

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

OPERATIONS COMMITTEE AGENDA

Tuesday, June 22, 2021, 10:00 a.m.

https://youtu.be/7nz3nkfA_6o

	Pages
1. Call to Order - 10:00 a.m.	
2. Goal 3.e. - District Facilities - 10:00 a.m.	1
3. Emergency Preparedness - 10:20 a.m.	
4. West Sechelt Catchment Review - 10:40 a.m.	21
5. Food Review Committee - 10:55 a.m.	
6. Transportation Review - 11:15 a.m.	
7. Local Government OCP and Zoning Referrals (standing item) - 11:20 a.m.	
a. Ebbtide Development - District of Sechelt	23
b. Holland Lands / Cultural Corner - Town of Gibsons	58
8. Adjourn - 11:30 a.m.	

REPORT TO THE OPERATIONS COMMITTEE

STRATEGIC GOAL 3.E. – DISTRICT FACILITIES

Submitted by Rob Collison, Manager of Facilities and Transportation
June 16th, 2021

GOAL 3.E. – OUR DISTRICT FACILITIES WILL BE SAFE, ENGAGING AND ENERGY EFFICIENT

- Custodial staff are ensuring general daily disinfection, with high touch points being done twice daily during the COVID-19 pandemic. Daytime custodial staff to continue in 2021/2022.
- Fields have been fertilized, aerated, top dressed, and slit seeded. Field conditions are beginning to show significant improvement due to better seed, more effective seed placement (slit seeder), slow release fertilizers, aeration and de-compaction.
- New swing sets added with cedar borders and engineered wood fibre surfacing at Roberts Creek Elementary and Langdale Elementary
- Upgraded HVAC air filtration to MERV-13 filters. Filters with virus filtration ability.
- Upgrading washroom faucets to 1 touch style.
- Large flooring, asbestos abatement project at Chatelech Secondary taking place in the summer of 2021. New flooring to follow.
- Outdoor learning shelters are being installed. Three have been completed. Remaining shelters to be completed over the next few months.
- Halfmoon Bay Elementary interior renovation ongoing. Once complete, the team will move on to Chatelech Secondary.
- 2020/2021 minor capital project. Kinnikinnick Elementary HVAC change over to heat pumps and the addition of 100 kW solar array. Completed.
**Large green house gas savings will be seen at this site in the coming years as electricity is now the primary heating source. Electrical savings as well with addition of solar. Energy production monitors to be installed in school foyer.*
- 2020/2021 minor capital project. Halfmoon Bay Elementary, new ventilation units in the original wing, and the addition of 100 kW solar array. Complete.
**Large electrical savings to come with the addition of solar. Energy production monitors to be installed in school foyer.*
- 2021/2022 minor capital. Pender Harbour Secondary dust collector system replacement, and addition of glass wall fire separation between wood and metal shops (SEP). Glass wall for visibility between shops.
- 2021/2022 minor capital. Kinnikinnick flooring moisture mitigation and new flooring in 50% of the building. The remaining 50% will be done in 2022/2023 (SEP).
- 2021/2022 minor capital. Elphinstone Secondary 100% LED lighting retrofit (CNCP).

- Playground at Halfmoon Bay Elementary being replaced through Playground Equipment Program (PEP).
- Halfmoon Bay playground retaining walls, stairs and accessibility improvements summer 2021.
- 2021 summer roofing at Pender Harbour Secondary, Langdale Elementary, and Cedar Grove Secondary.
- \$2.2 million in energy savings since 2011.
- 1,856 tCO₂e emissions avoided since 2011.

For images, visit <https://sd46.bc.ca/wp-content/uploads/2021-06-OpsCmte-Presentations.pdf>

SCHOOL DISTRICT 46
SUNSHINE COAST

DISTRICT FACILITIES (3.E.)

Operations Committee – June 22, 2021
Presented by Rob Collison





SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!

Goal 3.e. – Our district facilities will be safe, engaging and energy efficient

OUTDOOR LEARNING STRUCTURE - ASSEMBLY



OUTDOOR LEARNING STRUCTURE – COMPLETED (RCES)



OUTDOOR LEARNING STRUCTURE – COMPLETED (LES)



ACCESSIBLE SWING AT LANGDALE ELEMENTARY



SOLAR INSTALLATION AT HALFMOON BAY



SOLAR AND OUTDOOR LEARNING SITE PREP - KINNIKINNICK



CEDAR GROVE ELEMENTARY SCHOOL MURALS

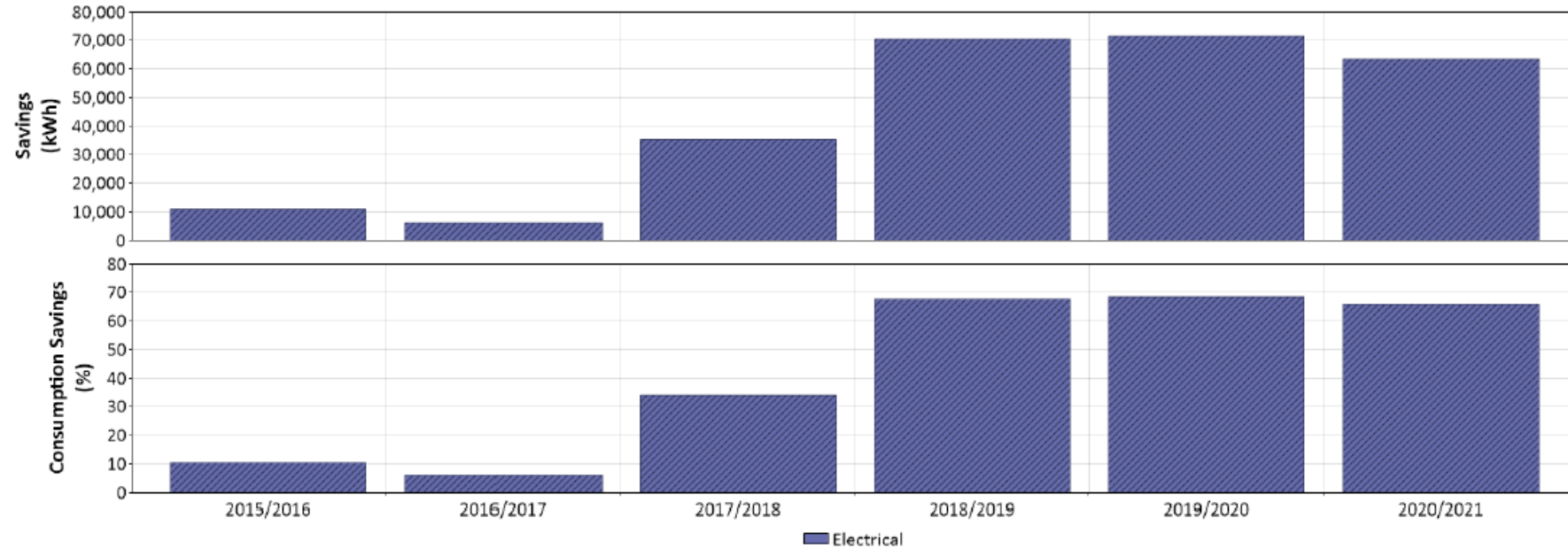


Annual Energy Savings: Meter

Project: SD #46 Sunshine Coast - PUMA (2014035)

