



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**OPERATIONS COMMITTEE
AGENDA**

Thursday, May 30th, 2017 from 12:00-1:30 pm
School Board Office – Gibsons, BC

- 1) 2018/19 Capital Plan
- 2) 2017/18 Budget
- 3) Transportation Review
- 4) SCR D Development Referral - Egmont/Pender Harbour
Official Community Plan Bylaw No. 708



SCHOOL REPLACEMENT Projects - 2018/19 Call for Projects (Five-Year Capital Plan Submission)

Primary Contact	Name	Phone
	Rob Collison	604-886-9870

Long Range Facilities Plan	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
	Yes	12-2010	09-2016

SCHOOL DISTRICT		PROJECT INFORMATION									
SD #	SD Name	Project Priority	Identifier – Ministry Facility Code	Facility Name	Long Range Facilities Plan	Project Code	Project Description	Supporting Documents	Previously supported by MEd	2018/19	2019/20
46	Sunshine Coast	2		Sechelt Elementary	Over 20 Years	REPL	Replace Sunshine Building	N/A	No		\$ 2,500,000



School Enhancement Program (SEP) - 2018/19 Call for Projects

Primary Contact

Name	Phone	Email
Rob Collison	604-886-9870	rcollison@sd46.bc.ca

ICON DESCRIPTION

- :Complete
- :Incomplete

SCHOOL DISTRICT		PROJECT IDENTIFICATION											
SD #	SD Name	Identifier - Ministry Facility Code	Facility Name	Project Priority	Is this a Grouped Project?	Group Project Identifier	Community	Project Type	Project Description	Other Comments (N/A if none)	Project Benefits	Primary Driver	Previously funded from 2017/18 SEP (YES/NO)
46	Sunshine Coast	4646009	Roberts Creek Elementary	1	No	N/A	Roberts Creek	Mechanical Upgrades	Replace aged Gym AHU and upgrade outdated/inefficient boilers	N/A	Improved Gym indoor air quality; Carbon footprint: Natural gas savings, GHG reduction, improved controls and reduced energy consumption	System Renewal	NO
46	Sunshine Coast	4646018	Cedar Grove Elementary	2	No	N/A	Gibsons	Mechanical Upgrades	Replace aged boiler and electrical resistance heating system with new boilers and full hydronic heat	N/A	Electrical savings, improved, carbon footprint, comfort, system renewal	System Renewal	NO
46	Sunshine Coast	4646003	Sechelt Elementary - Sunshine Building, Library	5	No	N/A	Sechelt	Building Enclosure Upgrades	Replace windows and vinyl siding	N/A	System renewal. Improved envelope and appearance.	System Renewal	NO
46	Sunshine Coast	4646008	Elphinstone Secondary	3	Yes	A	Gibsons	Mechanical Upgrades	Dust collection system replacement	N/A	Improved safety	Safety	NO
46	Sunshine Coast	4646017	Chatelech Secondary	3	Yes	A	Sechelt	Mechanical Upgrades	Dust collection system replacement	N/A	Improved safety	Safety	NO
46	Sunshine Coast	4646012	Pender Harbour Secondary	4	Yes	B	Pender Harbour	Mechanical Upgrades	Dust collection system replacement	N/A	Improved safety	Safety	NO
46	Sunshine Coast	4646502	Maintenance Facility	4	Yes	B	Gibsons	Mechanical Upgrades	Dust collection system replacement	N/A	Improved safety	Safety	NO
46	Sunshine Coast	4646008	Elphinstone Secondary	6	No	N/A	Gibsons	Building Enclosure Upgrades	Replace wooden, single glazing	N/A	Improved efficiency, system renewal	System Renewal	NO
46	Sunshine Coast	4646008	Elphinstone Secondary	7	No	N/A	Gibsons	Health and Safety Upgrades	Asbestos abatement - Flooring	N/A	Safety. Systems renewal.	Safety	NO
46	Sunshine Coast	4646003	Sechelt Elementary - SLC Building	8	No	N/A	Sechelt	Electrical Upgrades	Add PV Solar	N/A	School is 100% electric heat. Solar to offset enrgy costs.	Energy Savings	NO
46	Sunshine Coast	4646503	Board Office	10	No	N/A	Gibsons	Electrical Upgrades	Add PV Solar	N/A	Building is 100% electric heat. Solar to offset enrgy costs.	Energy Savings	NO
46	Sunshine Coast	4646013	Halfmoon Bay Elementary	9	No	N/A	Halfmoon Bay	Electrical Upgrades	Add PV Solar	N/A	Offset energy costs	Energy Savings	NO



Carbon Neutral Capital Program (CNCP) - 2018/19 Call for Projects

Primary Contact

Name	Phone	Email
Rob Collison	604-886-9870	rcollison@sd46.bc.ca

SCHOOL DISTRICT		PROJECT IDENTIFICATION							CAMS DATABASE (VFA)				
SD#	SD Name	Identifier - Ministry Facility Code	Facility Name	Project Priority	Project Type	Project Description	Project Benefits	Additional Comments (input N/A if none)	VFA Requirement - ID #	New or Replacement	% of System Replaced (0-100)	New System Quantity	CNCP Funding
46	Sunshine Coast		Roberts Creek Elementary	1	Boiler	Replace aged Gym AHU and upgrade outdated/inefficient boilers	Improved Gym indoor air quality; Carbon footprint: Natural gas savings, GHG reduction, improved controls and reduced energy consumption	N/A	REQ-281121	Replacement	100	3	\$ 750,000
46	Sunshine Coast		Cedar Grove Elementary	2	Boiler	Replace aged boiler and electrical resistance heating system with new boilers and full hydronic heat	Electrical savings, improved, carbon footprint, comfort, system renewal	N/A	REQ-281060	Replacement	100	3	\$ 800,000

Annual Budget

School District No. 46 (Sunshine Coast)

June 30, 2018

School District No. 46 (Sunshine Coast)

June 30, 2018

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$44,683,696 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 14th DAY OF JUNE, 2017;

READ A SECOND TIME THE 14th DAY OF JUNE, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF JUNE, 2017;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 46 (Sunshine Coast) Annual Budget Bylaw 2017/2018, adopted by the Board the 14th DAY OF JUNE, 2017.

Secretary Treasurer

School District No. 46 (Sunshine Coast)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,136,000	3,152,875
Adult	2,000	3,375
Total Ministry Operating Grant Funded FTE's	3,138,000	3,156,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	40,220,344	37,873,324
Other	35,000	35,000
Tuition	78,408	78,408
Other Revenue	1,525,700	1,531,976
Rentals and Leases	30,000	55,000
Investment Income	86,000	96,000
Amortization of Deferred Capital Revenue	1,664,638	1,604,043
Total Revenue	43,640,090	41,273,751
Expenses		
Instruction	34,319,327	33,250,265
District Administration	2,061,128	1,972,326
Operations and Maintenance	6,669,690	6,657,366
Transportation and Housing	1,633,551	1,594,805
Total Expense	44,683,696	43,474,762
Net Revenue (Expense)	(1,043,606)	(2,201,011)
Budgeted Allocation (Retirement) of Surplus (Deficit)	564,772	1,720,073
Budgeted Surplus (Deficit), for the year	(478,834)	(480,938)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(478,834)	(480,938)
Budgeted Surplus (Deficit), for the year	(478,834)	(480,938)

School District No. 46 (Sunshine Coast)

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	37,588,133	38,845,122
Special Purpose Funds - Total Expense	4,952,091	2,544,659
Capital Fund - Total Expense	2,143,472	2,084,981
Total Budget Bylaw Amount	44,683,696	43,474,762

Approved by the Board

DRAFT

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,043,606)	(2,201,011)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Deferred Capital Revenue		(2,200,000)
Total Acquisition of Tangible Capital Assets	-	(2,200,000)
Amortization of Tangible Capital Assets	2,143,472	2,084,981
Total Effect of change in Tangible Capital Assets	2,143,472	(115,019)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	1,099,866	(2,316,030)

School District No. 46 (Sunshine Coast)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	36,094,253	36,154,665
Other	35,000	35,000
Tuition	78,408	78,408
Other Revenue	705,700	711,976
Rentals and Leases	30,000	55,000
Investment Income	80,000	90,000
Total Revenue	37,023,361	37,125,049
Expenses		
Instruction	29,563,824	30,918,928
District Administration	2,061,128	1,972,326
Operations and Maintenance	4,443,407	4,452,948
Transportation and Housing	1,519,774	1,500,920
Total Expense	37,588,133	38,845,122
Net Revenue (Expense)	(564,772)	(1,720,073)
Budgeted Prior Year Surplus Appropriation	564,772	1,720,073
Budgeted Surplus (Deficit), for the year	-	-

School District No. 46 (Sunshine Coast)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	34,983,021	35,110,063
Other Ministry of Education Grants		
Pay Equity	510,381	510,381
Funding for Graduated Adults	4,618	4,565
Transportation Supplement	380,465	380,465
Carbon Tax Grant	25,000	25,000
Return of Administrative Savings	182,072	
Supplemental Mid Year Enrolment		115,495
FSA Scorer Funds	8,696	8,696
Total Provincial Grants - Ministry of Education	36,094,253	36,154,665
Provincial Grants - Other	35,000	35,000
Tuition		
International and Out of Province Students	78,408	78,408
Total Tuition	78,408	78,408
Other Revenues		
Other School District/Education Authorities	500,000	536,000
Miscellaneous		
Miscellaneous	205,700	175,976
Total Other Revenue	705,700	711,976
Rentals and Leases	30,000	55,000
Investment Income	80,000	90,000
Total Operating Revenue	37,023,361	37,125,049

School District No. 46 (Sunshine Coast)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Salaries		
Teachers	13,557,874	13,957,500
Principals and Vice Principals	2,048,003	1,920,000
Educational Assistants	2,616,488	2,895,648
Support Staff	3,942,935	3,946,851
Other Professionals	1,390,426	1,335,001
Substitutes	2,005,339	2,111,631
Total Salaries	25,561,065	26,166,631
Employee Benefits	6,120,018	6,235,036
Total Salaries and Benefits	31,681,083	32,401,667
Services and Supplies		
Services	661,150	739,058
Student Transportation	1,472,821	1,456,999
Professional Development and Travel	113,350	154,364
Rentals and Leases	40,200	40,200
Dues and Fees	56,500	54,500
Insurance	83,000	83,000
Supplies	2,783,193	3,219,831
Utilities	696,836	695,503
Total Services and Supplies	5,907,050	6,443,455
Total Operating Expense	37,588,133	38,845,122

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	10,819,297	296,286		646,100		1,784,964	13,546,647
1.03 Career Programs	168,188					80,000	248,188
1.07 Library Services	87,932			77,920			165,852
1.08 Counselling	326,800			125,931			452,731
1.10 Special Education	1,570,457	139,212	2,456,313	307,065	125,000	115,375	4,713,422
1.30 English Language Learning	159,600						159,600
1.31 Aboriginal Education	425,600	125,000	160,175				710,775
1.41 School Administration		1,487,505		423,855			1,911,360
1.62 International and Out of Province Students							-
1.64 Other				42,795			42,795
Total Function 1	13,557,874	2,048,003	2,616,488	1,623,666	125,000	1,980,339	21,951,370
4 District Administration							
4.11 Educational Administration					409,534		409,534
4.40 School District Governance					108,357		108,357
4.41 Business Administration				127,378	592,507	25,000	744,885
Total Function 4	-	-	-	127,378	1,110,398	25,000	1,262,776
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				46,155	132,810		178,965
5.50 Maintenance Operations				2,014,744			2,014,744
5.52 Maintenance of Grounds				119,517			119,517
5.56 Utilities							-
Total Function 5	-	-	-	2,180,416	132,810	-	2,313,226
7 Transportation and Housing							
7.41 Transportation and Housing Administration					22,218		22,218
7.70 Student Transportation				11,475			11,475
7.73 Housing							-
Total Function 7	-	-	-	11,475	22,218	-	33,693
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	13,557,874	2,048,003	2,616,488	3,942,935	1,390,426	2,005,339	25,561,065

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	13,546,647	2,975,339	16,521,986	1,903,723	18,425,709	18,015,426
1.03 Career Programs	248,188	43,729	291,917	21,500	313,417	241,000
1.07 Library Services	165,852	44,680	210,532	57,004	267,536	478,512
1.08 Counselling	452,731	120,229	572,960	500	573,460	661,136
1.10 Special Education	4,713,422	1,330,841	6,044,263	194,548	6,238,811	7,423,470
1.30 English Language Learning	159,600	41,496	201,096	7,020	208,116	256,038
1.31 Aboriginal Education	710,775	188,310	899,085	71,800	970,885	1,324,061
1.41 School Administration	1,911,360	444,660	2,356,020	78,592	2,434,612	2,311,692
1.62 International and Out of Province Students	-	-	-	8,000	8,000	66,558
1.64 Other	42,795	11,983	54,778	68,500	123,278	141,035
Total Function 1	21,951,370	5,201,267	27,152,637	2,411,187	29,563,824	30,918,928
4 District Administration						
4.11 Educational Administration	409,534	98,492	508,026	18,000	526,026	495,705
4.40 School District Governance	108,357	1,084	109,441	87,000	196,441	189,293
4.41 Business Administration	744,885	193,726	938,611	400,050	1,338,661	1,287,328
Total Function 4	1,262,776	293,302	1,556,078	505,050	2,061,128	1,972,326
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	178,965	45,223	224,188	85,000	309,188	306,184
5.50 Maintenance Operations	2,014,744	538,549	2,553,293	681,108	3,234,401	3,322,958
5.52 Maintenance of Grounds	119,517	33,465	152,982	50,000	202,982	128,303
5.56 Utilities	-	-	-	696,836	696,836	695,503
Total Function 5	2,313,226	617,237	2,930,463	1,512,944	4,443,407	4,452,948
7 Transportation and Housing						
7.41 Transportation and Housing Administration	22,218	4,999	27,217	-	27,217	27,060
7.70 Student Transportation	11,475	3,213	14,688	1,472,869	1,487,557	1,473,860
7.73 Housing	-	-	-	5,000	5,000	-
Total Function 7	33,693	8,212	41,905	1,477,869	1,519,774	1,500,920
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	25,561,065	6,120,018	31,681,083	5,907,050	37,588,133	38,845,122

School District No. 46 (Sunshine Coast)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,126,091	1,718,659
Other Revenue	820,000	820,000
Investment Income	6,000	6,000
Total Revenue	4,952,091	2,544,659
Expenses		
Instruction	4,755,503	2,331,337
Operations and Maintenance	196,588	213,322
Total Expense	4,952,091	2,544,659
Budgeted Surplus (Deficit), for the year	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education	196,588	140,214			192,000	24,500	15,235	493,656	3,063,898
Other			60,000	700,000					
Investment Income			6,000						
	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Less: Allocated to Revenue	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Recovered	-	-	-	-	-	-	-	-	-
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	196,588	140,214			192,000	24,500	15,235	493,656	3,063,898
Other Revenue			60,000	700,000					
Investment Income			6,000						
	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Expenses									
Salaries									
Teachers								75,621	2,236,734
Educational Assistants		107,000			118,000			124,712	
Support Staff	125,000								129,331
Substitutes							2,000		58,030
	125,000	107,000	-	-	118,000	-	2,000	200,333	2,424,095
Employee Benefits	33,040	33,214			44,000		520	58,323	581,550
Services and Supplies	38,548		66,000	700,000	30,000	24,500	12,715	235,000	58,253
	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Other	TOTAL
	\$	\$
Deferred Revenue, beginning of year		-
Add: Restricted Grants		
Provincial Grants - Ministry of Education		4,126,091
Other	60,000	820,000
Investment Income		6,000
	60,000	4,952,091
Less: Allocated to Revenue	60,000	4,952,091
Recovered		-
Deferred Revenue, end of year	-	-
Revenues		
Provincial Grants - Ministry of Education		4,126,091
Other Revenue	60,000	820,000
Investment Income		6,000
	60,000	4,952,091
Expenses		
Salaries		
Teachers	21,000	2,333,355
Educational Assistants		349,712
Support Staff		254,331
Substitutes		60,030
	21,000	2,997,428
Employee Benefits	3,000	753,647
Services and Supplies	36,000	1,201,016
	60,000	4,952,091
Net Revenue (Expense)	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	1,664,638		1,664,638	1,604,043
Total Revenue	1,664,638	-	1,664,638	1,604,043
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,029,695		2,029,695	1,991,096
Transportation and Housing	113,777		113,777	93,885
Total Expense	2,143,472	-	2,143,472	2,084,981
Net Revenue (Expense)	(478,834)	-	(478,834)	(480,938)
Net Transfers (to) from other funds				
Total Net Transfers	-	-	-	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	(478,834)	-	(478,834)	(480,938)

BUDGET 2017-18

Operations Committee – May 30, 2017



	2016/17 Amended Budget	2017/18 Preliminary
Revenue & Surplus		
Transfer from Restricted - Curriculum	37,009,553	37,023,361
Utilization of Restricted - District	1,688,811	99,644
Utilization of Restricted - School Surplus		116,015
Special Purpose Included In Operating	1,534,937	3,662,938
Total Revenue & Surplus Utilization	40,233,301	40,901,959
Expenditures & Allocations		
School Allocations	24,575,900	26,536,064
District Departments	13,718,180	14,224,382
Allocations From Surplus	1,172,053	374,610
School Surplus Spending		116,015
Special Purpose Fund Spending	798,428	
Total Expenditures & Allocations	40,264,562	41,251,071
Net Contribution To Surplus	(31,261)	(349,112)
Remaining Unrestricted Surplus	538,098	506,837
Available Funds	506,837	157,724

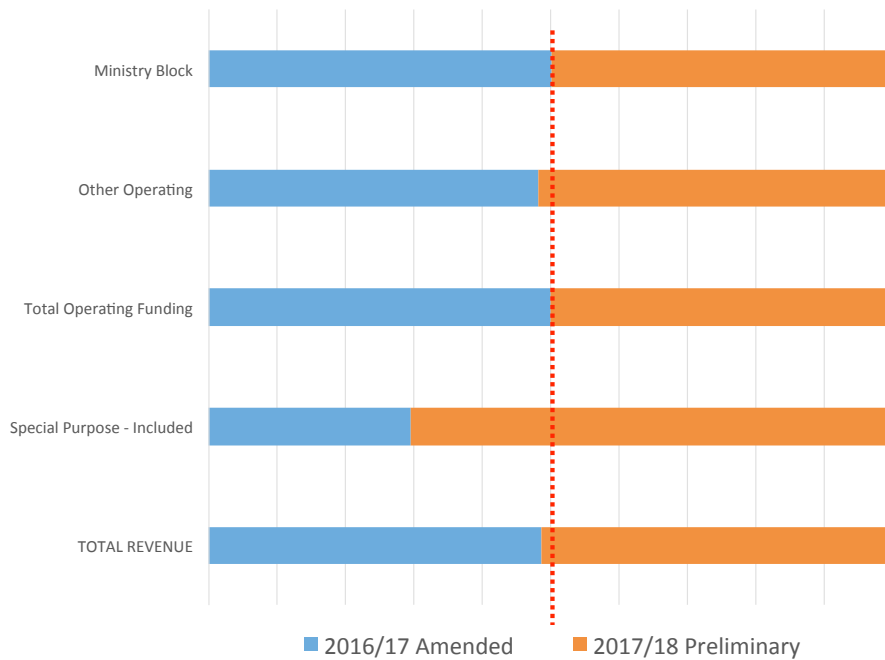
BOTTOM LINE

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher cost increases
- ✧ CEF Included
- ✧ Evolving Budget Model (eg - school surplus)



REVENUE COMPARISON

	2016/17 Amended	2017/18 Preliminary
Ministry Block	35,110,062	34,983,021
Other Operating	1,899,491	2,040,340
Total Operating Funding	37,009,553	37,023,361
Special Purpose - Included	1,534,937	3,662,938
TOTAL REVENUE	38,544,490	40,686,299



SCHOOL ALLOCATIONS

- ✧ Significant SpEd enrolment decline
- ✧ CEF included
- ✧ KES SDP now funded through Operating
- ✧ District Career Coordinator via SCAS

SCHOOL ALLOCATIONS	2016/17 Amended (Includes Surplus)	2017/18 Preliminary	2017/18 Surplus Allocation	Net Change
School Base Funding	2,664,000	2,532,000	132,000	-
Kindergarten Funding	1,460,736	1,423,964	23,381	- 13,391
Grade 1-3 Funding	3,750,190	3,663,337	59,521	- 27,332
Grade 4-7 Funding	4,158,664	4,072,619	65,369	- 20,677
Grade 8-10 Funding	3,203,731	3,128,067	50,340	- 25,324
Grade 11 & 12 Funding	2,773,966	2,711,284	44,216	- 18,466
Additional School Recognition	1,060,505	1,272,691		212,186
International Education	45,653	45,013		- 640
Adult Education Funding	8,306	4,430		- 3,876
CSF Funding	113,877	113,877		-
Level 1 Special Ed	362,250	243,000		- 119,250
Level 2 Special Ed	3,053,250	2,880,000		- 173,250
Level 3 Special Ed	1,757,400	1,689,600		- 67,800
CEF		2,592,810		2,592,810
Other Special Purpose Funds	163,373	163,373		-
Total School Funding	24,575,900	26,536,064	374,827	1,960,164



TOTAL BUDGET BYLAW

Includes other special purpose funds and capital fund amortization

Reconciliation:	
TOTAL Expenditures	41,251,071
Other SPF Expenses	1,289,153
Capital	2,143,472
TOTAL BYLAW	44,683,696



CENTRAL DEPARTMENTS

- ✧ Mainly Status Quo
- ✧ Exempt Compensation
- ✧ Future Benefits Expense
- ✧ Maintenance Increases (CEF O/H)

