering Firs Park Name Change Request be received;

AND THAT the report be referred to Skwxwú7mesh Nation, Elphinstone Advisory Planning Commission, and Gibsons and District Volunteer Fire Department;

AND THAT a public participation process be initiated to garner feedback on a name change;

AND THAT Transit staff review the consistency of bus stop names in the area;

AND FURTHER THAT staff report to a future Committee summarizing the consultation and feedback.

Recommendation No. 9 *Child Care Planning Grant for the Sunshine Coast (District of Sechelt) – Additional Clause*

The Planning and Community Development Committee recommended that the report titled Child Care Planning Grant for the Sunshine Coast (District of Sechelt) – Additional Clause be received;

AND THAT the 2019 Child Care Planning grant application submitted by District of Sechelt is a collaborative application for the Sunshine Coast, and the SCRD is a partner (in-kind services) in the project, and fully supports and gives permission to the District of Sechelt to apply for, receive and manage the child care planning grant funding on behalf of the partnership.

Recommendation No. 10 *2019 High Ground: Centre for Civic Governance*

The Planning and Community Development Committee recommended that the staff report titled 2019 High Ground: Centre for Civic Governance be received;

AND THAT Directors Lee, Pratt, Tize, McMahon and Hiltz be authorized to attend the 2019 High Ground: Centre for Civic Governance Forum;

AND FURTHER THAT stipend and travel expenses be paid for Directors approved to attend the 2019 High Ground: Centre for Civic Governance Forum.

Recommendation No. 11 *AAC Minutes of January 22, 2019*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of January 22, 2019 be received;

AND THAT as per Recommendation No. 3 from the January 22, 2019 minutes, the Agricultural Advisory Committee be advised that the SCRD Board welcomes their suggestions regarding priority policy areas, including water use, for the remainder of their term.

Recommendation No. 12 *Area D APC Minutes of January 21, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek Advisory Planning Commission minutes of January 21, 2019 be received.

Recommendation No. 13 *Area E APC Minutes of January 23, 2019*

The Planning and Community Development Committee recommended that the Elphinstone Advisory Planning Commission minutes of January 23, 2019 be received.

COMMUNICATIONS**Recommendation No. 14** *Correspondence regarding BC Ferries Horseshoe Bay Terminal Redevelopment Project Update*

The Planning and Community Development Committee recommended that the correspondence titled BC Ferries Key Stakeholder Update dated January 21, 2019 regarding Horseshoe Bay Terminal Redevelopment Project Update be received.

Recommendation No. 15 *Correspondence from Ministry of Transportation and Infrastructure regarding Pedestrian Safety on Sunshine Coast Highway 101*

The Planning and Community Development Committee recommended that the correspondence from Honourable Claire Trevena, Minister of Transportation and Infrastructure dated January 24, 2019 regarding Pedestrian Safety on Sunshine Coast Highway 101 be received;

AND THAT staff request more information from the Ministry of Transportation and Infrastructure regarding the corridor review study of the 2.4 kilometre stretch of Highway 101 for further pedestrian safety measures as mentioned in the letter.

NEW BUSINESS**Recommendation No. 16** *SCRD Declaration of Climate Emergency*

The Planning and Community Development Committee recommended that consideration of the Notice of Motion – SCR D Declaration of Climate Emergency be postponed until after the Association of Vancouver Island and Coastal Communities April 2019 Convention, as follows:

THAT the SCR D declare a “Climate Emergency”;

AND THAT staff report back on the feasibility and time frames of executing the following measures:

- Creating a climate change action plan committee to help create, advise, and monitor progress on the Climate Change Action Plan.
- Creating a Climate Change Action Plan, including mitigation measures, adaptation measures and setting aggressive, yet achievable targets for reducing greenhouse gas emissions.
- Adopting the Building Step Code to improve the performance of houses built in the SCR D.
- Reviewing building permit applications and standardizing energy efficiency measures with the municipalities in the SCR D. eg.: Require the prewiring of electric car chargers into all new carports/garages.

- Communicating and keeping track of the cost of climate change to our community.
- Making all new buildings built by the SCRD net zero with rainwater collection to run toilets and for irrigation.
- Communicating this initiative to the AVICC as a potential province-wide resolution.

AND THAT the Notice of Motion and background information be included as an agenda item for the upcoming inter-governmental meeting.

ADJOURNMENT 11:45 a.m.