Site: Lngdl Langdale EL

Meter: ELEC-Lngdl-01 (17830934021)



Year ¹	Electrical				
	Prorated Actual	Prorated Baseline	Savings		
			Abs. kWh	%	
2015/2016	93,463	104,426	10,963	10.5	
2016/2017	97,712	104,045	6,333	6.1	
2017/2018	68,620	104,045	35,425	34.0	
2018/2019	33,360	104,045	70,685	67.9	
2019/2020	32,800	104,426	71,626	68.6	
2020/2021	32,720	96,176	63,456	66.0	

LANGDALE ELEMENTARY - ANNUAL ENERGY SAVINGS

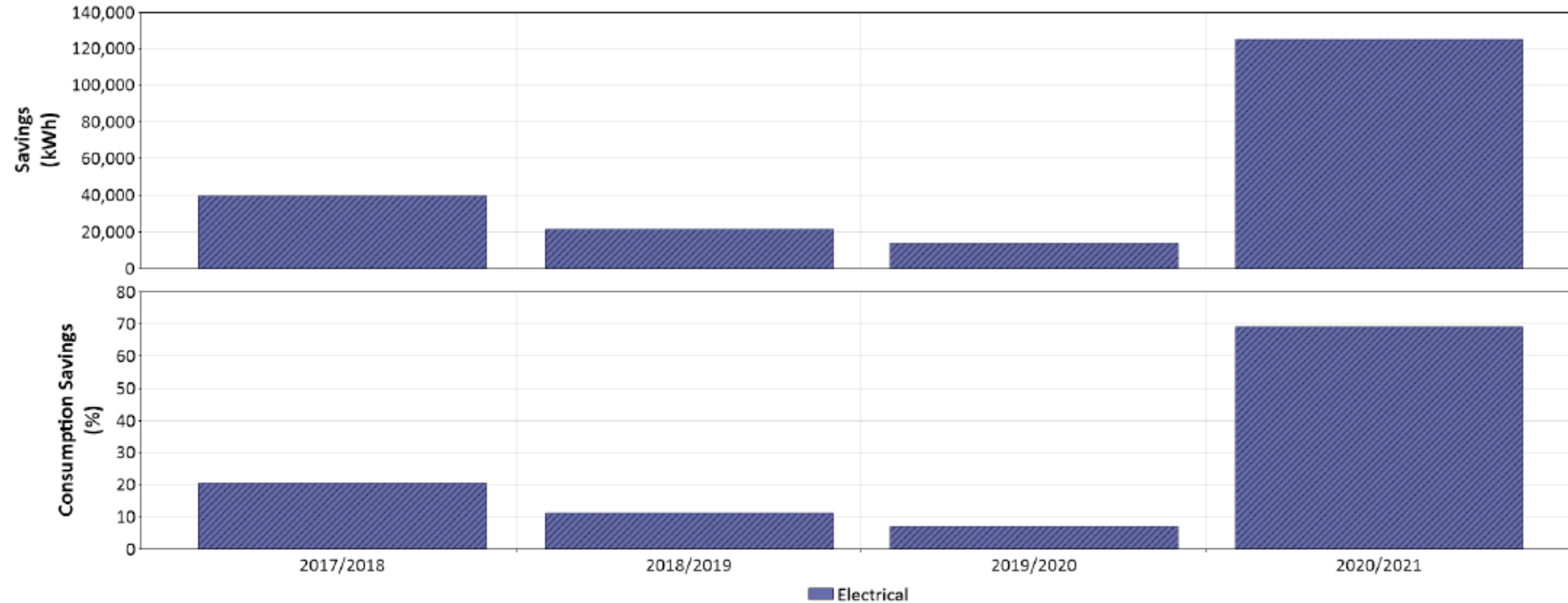


Annual Energy Savings: Meter

Project: SD #46 Sunshine Coast - PUMA (2014035)

Site: Gbsns Gibsons EL

Meter: ELEC-Gbsns(NEW)-01 (9385817)