	2016/17 Amended		2017/18 Preliminary		Net Change
	FTE		FTE		
Business Administration Total	10.200	1,339,328	10.200	1,383,661	44,333
District Governance Total	7.000	189,294	7.000	196,441	7,147
Educational Admin Total	14.809	1,959,457	13.809	2,015,190	55,733
Careers & Ace-It (1.03)	0.000	90,000	0.000	100,000	10,000
Aboriginal Education Total	12.057	1,015,319	10.671	976,979	-38,340
District Special Education	17.374	1,523,973	16.860	1,543,701	19,727
ELL Total	1.000	165,600	1.900	188,964	23,364
Technology Total	5.000	864,094	5.600	873,481	9,387
Facilities Total	39.387	3,611,896	40.387	3,736,392	124,496
Total Transportation	0.630	1,436,720	0.630	1,462,074	25,355
Utilities	0.000	672,500	0.000	672,500	0
Replacement costs including benefits	0.000	850,000	0.000	1,075,000	225,000
TOTAL	107.46	13,718,180	107.06	14,224,382	506,202



Department	Salary & Benefits	Other
District Exempt Compensation	\$99,000	
Business Admin		
Legal		\$10,000
Dues and Fees		\$2,000
Employment Practices		(\$4,000)
Governance	\$2,200	
Retirement Events		\$5,500
Education Admin		
Teachers	\$22,000	
Strong Start	\$5,000	
Curriculum Co-ordinator	(\$92,000)	
Curriculum		\$10,000
New Curriculum		\$50,000
Fine Arts		\$10,000
Leadership Development		\$5,000
SCTA Pro-D		\$15,000
Freshgrade		\$3,000
Career Education Program Supplies		\$10,000

DISTRICT HIGHLIGHTS



	Salary & Benefits	Other
Aboriginal Education		
Teacher	(\$34,000)	
Support	(\$40,000)	
Supplies		\$23,500
District Support Services		
Admin	\$5,500	
Teachers	\$19,000	
Life Skills Program - Enrolment	(\$16,200)	
Professional Staff	(\$5,000)	
General Support Services		\$8,500
SCCSS Contract-O/T		\$8,000
ELL		
Increase in Teacher FTE		\$23,400
Technology		
System Tech Admin Asst	\$1,000	
System Technologists	\$4,200	
New Technician .6 FTE	\$39,500	
MyEdBC Support		(\$5,000)
School Lab Replacement		(\$34,000)
Library Automation		\$1,000
NGN Service Costs		(\$13,500)

DISTRICT HIGHLIGHTS CONT'D



DISTRICT HIGHLIGHTS CONT'D

Maintenance		
Clerical	\$1,100	
Custodians	\$94,000	
Maintenance Staff	(\$42,000)	
Grounds	\$75,000	
Custodial Supplies		(\$5,000)
Transportation		
Bussing Contract		\$22,000
Transportation Software		\$3,000
Other		
Family Responsibility		\$30,000
EFB Service Costs		\$195,000



Ratio	Enrolment * Librarians		Secondary Counselors	Needs-based SpEd/LA/ELL
		370	300	
Cedar Grove	245	0.7		1.2
Davis Bay	180	0.5		1.5
Gibsons	308	0.8		1.7
Halfmoon Bay	205	0.6		0.9
Kinnikinnick	215	0.6		2.2
Langdale	108	0.3		0.5
Madeira Park	82	0.2		0.5
Roberts Creek	229	0.6		1.1
West Sechelt	220	0.6		1.5
Spider DL - Elem	40.0			0.2
Pender Harbour	100.2	0.3	0.5	0.6
Chatelech Sec.	459.8	1.2	1.8	2.2
Elphinstone Sec.	560.9	1.5	2.0	2.1
Spider DL - Sec	21.1			
SCAS	140.9			2.1
Total	3,114.9	7.9	4.3	18.3
District Staff				4.8
Total Staffing Levels		7.9	4.3	23.1
Total Required		7.8	4.3	23.1
Net Staffing Required	-	0.1	-	0.0

NON-ENROLLING TEACHING

- ✦ Increase in SpEd/LA/ELL category due to updated ELL ratio
- ✦ 1:36.9 per historic LOU



CEF APPLICATION

- As indicated by Government FAQ document dated March 31, 2017, the funding will be adjusted next year depending on actual enrolment and composition:
 - *"Government is committed to funding the MoA – it is not committing to funding additional new teachers over and above those needed to implement the MoA. If your notional allocation would fund five additional teachers, but you only need four to meet the MoA, then you will only receive funding for four."*
- The total CEF request for SD46 was **\$3,063,898**, which included staffing plan requests of \$2,818,284 and overhead of \$245,614. The CEF funding will be used to add or maintain 29 full-time equivalent (FTE) teaching positions. These amounts will be recalculated in September and may fluctuate depending on actual student enrolment and composition.



CEF APPLICATION

	T/L	T/C	LAT	SPED	ESL	Secondary Counts
Number of Student FTE	3115.0	1838.0	3115.0	3115.0	108.0	1277.0
Target District Ratio	400	693	446	237	36.9	300
Target Number of Teacher FTE	7.8	2.7	7.0	13.1	2.9	4.3
Number of Teacher FTE						
# of Teacher FTE hired through Block funding	1.1	1.5		10.9	1.5	2.8
# of Teacher FTE hired through CEF	6.7	1.5		10.3	0.4	1.5
Total Teacher FTE for 2017/18 SY	7.8	3.0	0.0	21.2	1.9	4.3
Difference	0.0	0.3		0.0		0.0

	Estimated Cost	Enrolling FTE	Non-Enrolling FTE
Total CEF Hiring	2,778,476	9	20

Estimated cost of Teachers hired through CEF	2,778,476
Estimated Cost of forecast remedies	39,808
Total Additional Cost	2,818,284



	2016/17 Amended Budget	2017/18 Preliminary
Revenue & Surplus		
Transfer from Restricted - Curriculum	37,009,553	37,023,361
Utilization of Restricted - District	1,688,811	99,644
Utilization of Restricted - School Surplus		116,015
Special Purpose Included In Operating	1,534,937	3,662,938
Total Revenue & Surplus Utilization	40,233,301	40,901,959
Expenditures & Allocations		
School Allocations	24,575,900	26,536,064
District Departments	13,718,180	14,224,382
Allocations From Surplus	1,172,053	374,610
School Surplus Spending		116,015
Special Purpose Fund Spending	798,428	
Total Expenditures & Allocations	40,264,562	41,251,071
Net Contribution To Surplus	(31,261)	(349,112)
Remaining Unrestricted Surplus	538,098	506,837
Available Funds	506,837	157,724

BOTTOM LINE

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher cost increases
- ✧ CEF Included
- ✧ Evolving Budget Model (eg - school surplus)



SERVICE DELIVERY PROJECT

Bus Route Optimization Project
Current State Assessment for School District 46

May 23, 2017



Ministry of
Education

May 23, 2017

Nicholas Weswick, Secretary-Treasurer
School District No. 46 (Sunshine Coast)
PO Box 220, 494 South Fletcher Road
Gibsons, BC V0N 1V0

Dear Mr. Weswick,

The BC Bus Route Optimization Project Team is pleased to deliver this draft report on the current state of school transportation for SD46, Sunshine Coast. The draft report details the findings of the existing to and from school bus routing, school bell times, student ridership, and some metrics, gathered with the use of the newly implemented Traversa software, for school transportation.

The goal of this report is to provide a current state assessment and baseline measures for the school district in order to generate discussion for optimization strategies. The baseline measures provided were gathered from district staff as well as information derived from modelling the current state school district routes in the newly implemented Traversa bus routing system.

We appreciate the assistance of you, your staff, and the contracted transportation staff, who worked with us, and helped verify the information in the system, that provided the background for this report. The input provided a valuable understanding of the current transportation operation. We look forward to the continuation of this support as we work with you to come up with options in improving and optimizing transportation services for families and students in your district.

Sincerely,

Frank Marasco,

Project Lead
Ministry of Education
Bus Route Optimization Project

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Executive Summary

Background and Purpose of Report

School District 46 - Sunshine Coast has opted in to the first phase of the BC Ministry of Education Shared Services Bus Route Optimization Project. The project objectives were to:

- Provide on-boarding school districts with new Cloud based software services to efficiently manage and operate a student transportation system within their districts; and
- To develop a baseline set of measures for districts to inform districts of their current state and to assist the district in Identifying areas of suggested improvement, as well as a current state evaluation.

This purpose of this initial report is to provide a current state assessment and provide some general suggestions and recommendations to the district on areas of opportunity to improve service levels, gain efficiencies, and manage any areas of risk.

Key Observations

Contracted Service:

SD 46 is in the 2nd year of a 5 year contract with Third Wave, to provide the following services: The Contract also has a clause for a 3 year extension option to the SD.

- Student transportation services for eligible students from SD 46 and CSF districts. This includes the provision of a fleet of buses and drivers to operate them based on district approved routes and schedules
- Management of fleet operations, student registration and routing logistics to meet required service levels
- Management of field trip transportation services to all schools within the district

Bus Fleet & Maintenance analysis:

SD 46 currently owns one special needs bus. This bus is routed and maintained by the Transportation contractor for the district and is used in conjunction with the Contractor's 17 buses, of which 2 are spares. The current buses in the contracted fleet are an average age of just under 7 years old and are all Type C 70-72 passenger with the exception of 1, Type A 18 passenger special needs bus. The district owned bus is a 2013 Type A 24 passenger.

Since SD 46 contracts out the majority of its bus transportation services, the contractor maintains their own fleet of buses. SD 46 owns one Special Needs Bus, and 5 School Activity Buses, these are maintained in the SD's maintenance garage.

Office staffing levels:

The contractor provides dispatch and office staff for transportation services, and handles most of the transportation related information for the SD. The Secretary Treasurer's office administers the contract, and manages the contractor.

One of the outcomes of this Traversa implementation is to enable the SD to have more visibility and control of the transportation system and operations, and ideally be able to work with the contractor to achieve the desired service levels and efficiencies in operations.

Internal Fleet Management:

This applies to the 1 special needs bus and 5 special activity buses owned by the SD. The special needs bus is subject to replacement under the current Ministry of Education Capital Plan which allows replacement in 2023.

The special activity buses are not covered under the Ministry Capital Plan, thus the SD should review best practices on fleet replacement and develop their own replacement plan. It is expected that the Fleet Management module in the Traversa suite will be a great asset for the SD to manage their fleet and preventative maintenance program.

Software systems:

Currently, the local contractor for Third Wave uses their own proprietary application and database to manage the student transportation services provided within the School district. This includes managing registered students and bus route assignments. This solution has not been properly kept up to date over the last 18 months, and only provides a historical database with support for an online registration process.

SD 46, as part of this bus route optimization project, now subscribes to Tyler Technologies’ Traversa student transportation solution. Once fully implemented with training delivered, the SD will be able to adjust and refine school bus routing and manage field trips. In the future, the SD may also look at integrating student registration and fleet maintenance in the system as well.

One of the report recommendations is to address the reliance and dependency on the service provider’s software system by making Traversa the source system for managing student records and assignment to bus routes as this is seen as a potential area of risk.

Key performance indicators:

SD 46 baseline information using the Traversa modelled current state is listed below. The project team expects to provide comparisons with other districts once all current state assessments for this phase are completed.

	BC In-house District	BC Contracted District	SD 46
Cost per bus overall	TBD	TBD	\$ 61,092
Cost per bus Regular Education	TBD	TBD	TBD
Cost per bus Special Needs	TBD	TBD	TBD

Total Operations Cost / Km			\$3.21
Cost / Registered Student			\$1036
Longest Ride Time			2hr. 13 min

Bell times review:

It is recommended that the SD undertake a formal bell time and fleet schedule study in the coming school year as we identified some students at some schools are arriving almost one hour prior to school start time. This adds a significant amount of time to a student’s educational day and could also create an unnecessary cost of student supervision or a safety concern if no supervision is provided. Current bell times and fleet schedules can be initially reviewed in the attached tables. Further detailed reporting and analysis can be provided at the request of the SD. See Appendix A for detail graphs and break-down.

Student ridership fees:

SD 46 does not charge ridership fees to their own students, however they provide services to SD 93 (CSF) within their bus routes. Currently the SD reports they are collecting \$75,000 / yr. from the CSF for transporting 76 students. In our analysis, we have determined the cost to the SD within the existing contract is approximately \$90,000. If SD 46 chose not to provide this service to the CSF, they would likely realize an eventual savings of \$90,000 once the existing bus runs and buses were reconfigured to remove these stops and students.

Other Comments:

The SD 46 contractor (Third Wave) has hired a local manager to administer the contract on its behalf. This manager was the previous contractor and owner, and still maintains the fleet and owns the facility the buses are housed at. This manager has a lot of valuable history and local knowledge that will need to be captured in Traversa once the SD has staff that are trained in proficiently operating and maintaining the software

The previous contractor / new manager still currently uses his own software database to maintain bus routes and student registrations for the contractor and SD. It is recommended that this practice transition to the Traversa software under the control of the SD. When this transition occurs, the SD will be in a much better place in terms of control over its own data and managing risks related to contract management and privacy compliance.

As part of implementation activity, the manager / contractor will need to learn to use Traversa on behalf of the school district to ensure this information is maintained properly in the correct system. It is recommended that the prime contractor and local manager are engaged early in implementation planning to set and discuss expectations aligned with contractual roles and responsibilities in order to effectively use the Traversa application going forward.

Project Background & Introduction

Background

The Service Delivery Project (SDP) is a collaborative initiative between the Ministry of Education, school districts and other partners to find efficiencies and build capacity through the shared coordination and delivery of services across the 60 school districts in British Columbia (BC). The key objectives of the SDP are to:

- Find efficiencies
- Build sector capacity
- Implement effective and economical solutions
- Achieve service consistency

A project to implement bus route optimization software and services using a phased approach has been initiated. A number of voluntary school districts have been profiled and selected to participate in the first phase in order to realize operational efficiencies while creating a sustainable framework of expertise to support and provide capacity to school districts to more effectively deliver student transportation services.

Current State Assessment

SD46 Sunshine Coast operates on a linear coastline approximately 110 km long on BC's west coast. In most cases all residents live within 3km of the main highway that runs the coast.

There are approximately 3100 students enrolled in 19 education facilities, of which 1061 are transported to and from school on a fleet of 18 buses (17 contractor owned and 1 district owned special needs). The bus routes currently span 83 run segments (79 regular, 4 special needs).

Fleet Analysis

- 17 contractor owned buses (1 special needs, 2 spare, 14 regular)
- 1 district owned special needs bus
- 5 Special Activity buses

See diagram below.

Illustration 1: Fleet Distribution by Use

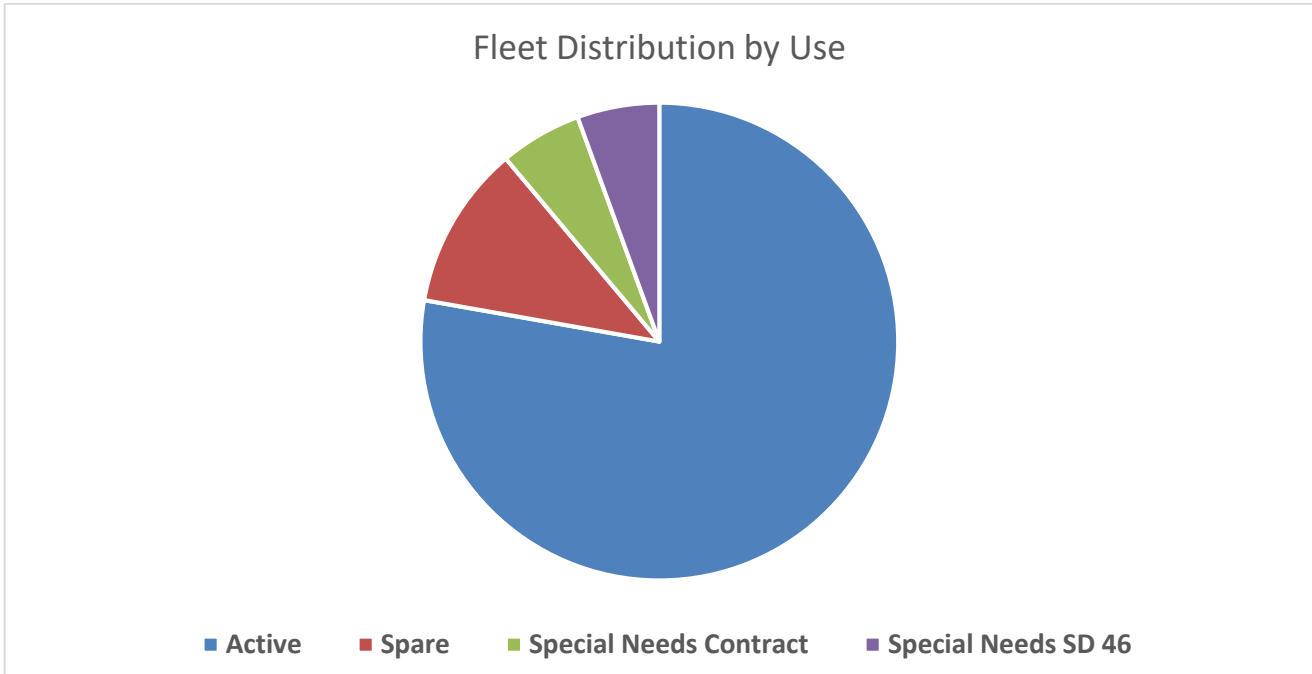
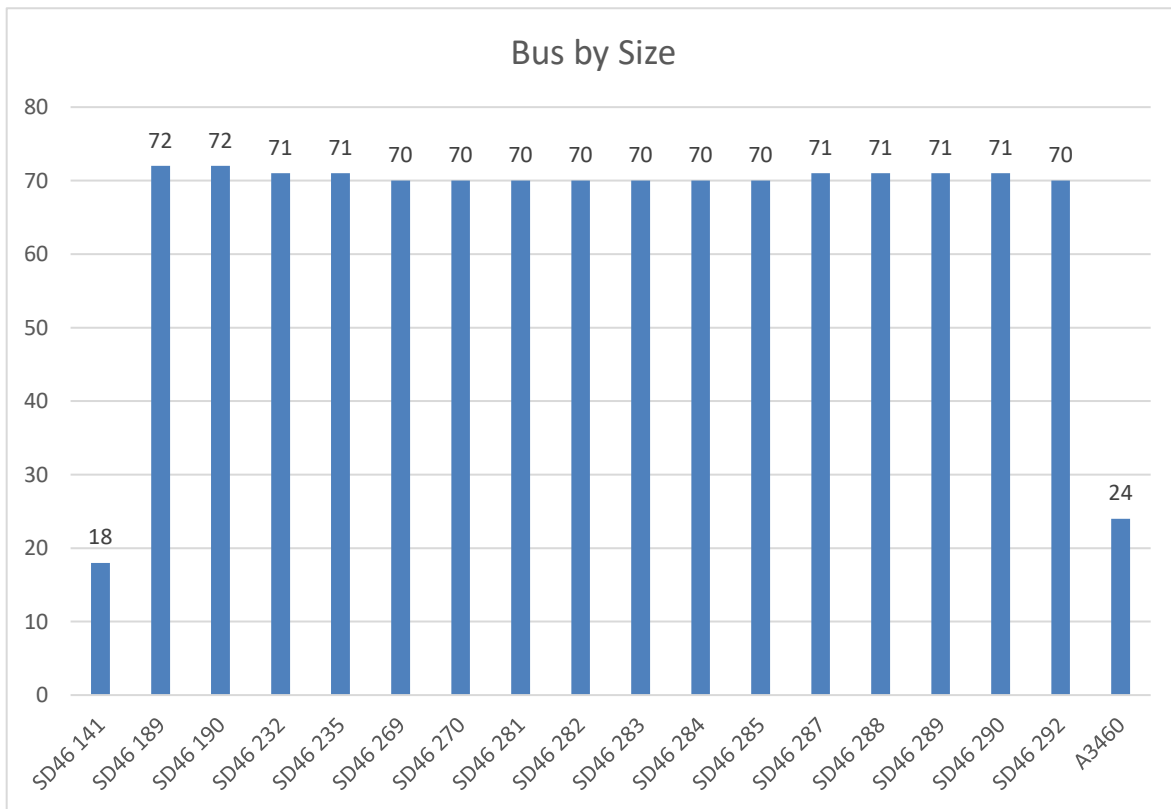


Illustration 2: Distribution of Buses by Capacity



Software & Operational Processes:

SD 46 has not had or operated Transportation Routing Software until now. Any software utilized in the past was owned and operated by a former contractor.

Currently, the local contractor for Third Wave uses their own proprietary application and database to manage the student transportation services provided within the School district. This includes managing registered students and bus route assignments. This solution has not been properly kept up to date over the last 18 months, and only provides a historical database with support for an online registration process.

Moving forward we will assist the SD and potentially the Contractor staff with end user training and help them establish good processes for operating the Student Transportation software.

Staff Organization

Although the SD transportation services are contracted, it is recommended that the SD plays a more active role in managing these contracted services and controlling the Traversa software that will be implemented. Also the SD could benefit from utilizing the Fleet Management module in Traversa to monitor and manage the servicing program of the 1 Special Needs bus and 5 Special Activity buses.

Policies and Administrative Procedures

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following distances from that school:

- (a) Elementary Grades K-7: 2.0 km
- (b) Secondary Grades 8-12: 3.2 km

Walk limit and catchment boundaries are largely not enforced by the district leading to a few bus runs being extended to provide service to almost any school in the district. For this to be accommodated the routes have some students arriving at schools almost 1 hour before bell time in the morning, adding extra length to the student's day.