Committee Chair



REFERRAL

Sent: March 27, 2019

Respond By: April 10, 2019

Referral To:

- | | | |
|---|--|---|
| <input type="checkbox"/> shíshálh Nation | <input type="checkbox"/> Min. of Transportation and Infra. | <input type="checkbox"/> District of Sechelt |
| <input type="checkbox"/> Skwxwú7mesh Nation | <input type="checkbox"/> Agricultural Land Commission | <input type="checkbox"/> Town of Gibsons |
| <input type="checkbox"/> SCRD Building Services | <input type="checkbox"/> Min. of Forests, Lands and Nat. | <input type="checkbox"/> Islands Trust |
| <input type="checkbox"/> SCRD Infrastructure Services | <input type="checkbox"/> School District #46 | <input type="checkbox"/> Vancouver Coastal Health |
| <input type="checkbox"/> SCRD Corporate Services | <input type="checkbox"/> Dept. of Fisheries and Oceans | <input type="checkbox"/> Advisory Planning Commission |
| <input checked="" type="checkbox"/> Other: Elphinstone Advisory Planning Commission | | |

Type of Referral: Other

SCRD File:

Electoral Area: E - Elphinstone

Property Legal Description: Whispering Firs Park

Summary of Referral: Whispering Firs Name Change Request

The SCRD Board has directed staff to refer the Whispering Firs Park Name Change Request Report to the Elphinstone Advisory Planning Commission (APC).

SCRD staff are seeking feedback from Elphinstone APC regarding this request. Some questions the APC may want to consider include:

- In what ways would the name change have a positive impact on the Woodcreek Park neighbourhood, including identity, location clarity and neighborhood cohesion?
- Are there any other benefits to consider in regards to a name change?
- In what ways could the name change have a negative impact on the Woodcreek Park neighbourhood, including identity and location confusion?
- Are there any other concerns to consider in regards to a name change?

Rebecca Porte, Parks Planning Coordinator
Planning and Development Division
Sunshine Coast Regional District

Attachments Enclosed:

Whispering Firs Name Change Request Report (Feb 2019)

Phone: (604) 885-6804 (Ext. 6420)

Email: Rebecca.porte@scrd.ca

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – February 7, 2019

AUTHOR: Rebecca Porte, Parks Planning Coordinator

SUBJECT: WHISPERING FIRS PARK NAME CHANGE REQUEST

RECOMMENDATIONS

THAT the report titled Whispering Firs Park Name Change Request be received;

THAT this report be referred to Skwxwú7mesh Nation, Elphinstone Advisory Planning Commission, and Gibsons and District Volunteer Fire Department;

AND THAT a public participation process be initiated to garner feedback on name change;

AND FURTHER THAT staff report to a future Committee summarizing the consultation and feedback.

BACKGROUND

In August 2018, the Woodcreek Park Neighbourhood Association (WPNA) submitted a request to SCRD to change the name of Whispering Firs Park to Woodcreek Park (See Attachment A). Whispering Firs Park is a 7.8 hectare SCRD Community Park in Elphinstone and is adjacent to the Woodcreek Park subdivision. The park includes a large grassy area, playground, sheltered picnic site and a trail through mixed conifer forest.

The purpose of this report is to provide background on the original naming process of Whispering Firs Park, considerations around a park name change, and options for Committee consideration.

DISCUSSION

Whispering Firs Park was named in 1984 following a contest held at Cedar Grove Elementary School. WPNA would like the name of Whispering Firs Park changed to Woodcreek Park. WPNA's stated goal for the name change is to create continuity between the community subdivision name and the SCRD Park name. The WPNA would like to enhance the sense of community identity, and name consistency is considered important to them. The Association is also motivated by the current lack of a Woodcreek Park neighbourhood sign, which correspondence indicates has been removed.

The SCRD Park Naming Policy (Attachment B) does allow parks to be named by subdivision name, meaning that naming the park Woodcreek Park would fit within the guidelines during original naming of the park. The Park Naming Policy, however does not address name changes to existing parks.