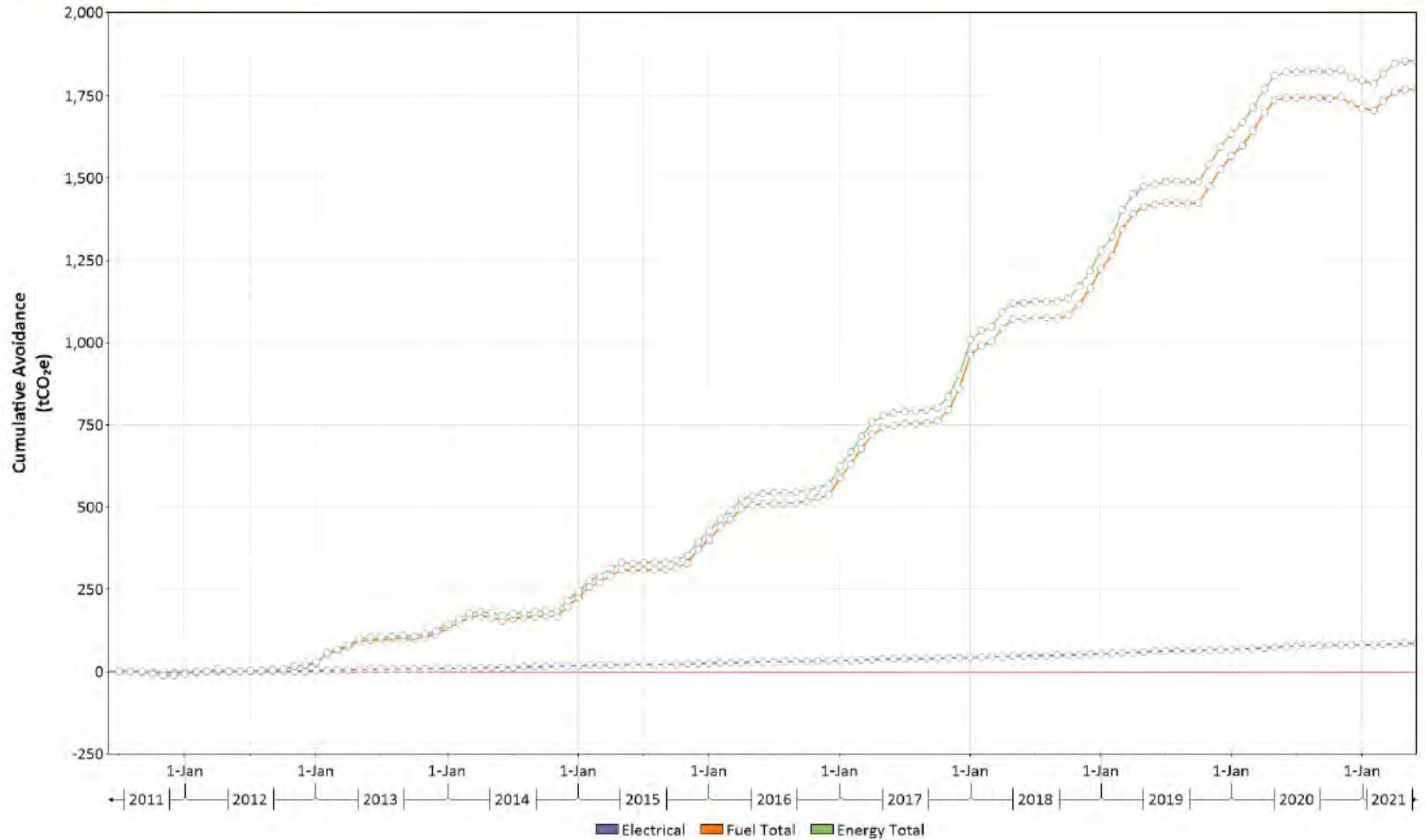


Year ¹	Electrical			
	Prorated Actual	Prorated Baseline	Savings	
	kWh	kWh	Abs. kWh	%
2017/2018	153,280	193,123	39,843	20.6
2018/2019	171,400	193,123	21,723	11.2
2019/2020	179,907	193,656	13,750	7.1
2020/2021	55,613	180,956	125,343	69.3

GIBSONS ELEMENTARY - ANNUAL ENERGY SAVINGS

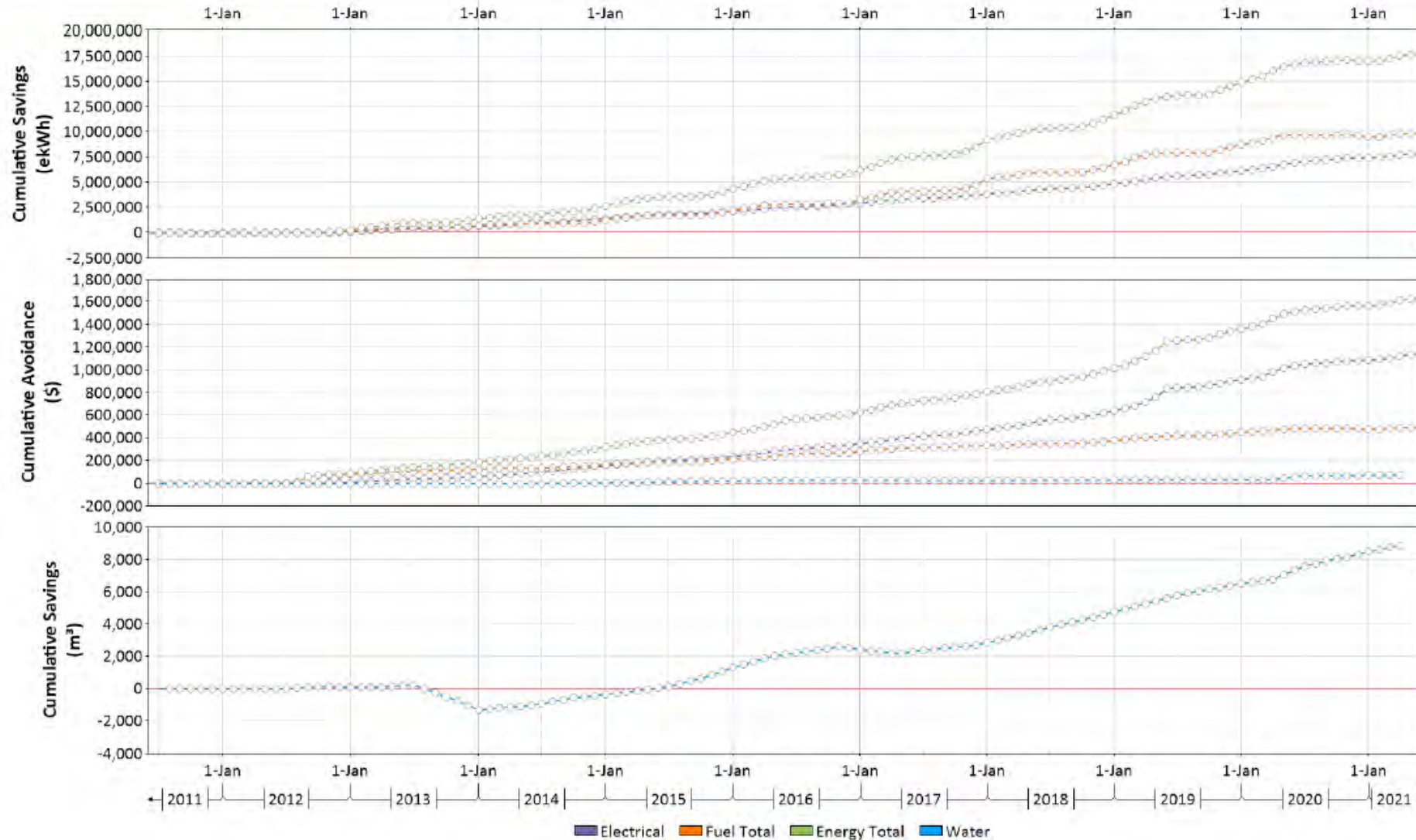
Greenhouse Gas CUSUM: Project

Project: SD #46 Sunshine Coast - PUMA (2014035)