Cost Metrics & Financial Indicators

SD 46						
Report on Transportation costs and budget						
Financial Information						
7.41	Transportation and Housing Admin		Budget 15/16	Actual 15/16	Budget 16/17	
	Other Professional		\$21,100.00	\$22,189.00		
	Employee Benefits		\$5,845.00	\$4,603.00		
Total 7.41			\$26,945.00	\$26,792.00	\$-	
7.70 Student Transportation						
	Support Staff		\$10,766.00	\$10,142.00	\$11,246.00	
	Sub salaries			\$247.00		
	Employee Benefits		\$2,982.00	\$3,520.00	\$3,115.00	
Services and supplies						
	SERVICES - Contracted Services		\$991,488.00	\$1,025,947.00	\$1,085,299.00	
	TRAVEL - FIELD TRIPS		\$30,840.00			
7.70 Totals			\$1,036,076.00	\$1,039,856.00	\$1,099,660.00	
Function 7 Totals			\$1,063,021.00	\$1,066,648.00	\$1,099,660.00	
Other Information						
Revenues	Fee / Student			\$-		
	Field Trip Revenues			\$-		
Field Trip Costs		Note 3	unknown			
Number of routes			16.00	+ two custom special ed bussing routes		
Number of Regular buses			14.00			
Number of spare buses			2.00			
Estimated average age of buses			< 7 years per contract			
Average daily hours per driver						
Estimated Total Km. driven per year					342,240 km	
Avg. Cost per Km (\$ / Km)					\$3.21 / km	

Routing Efficiency

Understanding Routing Efficiency and Effectiveness

Efficiency is doing the most with the fewest resources. Effectiveness is providing services that meet or exceed an expected level of service which is generally defined by district policies and procedures and industry best practice. The main objective of efficiency in school transportation is to fill the bus and then reuse the bus as often as possible within a given bell time structure.

More and more, in recent years, key performance indicators are increasingly being utilized by the school bus industry to measure the performance of school transportation departments' efficiency and effectiveness. These indicators tell how well a district is providing transportation services and at what cost. SD 46 performance measures in our analyses have not yet been compared to industry standards as well as similar sized school transportation operations British Columbia or this project. As we move through this project, these indicators will provide guidance in areas where SD46 does well and where improvements can be recommended. The measures that we will use involve costs include all items in the transportation budget and are based on a 186-day school year. There are several performance indicators. They include;

- Cost per student
 - What the average cost is to the district per year to transport each student
- Cost per bus day and per year
 - What the average cost is to the district to operate a bus per day and per year
- Cost per kilometer
 - What the average cost is to the district per kilometer
- Capacity usage
 - This value provides an indication of how many available seats are scheduled to be filled through the route planning process. The greater the seats filled the more efficient the routing scheme
- Average ride times
 - This value provides an indication of both service quality and an indication of available capacity within the time structure. When this value is low in combination with low capacity it is an indication that buses are not being filled. When this value is high and capacity usage is low it is an indication that buses are traveling greater distances to try and fill the bus

Assessment of Routing Efficiency and Effectiveness

SD 46 Baseline Metrics

	Regular – Elementary*	Regular - Combined	Special Needs -	Total
Student Enrolment		3226		3226
Eligible Ridership				
Registered Ridership		1042	19	1061
Average Ride Time*				
Average Wait time *				
Longest Wait Time		55 min.	NA	
Longest Ride time		65 min.	105 min.	
Number of Buses				18
# of Buses / 100 Students		1.3	10.5	
Total Bus Capacity		1130	42	1172
Total Utilization		1.08	2.21	1.10
Total Kms Driven / Year				342,240
Cost / Km - operating				\$3.21
Cost / Route				\$61,092
Cost per Student				\$1,036
Cost per Bus				\$61,092
Avg. Kms / route /day				115
Avg. Time / route /day				2hr 13 min.
Avg. Distance to Bus Stops*				
Avg. Dead-head time*				

*Information currently unavailable from Traversa based on data provided.

Summary Comments:

SD 46 has a good set of policy and regulations for student transportation, however most of the entitlement and eligibility requirements are not enforced, and is left in the hands of the contracted drivers to either enforce or not.

The SD 46 contractor (Third Wave) has hired a local manager to administer the contract on its behalf. This manager was the previous contractor and owner, and still maintains the fleet and owns the facility the buses are housed at. This manager has a lot of valuable history and local knowledge that will need to be captured in Traversa once the SD has staff that are trained in proficiently operating and maintaining the software.

The previous contractor / new manager still currently uses his own software database to maintain bus routes and student registrations for the contractor and SD. It is recommended that this practice transition to the Traversa software under the control of the SD. When this transition occurs, the SD will be in a much better place in terms of control over its own data and managing risks related to contract management and privacy compliance.

It is our opinion that the SD should ensure they have staff that is fully trained to run and control the student transportation software in conjunction with the contractor, and collaborate on roles and responsibilities between the SD and the contractor within the Traversa software.. The SD should also work on developing their own student bus registration process, and provide the contractor the SD's Transportation needs to be dealt with in the Traversa routing software.

Conducting a Bell Time / Fleet Schedule Study in the next school year and applying some changes could easily result in an improved length of day for some students, and may also achieve further efficiencies or increased service levels along with eligibility criteria policy.

SD 46 cost / km of \$3.21 is an average cost and may be considered good considering the linear nature and geographic location of the SD. The project team intends to compile provincial comparisons as other district assessments are completed. This cost / km may also be considered very good as we observed that the district is providing a very high level of service to students. The service is also commonly provided to students who are not normally eligible for the service based on current SD policy.

Recommendations:

Recommendations include both immediate, and longer term items moving forward.

1. Have designated SD staff fully trained in the use of Traversa to ensure the SD can have full control and utilization of the software if required. This will assist the SD in better managing the transportation contractor and put the SD in a better situation to manage risk and compliance to policy by ensuring student and routing data is stored in a location that the SD fully controls and monitors.
2. Train SD staff in the Traversa fleet maintenance system, the SD will be able to monitor and track vehicle maintenance of the SD owned portion of the fleet.
3. As part of implementation activity, the manager / contractor will need to learn to use Traversa on behalf of the school district to ensure this information is maintained properly in the correct system. It is recommended that the prime contractor and local manager are engaged early in implementation planning to set and discuss expectations aligned with contractual roles and responsibilities in order to effectively use the Traversa application going forward. Once the SD and Contract staff are fully trained in Traversa, they should look at ensuring the Student Bus Registration process is managed and loaded into Traversa and used to provide the information on current and up to date routing needs.
4. Adjust bell schedules at Elphinstone Secondary school to 8:45 – 3:00. This would reduce the length of day for some students in this school's catchment area by 30 minutes, without impacting any other bus schedules or bus runs. Buses will be able to leave here first in the afternoon and the flow would just allow students attending this and earlier home ETA in the afternoon. Wait times in the morning would be reduced from 60 minutes in the morning to 45 minutes at a maximum.
5. In the coming school year and beyond, the SD should conduct a full Bell Time / Fleet Schedule study to ensure the best possible services that are safe effective and efficient for the betterment of the students they serve. This will likely produce better utilization of the bus fleet, and a shorter educational day for students. Once end user training occurs, SD staff or Contract Manager will be able to produce and analyze reports (with the project SME assistance) to review this data and help with the study

Appendix A: AM & PM Bell Times Review & Kms Driven by Category

Bell Times

Illustration 9: Morning Deployment of Buses

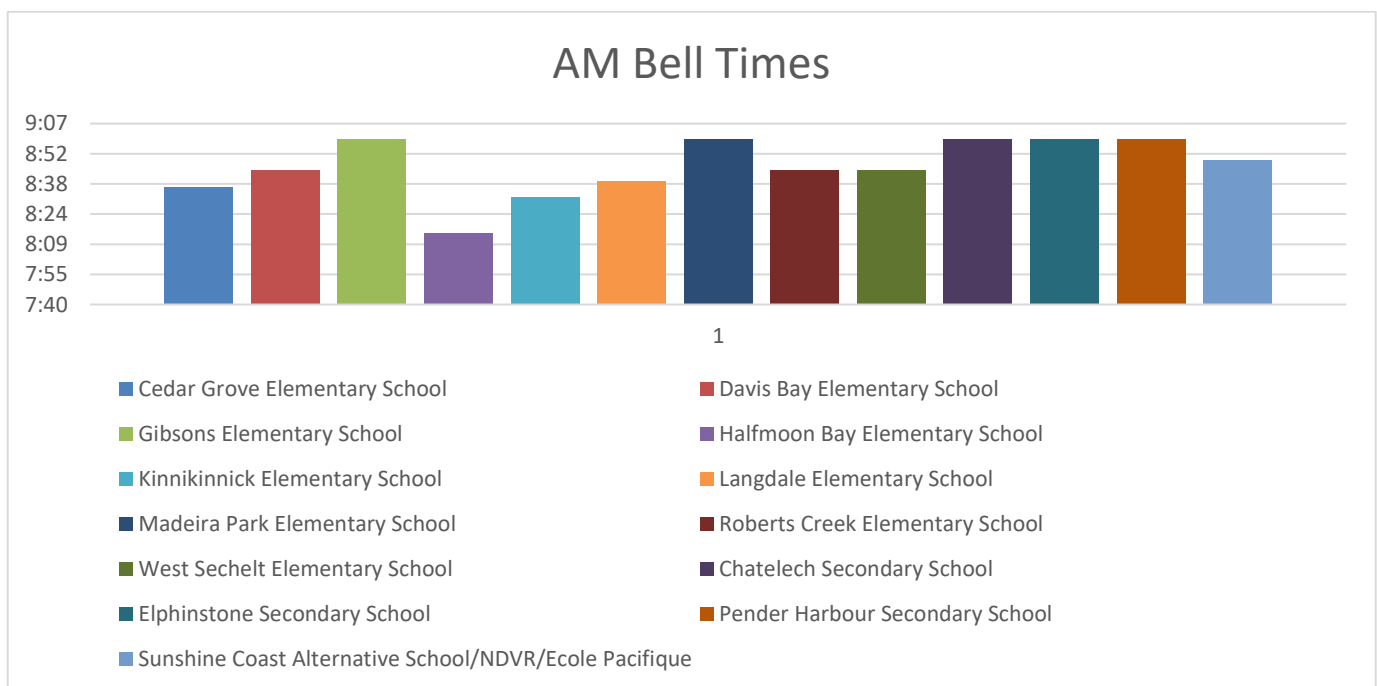
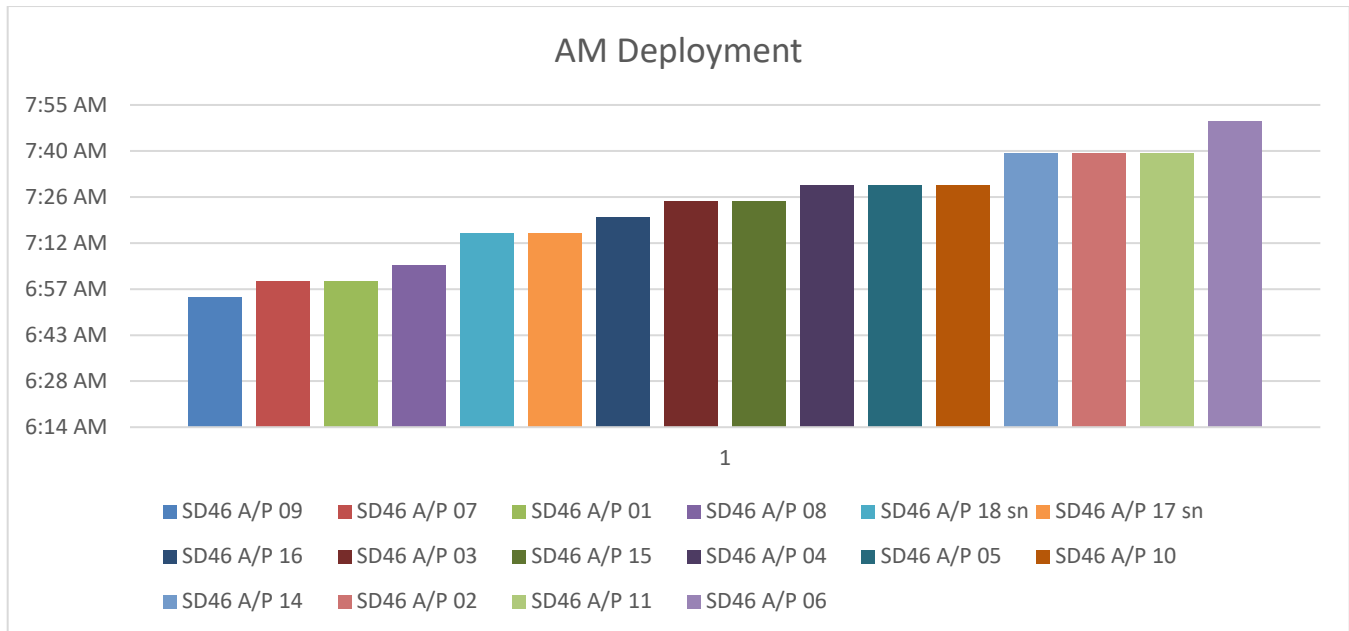
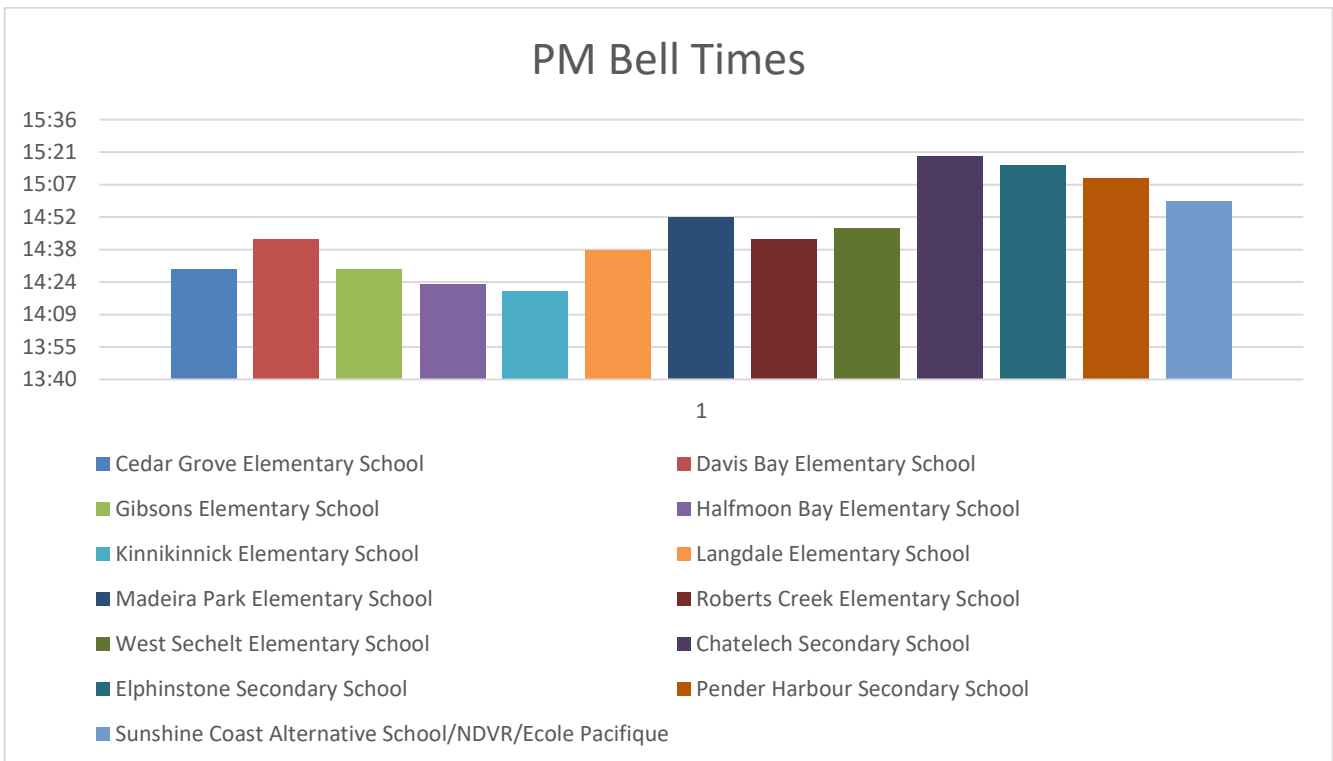
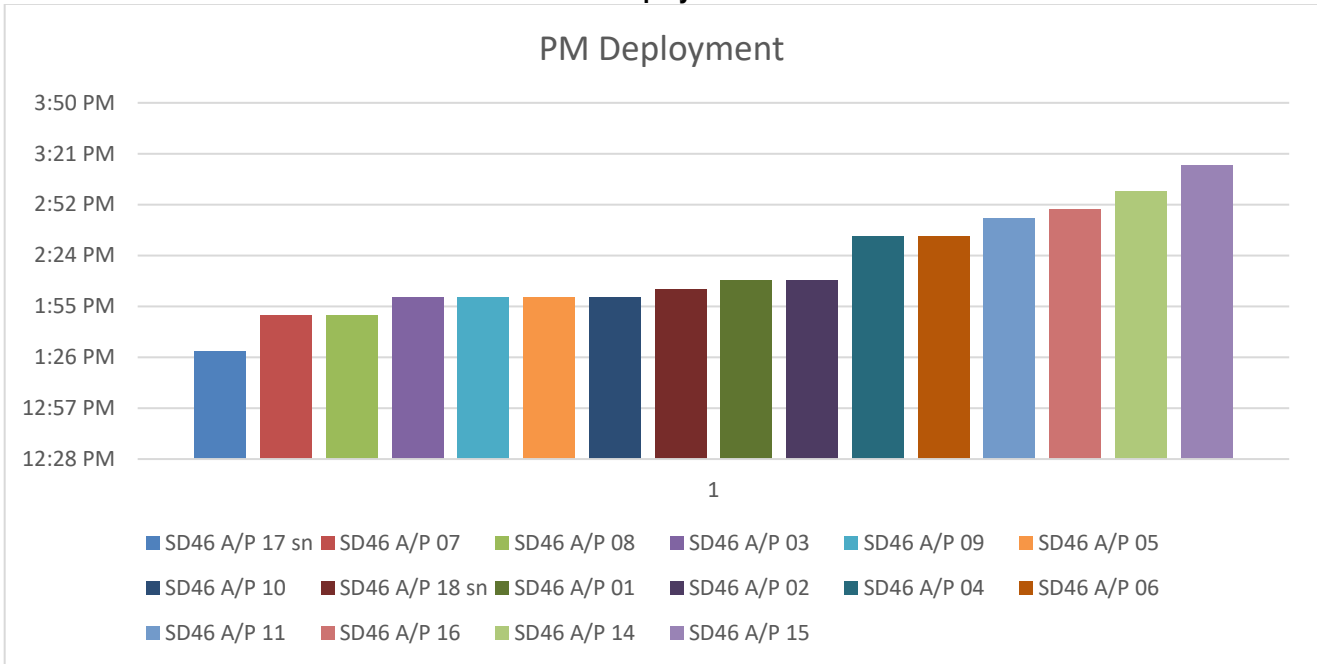


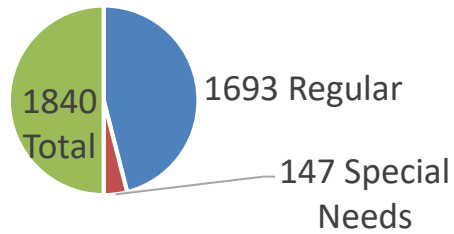
Illustration 10 below includes the afternoon deployment of buses and the corresponding afternoon dismissal bell times:

Illustration 10: Afternoon Deployment of Buses and Afternoon Bell Times

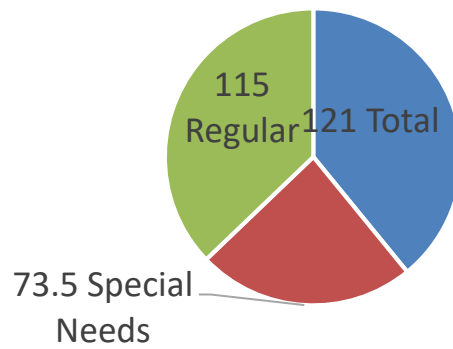


Kms Driven by Category

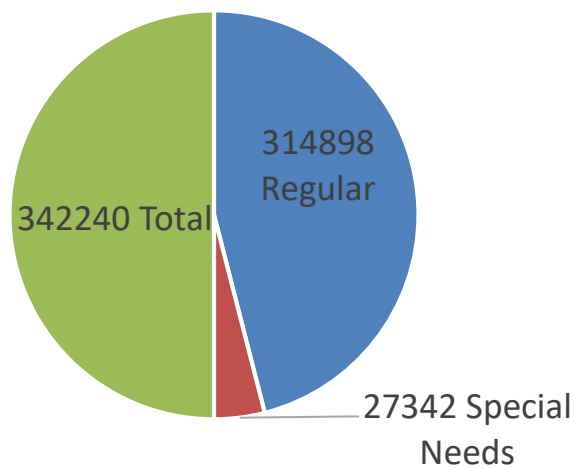
of Kms driven daily (all routes)



Avg. # of kms / bus per day



of kms driven per Yr. (all buses)





SUNSHINE COAST REGIONAL DISTRICT

1975 Field Road
Sechelt
British Columbia
Canada V0N 3A1
Tel: (604) 885-6804

DEVELOPMENT APPLICATION REFERRAL

DATE: May 15, 2017

No. of Pages:

REFERRAL TO:

School District #46
P.O. Box 220
Gibsons, BC V0N 1V0

Attention: Nicholas Weswick
Secretary-Treasurer
nweswick@sd46.bc.ca

PLEASE RESPOND BY: June 19, 2017

You are requested to comment on the attached referral for potential effect on your agency's interests. We would appreciate your response by the date listed. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

FILE: Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017

TYPE OF APPLICATION: Official Community Plan

APPLICANT: Sunshine Coast Regional District

CIVIC GENERAL LOCATION: Electoral Area A: Egmont/Pender Harbour

SYNOPSIS OF APPLICATION:

Development of updated Official Community Plan for Egmont/Pender Harbour. Attached is a copy of the OCP as well as recent staff report describing the highlights of the plan and the development process.