Some general considerations with an SCRD Park name change request are:

- **Potential Precedent Setting:** It is possible that the SCRD will receive additional name change requests in the future. The decision made regarding Whispering Firs would likely be seen as precedent setting.
- **Community Consultation:** The WPNA's membership includes people living in the area surrounding Whispering Firs Park, and based on their website, represents 140 home owners. While the WPNA is in favour of the name change, it is unknown at this time if there are people within Woodcreek Park and neighboring communities who would be opposed to a name change.
- **First Nation Consultation:** The area is within the territory of the Skwxwú7mesh Nation and there may be a place name which is applicable and can be included on the sign as a co-name of the park. SCRD is in the practice of inviting dialogue about naming from our First Nations partners. Staff note that this opportunity for naming dialogue extends beyond this one case.
- **Referral to Gibsons and District Volunteer Fire Department.** The request should be review the name change to ensure clarity for future emergency response. A common name with a park and subdivision could cause confusion. A specific civic address to the park could alleviate this potential confusion.
- **Community Heritage:** Should a change be made consideration could be given to preserving the name Whispering Firs, perhaps through naming of a trail or another feature within the park.
- **Costs of Name Change:** There will be some costs, including signage, associated with a park name change.

Options

Staff do not have concerns about considering a name change to support neighbourhood identity. However, a public participation process is recommended to form part of the decision making process.

Option 1: Change the name of Whispering Firs Park to Woodcreek Park (recommended option)

If a name change was pursued, the following steps would be taken prior to reporting back to committee for decision:

- Consult with Skwxwú7mesh Nation to ensure new signage includes both Woodcreek Park name and Skwxwú7mesh Nation name.
- Referral to Elphinstone Advisory Planning Commission.
- Referral to Gibsons and District Volunteer Fire Department.

- A public participation process be initiated which could include posters inviting feedback and online engagement.

Option 2: Do not change the name

If a name change was not pursued, a letter would be sent advising WPNA of the decision.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

SCRD has received a request to change the name of Whispering Firs Park to Woodcreek Park. It is recommended that community consultation and referral to Skwxwú7mesh Nation commence and that a future report with consultation summary be presented to Committee for decision.

Attachments:

Attachment A: Letter from Whispering Firs Neighbourhood Association

Attachment B: SCRD Park Naming Policy

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Other	

WOODCREEK PARK NEIGHBOURHOOD ASSOCIATION

c/o Claire Finlayson
1568 Cypress Way, Gibsons, BC V0N 1V5

August 15, 2018

Ian Hall, General Manager
Planning and Community Development, SCR D

Dear Mr. Hall:

This letter is in regard to Whispering Firs Park, which sits at the entrance to the Woodcreek Park subdivision in Area E and is accessed via Oceanview Drive at Highway 101. Our neighbourhood association would like to put forward two requests for your consideration.

The first is that you consider changing the name of this park to *Woodcreek Park*.

In the 80s and 90s, there were large signs at the entrance to the subdivision, each with the name *Woodcreek Park* spelled out in embossed letters. These signs gave the neighbourhood a sense of identity. There are various stories as to why they were taken down, but as a 27-year resident of Woodcreek, I seem to recall that the sturdy brick pillars that supported the sign on the west side of the street were demolished for road widening when the turn lanes went in, or perhaps for the installation of the streetlight that now stands there—no one seems to know for sure. But since the demolition of the signs, Woodcreek Park exists only as an idea perpetuated by long-time residents. We were recently awarded a small Resilient Neighbourhoods grant and will use the \$250 toward restoring the entrance signage. We don't want to be "the subdivision between the trailer park and the cemetery" anymore.

It is logical that the park and the subdivision share the same name. This will both help clear up confusion and give our neighbourhood back its identity.

Geri Gelineau dug up the history of the naming of the park – it was named in 1984 as a result of a contest held at Cedar Grove Elementary School. Geri also provided us with the naming criteria for parks, and we are happy to note that our petition seems to fit within the guidelines, namely that parks can be called "by subdivision name." We hope those criteria also apply to *re-naming* parks! (A walk through the park today, incidentally, reveals a mixed conifer forest of cedars, hemlocks and spruce trees, but I don't think I saw a fir.)

Our second request concerns the lack of amenities in the park. Frankly, Whispering Firs is not a destination for neighbourhood kids—we have only a swing set and a slide suitable for very young children. (The nearest park with decent amenities is Shirley Macey, almost 5 km away.) With more and more young families moving into Woodcreek, we would dearly love to have an inviting place for our kids to play. We currently have about 140 homes in the neighbourhood. Parents report that they are in favour of anything that gets kids outside and using their bodies, especially climbing walls and jungle gyms for slightly older kids. We have polled a few “expert” playground users for their suggestions and have come up with the following wish list:

- More climbing stuff! As in, the UFO-shaped climbing wall at Shirley Macey or the rope spider at Cedar Grove
- A jungle gym with a firefighter's pole & spiral slide - it would be great if we could have ones that are suitable for toddlers/wee ones AND older elementary school-aged kids
- "Cloud 9" swing that can hold 2-3 people at once
- Spinning cups like the ones at the playground in Horseshoe Bay or spinning stands like the ones at Cedar Grove Elementary
- Merry-go-round like the one at Gibsons Elementary

We know that playground equipment is expensive and are willing to fundraise if necessary. Please let us know if we have a shot at renaming the park and beefing up the playground equipment, and do advise if there's anything else we can do to improve our chances of success.