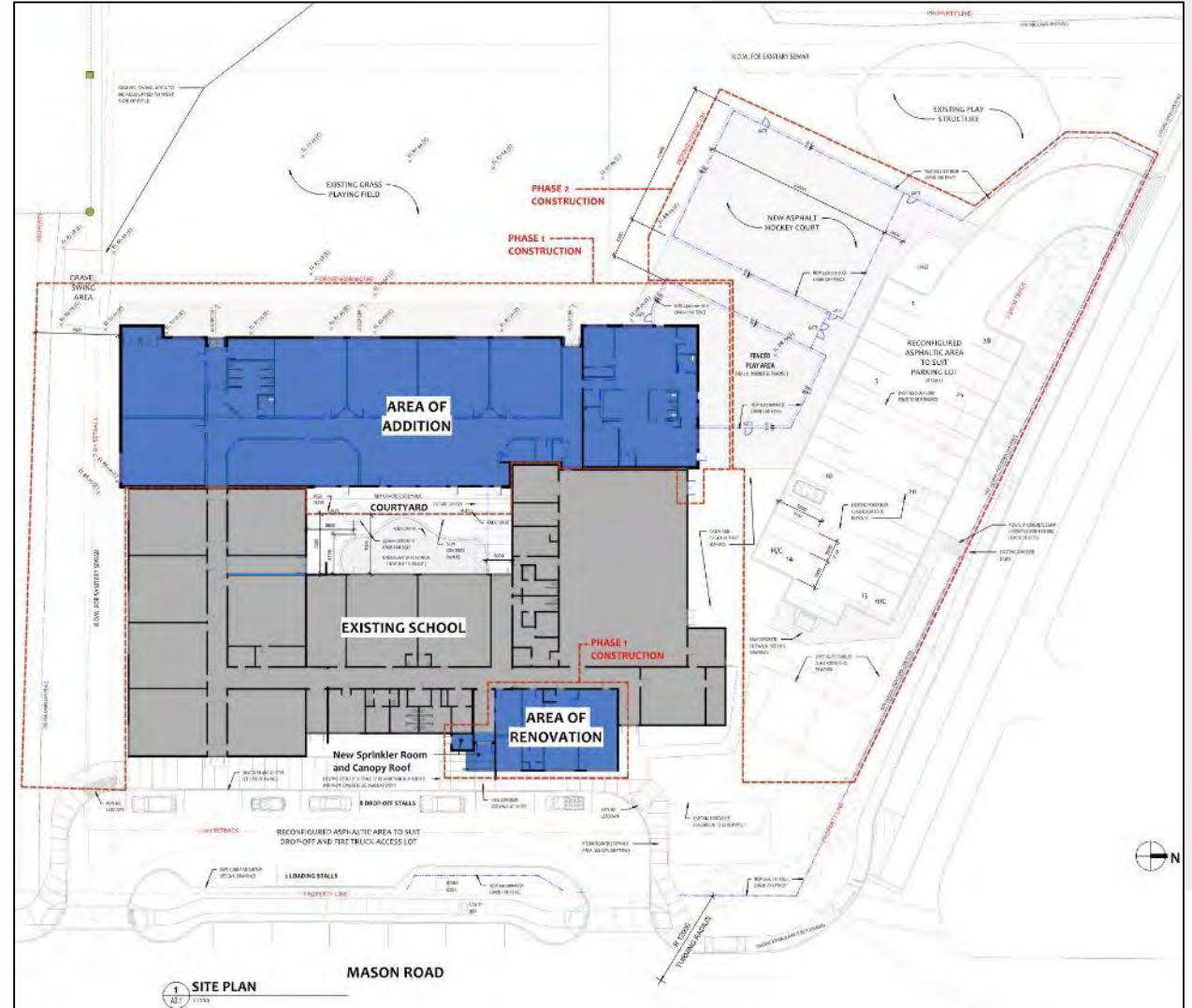
Cost CUSUM: Project

Project: SD #46 Sunshine Coast - PUMA (2014035)