REFERRAL SENT BY: Andrew Allen, Manager Planning & Development
(Please contact this person directly for additional information)

PHONE: (604) 885-6814

EMAIL: andrew.allen@scrd.ca

REFERRAL AGENCY COMMENTS: *(Please provide comments below or attach separate pages)*

- Interests unaffected by bylaw amendment.
- Approval recommended subject to conditions below:
- Approval recommended for reasons outlined below:
- Approval not recommended for reasons outlined below:

Signed By:

Title:

Date:

Agency File:

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development – April 13, 2017

AUTHOR: Andrew Allen, Manager, Planning and Development

SUBJECT: EGMONT/PENDER HARBOUR OFFICIAL COMMUNITY PLAN BYLAW NO. 708, 2017

RECOMMENDATIONS

THAT the report titled Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017 be received;

AND THAT Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017 be considered by the Board for First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act*, Bylaw No. 708, 2017 be referred to the following as part of the early and on-going consultation:

- i. **Egmont/Pender Harbour Advisory Planning Commission**
- ii. **Ministry of Transportation and Infrastructure**
- iii. **Vancouver Coastal Health Authority**
- iv. **Ministry of Forests Lands and Natural Resource Operations**
- v. **School District #46 and**
- vi. ***shíshálh* Nation**

AND FURTHER THAT pursuant to Section 477 of the *Local Government Act*, Bylaw No. 708, 2017 is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan.

BACKGROUND

The review of the Egmont/Pender Harbour Official Community Plan (OCP) process began in early 2015. Two initial kick-off meetings were held in January and February of that year; one in Madeira Park and the other in Egmont. The intent of the kick-off meetings was to publicly announce the OCP review and to scope out emerging issues.

Shortly after the kick-off meetings advertising was conducted to seek members to join the OCP review advisory group. There were several applicants, which signaled a strong interest in the process. A diverse team was selected which assisted greatly throughout the process. The group was representative of each geographical area within the OCP boundary and also contained a member from the *shíshálh* Nation who also served on the advisory committee for the initial OCP creation in the 1990's.

The advisory committee met periodically over an 18 month period to review the policies within the existing OCP, recommend new policies and refine a draft in an effort to assist SCRD planners in creating the document which is attached for consideration of first reading.

DISCUSSION

Options and Analysis

The draft official community plan, attached to this report is intended to replace the existing plan. The strategy during review was to use the existing OCP as a reference and use it as a lens wherever possible for current planning. However, it was recognized that the original OCP was approaching 20 years old and it was time for an update. Efforts were also made to simplify the new plan. For example the original OCP contained 40 distinct land use designations and the new OCP contains 14. This is designed to make the document more meaningful and easier to understand for its users, both the community and the SCRD, while still respecting the unique qualities of neighbourhoods.

Other key improvements and modifications to the new OCP include:

- Introduction of a Community Vision and modified and updated Community Goals
- A minor extension to the boundary of the OCP along the eastern edge to reflect the boundary of Electoral Area A
- Recommendation for an additional planning process to create zoning on the water (fresh and salt)
- Updated geotechnical hazard reconnaissance conducted by Kerr Wood Leidel Consulting Engineers and conversion of Geotechnical Assessment Areas to Development Permit Areas
- Removal the Marine Study and Marine Upland Study areas and replaced with land use designations similar to existing zoning and uses
- Recommendation for a Harbour Management Plan for the entire Plan area - with focus on the harbour areas of Pender Harbour, Earls Cove and Egmont
- Southeast portion of Francis Peninsula changes from Comprehensive Residential A to Residential A to reflect the settlement pattern of this area
- Many rural residential and lake watershed protection designations amalgamated into Rural Residential A and B, and
- Introduction of a chapter referencing the *shíshálh* Nation Strategic Land Use Plan.

Issues that the advisory group gave detailed consideration to during the review process included:

- environmental protection
- supporting economic development
- zoning on the water

- marinas on fresh water
- campgrounds in rural areas
- integration of the *shíshálh* Nation Strategic Land Use Plan, and
- geotechnical hazard areas.

Organizational and Intergovernmental Implications

As the OCP moves toward the adoption process there will be several referrals. Many of the referrals to provincial ministries and first nations are prescribed by the *Local Government Act*. Other referrals to the Egmont/Pender Harbour Advisory Planning Commission and departments within the SCRD are conducted as matter of effective planning practice.

When drafting the OCP every effort is made to create a plan that is consistent with plans, studies and requirements of other agencies and groups. The Planner's role is to be familiar with land development requirements from other agencies. This helps create an effective plan and to reduce unexpected comments during the referral process. The same can be said for internal co-ordination with other departments within the organization.

Cross-functional opportunities were explored in drafting many of the chapters, including the Solid Waste, Water Service, Regional Sustainability and Climate Action chapters.

Financial Implications

Staff consider that the OCP is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan.

The new OCP continues to provide a mix of residential, commercial and industrial properties to balance the financial inputs from the tax base. All commercial and industrial designations remain in place from the existing OCP. An effective, accurate and user-friendly OCP supports sustainable economic development.

Timeline for next steps or estimated completion date

Upon first reading the OCP can be sent to agencies for referral. This process can be 60-90 days for a lengthy and detailed document such as the OCP. Ideally this timeframe allows for agency review and time for staff to consider changes that could be made to strengthen the OCP and consider suggestions.

After this process the OCP will be further considered for second reading and scheduling of the public hearing. A public hearing may potentially occur late in the second quarter or possibly third quarter, depending upon the summer schedule. At this time consideration can also be given toward further consultation if it is deemed to be warranted or if there are significant comments from referral agencies, which require amendments to the OCP.

Communications Strategy

In addition to the two initial kick off meetings there have been other occasions throughout the process where the OCP review and preliminary findings have been shared with the public.

In September of 2015 members of the public were invited to an open OCP review meeting to hear a presentation from Kerr Wood Leidel (KWL) Engineering on the geotechnical hazard area updates. There was an opportunity after the presentation for dialogue with KWL and SCRD staff.

The preliminary draft and maps were on display at the Community Dialogue event in Madeira Park in May, 2016. A number of residents viewed the information at that time.

In July 2016 Chair of the OCP review group and staff attended Pender Harbour Days in Madeira Park. A booth was set up with maps indicating the proposed land use and development permit area mapping. A draft was not in place at that time, though the public were able to learn about the highlights of the OCP and potential changes.

In September 2016 Chair of the OCP review group and staff attended the annual general meeting of the Pender Harbour Advisory Council as a delegation. The highlights of the new OCP were covered in a presentation as well as who to contact with further questions. This was well received.

In November 2016 there were two additional engagement events. The primary event was the information session where several members of planning staff and the advisory group were on hand to introduce the draft OCP. This event was run in the community dialogue fashion, with a sign in table and stations for various themes. There was also a questionnaire with open ended questions based on the highlights of the draft. This was a successful event with close to 100 people through the doors. Much of the feedback was both positive and constructive. Detailed suggestions for changes to the OCP were received and in many cases changes were incorporated. An interview and detailed follow up article was also presented in the following edition of the Harbour Spiel.

In November staff travelled to the Dellbrook Community Centre in North Vancouver to present the OCP at the annual general meeting of the Sakinaw Lake Community Association. Again, similar to other engagement events, the OCP and presentation were well received.

Further community outreach can be achieved through a referral to the Advisory Planning Commission.

A public hearing will also be conducted prior to adoption. Other engagement opportunities can be explored upon direction from the Board.

STRATEGIC PLAN AND RELATED POLICIES

Many of the values from the Board Strategic Plan are directly reflected in the OCP and development process, including: collaboration, environmental leadership and transparency.

Along this same line many of the key strategic priorities of the plan are reflected within the OCP, including: supporting sustainable economic development, enhanced collaboration with *shíshálh* Nation and community development.

The OCP reflects many of the values found within the Strategic Plan and will stand as an example of success and achievement.

CONCLUSION

The Egmont/Pender Harbour Community plan review has been underway for two years now. Development of the new plan has been aided by the assistance of a hard-working and diverse advisory committee comprised of members from all parts of the plan area.

A draft was produced in September of 2016 and it was subsequently announced to the public at the Pender Harbour Advisory Council AGM. In November a community conversation was held in the form of an information session. Feedback received at the session and in the weeks after was used to create further refinement and improvements to the plan.

At this time staff recommend that the OCP document be considered for first reading as Bylaw 708. Upon receipt of first reading referrals to advisory groups and government agencies can commence, after which further refinements could be made to the document. Additional changes to the document can be formally endorsed at the time of second reading. At the time of second reading a public hearing will be scheduled and additional consultation can be considered.

Reviewed by:			
Manager	X- A. Allen	Finance	X-T. Perreault
GM	X- I. Hall	Legislative	X- A. Legault
CAO	X-J. Loveys	Other	X- R. Cooper

Attachment A: Bylaw No. 708 and the Egmont/Pender Harbour Official Community Plan



Egmont/Pender Harbour Official Community Plan

Draft April 2017

Photo Credit: Jeff Dyck

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Part One: Introduction

1.1 Acknowledgements

The Sunshine Coast Regional District (SCRD) acknowledges the time and valuable contribution made by the following residents in preparing the Egmont/Pender Harbour Official Community Plan (OCP). An advisory group was established to assist in guiding the public engagement process and providing insight into the vision, goals, objective and policies which shape this plan.

1.2 Egmont/Pender Harbour Official Community Plan Advisory Group

Peter Robson, Chair

Les Falk

Karen Dyck

Joe Harrison

Bob Fielding

Sid Quinn, *shíshálh* Nation and returning OCP advisory group member

Kal Helyar

Gordon Littlejohn

Maureen Juffs

Catherine McEachern

Steve Luchkow

Din Ruttelynck

Patti Soos

The Official Community Plan was prepared during the elected term of Director for Electoral Area A: Egmont/Pender Harbour, Frank Mauro, who attended as an ex officio member and guide to the Advisory Group.

The Advisory Group would like thank of Andrew Allen, SCR D Manager, Planning and Development for the meeting preparation and writing of this document.

This current OCP builds on the work of the original Egmont/Pender Harbour OCP that was also created with the assistance of a public advisory group. The current advisory group and SCR D thank the public advisory group which helped create the original OCP, which provided a foundation for this OCP.

1.3 Introduction

Official Community Plans (OCPs) are described in the *Local Government Act* and must contain a number of goals, objectives and policies pertaining to community planning and development. An OCP is a high level document which guides decision making on land use, water and sewer service, road development, parks and use of Crown land. Ultimately an OCP forms recommendations for land use and zoning but is not to be used as zoning bylaw. Zoning bylaws implement the ideas of an OCP and provide details to carry out the intent of the OCP.

An OCP also provides specific detail on the development of sensitive properties in the Development Permit Areas chapter. Development Permit Areas are in place for a variety of reasons, including environmental protection and geotechnical safety.

Official Community Plans must have policies suitable for at least five years and are often valid for upward of 15 to 20 years. The first OCP for Egmont/Pender Harbour was adopted in 1998, and remained in place through to the adoption of this OCP. In 2005 there were several changes made to Zoning Bylaw 337 to implement many of the policies within the OCP and as well there have been other changes throughout the years to accommodate community growth and changes in provincial legislation.

In the years since the initial OCP completion, Egmont/Pender Harbour has seen a modest population increase and a sharper increase in the average age. The average age in Egmont/Pender Harbour is higher than the average on the Sunshine Coast as a whole, which is significantly higher than the provincial rate.

According to the 2011 Census, the percentage of the population over the age of 15 years was 91.1% within the Plan area. This compares to 87% for the Sunshine Coast as a whole and close to 85% across British Columbia. It is evident that the population in Egmont/Pender Harbour is growing older. Efforts need to be made to create a more balanced community to ensure a prosperous and sustainable future.

Another indicator of local settlement and population is the distinction between full and part time residents within the community. From the most recent census data in 2016, there were 2,329 dwellings and 1,381 or 59% of these were occupied by full time residents, this is compared to an average of 80% for the Sunshine Coast and 91% for the province. Again, this indicates a unique character of the community, a real mix between full time and part time residents, indicating the seasonal population differences.

The OCP serves as the guiding document for land use and community development and provides options for moving forward into the future and reflects the values of the community. An effective OCP is based on a mix of science and community preference and which meets values of the community at the time of adoption and that is flexible enough to move into the future.

The goal of an OCP is to steer the community in a favourable and sustainable direction that can assist in creating a balanced community; which can manage the best possible mix of land uses in both a cost effective and environmentally sensitive manner.

A balanced community aims to provide sustainable social and economic growth and this starts with an effective OCP.

The Egmont/Pender Harbour Plan area includes the more settled and partially serviced portion of Electoral Area A covering close to 25,000 hectares including a 300 metre off-shore buffer area into the ocean. The entire Plan area is within the *shíshálh* Nation territory and includes private *shíshálh* Nation land holdings in Bargain Harbour, Madeira Park, Kleindale, Garden Bay, Sakinaw Lake and Skookumchuck Narrows.

The Plan area extends north and west of Electoral Area B (Halfmoon Bay) near Wood Bay to the northern end of the Sechelt Peninsula at Egmont and across the water into East Egmont and the surrounding hillside. Within the Plan area there are several distinct neighbourhood areas including Middlepoint, Francis Peninsula, Madeira Park, Kleindale, Garden Bay, Irvines Landing, Daniel Point, Sakinaw and Ruby lakes, Earls Cove and Egmont.

The Plan area is blessed with numerous lakes, ranging in size from less than 10 hectares in area to 686 hectares for Sakinaw Lake. From smallest to largest, the more accessible lakes include Katherine Lake, Lily (Paq) Lake, Ambrose Lake, McNeil Lake, Hotel Lake, Klein Lake, North Lake, Mixal Lake, Garden Bay Lake, Waugh Lake, Ruby Lake and Sakinaw Lake. These lakes and their shore areas provide many benefits for natural fish and wildlife habitat, in some cases community water supply, recreational and seasonal settlement. Multiple demands and uses are put on many of the lakes within the Plan area.

The primary commercial services and focal points for the community are located in Garden Bay and Madeira Park for the Pender Harbour area; and Egmont.

Recognizing that the Egmont/Pender Harbour area falls within the territory of the *shíshálh* Nation, the OCP goals and policies offer respect and recognition to the *shíshálh* Nation and their land use planning. This OCP includes a chapter dedicated to a description of the *shíshálh* Nation strategic land use plan and how it relates to this OCP and decision making at the SCRD.

The OCP starts with the community vision and goals and is followed by the land use designations in Part 2. Parts 3 and 4 comprise community and regional planning initiatives.

1.4 Egmont/Pender Harbour OCP: Community Vision and Goals

COMMUNITY VISION

Our vision is to foster a unified, vibrant, healthy, safe, and diverse community within our unique lake, mountain, and marine coastal landscapes that balances economic opportunities with the natural environment.

COMMUNITY GOALS

- To build a strong sense of community based on respect and understanding amongst plan area residents, the *shíshálh* Nation, and the SCRCD.
- To promote and attract a thriving, diverse and balanced community which allows economic and employment opportunities able to support healthy lifestyles for current and future generations.
- To recognize and preserve the area's historical, heritage and archaeological sites.
- To protect the quality and quantity of all water sources.
- To ensure that there are sufficient and efficient infrastructure and services available to support the community interests and values.
- To respect and enhance our environment and recognize it as the foundation of our past, present, and future.

Part Two: Land Use Designations

2.1 Residential, Comprehensive Residential, Rural Residential and Multi-Family

According to the *Local Government Act* an Official Community Plan must contain statements and land use designations to indicate the location, amount, type and density of residential development to meet anticipated needs for a period of at least 5 years. The objectives and policies within this chapter meet this requirement.

Part two is the land use designation chapter, which outlines where certain uses can occur and distinguishes between residential, rural and commercial areas. Within the different land use designations there are specific objectives and policies which outline current and future land uses. The policies are to be reflected in the zoning bylaw, which provides the details and specifics. The land use designations provide direction for current and future land uses.

In some cases the zoning bylaw permits the uses noted with the specific land use designation, whereas in other cases amendments to the zoning are required to implement the policies.

Parcel size designations in this plan have attempted to strike a balance between soil suitability for on-site sewage disposal, the community's desire for an affordable supply of land as well as protection of important environmental features, including the Plan area's lakes.

Variability of soil and slope conditions make it difficult to assign exact minimums for parcel size designations. Therefore plan designations only generally reflect soil capability for on-site sewage disposal.

Availability of community water, community sewer, road access, historical settlement patterns, habitat conditions, and proximity of geotechnical assessment areas are all additional factors influencing parcel size designations in this part of the OCP.

A variety of dwelling and building types are permitted in residential zones. The definitions and parameters of the dwellings and buildings are described within the SCRD zoning bylaw for the Plan area.

2.1.1 Objectives

- (a) To focus future residential growth in appropriate community areas.
- (b) To minimize residential conflicts by establishing appropriate buffer zones to industrial and resource activities, including forestry and agriculture.
- (c) To minimize residential impact on sensitive habitat by establishing buffers to significant natural habitat features.
- (d) To minimize the impact of residential development activity on community watersheds within the Plan area.

- (e) To encourage subdivision design and development which provides a variety of parcel sizes.
- (f) To minimize, where possible, land clearing activity at all phases of residential development.
- (g) To encourage dwelling design and siting which takes advantage of opportunities for energy efficient homes including passive solar heating.
- (h) To encourage the building of a range of housing types and opportunities to address affordable, rental, seniors and special needs housing.
- (i) To provide for cluster housing opportunities in appropriate residential areas.
- (j) To discourage additional driveway access onto the Sunshine Coast Highway.
- (k) To provide for home occupation employment opportunities compatible in scale and character with residential and rural neighbourhoods.
- (l) To provide rural lifestyle opportunities through larger parcel sizes and compatible rural land uses.
- (m) To provide for auxiliary small scale commercial and light industrial activity in appropriate areas.
- (n) To provide for a greater variety of agricultural activities, including local food production and sales.
- (o) To reduce the risk of wildfire hazard in residential areas.
- (p) To encourage sustainable development of the land.

2.1.2 Policies

- (a) Opportunities for affordable rental, seniors and special needs housing shall be made available through zoning providing for auxiliary dwellings, duplexes, suites within houses, mobile homes, special rental housing, transition homes, and full size second dwellings in most parts of the Plan area subject to parcel size and other requirements.
- (b) Through the subdivision review process for subdivisions and building permit applications, homeowners or developers are encouraged to organize their projects to capitalize on available opportunities for passive and active solar energy, particularly in off-grid areas.
- (c) Homeowners are encouraged to practice careful vegetation management in proximity of their homes in order to reduce the spread of forest fire and to reduce the threat of property damage from wildfire. This may include the removal of ladder fuels such as low branches on trees and fuel on the ground. Non-combustible finishing on houses and buildings may be considered to reduce the threat of spreading fire.
- (d) Map 1 designates select residential lands as Residential A & B, for which the principal use shall be single family detached housing and associated auxiliary uses, including

auxiliary structures, limited commercial opportunities such as bed and breakfasts, home based business and food production and sales.

- (e) Parcel size and land use requirements for the residential land use designation, to be regulated within the zoning bylaw as described in the specific land use designations described below.

2.1.3 Residential A

- (a) This designation is primarily located within neighbourhood and community core areas which are primarily serviced by community water supply systems. The average size of new subdivided lots shall be 2,000 square metres subject to subdivision approval.
- (b) Provision for a second single family dwelling requires a minimum parcel area of 4,000 square metres in areas served by on-site septic disposal systems. A duplex, auxiliary dwelling or suite within a dwelling are supported for the provision of affordable housing options.
- (c) Additional land uses include a home-based business, as defined in the zoning bylaw, and bed and breakfast home.
- (d) Subdivisions and cluster homes with higher density can potentially be created with an average parcel size of 1,000 square metres to provide a housing and community benefit where approved septic treatment technology has been established to treat the effluent from the development.
- (e) The ability to create areas of higher density will likely require community sewage treatment and disposal facilities to be developed in accordance with the policies in Part 3.6.

2.1.4 Residential B

- (a) This designation is located primarily along Highway 101 and outside of community water supply areas and has a larger parcel size pattern. The minimum size of new subdivided lots shall be 1 hectare, subject to subdivision approval, due in part, to moderate constraint of soil types and terrain characteristics for on-site sewage disposal common to residential acreage properties, generally located outside of community and neighbourhood core areas.
- (b) Consideration may be given to smaller parcels in waterfront areas where additional highway accesses are not required.
- (c) Specific land uses may include a variety of housing forms, including second dwellings or duplexes, as well as bed and breakfast home and home-based business. Bed and breakfast inn (maximum five bedrooms) and transition houses may serve as additional uses.

2.1.5 Comprehensive Residential

- (a) Map 1 designates select residential lands as Comprehensive Residential for which the principal use is residential but may include auxiliary commercial uses and auxiliary light industry, as defined in the zoning bylaw.
- (b) The average parcel size for newly subdivided lots shall be 2,000 square metres in areas served by a community water system and 10,000 square metres in areas not yet served by a community water system.
- (c) Subdivisions with higher density will be considered, with an average parcel size of 1,000 square metres, in neighbourhood areas where there is an affordable housing component and a community benefit. High density developments shall be serviced by community water supply and approved septic treatment technology.
- (d) Actual parcel size shall be determined on site at time of subdivision approval and the ability to create an average of 2,000 square metre parcels on a broad basis will likely require community sewage treatment and disposal facilities to be developed in accordance with the policies in Part 3.6.
- (e) Compatible land use include a variety of housing types as well as bed and breakfast home and home-based business. Light industry, bed and breakfast inn, mixed housing types, a broad range of auxiliary commercial activities, sleeping units, and campground may be permitted as additional uses depending on parcel size.
- (f) The density for sleeping units and campgrounds shall be 10 units per hectare up to a maximum of 30 units on properties.