Thank you very much for considering our petition.

Claire Finlayson, Secretary

Woodcreek Park Neighbourhood Association

claire@finlaysons.ca 604 886 7267

Sunshine Coast Regional District**BOARD POLICY MANUAL**

Section:	Parks Administration	12
Subsection:	Parks Administration – General	5810
Title:	SCRD Park Naming	2

POLICY

Naming guidelines will be as follows:

- < by pioneers/community leaders/volunteers/individuals in the area in which the park is located;
- < by geographic/historical location or special feature, eg. recreation complex, physical feature;
- < by subdivision name (excluding real estate or development companies);
- < proponents are encouraged to co-ordinate naming competitions within their communities;
- < parks located beside a school should be named after the school where appropriate;
- < consideration may be given to naming park sites of reasonable size after the donor;
- < parks should not be named after a politician while holding office;
- < small areas (tot lots, cul de sacs) may not be deemed necessary to be officially named. A road name reference for identification purposes is all that should be necessary;
- < park signage will be used where appropriate for the park and SCRД logo is to appear on all signs;
- < interpretive signage may be used to explain why a park name commemorates an individual.

REASON FOR POLICY

This policy will identify guidelines for naming park sites in the Sunshine Coast Regional District Electoral Areas.

AUTHORITY TO ACT

Retained by the Board

PROCEDURE

1. Requests are to be received in writing outlining why the person(s) should be recognized under the policy.
2. The request will be reviewed by the staff in relation to the provisions of the policy and discuss their findings with the proponent.
3. The request will then be forwarded to the Parks and Recreation Committee for consideration. The Parks and Recreation Committee will review all submissions and provide opportunity for public input prior to making a recommendation to the board.
4. Staff may initiate a request to name a park.

Approval Date:	June 22, 2000	Resolution No.	281/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



REFERRAL

Sent: March 18, 2019

Respond By: N/A

Referral To:

- | | | |
|---|--|--|
| <input type="checkbox"/> shíshálh Nation | <input type="checkbox"/> Min. of Transportation and Infra. | <input type="checkbox"/> District of Sechelt |
| <input type="checkbox"/> Skwxwú7mesh Nation | <input type="checkbox"/> Agricultural Land Commission | <input type="checkbox"/> Town of Gibsons |
| <input type="checkbox"/> SCRD Building Services | <input type="checkbox"/> Min. of Forests, Lands and Nat. | <input type="checkbox"/> Islands Trust |
| <input type="checkbox"/> SCRD Infrastructure Services | <input type="checkbox"/> School District #46 | <input type="checkbox"/> Vancouver Coastal Health |
| <input type="checkbox"/> SCRD Corporate Services | <input type="checkbox"/> Dept. of Fisheries and Oceans | <input checked="" type="checkbox"/> Advisory Planning Commission |
| <input type="checkbox"/> Other: | | |

Type of Referral: For Information

Electoral Areas: B, D, E, F

Summary of Referral: Zoning Bylaw No. 310 Questionnaire March 25-April 15, 2019

Planning staff would like to invite Advisory Committee members to share the following information with their respective networks regarding the next opportunity to participate in the Zoning Bylaw No. 310 Update project. A communications campaign to advertise the questionnaire is planned, including a postcard mailed to all households, print, radio and social media advertising as well as a poster campaign.

Help shape future regulations for your community. Learn about the project to update Zoning Bylaw No. 310 and participate in the upcoming online questionnaire March 25 - April 15, 2019.

Key areas for updates: Housing. Home based business. Residential agriculture. Climate resilience. Short term rental. Cannabis production.

Watch for notices in print and on social media to the launch of the questionnaire. Prepare by reading the summary found at: www.scrd.ca/bylaw-310-update

Would you like an email with project updates, such as when the survey is live? Send an email to planning.department@scrd.ca with the subject line: 310 Project Updates.

Julie Clark, Planner
Planning and Development Division
Sunshine Coast Regional District

Phone: (604) 885-6804 (Ext. 6475)
Email: Julie.clark@scrd.ca