\$2,200,000 AVOIDED ENERGY COSTS SINCE 2011

WEST SECHELT EXPANSION UPDATE





WEST SECHELT EXPANSION UPDATE





WEST SECHELT EXPANSION UPDATE





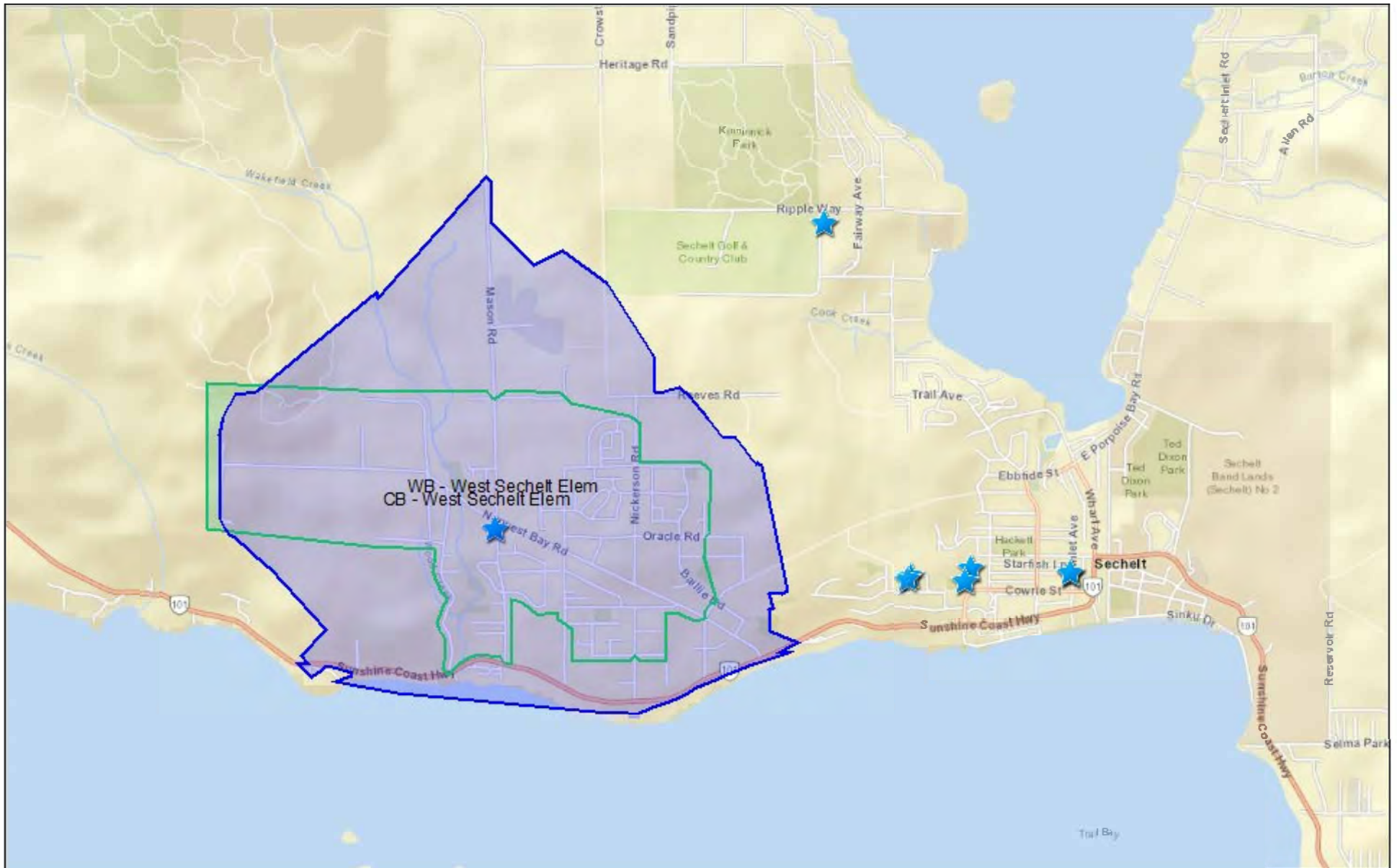
WEST SECHELT EXPANSION UPDATE





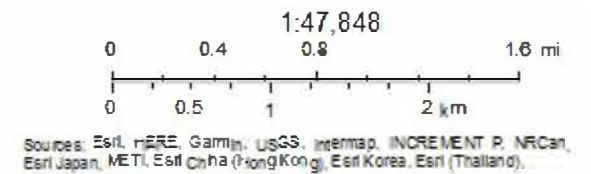
WEST SECHART EXPANSION UPDATE

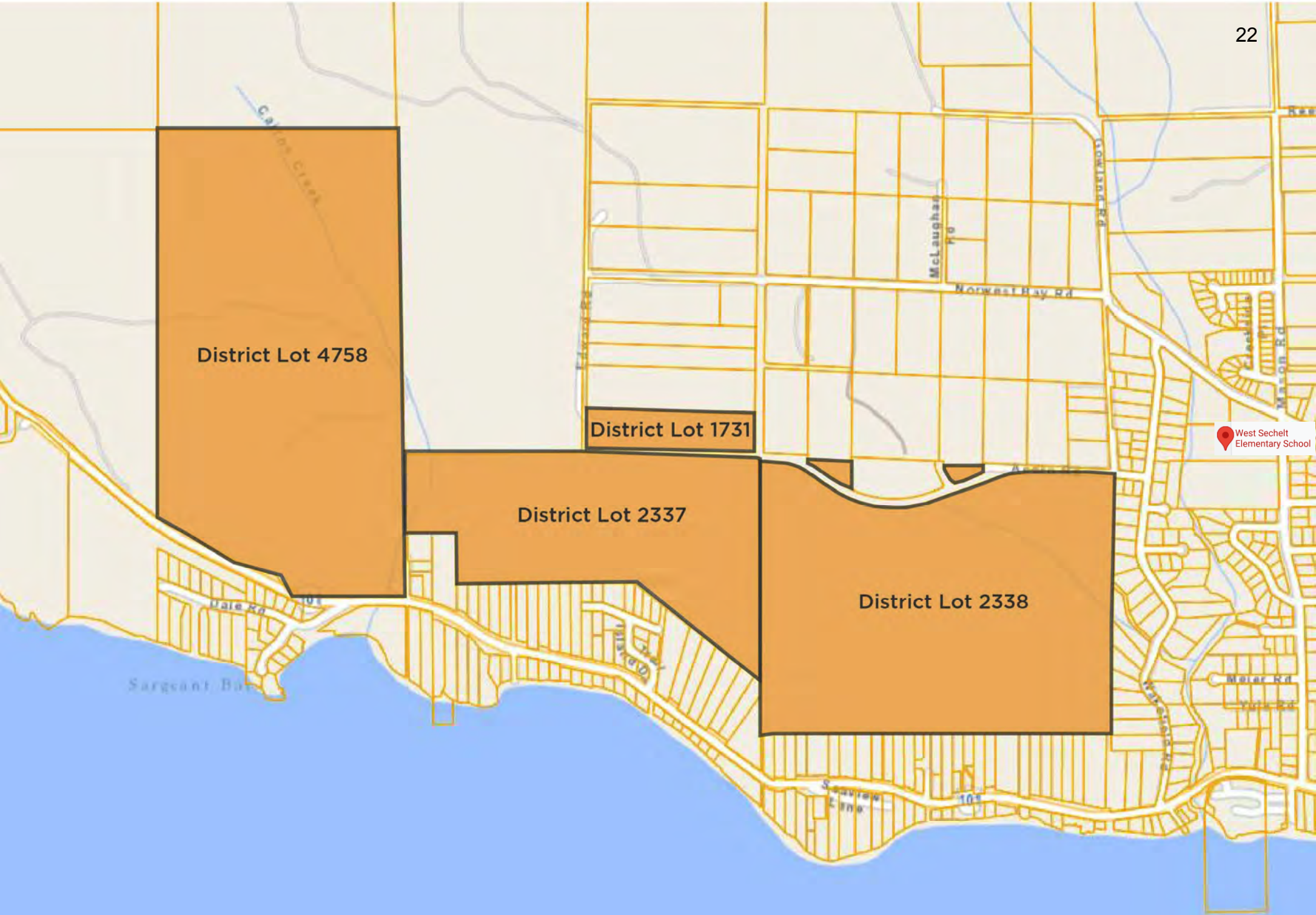
- Portables to be removed starting on June 25.
- Contractor to start excavating the surface materials and adding fill material for the new access and parking lot along both Mason Road and Northwest Bay Road.
- Underground drain lines will be installed and the areas will be graded in preparation for the concrete curbs, sidewalks and asphalt.
- The placement of the asphalt will occur in mid August. There will be flag persons on the streets to control traffic during the construction activities.
- Road work, sidewalks, vehicle access and parking areas to be completed prior to the start of classes in September.



June 15, 2021

NOTE: Current catchment boundary is highlighted in green, walk-boundary is highlighted in blue.





West Sechelt Elementary School

NOTE: 850 families over the next 10-20 years

DEVELOPMENT APPLICATION REFERRAL

Please send your reply to planning@sechelt.ca

APPLICATION NO:	3360-2021-02	DATE:	June 14, 2021		OCP
FILE MANAGER:	Sven Koberwitz, Planner II	EMAIL:	skoberwitz@sechelt.ca	X	Zoning
APPLICANT:	Rod Nadeau for Ebbtide Developments				Subdivision
APPLICANT CONTACT:	Phone: 604-932-8645 Email: rnadeau@innovationbuilding.com				Variance
SITE ADDRESS:	5681 Ebbtide Street				Development Permit
LEGAL:	Parcel C, District Lot 304, Plan 15854, PID: 028-525-647				OTHER:
ZONING:	EXISTING				
OCP DESIGNATION:	EXISTING	R-4	PROPOSED	R-4 w/ Site-Specific Regs.	

Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.
PLEASE RESPOND TO THIS REFERRAL WITHIN 30 DAYS.

PURPOSE OF APPLICATION:

The proposed development consists of a ground level parking structure with 4-storeys of residential use above with 28 rental units. The development requires amendments to the OCP to increase the permitted density in the multi-family land use designation from 100 units/ha to 170 units/ha and an increase in FAR from 1.4 to 1.7. Site-specific amendment to the R-4 zone in Zoning Bylaw No. 25 are also required to increase the allowable height from 10.5m to 19m (actual building 18.5m), to reduce parking requirements from 1.5 spaces per unit to 1 space per unit, and to allow 170 units/ha.