2.1.6 Rural Residential

- (a) Map 1 designates as Rural Residential A and Rural Residential B. These areas provide a transition zone from the more dense residential areas to the less dense rural areas and encourage a range of land uses to promote community diversity while also providing a buffer to the lakeshore and watershed protection.
- (b) The minimum size of new subdivided lots with Rural Residential A shall be 1.75 hectares along the lakeshores and 1 hectare for other properties, subject to subdivision approval, and a minimum of 4 hectares within Rural Residential B. Both designations require a minimum lakeshore frontage of 60 metres.
- (c) Lakefront properties may be permitted to have a second single family dwelling or a bed and breakfast home on parcels exceeding 2 hectares.
- (d) Terrain characteristics and soil types pose mainly moderate development constraints for on-site sewage disposal, road development and site preparation. Geotechnical reviews may be required during future development.
- (e) Development in proximity to lakeshores is subject to Development Permit Area #4 and the policies contained within Part 3.1.3: The Aquatic Environment.

- (f) Additional land uses may include up to two detached single family dwellings, a variety of housing types as well as bed and breakfast home, agriculture, and home-based business. Auxiliary light industry, bed and breakfast inn, garden nursery, riding stable, transition house, storage, and campground may be permitted as additional uses depending on parcel size. The density for sleeping units and campgrounds shall be 10 units per hectare up to a maximum of 30 units.
- (g) Existing non-conforming lakefront campgrounds, such as Hotel Lake shall be enabled to maintain operations, pursuant to the provisions of the *Local Government Act*. Future expansion of the campsite may be subject to a zoning bylaw amendment to accurately reflect the use and will be subject to riparian and sewage treatment reviews.
- (h) A 30 metre assessment area for structures and land development and alteration from the natural boundary of all lakes and creeks in the Plan area is required pursuant to the Riparian Areas Regulation for the purpose of habitat protection, vegetation retention, water quality protection and geotechnical constraints, and as further described in Development Permit Area 4: Riparian Assessment Areas. The 30 metre assessment is in addition to the recommended 20 metre building setback.
- (i) Ecological interpretive assemblies and related field study centres operated on a non-profit or public basis may also be a compatible use on sites where there is no conflict with community water supply and where such use demonstrates environmental stewardship within the watershed protection area.
- (j) Subdivision approval for water access only properties is contingent upon off-site parking on suitably zoned lands. Properties located at the north end of Sakinaw Lake in proximity to the boat launch on Sakinaw Lake Road and Lakeshore Road have been identified as properties within the Rural Residential A designation that may be suitable in the future for off-site parking subject to a zoning bylaw amendment.
- (k) Other properties within the Rural Residential designations may be considered in the future for off-site parking on water access lakefront properties, subject to review by the SCR D and the community in the zoning bylaw amendment process. A future bylaw amendment for on-site parking must consider nearby creeks and spawning areas as well as other important environmental considerations. Stormwater management, visual and noise buffering shall also be considered.

2.1.7 Multi-Family

- (a) Map 1 designates as Multi-Family, land where existing zoning recognizes established multi-family housing opportunities, at densities no less than one unit per 500 square metres of land, providing alternative and affordable housing opportunities, such as cluster housing, town houses and apartments and mobile home parks.
- (b) Market restricted affordable housing may also be considered as part of a development approval for future multi-family developments.
- (c) The existing mobile home park located at 12248 Sunshine Coast Highway shall remain as a mobile home park.

- (d) Proposals for additional multi-family sites may be considered in residential areas except for properties fronting Highway 101, unless alternative access is readily available, and will be evaluated on criteria that includes the following site selection considerations and information requirements which are subject to development approval information, pursuant to the *Local Government Act* and SCR D Procedures and Fees Bylaw 522:
- i. served by on-site sewage disposal and community water service;
 - ii. in proximity to facilities and services such as convenience shopping and commercial retail areas;
 - iii. the proposed development will not pose a detrimental impact on environmentally sensitive areas and watercourses and geotechnical hazard areas as indicated on Map 2: Development Permit Areas;
 - iv. in proximity to a major collector road forming part of the Major Road Network as shown on Map 3 in order that traffic generated by the development does not adversely affect established residential properties;
 - v. access to the proposed development is acceptable to the Ministry of Transportation and Infrastructure in terms of safety and efficiency of traffic flows;
 - vi. vehicular access to a proposed development will be provided in a location which, through sensitive siting and design, causes minimal impact on adjacent properties;
 - vii. the traffic demand and impact from the proposed development will be compatible with the capacity, character and traffic patterns of adjacent roads and with the character of the area;
 - viii. liquid waste disposal from the overall development must be acceptable to the SCR D (for community sewer systems under SCR D ownership) or Vancouver Coastal Health Authority or Ministry of Environment (depending upon sewage volume);
 - ix. developments that compensate for increased density by dedicating areas not to be built on as green space or open space will be encouraged;
 - x. a proposed development in residential or rural areas should respect existing neighbourhood character through compatible architectural design and landscaping, sensitive siting of all buildings and an appropriate overall scale;
 - xi. building height and building mass shall be reviewed in relation to the impact on the surrounding properties.
 - xii. a community amenity shall be provided for those residing in the cluster housing development, such as a tennis court, exercise room, public meeting or green spaces.

2.2 Resource

This land use designation is focused primarily on Crown resource lands typically used for either resource development or without a present identified use, which includes forest lands and managed provincial forest. These resource lands provide employment opportunities to the region through forestry and are also used for recreation and non-timber harvesting of foraged food product. Land use controls which have been introduced seek to protect this land base and its resource, while offering a level of protection and certainty to nearby residents.

Large blocks of private land in East Egmont where resource uses are most appropriate also fall within this designation.

This land base is within the territory of the *shíshálh* Nation and resource and land use decisions will be reviewed in the context of this OCP and shall be referred to the *shíshálh* Nation respecting the consistency with the Strategic Land Use Plan.

2.2.1 Objectives

- (a) To provide for forestry related and other compatible resource activities, including non-timber harvesting within and adjacent to the managed Provincial Forest.
- (b) To preserve managed forest lands for forestry and other compatible resource uses.
- (c) To support uses such as outdoor recreation and education.
- (d) To allow for sand and gravel processing activities, subject to zoning allowance, in appropriate locations within this designation where significant recoverable deposits of these materials exist.
- (e) To minimize conflicts between sand and gravel processing operations, forestry related operations and adjacent land uses.
- (f) To provide adequate protection to watersheds which contribute to water supplies and overall health of the forests.
- (g) To minimize residential conflicts within the Resource designation.
- (h) To review all land uses with Resource Designation compatibility with the *shíshálh* Nation Strategic Land Use Plan.
- (i) To encourage the protection of important ecological and recreation areas on both public and private lands.

2.2.2 Policies

- (a) Map 1 designates select parcels and other land as Resource, for which the principal use shall be resource activities such as the establishment, management, and harvesting of the forest cover for timber and other forest products and values, silviculture practices and integrated resource management.

- (b) The minimum size of new subdivided lots shall be 100 hectares to limit residential development and to minimize the potential for alienation of land from the working forest land base.
- (c) Compatible land use will include management and harvesting of the forest cover, silviculture, agriculture, forest or wilderness recreation, outdoor natural science education or research, and non-timber harvesting.
- (d) Pursuant to the 2104 SCRD and BC Timber Sales communication protocol forest stewardship plans and operational plans are to be shared with the SCRD and the community well in advance of the proposed harvest date to ensure suitable feedback and comments on the proposed forest harvesting operations.
- (e) Gravel extraction opportunities must be consistent with the *Mines Act* and any assembly and sorting of gravel on-site may be subject to zoning requirements.
- (f) Expansion and new facilities for gravel extraction and related operations in this designation will be considered consistent with the OCP. Bylaw amendment approvals will consider the following development approval information:
 - i. community consultation;
 - ii. noise and dust control;
 - iii. visual buffers from adjacent and nearby properties;
 - iv. protection of nearby recreational, cultural and environmental values including water resources; and
 - v. reclamation plans.
- (g) Referrals from the Provincial Government for resource extraction on Crown land within the *shíshálh* Nation territory shall be referred to the *shíshálh* Nation Rights and Title Department prior to providing input to the Province.
- (h) Outdoor recreation is permitted within the Resource designation, where appropriate and site specific zoning allowances may be required along with a license of occupation from the Provincial Government if located on Crown land.
- (i) Pursuant to the *Local Government Act*, land within the Resource designation on Map 1 is designated as a Temporary Use Permit Area.

2.3 Agriculture

The agricultural lands within the Plan area are located in two areas: Kleindale and in the McNeil Lake community watershed area. With improvability to Class 2, 3, and 4 (Canada Land Inventory) these lands are comparable to other useable agricultural soils on the Sunshine Coast. Commercial agricultural operations take place on privately owned Agricultural Land Reserve properties in the Kleindale area on Garden Bay Road. The McNeil Lake area is within the Crown Provincial Forest and within the watershed of the South Pender Harbour water service area. Overlapping priorities are recognized in the McNeil Lake area and water quality from the lake shall not be compromised by agriculture, or any other use.

The OCP provides input into land uses within the Agricultural Land Reserve and provides direction for the SCRD and the provincial Agricultural Land Commission in their role as decision makers for agricultural land.

The use of agricultural land is subject to both the local zoning bylaw and the land use regulations of the Agricultural Land Commission. In the future the zoning bylaw can be amended to more explicitly permit agricultural uses within the agricultural land reserve to support an increase in local food production.

2.3.1 Objectives

- (a) To protect agricultural land and support agricultural opportunities.
- (b) To preserve agricultural land by maintaining large parcel sizes.
- (c) To provide for a greater variety of agricultural activities, including the opportunity for marketing locally produced agricultural products.
- (d) To protect existing and future agricultural activities from potential conflicting non-agricultural uses within and adjacent to the Agricultural Land Reserve.
- (e) To encourage the inclusion of quality arable land into the Agricultural Land Reserve.
- (f) To ensure that agricultural activities do not adversely impact water quality and quantity within lake, watercourse corridors and foreshore areas.
- (g) To support the development of small scale business opportunities consistent with the provisions of the *Agricultural Land Commission Act*.

2.3.2 Policies

- (a) Map 1 designates select parcels and other non-parcelized land as Agricultural.
- (b) Land is to remain in the Agricultural Land Reserve with a minimum parcel size designation of 4 hectares in the Kleindale area and 100 hectares around McNeil Lake.
- (c) Subdivision of land within the ALR is not normally supported. It may be considered where the intent is to improve the agricultural production of the land. The subdivision

district zoning is a guideline for minimum parcel size and is not necessarily relied upon for subdivision within the ALR.

- (d) The Regional District may consider permanent second dwellings within the ALR in accordance with policies established in the zoning bylaw, providing that the second dwelling is a benefit to the on-site agricultural operation.
- (e) The zoning bylaw shall contain policies specifically applicable to the ALR for the purposes of regulating land uses and parcel sizes within the ALR.
- (f) The Regional District shall allow sale of farm products through on-site small produce stands.
- (g) Any land considered for inclusion into the ALR shall have proven agricultural potential, based on the findings of a detailed capability assessment, and shall be either of significant size or contiguous with an existing parcel in the agricultural designation.
- (h) Future roads and major utility or communication corridors, where possible, are to be directed away from the ALR.
- (i) The use, storage and management of agricultural waste shall take place in accordance with the provisions of the Code of Agricultural Practice for Waste Management.
- (j) To protect aquatic habitat and improve marine and freshwater water quality the Regional District encourages the following restrictions:
 - i. Agricultural buildings and storage areas to be setback a minimum of 30 metres from the natural boundary of any watercourse, wetland, lake, ocean, or top of bank;
 - ii. Confined livestock areas and manure storage structures must be located at least 30 metres back from the natural boundary of any watercourse, wetland, lake, ocean, or top of bank;
 - iii. Storage sites for petroleum, pesticides, and other chemicals to be located a minimum of 30 metres from any well and from the natural boundary of any watercourse, wetland, lake, ocean, or top of bank;
 - iv. Maintain groves of trees, or provide some shade such as a roofed shelter beyond the natural boundary of any watercourse, wetland, lake or the ocean to draw livestock from these sensitive areas;
 - v. Manure should not be applied within 30 metres horizontal from the natural boundary of any watercourse, wetland, lake, ocean, or top of bank;
 - vi. The quality and quantity of the drinking water supply at McNeil Lake and surrounding area is a priority over agriculture; and
 - vii. Agricultural use shall be undertaken in a careful manner which does not create additional water run-off onto adjacent properties, nor should it impede the existing natural run-off.

2.4 Industrial

Industrial land use activity contributes to the economic diversity of the community. The presence of industries such as fishing, forestry, wood processing, aggregate extraction, barge loading and marine facilities recall the area's early history and contribute to the social fabric of the overall community.

The policies within this chapter recognize the industrial areas within the Plan area boundary and provide an opportunity for an expansion of industrial zoning and temporary industrial use permits.

2.4.1 Objectives

- (a) To recognize water and land areas currently zoned or utilized for industrial and marine industrial activities.
- (b) To support the creation and expansion of industrial and marine industrial activities where the expansion will have a minimal impact on properties designated for residential purposes.
- (c) To support industries that will not have a deleterious impact on sensitive habitat areas or the natural environment due to air, water or land pollution.
- (d) To encourage and protect the continued presence of the fishing community.
- (e) To encourage higher value manufacturing and the establishment of new industrial businesses.
- (f) To recognize existing opportunities for light industry in appropriate areas, provided that impact on adjacent and nearby properties is minimized.
- (g) To recognize existing opportunities for small scale industrial activity in all areas as home-based business, as defined in the zoning bylaw.
- (h) To consider temporary use permits for industrial activity located within a different designation that is temporary in nature, likely due to a construction project, such as a mobile plant during highway construction or works project.

2.4.2 Policies

- (a) Map 1 designates land for industrial uses. Industrial uses shall be permitted except where they will have a deleterious impact on sensitive habitat areas or the natural environment due to air, water or ground pollution. Land use requirements in the industrial areas for a variety of uses shall be as follows:
 - i. Light Industrial:

The minimum size of new subdivided lots shall be 2,000 square metres in areas served by community water and 1.0 hectare in areas not served by community water, subject to Provincial ministry approvals.

Properties designated as Light Industrial are recognized as having potential for activities such as light industry – as defined in the zoning bylaw – such as retail or wholesale sales, gasoline service station, general repair outlet, office, restaurant, moving and light storage, marina and boat building. One caretaker residence is permitted as a benefit to the industrial operation.

ii. Heavy Industrial:

The minimum size of new and existing parcels subdivided lots shall be 2.0 hectares, subject to Provincial ministry approvals.

Properties designated as Heavy Industrial are recognized as having potential for activities such as mineral, aggregate, asphalt, concrete or wood processing, log booming, shakemill, sawmill, auto wrecking, auto storage yards, landfill, refuse transfer station and recycling depot, airport, heliport, marine freight handling facility as well as all uses permitted in the Light Industrial designation.

iii. Aquaculture:

The minimum size of new subdivided lots shall be 2.0 hectares, subject to Provincial ministry approvals.

Properties designated as aquaculture are recognized as having potential for activities such as the storage, processing and distribution of fish, shellfish and other marine products as well as one caretaker residence is permitted as a benefit to the industrial operation.

The Regional District may support applications for shellfish tenures over marine foreshore areas where upland conflicts are minimized and where natural habitat conditions are least impacted. Upland developments related to such a tenure will require appropriate zoning.

- (b) Land within this designation shall remain within the industrial land base.
- (c) The area between Menacher Road and Garden Bay Road at Kleindale is well suited as an alternate primary commercial centre for the Plan area. Map 1 designates land as General Commercial; however light industrial uses may also be suitable.
- (d) The scale of development may be limited due to lack of water servicing. Any large scale development involving habitable or combustible buildings may require an on-site reservoir to provide fire protection.
- (e) The extension of zoning to permit additional facilities described in the Industrial designations may be considered for land located in proximity to existing industrial uses. Any proposed rezoning will be evaluated on the site selection considerations and information requirements which are subject to development approval information, pursuant to the *Local Government Act* & SCRD Procedures and Fees Bylaw 522:
 - i. The proposed development does not pose a detrimental impact on environmentally sensitive areas and geotechnical hazard areas as indicated on Map 2: Development Permit Areas;

- ii. access to the proposed development is acceptable to the Ministry of Transportation and Infrastructure;
 - iii. sewage disposal from the proposed development is acceptable to the Regional District and to the Provincial authority, either the Vancouver Coastal Health Authority or the Ministry of Environment;
 - iv. availability of off-street parking; and
 - v. ability to buffer proposed commercial and industrial uses from adjacent residential uses.
- (f) Under certain circumstances it may be advisable to consider allowing establishment of an industrial or commercial use on a temporary basis. This enables the SCRD to put a maximum time limit on certain uses. Issuance of a temporary use permit may be accomplished by an examination of the following guidelines:
- i. Pursuant to the *Local Government Act*, land within Industrial designation on Map 1 is designated as a Temporary Use Permit Area.
 - ii. Applications for temporary use permits will be evaluated in terms of their consistency with the policies of this plan respecting the scale, type and location of industrial development; the expected duration of the use; potential impacts on adjacent uses; and the environmental suitability of the land for the use proposed.
 - iii. These temporary use provisions are intended to accommodate heavy industrial uses such as asphalt manufacturing or high impact commercial outdoor recreation ventures. Uses such as PCB storage, chromium manufacturing and other high impact chemical plants; fish/animal rendering plants; and noxious industries are deemed to be incompatible uses within the Plan area and therefore will not be considered for temporary industrial permits.
 - iv. No additional permanent structures are to be constructed in conjunction with a temporary industrial use. Financial security shall be required to ensure that temporary structures are removed upon expiration of a permit and that the land is restored to a satisfactory condition if it has been altered.
 - v. All applications for temporary uses must conform with the Ministry of Transportation and Infrastructure access requirements; Vancouver Coastal Health Authority sewage disposal regulations for small sewage systems, and Ministry of Environment for large scale sewage systems; Ministry of Environment/Federal Fisheries habitat protection guidelines and any other agency regulations as may be necessary.
- (g) Efforts are to be made to secure the former maintenance yard on Francis Peninsula Road owned by the Ministry of Transportation and Infrastructure for public use or ownership for a variety of community level industrial opportunities.

2.5 Public Use and Utilities

Institutional uses are those which provide for community, social and educational services within the Plan area. These essential services contribute greatly to the character of the community.

2.5.1 Objectives

- (a) To recognize established institutional uses.
- (b) To provide for additional institutional uses that can be appropriately located in the Plan area to serve existing and future residents.
- (c) To ensure the protection of cemeteries and other known burial sites.

2.5.2 Policies

- (a) Map 1 designates land and buildings as Institutional for public and community uses in facilities such as schools, community halls, churches, fire halls and training, educational and science and research facilities.
- (b) The Pender Harbour Fire Protection District and the Egmont and District Volunteer Fire Department provide fire and emergency response within the Plan area and provide mutual aid for the ambulance service, emergency fire and rescue with one another and with the Provincial Government.
- (c) A heliport with safe landing sites should be developed to enhance access to the Plan area in the event an emergency.
- (d) School District 46 and the SCRD shall maintain the Egmont School site for public use.
- (e) School District 46 is strongly encouraged to maintain full K-12 school facilities in the Plan area.
- (f) Community schools are supported for the purpose of promoting community access to schools and resources, with a priority of providing for additional programs for youth
- (g) Institutional uses such as public offices, training centres, colleges and research facilities are encouraged.
- (h) Pender Harbour Health Centre shall be maintained and expansion supported if required.
- (i) Existing and future community projects, current examples include the Egmont Heritage Centre and Sarah Wray Hall in Irvines Landing should be supported.
- (j) Government services with strong marine capabilities such as RCMP, DFO, Conservation, Coast Guard, RCM SAR, and *shíshálh* Nation are encouraged to maintain their presence in the Plan area.
- (k) Increased communication options such as high speed internet, cable and telephone are encouraged throughout the Plan area for emergency communications.

- (l) The provision of public washroom and laundry facilities at public wharves and marinas, shopping areas and swimming areas are encouraged.
- (m) Provision of electric vehicle charging stations at public and community facilities is encouraged.
- (n) Cemeteries are managed by the SCRD Parks Function and first nation burial sites are protected by the *shíshálh* nation heritage policy and the *Heritage Conservation Act*.
- (o) BC Hydro is encouraged to take measures to reduce the noise and light pollution at transmission sub-stations.
- (p) Public Utilities and businesses are encouraged to comply with the SCRD Outdoor Lighting Guidelines.
- (q) Shared use of transmission corridors for low-impact recreational purposes is encouraged and will be explored where practical.

2.6 Community Recreation and Conservation

The Community Recreation and Conservation designation includes properties that are formally designated parks as well as Crown lands used for recreation and conservation purposes. This includes SCRD parks: Pender Hill, Katherine Lake, Dan Bosch Park, and smaller neighbourhood parks; Provincial Parks: Garden Bay Marine Park, Francis Point and Skookumchuck.

Within this designation not all lands are used exclusively for recreation or conservation; therefore possible future uses must also be recognized.

The Parks and Recreation Master Plan is the guiding document that provides direction on site specific planning for parks owned and managed by the SCRD. The OCP provides additional direction for parks and indoor and outdoor recreation areas in the Plan area.

2.6.1 Objectives:

- (a) To recognize the need for park opportunities at neighbourhood, community, regional and provincial levels to fulfill the recreational needs of residents and visitors.
- (b) To support outdoor recreational opportunities and public access to the backcountry throughout the Plan area.
- (c) To increase public access to the waterfront of both lakes and the ocean, for example, by pursuing the development of road rights-of-way.
- (d) To recognize that major watercourse areas are a valuable environmental, economic and recreation resource that need to be protected to preserve land and water areas with natural recreational potential for public use.
- (e) To enhance public access and use of water resources in a manner that minimizes detrimental effects on the environment and adjacent land uses.
- (f) To develop relations with the community and in particular community groups that can provide stewardship and oversight for beach access trails and road accesses;
- (g) To support additional recreation opportunities such as pickle ball, tennis and gyms.