GENERAL LOCATION: 5681 Ebbtide Street

OTHER INFORMATION:

If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

ATTACHMENTS:

June 2, 2021 First Reading Staff Report
 Proposed Development Drawings
 OCP Amendment Bylaw No. 492-29, 2021
 Zoning Amendment Bylaw No. 25-313, 2021

This referral has also been sent to the following agencies:

X	Sunshine Coast Regional District - Infrastructure Department	X	Sechelt Volunteer Fire Department
	Shíshálh Nation		FortisBC Energy / Energy Services Advisor
	Vancouver Coastal Health Authority		Telus
	Ministry of Transportation & Infrastructure	X	B.C. Hydro / BC Transmission Co
	Agriculture Land Commission		Coast Cable - Eastlink
	Archaeology Branch of BC	X	Canada Post
X	School District #46		Transportation Choices Sunshine Coast
	Council	X	District of Sechelt Engineering Department
	Other:	X	District of Sechelt Building Department

Community Associations and Groups:

	East Porpoise Bay	X	Downtown Village		West Sechelt		Tuwanek
	Selma Park/Davis Bay/Wilson Creek		Sandy Hook		S.H.O.R.A.	X	S.D.B.A.
X	Chamber of Commerce						

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PURPOSE OF APPLICATION:

The proposed development consists of a ground level parking structure with 4-storeys of residential use above with 28 rental units. The development requires amendments to the OCP to increase the permitted density in the multi-family land use designation from 100 units/ha to 170 units/ha and an increase in FAR from 1.4 to 1.7. Site-specific amendment to the R-4 zone in Zoning Bylaw No. 25 are also required to increase the allowable height from 10.5m to 19m (actual building 18.5m), to reduce parking requirements from 1.5 spaces per unit to 1 space per unit, and to allow 170 units/ha.

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X	Chamber of Commerce						



REQUEST FOR DECISION

TO: Mayor and Council **MEETING DATE:** June 2, 2021

FROM: Director of Planning and Development

SUBJECT: Rezoning Application for 5681 Ebbtide Street (Ebbtide Developments Ltd.)

FILE NO: 3360-2021-02

RECOMMENDATIONS

1. That the report from the Director of Planning and Development regarding Rezoning Application for 5681 Ebbtide Street (Ebbtide Developments Ltd.) be received.
 2. That Council give first reading to Official Community Plan Amendment Bylaw No. 492-29, 2021.
 3. That Council give first reading to Zoning Amendment Bylaw No. 25-313, 2021.
 4. A. That pursuant to section 475 of the *Local Government Act*, during the amendment of an official community plan, Council must:
 - i. provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected
 - ii. consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing

B. That this amendment to the Official Community Plan be considered minor and the broader consultation will occur at the technical level as part of the development permit review.

C. That Council consider for the proposed amendment to the official community plan, referral to the following plus any additional agencies of its choice:

 - i. General public, through public information meeting, mail delivery to owners within 100 metres and newspaper advertisement
 - ii. Advisory Planning Commission, through referral of OCP and zoning amendment
 - iii. shishalh Nation through referral of OCP and zoning amendment
 5. That as part of the early and on-going consultation with the public, the applicant host a virtual public information meeting concerning the proposed development.
 6. That Council provide direction that as part of density bonus and amenity contribution requirements of the Official Community Plan the purpose-built residential building, secured by housing agreement, is the amenity contribution.
-

PURPOSE

The purpose of this report is to present for Council consideration of a rezoning application for an undeveloped property located at 5681 Ebbtide Street west of Wharf Ave.

The intent of the application is to allow the construction of a five-storey purpose-built residential rental building with 28 apartment units.

To facilitate the proposed development the Housing Forms and Density table (Figure 17, p. 48, OCP) in Part 5: Residential and Special Infill Areas of the Official Community Plan (OCP) must be amended to support the increased level of density.

A corresponding site-specific zoning bylaw amendment to the Residential 4 (R-4) zone is proposed to regulate the number of units, floor area ratio, height, and parking.

OPTIONS

1. That Council adopts the recommendations presented above and give the proposed bylaws First reading and commence with referral as part of early and on-going consultation.
2. That Council requests amendment to the application.
3. That Council rejects the application or provides further direction.

BACKGROUND

Proposal

The proposed building is four-storeys of residential plus parking below for a total of five-storeys of 28 residential units consisting of a mix of studios, one-bedroom, and two-bedroom in various configurations and sizes. Unit sizes range from approximately 34m² for studios to 93m² (365 – 1,000 square feet) for two-bedrooms with flex space.

Table 1: Site Information		
Applicant	Rod Nadeau	
Owner	Ebbtide Developments	
Civic Address	5681 Ebbtide Street	
Legal Description	Parcel C, District Lot 304, Plan 15854, PID: 028-525-647	
Size of Property	1,655m ²	
OCP Designation	Multi-family/Mixed Residential	
Zoning Designation	Existing: Residential 4 (R-4)	Proposed: Site Specific Amendments to the Residential 4 (R-4)
Development Permit Area	DPA 7 - Multiple Family Residential	

The partial basement provides 12 enclosed vehicle spaces with an additional 16 to the rear of the building for a total of 28 parking spaces or 1 per dwelling unit. Additionally, 10 secure bicycle storage spaces are provided in the basement.

The roof-top level features amenity spaces for residents including storage, bike room/workshop, seating areas, and community garden space.

The total height of the building is 18.5m from the average natural grade to the peak of the roof and the proposed floor area ratio, a ratio of property size to building floor area, is 1.7.

DISCUSSION

Official Community Plan

Land Use Designation and Density

The Official Community Plan (OCP) Bylaw No. 492 designates the property as Multi-family/Mixed Residential.

The proposed residential rental building is appropriate for the noted land use designation and meets several goals and policies of the OCP including:

- Providing increased residential density within the Sechelt Village area.
- Higher density is supported within the Urban Containment Boundary and Priority Growth Areas to support increased transit services.

The typical base density for Multi-family/Mixed Residential is 50 units per hectare with a maximum density of 100 units per hectare and a Floor Area Ratio (FAR) of 1.4.

Figure 1 Location Map



As the proposed density for this development is 170 units per hectare and a FAR of 1.7, an amendment to the OCP will need to be considered should Council wish to pursue this proposal.

It should be noted that the OCP was adopted in 2010 and since that time both property values and development costs have increased substantially, and the community has evolved. This has resulted in an increase in the amount of floor area / units needed to make private residential rental development financially viable.

Measuring density as number of units per hectare generally encourages larger units and these tend to have higher value, yet it does not typically reduce the size of the building in a meaningful way. Measurement of FAR is a more common measure of density in the multi-family context rather than number of units. Using a FAR measurement promotes more efficient use of the space and variety of dwelling unit sizes and function.

Height

The proposed building is four-storeys of residential plus partially below-ground parking for a total of five-storeys or 18.5 metres in height. This exceeds the present maximum height of 10.5 metres in the R-4 zone and a site-specific regulation will be introduced into the zone. The height calculation includes the roof top mechanical room, which covers part of the roof. While this contributes to the 18.5 metre height calculation its worth noting that the proposed building is primarily less than 18.5 metres in height.

This proposed height is supported by Official Community Plan Policy 6.14 which states that additional height, up to six-storeys in non-waterfront locations, may be considered in special circumstances where:

- The building is no more than four-storeys in waterfront locations or six-storeys in locations where views are not affected (i.e. against hillsides);

The building is not located in a waterfront location. Features to mitigate impacts to views are being integrated into the building design.

- The building can be sensitively integrated into the neighbourhood and the increased height does not significantly affect views or overshadow adjacent uses;

Impacts to the views of adjacent uses have been taken into account and mitigated through reduced massing. Shadow analysis has been provided and the increased height does not significantly overshadow adjacent uses. Landscaping can also be used to buffer the building.