2.6.2 Policies:

- (a) SCRD and Provincial Parks within the Plan area as shown on Map 1 are designated as Community Recreation and Conservation.
- (b) Existing waterfront accesses shall be maintained and enhanced and remain viable into the future.
- (c) The SCRD will not support a request to close or alienate roads leading to the waterfront.
- (d) In areas noted Future Park/Trail Opportunity on Map 1, dedication of land at the time of subdivision for park purposes shall be a priority for the SCRD.

- (e) Dan Bosch Park shall continue to provide day use beach access at Ruby Lake.
- (f) Lions Park shall provide a sports field for the Plan area.
- (g) Future dedication of land within the Katherine, Mixal and Sakinaw Lake area should be explored to complete hiking trail circuits.
- (h) The SCRD and *shíshálh* Nation should explore means of acquiring District Lot 4700 between Ruby Lake and Sakinaw Lake. Future plans to construct a public boat launch, campground or any other use would be subject to an environmental assessment conducted by a Registered Professional Biologist and public consultation with both Ruby and Sakinaw Lake landowners and the general community.
- (i) Bicycle and walking paths should be developed in the Plan area.
- (j) Access to the waterfront is to be secured at the time of subdivision or other development approval, where applicable.
- (k) Park acquisition during subdivision and development stage shall be consistent with the Parks and Recreation Master Plan and the SCRD Board Parks Acquisition Policy.
- (l) Map 1: Land Use Designations show areas where park dedication would be favourable during subdivision development. These areas are marked by insignias on the map and are general locations of potential future park dedications. Any land accepted in this area would be subject to on-site analysis, general agreement with land developer and approval from SCRD Board.
- (m) The Ministry of Forests, Lands and Natural Resource Operations is encouraged to decommission only those roads that are urgently required to be decommissioned due to safety concerns. Existing logging roads and forest recreational trails continue to provide multi-purpose recreation routes and back-country activities.
- (n) An alternative route shall be developed for the portion of the Suncoaster Trail that is located on the highway.
- (o) To support community groups that can provide stewardship and oversight for beach accesses and trails.

2.7 General Commercial

The general commercial designation applies to the commercial areas, particularly the Madeira Park commercial core and to the expanding commercial area in Kleindale in proximity to the intersection of Highway 101 and Garden Bay Road. There are other spot designations throughout the Plan area which identify commercial uses.

There is support for a mix of commercial uses and a pedestrian friendly street market appeal, particularly within Madeira Park.

The Kleindale area is an area with a mix of rural residential, light industrial and commercial uses. The existing land use zoning shall remain in place and, as residential properties transition into industrial or commercial properties individual zoning bylaw amendment applications may be required to implement commercial uses.

2.7.1 Objectives

- (a) To maintain existing commercial facilities on land and water areas, and to provide for additional facilities and a variety of commercial enterprises in appropriate areas.
- (b) To provide for smaller commercial outlets to allow for small scale neighbourhood commercial opportunities.
- (c) To encourage the development of centralized street markets in the commercial areas.
- (d) To consider the impact from traffic, noise and visual pollution on the surrounding area.

2.7.2 Policies

- (a) Map 1 designates select lands as General Commercial, for land and water parcels for commercial facilities which include retail sales, commercial marinas, motels, gasoline service stations, and food and drink sales amongst other commercial uses.
- (b) Land within this designation shall remain within the general commercial land base.
- (c) The minimum size of new subdivided lots shall be 2,000 square metres in areas served by community water, and 1 hectare in areas not served by community water. Smaller parcel sizes may exist within historical subdivision patterns. The creation of smaller parcels is contingent upon advanced sewage treatment systems.
- (d) The SCRD and business community shall investigate options and funding for a central sewage treatment system as described within Part 3.6.
- (e) The area between Menacher Road and Garden Bay Road at Kleindale is located within a transition zone where there is a mix of industrial, commercial and residential properties. The area shall be designated as commercial, though rural residential zoning in the zoning bylaw will remain in place until such time that amendments to the zoning bylaw are requested through applications by property owners.

- (f) The extension of zoning to permit additional facilities described in the Commercial designation is to be considered for land located in proximity to existing commercial uses. Any proposed rezoning will be evaluated on the site selection considerations and information requirements which are subject to development approval information, pursuant to the *Local Government Act* and SCRD Procedures and Fees Bylaw 522:
- i. the proposed development will not pose a detrimental impact on environmentally sensitive areas, as determined by a qualified environmental professional;
 - ii. if the proposed development is located within or in proximity to identified geotechnical hazard areas the property must be considered safe for the use intended and within the parameters of the SCRD risk assessment hazard threshold policy;
 - iii. the access to the proposed development is acceptable to the Ministry of Transportation and Infrastructure;
 - iv. liquid waste disposal from the overall development must be acceptable to the SCRD (for community sewer systems under SCRD ownership) or Vancouver Coastal Health Authority or Ministry of Environment (depending upon sewage volume);
 - v. availability of off-street parking;
 - vi. ability to buffer proposed commercial uses from adjacent residential uses; and
 - vii. the development will be referred to the *shíshálh* Nation for review.
- (g) Madeira Park has a commercial core as shown on Map 1. The Madeira Park commercial area has historically been used for commercial purposes. In the long term additional commercial development will require a strategy for stormwater and liquid waste disposal if more intensive development is proposed. Short term development will be constrained by existing septic field disposal limitations. Stormwater management is further described in Section 3.8.
- (h) The development of new commercial facilities and the redevelopment of existing facilities within the Madeira Park and Egmont commercial area is to be consistent with local character to promote business growth and to foster community identity.
- (i) Open markets with mobile vending and locally grown agricultural produce, fresh seafood and/or crafts shall be supported for the Madeira Park, Kleindale and Egmont commercial areas.

2.8 Tourist Commercial

The tourist commercial properties are an important part of the Egmont/Pender Harbour community. They provide an economic and social benefit are frequented by residents and tourists alike for boating, camping and dining out opportunities.

Future expansion of existing facilities or establishment of new facilities requires careful consideration of the surrounding properties and the natural environment.

2.8.1 Objectives

- (a) To recognize existing tourist commercial services and facilities throughout the Plan area, including historic uses with residential and rural areas.
- (b) To encourage additional marine oriented and land based commercial recreational activities that have minimal impact on residential properties and on sensitive habitat areas.
- (c) To preserve public spaces within the Plan area, including public meeting spaces located within commercial properties and businesses.
- (d) To consider the impact from traffic, noise, light and visual pollution from commercial areas on the surrounding area.

2.8.2 Policies

- (a) Map 1 designates select lands as Tourist Commercial, for land and water parcels providing services for tourist commercial purposes, such as: accommodations, including lodges, motels, sleeping units and campgrounds, restaurants/pubs, general stores and marinas.
- (b) Land within this designation shall remain within the tourist commercial land base.
- (c) The minimum size of new subdivided lots shall be 2,000 square metres in areas serviced by community water supply, and 1 hectare in areas not served by community water supply. Smaller parcel sizes may exist within historical subdivision patterns. The creation of smaller parcels is contingent upon advanced sewage treatment systems.
- (d) A maximum of 30 campsites per parcel.
- (e) Future Tourist Commercial sites not yet designated on Map 1 may be considered consistent with the OCP. A proposed amendment to the zoning bylaw will be evaluated on the site selection considerations and information requirements which are subject to development approval information, pursuant to the *Local Government Act* and SCRD Procedures and Fees Bylaw 522:
 - i. the proposed development will not pose a detrimental impact on environmentally sensitive areas, as determined by a qualified environmental professional;

- ii. if the proposed development is located within or in proximity to identified geotechnical hazard areas the property must be considered safe for the use intended and within the parameters of the SCRD risk assessment hazard threshold policy;
- iii. the proposed expansion over tidal waters will not pose a navigational hazard;
- iv. the access to the proposed development is acceptable to the Ministry of Transportation and Infrastructure;
- v. vehicular access to the property and on-site parking shall be provided in a location which, through siting and design, causes minimal impact on adjacent properties;
- vi. the development will be referred to the *shíshálh* Nation for review;
- vii. consideration be given to the traffic and noise from tourist commercial areas impact on the surrounding area;
- viii. liquid waste disposal from the overall development must be acceptable to the SCRD and Vancouver Coastal Health Authority or Ministry of Environment (depending upon sewage volume); and
- ix. proposed developments in residential or rural areas shall respect existing neighbourhood character through compatible architectural design and landscaping, sensitive siting of all buildings, parking and an appropriate overall scale.

Part Three: Community Planning

3.1 Natural Environment

The Natural Environment chapter provides broad level policies that apply to all lands and waters throughout the Plan area. Further on into this document there are more specific policies which apply to certain land use designations or even particular properties. However, the objectives and policies in this chapter provide general direction for the use of land and water within the Plan area. The chapter is divided into the 'Upland Environment' and the 'Aquatic Environment'.

The upland environment includes all lands within the Plan area from neighbourhood areas, rural properties, to the resource lands and the slopes of the Caren Range. The aquatic environment includes all of the tidal, non-tidal, and watercourse areas.

UPLAND ENVIRONMENT

3.1.1 Objectives

- (a) To focus settlement and related facilities as well as commercial and industrial development on terrain most suitable for such developments so that constraints such as land slip, flooding, detrimental marine processes, and environmental problems are least likely to occur.
- (b) To maintain and improve the existing environmental quality within the Plan area.
- (c) To encourage a sense of community pride and to make provisions to ensure generally tidy and attractive neighbourhoods, while recognizing the nature of a 'working harbour' community.
- (d) To develop a program to recognize and manage invasive species. To recognize the unique environment of the Plan area and to encourage homeowners and developers to manage for the retention of indigenous trees and vegetation for aesthetic, natural habitat, and erosion control reasons.
- (e) To develop a program to stop illegal dumping and support the SCRD Good Samaritan program of free dumping at the transfer station for community clean up events.

3.1.2 Policies

- (a) Policies within this OCP, particularly geotechnical hazard areas and riparian areas, shall be used to protect watercourses and adjacent areas during the course of development.
- (b) Development applications or referrals which include the release of smoke, noxious chemicals or odours shall be carefully assessed with the objective of maintaining air quality in the community.

- (c) Applicants shall be encouraged to design residential subdivisions in a manner that maintains and enhances the natural attributes of the site, including the retention of indigenous vegetation and providing walking links within the neighbourhoods and existing trails.
- (d) The use of cosmetic pesticides is prohibited on SCRD property and discouraged on all lands within the Plan area, with the exception of pesticide use on noxious weeds or invasive species that pose significant risk to the environment, economy, or public health per the SCRD Pesticide Use and Invasive Species Policy.
- (e) Federal and Provincial agencies shall be discouraged from using pesticides for cosmetic purposes.
- (f) Restore and protect habitats that support native species of both plants and animals and address threats to biodiversity from invasive species and land development in sensitive areas.
- (g) Work with the community to build awareness on the impact of invasive species through developing mitigation measures, best practices and opportunities to participate in volunteer eradication programs; and co-ordinate efforts with the Invasive Species Council.
- (h) Effective enforcement of the noise bylaw is a priority for the Plan area, particularly where there are conflicting land uses within close proximity.
- (i) Outdoor storage of personal materials on parcels shall be appropriately screened through the use of fencing or a natural vegetation buffer, pursuant to the zoning bylaw.
- (j) During subdivision or other property developments, wherever possible, stormwater shall be managed by creating permeable surfaces and using retention measures rather than directing onto adjacent lands and roads.
- (k) Land developers are required to ensure that natural drainage conditions are retained, including subsurface flows to springs, wells, wetlands and streams.
- (l) Illegal dumping on public land shall be reported to the BC Conservation service.
- (m) Illegal dumping and storage of trash on private property shall be reported to the SCRD Bylaw Compliance Officer.
- (n) The SCRD should consider continuing to offer the Good Samaritan Program to support free tipping fees for the proper disposal of trash collected from illegal dump sites.

AQUATIC ENVIRONMENT

3.1.3 Objectives

- (a) To protect the quality and quantity of tidal, non-tidal and watercourse areas and groundwater sources and surrounding riparian areas for the purpose of maintaining the natural environment as well as drinking water supply sources.
- (b) To provide direction and oversight through zoning and information to regulatory government agencies with respect to the private use of waterbodies for moorage and other tenures.

3.1.4 Policies

- (a) Approval for treated shared sewage ocean outfalls will only be considered where a minimum of a high level secondary treatment meeting the Regional District Subdivision and Servicing Bylaw 320 is proposed. Treated sewage should only be disposed of into the ocean in areas with high flush capacity in a tidal waterbody. Effort is to be made to re-use water for on-site irrigation or retention to reduce to amount of effluent discharge.
- (b) Working together with provincial agencies the SCR D will assist in identifying solutions for individual sewage outfalls to be eliminated and ground disposal and alternate solutions are to be utilized.
- (c) Malfunctioning septic systems, particularly adjacent to waterbodies, shall be reported to the Vancouver Coastal Health Authority for appropriate action.
- (d) The flushing of holding tanks, boat heads, and bilges shall be prohibited in low flush tidal areas, such as Pender Harbour and densely populated and ecologically sensitive zones be prohibited pursuant to the Vessel Pollution and Dangerous Chemicals Regulation.
- (e) The Vancouver Coastal Health Authority shall be encouraged to continue water quality monitoring in the lakes and watercourses.
- (f) Foreshore tenures shall match the upland use zoning and use in terms of the size and the scale of the facility. Consideration is to be given to creating a zoning designation on the foreshore to enable the Regional District to provide specific comments to the provincial government and *shíshálh* Nation and other organizations when there are applications for moorage or other tenure on the water and foreshore area.
- (g) Development of zoning on water bodies is to take place in a separate process after adoption of the OCP. The process of creating zoning over the water shall be a local solution that works for the community complete with input and guidance from a community advisory group. The intent of the zoning is to ensure that the foreshore use is an appropriate match for the upland use and to determine that there may be limits on the size and use of moorage structures. The development zoning shall review existing uses and recognize the difference between fresh and salt water and include the entire Plan Area. Fresh water zoning is considered to be a priority.

- (h) Private moorage structures shall not obstruct use and access in foreshore areas used by the public nor be detrimental to existing aquatic habitat.
- (i) Vessels used as dwellings shall be prohibited on non-tidal waters and shall be permitted on tidal water only in accordance with all Transport Canada holding tank and sewage discharge requirements and comply with the requirement to use an approved pump out station for sewage discharge, as described in Part 4.3.
- (j) Setbacks, and use of toxic substances on fresh and salt water bodies shall follow provincial and federal moorage best practices guidelines.
- (k) A 30 metre assessment area for structures and land development and alteration from the natural boundary of all lakes and creeks in the Plan area is required pursuant to the Riparian Areas Regulation for the purpose of habitat protection, vegetation retention, water quality protection and geotechnical constraints, and as further described in Part 4.9.10: Development Permit Area 4: Riparian Assessment Areas
- (l) If a development permit has been issued within the 30 metre assessment area, the setback shall be no less than 20 metres for new construction adjacent to all lakes.
- (m) The Regional District may give consideration to additions to existing lakefront dwellings that do not conform to the established lakefront setbacks under development variance permit application to a maximum of 28 square metres, including deck space, subject to the following considerations:
 - i. the addition does not encroach any closer to the lake;
 - ii. the parcel complies with current standards and requirements for a septic disposal system pursuant to the Sewerage System Regulation;
 - iii. a qualified environmental professional in accordance with the Riparian Areas Regulation assesses the proposal, provides recommendations and identifies the streamside protection and enhancement area;
 - iv. a covenant is registered on the title of the property to protect the native vegetation within the Streamside Protection and Enhancement Area (SPEA) and to confirm that the addition is on a one-time-only basis and all additional buildings and structures shall meet the setbacks established within the zoning bylaw.
- (n) Marinas and related commercial facilities, in particular fuel sales, shall not be permitted on lakes and fresh water within the Plan area.
- (o) The Regional District will investigate options for additional boat launches, parking areas and public access to the lakes in the Plan area. The preservation of the natural environment will be a priority in the consideration of additional access points, along with enhanced public access and neighbourhood/traffic safety.
- (p) Properties that are subdivided along a lakeshore shall have a minimum frontage of 60 metres along the lake.

- (q) It is recommended to add Pender Harbour to the list of designated Marine Areas as a no sewage discharge area as defined in the Pleasure Craft Sewage Regulation of the *Canada Shipping Act*.
- (r) The Regional District shall work with community associations around the lake areas to agree upon best practices for water craft operations to ensure safe use and best practices on the lake.
- (s) Support for any future referrals from the Ministry of Environment respecting outfall renewals and permits and renewals shall be contingent upon a high level of sewage treatment.

3.2 Land Transportation System

Planning the road network is a collaborative effort between the SCRD and the Ministry of Transportation and Infrastructure (MOTI). The hierarchy of road types in the Plan area consists of trunk highways, major collector roads, minor collector roads and local roads. The ministry has jurisdiction over all public roads throughout the Plan area and makes the final decision on road dedication, construction and maintenance considerations. However, the OCP and other guiding documents such as the Integrated Transportation Study (2011) guide the decision making process to ensure the development of an efficient and multi-modal transportation system.

The Integrated Transportation Study is primarily focused on the Highway 101 corridor and the intersections leading into neighbourhoods. Additional objectives and policies within this chapter apply to neighbourhood roadways.

Future transportation planning must include more than consideration of private automobiles; public transit, cycling and walking also form a part of transportation decisions.

3.2.1 Objectives

- (a) To utilize the SCRD Integrated Transportation Study in future road improvements and planning
- (b) To encourage the development of a balanced system of roads that safely and efficiently provides for through traffic and for the needs of residents and visitors, while having minimal impact on the rural residential character of the Plan area.
- (c) To work with various partners such as the Ministry of Transportation and Infrastructure, developers and community groups to coordinate bicycle and walking path routes along road ways that will promote safe and efficient bicycle and pedestrian movement.
- (d) To encourage the development of local transportation options to serve the Plan area, including ride shares and other public and private transportation options.
- (e) To assure the provision of adequate off street parking and safe access to serve residential, commercial, and industrial activities in order to ensure no parking spillover onto the Sunshine Coast Highway and other major roads.
- (f) To encourage property owners to maintain a vegetative treed buffer between their property and the adjacent road.
- (g) To consider social and environmental impacts in the planning of future bypass highways.
- (h) To provide opportunities within road allowances to be used as bicycle and pedestrian access corridors.
- (i) To co-operate with land owners, visitors and the Ministry of Transportation and Infrastructure to ensure that roads remain safe and accessible for emergency vehicles.
- (j) To work together with the Ministry of Transportation and Infrastructure when considering approval of subdivisions in difficult to access locations.

- (k) To support park and ride locations in proximity to the highway and collector roads.
- (l) Support the creation of private facilities for public parking to accommodate water access only properties.
- (m) Parking facilities should contain washroom facilities for customers.

3.2.2 Policies

- (a) The Ministry of Transportation and Infrastructure is encouraged to maintain and improve their existing standards of road development.
- (b) The Major Road Network Plan shown on Map 3 is intended to integrate major roads with the Provincial Highway to ensure efficient traffic movement and safety.
- (c) Through the Major Road Network Plan the SCRD and Ministry of Transportation and Infrastructure shall facilitate the provision of efficient and safe transit, ride share, pedestrian and bicycle traffic and on-street parking.
- (d) Paved shoulders, with a minimum 1.5 metre width, and paved driveway aprons shall be provided along highways and major roads for bicycles and pedestrians.
- (e) All future major realignments along the Sunshine Coast Highway shall be done in a safe and efficient manner and take into account the recommendations contained within the 2011 SCRD Integrated Transportation Study.
- (f) Any future highway bypass around Pender Harbour shall be planned in consultation with the community. It must also be constructed and located in a manner that does not have an overall negative impact on the community water supply from McNeil Lake and the environment in general.
- (g) The Ministry of Transportation and Infrastructure and the SCRD shall cooperate to enforce on-street parking infractions in high priority areas such as boat launches and community cores.
- (h) Parking plans are to be developed for the community core areas to minimize the impact of vehicle parking.
- (i) Off-street parking and staging areas for water access only subdivisions in lake areas are required.
- (j) A multi-use pedestrian and bicycle bridge link across Gunboat Bay from Madeira Park to Garden Bay shall be considered by the Ministry of Transportation and Infrastructure and SCRD in consultation with the local community.
- (k) Where feasible subdivision developments shall contain linkages and connectivity to neighbourhoods and amenities for bicycles and pedestrians.
- (l) View areas and rest stops should be provided along Sunshine Coast Highway 101 as well as along local roads for public foreshore access.

- (m) The Ministry of Transportation and Infrastructure shall be encouraged to consider flexibility of road access and design requirements during the development approval stage.

3.3 Marine Transportation System

The marine transportation system is an integral part of the Plan area. There are harbours in the Plan area, which are both working harbours and destinations for pleasure crafts and tourists.

The Harbour Authority of Pender Harbour manages three docks within Pender Harbour: Madeira Park Government Wharf, Hospital Bay Government Wharf and Gerran's Bay Government Wharf.

Key considerations in this OCP include a recommendation for zoning on the water as well as an integrated harbour use management plan to determine management of harbours within the Plan area.

3.3.1 Objectives

- (a) To recognize existing marine public transportation facilities throughout the Plan area.
- (b) To promote marine safety initiatives, including oil spill response and other environmental concerns.
- (c) To recognize the need for diverse marine transportation facilities located in appropriate areas.
- (d) To support the Harbour Authority of Pender Harbour in its jurisdiction of the three public wharves for the benefit of the fishing industry as well as the general public throughout the Plan area.
- (e) To explore ways to increase access to the foreshore throughout the Plan area.
- (f) To provide better access to docks and enable the docks to be shared, which will enable the harbour areas to be more attractive for marine tourism and business.
- (g) To work with stakeholders from all levels of government, as well as the community to develop an integrated harbour use action and management plan, which will create a needs assessment for harbour and marine uses within the Plan area.