The proposed does slope down to the north at the rear and the adjacent townhomes may be impacted.

- Upper storeys are terraced back from the first floor at street level and/or from the waterfront, public park or open space areas;

Architectural features and landscaping have been incorporated into the design to provide a quality street front appearance.

- Additional park or public open space is provided that creates significant benefit to the downtown. As a general guide, a minimum of 10% of the lot area should be dedicated for each additional floor above a building elevation of 12 metres (39.4 feet);

The provision of 20% (10% for each additional floor above three) as park land is not feasible for on-site contribution of this development. There are on-site (roof top gardens) amenities for residents. Council may consider the provision of cash-in-lieu of park land as an alternative.

- The District has the ability to provide the necessary fire protection; and

The Sechelt Fire Department will receive a formal referral for the development permit and based on precedent within the downtown village area it is anticipated that fire protection can be provided.

- The site is geotechnically suitable for the construction of the building.

The applicant provided a geotechnical report with the application package. Geotechnical, structural and civil engineering review are standard procedure for construction of multi-family buildings.

Staff consider this application to meet the intent of Policy 6.14 and that the proposed building is in a location where a height of five-storeys is appropriate.

Amenity Contributions

Within the OCP, Policy 5.17 encourages all applicants to include voluntary community amenity contributions in their proposals where an increase in density is being sought. It is acknowledged that development cost charges do not cover the full range of facilities and services demanded by citizens, including upgraded parks, community facilities, fire halls, affordable housing, etc. Developers may choose to provide contributions to offset the burden placed on existing taxpayers due to increased demand for community amenities.

This development proposal is seeking a significant increase beyond the densities considered in the OCP. Council can consider a wide range of community interests and priorities when determining what, if any, amenities are agreed to. In this case Council may consider the construction and provision of rental housing as the amenity itself.

The Housing Needs Report highlights the shortage of dedicated rental housing on the Sunshine Coast and specifically within Sechelt. The provision of rental housing, whether market, or non-market, can be considered an appropriate benefit to the community in exchange for additional density.

Should Council direct staff to secure the tenure of the units as rental, a Housing Agreement would be recommended as the tool to do so. Housing Agreements are a statutory tool with enough flexibility to secure both market and non-market rental housing.

Zoning

The existing R-4 zone is the most appropriate for high-density multi-family apartment uses in the downtown area. While the R-4 zone contains provisions for density bonusing for up to 83 units per hectare, the proposed density is in excess of this provision. To accommodate the development several site-specific regulations are required for density, height, setbacks, and parking.

Density

A site-specific density of 170 units per hectare is proposed to accommodate the 28 units on the 0.165-hectare property. Staff recommend that Council consider requiring that the proposed rental tenure be secured and mandated via a housing agreement similar to the existing density bonus regulation in the R-4 zone.

Height

To accommodate the proposed building a maximum height of 19.0m is proposed. 0.5m of buffer is recommended to account for minor changes in height as the final construction plans are prepared.

Setbacks

A 4.0 m setback to the western lot line is proposed with the enclosed refuse structure proposed to be located to within 1.3 m from the lot line.

A 3.0 m setback to the eastern lot line is proposed. A walkway facilitating pedestrian access to the main entry of the building is located within this proposed setback.

There may be better flexibility to consider a setback relaxation contained within the development permit rather than locking it into the bylaw amendment. If final design considerations require the building location to change then it can cause complications with new information received late in the process and potentially after public hearing.

Parking

A total of 28 off-street parking spaces are proposed consisting of 12 underground parking spaces and 16 surface parking spaces and this equates to one space per unit.

The proposed parking spaces meet the parking requirements that were endorsed as part of the proposed Sunshine Coast Community Services Society development located nearby. While one space per unit is lower than bylaw standard, the downtown location and small size of units lend itself to consideration of this new standard.

Once adopted, a rate of one space per affordable rental housing unit will be included in the Off-Street Parking Regulations of Zoning Bylaw No. 25. At this time, it has not been determined if the market rental rates will meet a defined level of affordability in order to qualify for this parking regulation and therefore, a site-specific regulation is recommended.

The smaller size of the units combined with rental tenure make one space per unit an appropriate rate of parking space provision.

Table 2: Zoning Analysis		
	Current Zoning (R-4)	Proposed Amendments to the R-4 Zoning
Permitted Uses	Multiple-family Dwelling Home Occupation	No Change
Density	50 - 83 units per hectare (8 – 13 units)	170 units per hectare (28 units)
Minimum Lot Size	1000 m ²	No Change
Lot Coverage	75%	No Change
Front Setback	7.5 m	No Change
Rear Setback	7.5 m	No Change
Side Setback	6.0 m	3.0 m and 4.0 m
Building Height	10.5 m	19 m
Parking	1.5 spaces per unit	1.0 spaces per unit

Development Permit

The development is subject to Development Permit Area (DPA #7: Multiple Family Residential).

DPA #7 guides the form and character of multi-family residential development in the downtown centre area and provides guidelines to achieve the following objectives:

- *To support a variety of housing forms that provide appropriate and affordable housing for all segments of the population.*
- *To ensure a high quality of urban design and livability for all higher-density housing.*
- *To use a distinctive design character to create identifiable neighbourhoods.*
- *To ensure that new development is compatible with surrounding uses.*

Staff recommend that approval of the development permit be a condition of bylaw adoption. This allows a greater degree of certainty that the proposed form and character of the building will be consistent with community expectations. As noted, the development application contains suitable detail for both the bylaw amendments and the development permit.

A quality application such as this permits staff to support an efficient process.

Works and Services

Subdivision and Development Control Servicing Standards Bylaw No. 430 regulates the provision of works and services required at the time of development of land. Owners are required to provide works and services on the portion of the road adjacent to the site being developed, up to the centre line. Sewer, stormwater and water services are available at the lot line.

The Engineering Department will provide comments as part of the internal review process.

Council 2019-2022 Strategic Plan

The application supports the following Council strategic priorities:

Enhancing Community Livability

The provision of ground-oriented attached housing directly supports priority 3.2:

Providing a mix of housing types throughout the District that provide options for a range of needs and incomes.

Managing Growth Effectively

By supporting development within Primary Growth Areas to more efficiently utilize existing infrastructure this application supports the intent of strategic priority 4:

Commit to managing growth in a way that stewards scarce resources, protects environmentally sensitive areas, and provides appropriate and sustainable housing and employment opportunities.

Revitalizing the Downtown

Facilitating multi-family development within walking distance of the downtown area supports strategic priority 5:

Develop a vibrant downtown for visitors and the people who live and work in our community.

Policy Implications

Integrated Community Sustainability Plan (ICSP)

The development meets many of the sustainability objectives included in the ICSP particularly by providing housing options in the downtown centre close to services and transit.

Housing Needs Report

The 2020 Sunshine Coast Housing Needs Report noted the high demand for rental housing. Stakeholders identified a need to support the development of market rental housing as these tend to be more affordable than secondary market units like suites, which have higher utility costs.