3.3.2 Policies

- (a) Map 3 highlights the existing public wharves and the Earl's Cove ferry terminal. These facilities shall continue to be utilized for this purpose, with upgrading or expansion being undertaken as required.
- (b) Marine transport safety is encouraged through recognition of Department of Transport and Canadian Coast Guard regulations and co-operation and collaboration with these and other senior government agencies and the local Royal Canadian Marine Search and Rescue.

- (c) Crown leases for existing government wharves and other public facilities should be for the benefit of both the commercial marine industry and the general public.
- (d) Harbour areas shall continue to be used by the local pleasure craft, commercial and tourist commercial industry as well as other resource-based industries.
- (e) Parking shall be provided by marina facilities to provide pick up and drop off areas for passengers and supplies.
- (f) Derelict vessels shall not be left anywhere within the Plan area and the SCRD shall work with senior levels of government to come to a resolution on this issue.
- (g) Sewage discharge into local waters from live-aboard vessels shall not be permitted.
- (h) Vessels and boats shall not be moored in the harbour areas for the purpose of advertising billboards and signs.
- (i) The Harbour Authority of Pender Harbour should be granted the authority to manage mooring buoys.
- (j) Additional marine service facilities, public docks and boat ramps are supported, subject to being located and constructed in a manner that reduces conflict with surrounding properties and reduces the impact on the foreshore environment.
- (k) An integrated harbour use action and management plan shall be considered the entire Plan area, with a focus on the harbour areas, such as Pender Harbour, Earl's Cove and Egmont.

The study shall create a vision for marine use as well as a needs assessment. An integrated harbour use management study would be undertaken in conjunction and cooperation from other harbour users and stakeholders including government, *shíshálh* Nation and industry.

The study shall reflect adjacent upland uses as well as collect the aquatic and biophysical information of the harbour areas and provide an action plan to protect and enhance the environmental qualities of the harbour areas.

- (l) Future commercial or high density residential developments in the Oyster Bay area shall require an individual on-site environmental study as a condition of development approval.

3.4 Service Utilities

Utilities include hard infrastructure such as community water and waste-water systems, hydro, telephone, cellular, fibre optics and natural gas supply lines. This form of service is essential to the development of a community.

3.4.1 Objectives

- (a) To recognize existing public utilities.
- (b) To maintain the environmental qualities and aesthetics by utilizing common utility corridors.
- (c) To promote efficient energy supplies to facilitate cost effective residential, commercial and industrial development.
- (d) To support the expansion of natural gas into the Plan area.
- (e) To support the expansion of high speed internet and mobile phone service and other technological improvements.
- (f) To support the development of renewable and small scale green energy production.

3.4.2 Policies

- (a) Utilities such as the major BC Hydro power transmission line, cellular transmission towers, natural gas line, public water supply lines and water storage facilities will be permitted throughout the Plan area subject to impact assessment requirements and consultation with the community.
- (b) Service providers, such as BC Hydro are strongly encouraged to share vegetation and pest management plans prior to implementation.
- (c) Utilities be it private or public shall be strongly encouraged to share in the use of transmission corridors in an effort to reduce costly duplication of poles, roadside hazards, and visual clutter.
- (d) The SCRCD shall engage the public as new policies and bylaws pertaining to local energy production are established.

3.5 Water Service

Community drinking water supply is provided by the SCRCD through the North and South Pender Harbour, Earls Cove and Egmont water service areas. Individual parcels outside water service areas are served by surface or ground supplies.

Impacts from growth on surface water quality, limited summer-time reserves, and the detection of ground water arsenic have all raised community concerns. Additional domestic water sources need to be investigated to accommodate expected growth into the future. Water master plans are developed by the SCRCD to determine the needs for infrastructure growth. This official community plan points to the areas within the community that are considered most suitable for community growth.

3.5.1 Objectives

- (a) To identify and protect surface and ground water supply sources from contamination and diversion.
- (b) To supply sufficient quality and quantity of Regional District water for domestic consumption and fire protection purposes in areas serviced by a Regional District water system that are guided by water supply master plans.
- (c) To support future integration of water systems in the Plan area.

3.5.2 Policies

- (a) Develop and maintain reservoirs and storage, water supply mains and other facilities required to provide clean and sufficient water to the water service areas.
- (b) A comprehensive water supply and management strategy shall be updated for the Plan area that identifies potential community ground and surface water supply sources to serve existing residents and future growth and identify any expansion and system connection opportunities.
- (c) A water supply and management system shall be practical, cost effective and supported by the community.
- (d) The lakes within the Egmont and Pender Harbour area shall be viewed as a system, which can feed one another and provide flexibility in the supply side.
- (e) Demand reduction is a priority for new and existing developments.
- (f) Protection of water supply is a priority for the community and the SCRCD.
- (g) If an expansion of a water system is required to serve a development, this expansion must be conducted by the developer with approval from the SCRCD.

3.6 Liquid Waste Management

The method of sewage disposal within the Plan area includes the standard septic tank and drain field system, private package treatment plants, community sewer systems, and ocean outfalls. Higher density areas and commercial areas such as Madeira Park and Garden Bay will require liquid waste management planning to accommodate redevelopment and future growth.

Replacement of aging septic systems and implementation of modern systems consistent with current Vancouver Coastal Health Authority standards will assist in environmental protection for both marine, lake and watercourse areas.

Consideration must be given as to how a community sewage system can benefit core neighbourhood and commercial areas. This is to be investigated for higher density areas such as Madeira Park and Garden Bay to be utilized for both existing connections and new developments.

3.6.1 Objectives

- (a) As a priority to develop and adopt a liquid waste management strategy for the Plan area.
- (b) To support proven and reliable new technologies for individual on-site sewage disposal for both new installations and for replacement systems.
- (c) To design and maintain common sewage disposal systems to the standards of the SCR D for community sewage disposal systems as established by the SCR D Bylaw in a way that reinforces the desired settlement pattern, provides cost efficiency, and protects the health of the community.

3.6.2 Policies

- (a) On-site sewage treatment systems shall continue to be the preferred method of effluent disposal in the Plan area and be subject to the requirements of the appropriate governing authority be it the Vancouver Coastal Health Authority or Ministry of Environment along with the SCR D.
- (b) A liquid waste management study will identify where any future community sewer systems could be developed, and to confirm areas to be serviced by on-site septic systems. Attention is to be given to the provision of community sewer to serve the community commercial centres and higher density neighbourhoods.
- (c) The Vancouver Coastal Health Authority through the Municipal Sewage Regulation is responsible to establish, maintain, and enforce a non-pollution standard for septic effluent disposal in all areas including lake watersheds, along all watercourses, and in marine waterfront areas for both existing and new dwellings.
- (d) The Vancouver Coastal Health Authority is encouraged to consider proven and reliable alternate sewage disposal systems for single parcels as either replacement systems or for properties with limited soil for conventional systems.

- (e) Community sewage treatment systems shall be constructed to SCRD subdivision servicing bylaw standards and maintained by either the SCRD or a strata corporation, with a vision of integration with an overall community system developed in compliance with a liquid waste management strategy.
- (f) Support for sewage ocean outfalls will only be considered where a minimum of high level secondary treatment/tertiary treatment, pursuant to SCRD subdivision servicing bylaw standards is proposed to serve existing developments with an understanding that any approved facility be integrated into a future community sewer system recommended by an SCRD Liquid Management strategy.
- (g) Sewage discharge into local waters from live-aboard vessels shall not be permitted.

3.7 Solid Waste

Solid waste planning and services are guided by the SCRD Solid Waste Management Plan (2011). The plan identifies opportunities for waste reduction and diversion.

3.7.1 Objectives

- (a) To provide for the disposal of solid waste at the transfer station.
- (b) To encourage and facilitate waste reduction activities including source reduction, reuse and repair of items, and recycling of materials within the Plan area.
- (c) To encourage safe and responsible backyard composting within the Plan area that will minimize conflict with wildlife.
- (d) To support a commercial composting operation.

3.7.2 Policies

- (a) The Pender Harbour transfer station will continue to be the major disposal site for refuse from the Plan area as shown on Map 1.
- (b) Residents and commercial enterprises are encouraged to reduce the amount of waste they generate through waste reduction activities including source reduction, reuse and repair of items, and recycling of materials in order to meet the SCRD waste reduction and diversion target, as noted in the Solid Waste Management Plan.
- (c) Residents/property owners are encouraged, where safe, to undertake residential backyard composting of yard, garden, and food waste in order to meet the SCRD waste reduction and diversion target, as noted in the Solid Waste Management Plan.
- (d) To reduce the impact of illegal dumping the SCRD shall investigate options for local collection of invasive plants and other similar hard to dispose of products.

3.8 Stormwater Management

Management of drainage and stormwater in the SCRD has traditionally been overseen by the Ministry of Transportation and Infrastructure; however its mandate is focused on protecting the road system against flooding and damage rather than on the overland flow of stormwater which may impact properties.

The guiding principle for dealing with on-site stormwater is to not increase flow from the site and to return a property to its natural condition post development. Stormwater infrastructure should not funnel water into streams, particularly where there are geotechnical and environmental concerns. Managing stormwater on-site by creating permeable surfaces and using detention measures is the preferred approach to stormwater management. Soft solutions are preferred to hard engineered solutions such as planted swales over hard pipes.

Climate change predictions include the possibility of more numerous precipitation events of greater intensity and extended hot and dry periods. On-site management of stormwater, particularly through landscaping, must account for the possibility of more extreme weather events.

The SCRD will continue to work with the Ministry of Transportation and Infrastructure in their role of subdivision approving authority to ensure that adequate drainage management systems are implemented at the time of subdivision and development approval.

3.8.1 Objectives

- (a) To maintain the existing natural flow characteristics of watersheds within the Plan area by taking into account the cumulative impacts of development within the watershed areas.
- (b) To minimize the negative effects of stormwater runoff on streams and other watercourses and properties located below new developments.
- (c) To limit the percentage of total impervious area surfaces on properties.
- (d) To minimize the impact of stormwater and drainage at the subdivision and development stage.

3.8.2 Policies

- (a) Amend current zoning bylaws to include provisions limiting the percentage of impervious paving and building areas on a development to encourage on-site retention and to reduce surface runoff.
- (b) Through development approval consideration, require stormwater treatment and management strategies that prevent hydro-carbon run-off into nearby waterbodies.
- (c) Establish a protocol with the MoTI regarding requirements for site specific drainage plans to minimize the impact of stormwater at the time of subdivision both on the site and on properties downstream.

- (d) Amend the Subdivision Servicing Bylaw to ensure that developments requiring building permit or subdivision applications meet on-site and off-site stormwater management criteria. The criteria shall support the above stormwater objectives and address the following types of development:
- i. a dwelling unit, duplex, multi-family unit development, expansion or development of a mobile home park;
 - ii. auxiliary buildings with a floor area exceeding 200 square metres;
 - iii. a commercial, industrial or institutional building; and
 - iv. Subdivisions that would result in a net increase in three or more parcels for any type of land use.
- (e) At the time of rezoning and other discretionary development applications, the retention of native trees and vegetation may be required to reduce the effect of rainfall on stormwater flows.
- (f) Where retention of native vegetation is not possible, re-vegetation using the Naturescape B.C. guidelines shall be undertaken to reduce the effect of rainfall on stormwater flows.
- (g) Stormwater planning shall take into account the full spectrum of rainfall events to maintain or replicate natural systems to the greatest possible extent.
- (h) Stormwater infrastructure shall relate to the size of the development and its potential impact on the area.
- (i) Stormwater infrastructure shall be planned and implemented in a way that does not negatively impact adjacent properties.
- (j) Development shall not result in the pollution of surface or groundwater supplies. Particular care shall be taken to ensure that there are no detrimental impacts to agricultural land, water wells or streams due to water pollution.

3.9 Development Permit Areas

In 2015 Kerr Wood Leidel Associates Ltd. Consulting Engineers (KWL) conducted an inventory of hazardous lands within the Egmont/Pender Harbour Official Community Plan area including creek flow areas and coastal and open slopes. In addition to the inventory of hazardous lands, KWL provided recommendations on the safe use of these lands.

Coastal zone hazards include flooding of lower-lying terrain (DPA 1A) and erosion and instability of oceanfront slopes (DPA 1B). Provincial Guidelines prepared by Ausenco Sandwell in 2011 establish the flood control guidelines and are further described below.

Creek hazards include flooding (DPA 2A), debris floods (DPA 2B), debris flow (DPA 2C) and slope instability associated with ravine sidewalls (DPA 2D). There are three categories within this DPA: creek corridor, ravines, and floodplain. Creeks in the Plan area were examined by the Kerr Wood Leidel consulting engineers; each creek contains its own set of potential hazards.

Slope hazards (DPA 3) include slope failure/landslides and rock falls. It is important to note that this DPA encompasses areas in the OCP where slope hazards have the highest probability to occur. However, slope hazards may occur in other areas not identified here due to changes in land use, land disturbance or extreme precipitation events.

Seismic-initiated slope hazards (earthquakes) need to be considered under the current guidelines for assessment of slope hazards developed by the Association of Professional Engineers and Geoscientists BC (2008). No map-based screening tool is currently available to identify seismic slope hazard areas and therefore is not an identified development permit area for this purpose.

Riparian Assessment Areas (DPA 4) applies to lakes and creeks pursuant to the Provincial Riparian Areas Regulation. There is a 30 metre assessment area along watercourses, which must be considered by a Qualified Environmental Professional prior to land alteration and development.

A development permit on lands identified on Map 2 as being within a development permit area is required for the following activities:

- (a) Subdivision as defined in the *Land Title Act* and *Strata Property Act*;
- (b) Building permits; and
- (c) Land alteration, which includes, but is not limited to, the removal and deposition of soils and aggregates, paving, removal of trees, and the installation of septic fields.

Forestry development subject to the *Forest Range and Practices Act* or *Private Managed Forest Land Act* is regulated separately and not subject to development permit requirements.

COASTAL ZONE HAZARDS

3.9.1 DEVELOPMENT PERMIT AREA 1A: COASTAL FLOODING

Rising sea level has been considered in the development of DPA 1A, but the impact of sea level rise on ocean slope erosion and stability is difficult to anticipate. Consideration shall be given to a regional study to define future coastal flood construction levels incorporating sea level rise.

DPA 1A extends from the ocean to eight metres Canadian Geodetic Datum (CGD - national reference standard for heights across Canada). Within this DPA, development applications require a coastal flood hazard assessment to define the coastal flood components, namely wave runup, wave setup and wind setup.

Guidelines to address coastal flood hazard and sea level rise have been released by the provincial Ministry of Forests, Lands and Natural Resource Operations. The guidelines define the coastal flood construction level (FCL) as the sum of a number of components, such as tide, sea level rise, storm surge, wave effects and freeboard.

A coastal flood hazard assessment within this development permit area would estimate the FCL for construction on a property. The following chart summarizes the components that make up the flood construction level:

COMPONENT	NOTE
Tide	Higher high water large tide
Sea Level Rise	Recommended allowance for global sea level rise: 1 m for year 2100, 2 m for year 2200
Storm Surge	Estimated storm surge associated with design storm event
Wave Effects	50% of estimated wave run up for assumed design storm event. Wave effect varies based on shoreline geometry and composition
Freeboard	Nominal allowance = 0.6 m
Flood Construction Level = Sum of all components.	

If areas on the property are below 8 metres CGD a coastal flood hazard assessment is required, that would include: estimation of coastal flood levels, consideration of future sea level rise and wave run-up effects as outlined in the Provincial Guidelines.

A report within DPA 1A shall include an analysis of the coastal flood hazard including the following:

- (a) An estimation of coastal flood levels for the expected life of the development; and

- (b) An outline all protective measures required to achieve the FCL (e.g. engineered fill or foundations or coastal bank protection or building envelope design).

3.9.2 DEVELOPMENT PERMIT AREA 1B: COASTAL SLOPES

Slope stability issues on oceanfront slopes have been considered in the development of the Coastal Slopes DPA 1B. Hazards may arise as a result of coastal erosion (e.g. undermining of the toe), poor or mismanaged drainage, gradual weakening, or seismic shaking.

Land is located within DPA 1B if the future estimated natural boundary is located 15 metres or less seaward of the toe of the bluff. If this is the case then the assessment area shall extend from the future estimated natural boundary will be located at a horizontal distance of at least 3 times the height of the bluff.

In some conditions, setbacks may require site-specific interpretation and could result in the use of a minimum distance measured back from the crest of the bluff. The setback may be modified provided the modification is supported by a report, giving consideration to the coastal erosion that may occur over the life of the project, prepared by a suitably qualified professional engineer.

A report within DPA 1B shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of land alteration and development shall also be considered. As well, slope stability assessments will consider potential coastal erosion under conditions of future sea level rise;
- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
- (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems and footing drains on local slope stability;
- (d) A recommendation of required setbacks based on slope height, erosion susceptibility, and stability from the crest of steep slopes, and a demonstration of suitability for the proposed use;
- (e) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works; and
- (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation.

CREEK HAZARDS

3.9.3 DEVELOPMENT PERMIT AREA 2A: CREEK CORRIDOR

DPA 2A applies to all creeks and extends 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area. Riparian assessments, as described below in DPA 4 are also required.

A development permit in DPA 2A shall include a review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist as part of a development permit review process. The report shall include an analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration, including tree removal.

Flooding and associated creek processes are subject to assessment and hydrologic investigation at the time of subdivision or building permit or land alteration application. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.

Analysis shall include an estimate of the 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.

3.9.4 DEVELOPMENT PERMIT AREA 2B: RAVINES

Ravine areas were defined using the crest lines mapped in the SCR D GIS mapping and based on consideration of stable angles of repose and the typical terrain seen on the Sunshine Coast. A 30 metre assessment from ravine crests defines the area that falls within DPA 2B. A 15 metre assessment line is also indicated.

A report within DPA 2B shall include the following:

- (a) A recommendation of required setbacks from the ravine crests and/or toes of ravine or other steep slopes, and a demonstration of suitability for the proposed use;
- (b) A field definition of the required setback from the top of a ravine crest or other steep slope; and
- (c) The required setback to top of ravine crests and recommendations relating to construction design requirements for the above development activities, on-site storm water drainage management and other appropriate land use recommendations.

3.9.5 DEVELOPMENT PERMIT AREA 2C: FLOODPLAIN

Floodplain areas are distinguished from the creek/river corridor based on their spatial extent. The creek corridor flood hazard applies to relatively well-confined creeks while DPA 2C applies

where there is a large area of low-lying land susceptible to flooding located adjacent to watercourses, which is not captured in DPA 2A. Flood and erosion hazard assessment will be required within DPA 2C.

3.9.6 DEVELOPMENT PERMIT AREA 2D: LOW CHANNEL CONFINEMENT

DPA 2D delineates alluvial fans or areas of low channel confinement. These may exist at several locations on a single creek, although typically at the mouth. These areas are either current or former deposition zones that provide opportunities for channel avulsions (significant erosion) to occur.

Available air photographs and contour mapping were used to identify potential areas of low channel confinement, which are included in DPA 2D. Flood and erosion, and channel avulsion hazard assessment will be required within DPA 2D.

A report within DPA 2C and 2D shall include the following:

- (a) A review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist;
- (b) An analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration including tree removal;
- (c) A hydrologic investigation and assessment of flooding and associated creek processes at the time of subdivision or building permit or land alteration application;
- (d) A survey of the natural boundary of the creek and degree of confinement (e.g. typical cross-sections) and consideration of upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features; and;
- (e) An estimate of the 200-year return period peak flow and corresponding flood elevation.

In addition, consideration shall be given to potential for overbank flooding due to creek blockages such as at upstream road crossings, or areas where debris accumulates.

SLOPE HAZARDS

3.9.7 DEVELOPMENT PERMIT AREA 3: OPEN SLOPE FAILURE AND ROCKFALL

Potential for open slope failures in the Plan area were identified where there are areas of moderately steep and steep terrain. Potential landslide impact areas were only estimated for slopes of 10 metres in height or greater. Impact areas were estimated based on the landslide travel angle details. Open slope crests where initiation of a landslide may occur (bluffs higher than 10 metres) are delineated in the DPA map. Landslide risk assessments will be required within DPA 3.

Different hazards have been identified within the general category of “steep slope hazards”; applications for subdivision, building permit or land alteration shall include a report from an appropriately qualified professional.

Within the Plan area, there are no extensive, tall rock bluff areas that present a significant rockfall hazard. However, there are small, isolated steep areas that consist of low rock hummocks projecting from surficial material cover. These areas present a low hazard and have not been specifically mapped.

Areas of potential rockfall hazard coincide with the open slope failure areas delineated for DPA 3. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered.

A report within DPA 3 shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered;
- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
- (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems, footing drains, etc. on local slope stability;
- (d) A recommendation of required setbacks from the crests and/or toes of steep slopes, and a demonstration of suitability for the proposed use;
- (e) A field definition of the required setback from the top of steep slope;
- (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation; and
- (g) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works.

RIPARIAN PROTECTION

3.9.8 DEVELOPMENT PERMIT AREA 4: RIPARIAN ASSESSMENT AREAS

Development Permit Area 4: Riparian Assessment Areas consists of the lakes and streams as shown on Map 2, including un-mapped streams and tributaries. The development permit area includes land adjacent to all streams, tributaries, wetlands and lakes connected to fish and fish habitat. The assessment area generally extends 30 metres on both sides of the stream, measured from the natural boundary and more specifically applies as follows:

A. Setbacks

- i. for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the natural boundary to a point that is 30 metres beyond the top of the ravine bank;
- ii. for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the natural boundary to a point that is 10 metres beyond the top of the ravine bank; and
- iii. 30 metres from the natural boundary of a lake.

B. Development Permits

Proposed developments shall include an analysis by a Qualified Environmental Professional (QEP) to determine the appropriate setback to the water course, known as the Streamside Protection and Enhancement Area (SPEA) and to determine the necessary measures to protect the SPEA both during and after construction.

Development Permits may require that:

- i. areas of land, specified in the permit must remain free of development, except in accordance with any conditions contained in the permit;
- ii. specified natural features or areas be preserved, protected, restored or enhanced in accordance with the permit;
- iii. required works be constructed to preserve, protect, restore or enhance watercourses or other specified natural features of the environment;
- iv. protection measures be followed, including retaining or planting vegetation to preserve, protect, restore or enhance fish habitat or riparian areas, or to control drainage or erosion or to protect banks; and
- v. a reference plan be prepared by a BC Land Surveyor, in conjunction with a subdivision plan to delineate the identified SPEA.

C. SPEA Bending

A development permit may include bending of the SPEA boundary under the condition that the overall riparian area (as calculated in square metres) remains the same. This enables a shifting of the SPEA boundary, but not an overall reduction in the amount of area providing riparian protection. The following will be considered if SPEA bending is proposed by the consulting QEP:

- i. Bending of the SPEA is not appropriate for sites that have not been previously developed. This tool is intended for use where activities are proposed for small parcels or existing buildings located in close proximity to watercourses;
- ii. Bending of the SPEA boundary must not result in any portion of the boundary being less than 10 metres from the high water mark;

- iii. New areas added to the riparian area to make up for those shifted out must be contiguous with the original SPEA area and located as close to the watercourse as possible;
- iv. The quality of the existing riparian vegetation must be considered in decisions around bending the SPEA boundary (for example the boundary should not bend in a place that removes the only large trees in the riparian area from the SPEA). If the developer has retained a QEP, he or she will provide assistance with this aspect of the project. Geotechnical stability cannot be compromised in any variation of the SPEA. The QEP will need to reassess the slope stability measures in relation to the new SPEA boundary;
- v. The SPEA (and areas that are added to the SPEA through this approach) must be planted with native plant species; and
- vi. Fencing of the SPEA (and areas added to the SPEA through this approach) may be required and is to be addressed in the QEP assessment in the Encroachment measures.

3.9.9 DEVELOPMENT PERMIT EXEMPTIONS

Development permits shall be required prior to: the subdivision of land; commencement of the construction or addition to a building or other structure; or alteration of land within Development Permit Areas Nos. 1A-B, 2A-D, 3 and 4 indicated on Map 2. The following are exemptions, which may apply. Exemption (a) applies to Development Permit Area 1A, whereas the remaining exemptions apply to all development permit areas.

- (a) Sundeck additions or other projecting features of non-habitable portions of a building within Development Permit Area 1A (Coastal Flooding).
- (b) For “Low Importance” structures or buildings that represent a low direct or indirect hazard to human life in the event of failure, including: low human-occupancy buildings, where it can be shown that collapse is not likely to cause injury or other serious consequences.
- (c) The proposed construction involves a structural change, addition, or renovation to existing conforming or lawfully non-conforming buildings or structures, provided that the footprint of the building or structure is not expanded and provided that it does not involve any alteration of land;
- (d) The planting of native trees, shrubs, or groundcovers for the purpose of enhancing the habitat values and/or soil stability within the development permit area;
- (e) A subdivision or rezoning application, where an existing or proposed covenant with reference plan based on a qualified professional’s review of the subject development permit area, is registered on title or its registration secured by a solicitor’s undertaking;
- (f) Construction commencing on a property within two years of a development permit or covenant, as described above, has been issued.

- (g) Emergency procedures to prevent, control, or reduce erosion, or other immediate threats to life and property provided they are undertaken in accordance with the provincial *Water Act*, *Wildlife Act*, and the *Federal Fisheries Act*, and are reported to the Regional District;
- (h) The lands are subject to the *Forest Act* or *Private Managed Forest Land Act*; and
The removal of up to 2 trees over 20 centimetres, measured at 1.5 metres in height, or 10 square metres of vegetated area per calendar year per lot, provided there is replanting of 4 trees, or re-vegetation of the same amount of clearing.

Part Four: Regional Planning

4.1 *shíshálh* Nation Strategic Land Use Plan

The Egmont/Pender Harbour Official Community Plan acknowledges and respects the *shíshálh* Nation in whose territory this area sits. The SCR D recognizes that lands within the Plan area are located within the territory of the *shíshálh* Nation. The SCR D has a close working relationship with the *shíshálh* Nation who are represented on the SCR D Board by a member of the *shíshálh* Nation Council. Elected officials and staff from both the SCR D and the *shíshálh* Nation meet on a regular basis to discuss issues of mutual interest and both are parties to several memoranda of understanding and agreements. The SCR D engages with the *shíshálh* Nation regarding any proposals to amend the Official Community Plan and related zoning bylaws within their territory, which includes the Egmont/Pender Harbour area.

Working in conjunction with the *shíshálh* Nation, the SCR D is committed to the protection and, when appropriate, restoration of environmental, cultural and archaeological resources within the Plan area. The decision making process related to land use will progress in an open and transparent fashion that meets the needs of the *shíshálh* Nation and the Egmont/Pender Harbour community. The *shíshálh* Nation has a *shíshálh* Nation Lands and Resources Decision-Making Policy, which identifies the principles and process through which the Nation reviews proposals for the use of lands and resources in their Territory. The policy is consistent with and reflective of the principles enunciated by the Supreme Court of Canada, and provides a foundation for appropriately engaging together. It is available on the Nation's website, www.shishalh.com.

The *shíshálh* Nation also has adopted a Strategic Land Use Plan (SLUP) which covers their entire territory, and was prepared through interviews with Elders, community members, and staff. It has also been formally approved by the Nation. Loosely translated, *lil xemit tems swiya nelh mes stutula* in the *shashishalhem* language means “we are looking after our land, where we come from.” The SLUP represents the Nation's summary of the values found across the territory, and describes how the Nation would like to see their intertidal and land resources protected, managed, and utilized now and into the future. The *shíshálh* Nation developed the SLUP in order to provide a more comprehensive and integrated view of their territory, so that they can be proactive in determining what happens in the future.

The *shíshálh* Nation expects that other governments, including the SCR D, will work with them to align any decisions with their SLUP.

Further information about these areas and their values to the *shíshálh* Nation, including how the Nation would like to see the intertidal and land resources protected, managed, and utilized now and into the future, can be found in the SLUP.

The SLUP designates lands within the *shíshálh* Nation territory into land use zones including: Stewardship Areas, Conservation Areas, Cultural Emphasis Areas and Community Forests. Land use recommendations within this OCP and future decisions made by the SCR D will consider the recommendations provided within the *shíshálh* Nation's Strategic Land Use Plan.

The following is a brief summary of the land use zones and their relationship to the land within the Egmont/Pender Harbour OCP area:

CONSERVATION AREAS

The conservation areas are of prime importance to the *shíshálh* Nation and the OCP supports conservation and appropriate land use within this area. The primary management intent for land within this zone is to protect and where necessary to restore their cultural and natural values, while maintaining and enhancing opportunities for cultural use. Industrial land uses and permanent land dispositions (public to private) are prohibited in the Conservation Areas, although appropriate low impact tourism and recreation is permitted.

lil xemit tems swiya (Conservation Areas) areas in the SLUP are acknowledged for their sensitive cultural, social, ecological, and special values. The primary management intent of a *lil xemit tems swiya* area is to maintain and if necessary restore the area to largely natural or wilderness condition for the benefit, education, and enjoyment of present and future generations. Additional purposes of the *lil xemit tems swiya* are to protect and restore the biological diversity and natural environments within *shíshálh* territory, including critical wildlife habitat values and riparian ecosystems; also to preserve, maintain, protect, and enhance the integrity of the *shíshálh* Nations' cultural use resources and activities, as well as their sensitive cultural and ecological values. Intensive tourism, industrial resource development, permanent land dispositions, new road access, and aquaculture sites are prohibited within *lil xemit tems swiya* in order to protect cultural values or sites, cultural use activities, wildlife and their habitats.

***selkant kwátámus lil xemit tems swiya* (Egmont Point Conservation Area)**

Egmont point is within the *selkant kwátámus lil xemit tems swiya* (Egmont Point Conservation Area), comprising approximately 941 hectares of protected area at the head of *?áhtulich* (Sechelt Inlet), adjacent to *stl'ikwu* (Skookumchuk Narrows). This area is noted for its extremely high cultural and spiritual values, which include but are not limited to cultural harvesting resources, the location of the initial contact between the *shíshálh* Nation and Europeans, and ceremonial and spiritual use sites. Due to the significance of the area, *selkant kwátámus lil xemit tems swiya* has been supported for protection by the SCRCD through a protocol agreement with the *shíshálh* Nation since 2006.

***spipiyus swiya lil xemit tems swiya* (Caren Range Conservation Area)**

Part of the southeastern portion of the Plan area enters into the *spipiyus swiya lil xemit tems swiya* (Caren Range Conservation Area). The *spipiyus swiya lil xemit tems swiya* (Caren Range Conservation Area), which comprises approximately 14,640 hectares located on Sechelt Peninsula, extending northwest from *ch'átlich* (Sechelt) to east of the *kálpilín* (Pender Harbour) area. *shíshálh* community members use this area heavily for cultural harvesting activities, including hunting, plant gathering, and fishing. Protection of this area was strongly supported through the *shíshálh* land use planning community consultation process. The boundaries of *spipiyus swiya* include a community drinking watershed that supplies water to the *kálpilín* (Pender Harbour) area. This area is close to main *shíshálh* band lands, and is not only used for youth cultural education activities and spiritual activities, but is also home to one of the main

areas for *k'éyich* (elk) recovery and remnant patches of old growth, including the oldest recorded *tixw-ay* (Yellow Cedar).

CULTURAL EMPHASIS AREAS

kw'enit sim alap (Cultural Emphasis Areas) are acknowledged in the SLUP for their sensitive cultural, social, and ecological values. Loosely translated, *kw'enit sim* means “we are watching”. The primary management intent of a *kw'enit sim alap* area is to protect and restore *shíshálh* cultural use resources and activities, as well as sensitive cultural, ecological and/or tourism and recreation values, while at the same time allowing for appropriate resource development. Although there is no blanket prohibition on industrial land use in a *shíshálh kw'enit sim alap*, in some cases specific sites may prohibit some or all forms of development while in other locations terms and conditions may be placed on appropriate land use to protect cultural values or sites, cultural use activities, wildlife and their habitats, or tourism values.

The bulk of the Plan area from Madeira Park through to Egmont is located within a Cultural Emphasis Area. Land in this area should be managed in a way that promotes protection of cultural use and activities.

***kálpilín – stséxwena kw'enit sim alap* (Pender Harbour – Sakinaw Cultural Emphasis Area)**

Part of the Plan area is located within the *kálpilín – stséxwena kw'enit sim alap* (Pender Harbour – Sakinaw Cultural Emphasis Area), as designated in the *lil xemit tems swiya nelh mes stutula: A Strategic Land Use Plan for the shíshálh Nation*. The *kálpilín – stséxwena kw'enit sim alap* comprises approximately 10,623 hectares and contains an extremely high concentration of *shíshálh* cultural use and occupation sites, cultural features, and archaeological evidence. Located at the heart of the historically most populous region in the territory, this area was the site of the main winter villages of the *shíshálh* people, and included a great many well-protected home sites and productive harvest locations with varied marine and terrestrial resource opportunities.

To the north, an extensive lake district was used for hunting and fishing with main camps at *stséxwena* (Sakinaw Lake) and *kwíkwilúsin* (east side of Sakinaw Lake) and *lóh-uhlth* (Mixal Lake). The *kalpilín* area contains the main villages of *p'úkwp'akwem* (Bargain Harbour), *sálálus* (Madeira Park), *smishalin* (Kleindale), and *kway-ah-kuhl-ohss* (Myer's Creek) and *séxw?áwini* (Garden Bay). These villages included a primary location for winter dances and ceremonies, and with access to fishing at Ruby, Ambrose, and *stséxwena* lakes for rainbow trout, and hunting (primarily for *húpit* (black tailed deer)) in the adjacent forests. Similarly, *wah-vey-we'-lath* (Mt. Cecil) and *shélkém* (Mt. Daniel) are important local mountain peaks used for a variety of cultural and spiritual purposes. Numerous fish weirs, canoe skids, and ceremonial sites can be found in *kalpilín*.

***stl'íkwu kw'enit sim alap* (Skookumchuck Narrows Cultural Emphasis Area)**

The northeastern portion of the Plan area includes part of the *stl'íkwu kw'enit sim alap* (Skookumchuck Narrows Cultural Emphasis Area). *stl'íkwu kw'enit sim alap* comprises approximately 5,762 hectares and is located in the heart of *shíshálh* territory, straddling the

narrows of *?áhtulich*. *stl'íkwu* ('fast water'), contains a portion of the west side of the inlet, and encompasses the area of the foreshore and upland that directly affects the narrows. An extremely productive marine environment contributes to abundant intertidal and marine resources and a concentration of *shíshálh* occupation and use sites, diverse harvest activities, and high cultural significance. Marine and foreshore resources, wild foods, and medicinal plants at *stl'íkwu* (Skookumchuck Narrows) continue to be important supplements to *shíshálh* economy, diet and health, and cultural and spiritual use, perhaps more valuable as a result of their relative scarcity. The resources that are harvested in the area include, but are not limited to: *s-ts'éxwu* (lingcod), *s-t'élxwets'* (octopus), *s'tl'élum* (cockles), *s-?úlh-kwu* (clams), *?elás* (sea cucumber), devil fish, *tsíyákwup-s te s-cháilhten* (jellyfish), shrimp, roe, *yúm-ach* (chinook salmon) and many other species. The area is referred to as the 'soupbowl' of the Nation due to its extremely abundant marine life year round.

EARL – TREAT CREEK COMMUNITY FORESTRY AREA OF INTEREST

The northeast corner of the Plan area enters the Earl – Treat Creek Community Forestry Area of Interest as designated in the SLUP. The *shíshálh* Nation has identified *Community Forestry Areas of Interest* in the SLUP for their potential suitability for long-term forest management by the *shíshálh* Nation. Further analysis is needed to fully assess the feasibility of *shíshálh* community forests in these areas. In the interim, the primary management intent for these areas is to ensure that the land base is not further alienated from potential use by the *shíshálh* Nation for sustainable forest management.

The *Earl – Treat Creek Community Forestry Area of Interest* comprises approximately 9,541 hectares on the south side of lower *lékw'émin* (Jervis Inlet), adjacent to *stl'íxwim – kékaw kw'enit sim alap* (Narrows Inlet – Tzoonie River Cultural Emphasis Area) and *stl'íkwu kw'enit sim alap* (Skookumchuck Narrows Cultural Emphasis Area). The area comprises productive growing sites and access to *lékw'émin*.

STEWARDSHIP AREAS

The southern portion of the Plan area around Middlepoint is located within a Stewardship Area. The intent of a Stewardship Area is to maintain opportunities for *shíshálh* cultural use, while allowing for appropriate economic development activities which respect the integrity of the *shíshálh* Nation territory as whole.

Relation to Egmont/Pender Harbour OCP

Each of the land use areas from the Strategic Land Use Plan will be considered during implementation of the Egmont/Pender Harbour OCP to provide, where possible, for protection of identified archaeological sites and territory of the *shíshálh* Nation. The culture, traditions, history, present and future of the *shíshálh* Nation deserve respect and consideration through the vision and land use decisions found within this official community plan.

Development applications on both private and public land will be referred to the *shíshálh* Nation for review, pursuant to the *shíshálh* Nation Lands and Resources Decision Making Policy. The subsequent referral comments will be considered by the SCRD in the approval process.

Applications on private land that are commonly referred are development variance permits, Board of Variance applications, as well as zoning and OCP amendment requests, as directed by the SCRD Board.

At time of adoption of this plan the agreed upon response time for a development referral is 60 days. The SCRD shall work with the *shíshálh* Nation to ensure timely communication.



Figure 1: *shíshálh* Nation Land Use Zones

4.2 We Envision: Regional Sustainability Plan

Official Community Plans and other local and regional initiatives on the Sunshine Coast are informed and guided by the Regional Sustainability Plan entitled: *We Envision - One Coast: Together In Nature, Culture and Community* (2011). *We Envision* was developed by representatives from a number of local decision makers and organizations including the SCRD, District of Sechelt, Town of Gibsons, School District 46, Sunshine Coast Community Foundation, Sunshine Coast Community Services and Sunshine Coast Community Futures. Letters of support were also received from numerous local individuals, groups and companies.

We Envision is the Sunshine Coast's long range vision, action and policy recommendation document that provides direction to specific and regulatory documents, such as the Egmont/Pender Harbour OCP. The plan outlines a set of core values for a sustainable region and thirteen interrelated strategic directions to assist in moving towards our best possible future.

This OCP looks at the future of the community in the context of land use and related servicing decisions for the Egmont/Pender Harbour community. Together, *We Envision* and the OCP inform the way in which land use decisions are made to help create a better future for the community.

THE 13 STRATEGIC DIRECTIONS OF WE ENVISION

We Envision includes thirteen Strategic Directions which represent critical paths towards a more sustainable future. Each Strategic Direction includes a long term vision to 2060 and a set of targets to be achieved by 2020. The Strategic Directions are as follows:



All thirteen of the Strategic Directions are connected to community development and many are linked to the goals, objectives and policies within the OCP. The strategic directions are described in more detail in the *We Envision* document. Future land use decisions within the Sunshine Coast Regional District jurisdiction will be measured against the applicable directions.

The following is a summary of the 'Land Use' Strategic Direction which is most relevant to the foundation of values within this OCP.

LAND USE STRATEGIC DIRECTIONS

The development and subsequent implementation of the OCP will be based on the following land use principles which set the table for a pathway to a sustainable future:

- (a) Focusing growth in existing neighbourhoods;
- (b) Concentrating new development within easily serviced areas;
- (c) Providing a variety of transportation choices;
- (d) Creating diverse housing opportunities;
- (e) Celebrating the unique attributes of the different communities;
- (f) Preserving open spaces;
- (g) Protecting and enhancing agricultural lands;
- (h) Discouraging development and resource extraction within drinking-watersheds; and
- (i) Enhancing our aquatic resources for both drinking water and recreation.

The preceding principles from the Land Use strategic direction are a reflection of not only the We Envision plan but the vision and goals of the Egmont/Pender Harbour OCP and they represent key fundamentals of smart growth and a more sustainable future.

4.3 Climate Action

In 2009, the SCRD, in partnership with local governments on the Sunshine Coast developed Our Coast, our Climate, the Community Energy and Emissions Plan (CEEP) to determine the source and amount of Green House Gasses (GHG's) emitted on the Sunshine Coast. The original goal of the CEEP, which applies throughout the SCRD was to achieve a 7% greenhouse gas reduction by 2031. However, the inventory was reviewed in 2013 and it was determined that there are further opportunities to reduce the greenhouse gas emissions to 32% below 2007 levels by 2030 and 39% by 2050. These reductions can be made across the SCRD through management of land use through pockets of density, solid waste and organics separation and landfill gas collection.

CEEP Goals

1. Support Energy Efficient Land Use Practices.
2. Reduce Dependence on Single Occupant Vehicles.
3. Enhance the Green Building Sector.
4. Expand Local Renewable Energy Opportunities.
5. Reduce and Reuse Solid Waste as a Resource.
6. Strengthen the Local Economy.
7. Manage Brownfield Sites.
8. Foster a Culture of Conservation in the Community.

The GHG emission sectors that apply to the Egmont/Pender Harbour Plan area are: Residential, Commercial, Solid Waste, Transportation and Agriculture/Land Conversion. As is to be expected in a rural environment where the private automobile is the primary method of movement, transportation has the highest sector output (about 65%) on the Sunshine Coast, followed closely by land use patterns (residential output and land use conversion). For the Egmont/Pender Harbour Plan area, focusing actions and initiatives towards transportation and land use patterns will support the biggest emissions reductions.

4.3.1 Objective

- (a) To reduce the greenhouse gas output by 32% below 2007 levels by 2030.

4.3.2 Policies

- (a) Focus new development in existing neighbourhood and core areas.
- (b) Increase efficiency in design and construction of dwellings to meet or exceed the target adopted by the SCRD, dating back to the 2007 output levels.
- (c) Support clean energy transportation initiatives and alternatives to the private automobile.
- (d) Encourage increasing the energy efficiency of both existing and new buildings.

Part Five: Map Schedules, Glossary and Conversion Scale

MAP SCHEDULES:

Map 1: Land Use Designations

Map 2: Development Permit Areas

Map 3: Transportation Systems

GLOSSARY:

Assessment Area – land within a development permit area that is reviewed by a consulting professional such as geotechnical engineer or qualified environmental professional to determine where safe and suitable land development and construction can occur.

Auxiliary Dwelling – Secondary dwelling with a size restriction of 55 square metres (592 square feet) as described in the zoning bylaw.

Bed and Breakfast Home – Up to 2 bedrooms within a dwelling may be rented for bed and breakfast use.

Bed and Breakfast Inn - Up to 5 bedrooms within a dwelling may be rented for bed and breakfast use.

Cluster Housing – a group of building or parcels which are clustered in proximity to save on development costs and preserve land for greenspace and environmental benefit.

Development Permit Area – An area of land that has been identified as being potentially hazardous or environmentally sensitive. Advice from a qualified geotechnical engineer and/or qualified environmental professional is required to receive a development permit. Development permits may be required prior to land alteration, subdivision or building permit.

Setback – A specific minimum distance to a property line or body of water as described in the zoning bylaw.

METRIC IMPERIAL CONVERSION CHART

Metric	Imperial
15 metres	49 feet
20 metres	66 feet
30 metres	98 feet
60 metres	197 feet
100 metres	328 feet
1,000 square metres	0.25 acre
2,000 square metres	0.49 acre
4,000 square metres	0.99 acre
1 hectare	2.47 acres
2 hectares	4.94 acres
4 hectares	9.88 acres
100 hectares	247 acres
28 square metres	301 square feet