The report noted the need for smaller units (studio and two-bedrooms) to meet the needs of seniors living alone or couples without children. The proposed development works towards addressing critical housing needs identified in the report.

The staff report received by Committee of the Whole on April 28, 2021 notes that key recommendations from the Housing Needs Implementation report can be achieved through development proposal such as this, such as housing agreements to support development of residential rental facilities.

Financial Implications

Development Cost Charges

All developments are required to pay DCCs at the time of subdivision or building permit as required by Development Cost Charges Bylaw No. 544.

The following DCCs apply to the proposed development:

Table 4: Development Cost Charges					
Use	Drainage	Sewer	Roads	Parks	Total
Apartment (per unit)	\$1,019	\$565	\$5,547	\$2,878	\$10,009 per unit

Based on the above rates a 28-unit residential apartment building would pay a total of \$280,252 to the District of Sechelt prior to building permit issuance. DCCs for water services are collected on behalf of the Sunshine Coast Regional District (SCRD). SCR DCC rates for an apartment is \$30.42 m² of gross floor area.

Communications and Referrals

Section 475 of the *Local Government Act* requires that Council provide an opportunity for consultation with persons, organizations and authorities it considers will be affected by the amendment and whether the consultation should be early and ongoing.

Due to the site-specific and limited nature of the OCP amendment and the urgent need for rental housing in the downtown core, staff recommend a limited and expedited early and ongoing consultation program.

A deeper consultation program would be an appropriate measure for a broader OCP amendment. Council can direct staff to also create a OCP amendment bylaw to visit density as a whole in the downtown area and/or can also await the outcome of the Local Government Development Approval Program funding from UBCM to take the next step.

With respect to Section 475 of the *Local Government Act*, Council must specifically consider whether consultation is required with the following:

1. The Sunshine Coast Regional District
2. The shíshálh Nation
3. School District #46
4. Provincial and Federal Agencies

It is recommended that the consultation for the OCP amendment be focused to general public, Advisory Planning Commission and shishalh Nation. The recommendation in this report is reflective of this and that a broader engagement of density within the OCP be conducted at another time.

Engagement at the OCP level is Council engaging with political counterparts, such as Sechelt Council formally engaging with the Board of the Sunshine Coast Regional District. This can take some time and might not be congruent with a much-needed rental facility and a relatively minor and site-specific amendment.

Consultation can take place at a technical level as part of the development permit. As this falls outside of the legislated official community plan amendment process staff can take the lead in meaningful consultation respecting form, function and servicing of the building as well as compliance with other provincial regulations such as the Heritage Conservation Act. It is suggested that the following stakeholders and agencies will receive a referral of the development permit when the sequence is appropriate:

- Advisory Planning Commission
- Sunshine Coast Regional District
- Shishalh Nation
- Sechelt Fire Department
- Sechelt Village Residents Association
- Utility providers (BC Hydro, Fortis, etc.)

Respectfully submitted,

Andrew Allen
Director of Planning and Development

Attachments:

1. Building Design Drawings
2. Landscape Plans
3. Sustainability Checklist
4. Development Permit Area 7 Analysis

Reviewed by: A. Allen, Director of Planning & Development	X
Reviewed by: K. Dhillon, Director of Engineering & Operations	X
Reviewed by: D. Douglas, Director of Financial Services	X
Reviewed by: J. Rogers, Communications Manager	X
Reviewed by: J. Frank, Corporate Officer	X
Approved by: A. Yeates, Chief Administrative Officer	

Project Statistics			
SITE DATA	Current Zoning Standard	Proposed Zoning Standard	Project/Site Information
Zoning	R-4	Site Specific	Site Specific
Site Area (m ²)	min. 1000		1655.4 m ²
Existing Usable Site Area (m ²)			1655.4 m ²
Site Coverage (Buildings and Structures)	<75%	No change	(566.0 m ² +17.5 m ²)/1655.4 m ² =35%
Site Coverage (Vehicle driveways and surface parking)	>25%	No change	(62.2 m ² +194.7 m ² +306.3 m ²)/1655.4 m ² =34%
Open Site Space (%)			31%
Gross Floor Area (GFA, m ²)			2958.4 m ²
Frontage (m)	min. 25 m		29.58 m
Floor Area Ratio (FAR, %)	35%	170%	2958.4 m ² /1655.4 m ² = 168.9%
Height of Building (m)	10.5 m	19.0 m	18.5 m
Number of Stories		5	5
Is the property located within 30m of a watercourse?		No	No
SETBACKS			
- Main Building			
Front (m)	7.5 m	No change	8.67 m
Rear (m)	7.5 m	No change	9.55 m
Side (East)	6 m	3 m	3.6 m
Side (West)	6 m	4 m	4.2 m
- Underground Parkade			
Front (m)	7.5 m	No change	9.26 m
Rear (m)	7.5 m	No change	17.18 m
Side (East)	6 m	3 m	3.7 m
Side (West)	6 m	4 m	4.31 m
- Retaining Wall			
Side (East)	6 m	0.3 m	0.39 m
- Garbage Room (Accessory)			
Side (West)	1 m	No change	1.4 m
PARKING			
Parking stalls on site	1.5 x No. Units = 42	28	28
Bicycle Parking		10	10
Manoeuvring Width (based on 90 degree parking angle)	7.5 m	6.6 m	6.6 m
BUILDING DATA			
Total number of units	1655.4 m ² /120 m ² = 13.8	28	28
Unit Type		1BR, 2BR	2
Ground oriented units with private yard			34.3 m ²
Minimum unit floor area (m ²)			1851.8 m ²
Total net residential area (m ²)			

Unit List					
Unit Number	Unit Type	Bedroom	Flex Room	Bathroom	Area
101	Unit A	2	1	2	1,005.27
102	Unit D	1	0	1	480.57
104	Unit B	1	0	1	632.37
104	Unit B	1	0	1	632.37
105	Unit D	1	0	1	477.24
106	Unit A	2	1	2	1,005.27
107	Unit C	1	0	1	368.79
201	Unit A	2	1	2	1,005.27
202	Unit D	1	0	1	480.57
203	Unit E	2	0	2	883.44
204	Unit F	2	0	2	889.51
205	Unit D	1	0	1	477.24
206	Unit A	2	1	2	1,005.27
207	Unit C	1	0	1	368.79
301	Unit A	2	1	2	1,005.27
302	Unit D	1	0	1	480.57
303	Unit E	2	0	2	883.44
304	Unit F	2	0	2	889.51
305	Unit D	1	0	1	477.24
306	Unit A	2	1	2	1,005.27
307	Unit C	1	0	1	368.79
401	Unit A	2	1	2	1,005.27
402	Unit D	1	0	1	480.57
403	Unit E	2	0	2	883.44
404	Unit F	2	0	2	889.51
405	Unit D	1	0	1	477.24
406	Unit A	2	1	2	1,005.27
407	Unit C	1	0	1	368.79
					19,932.15
					sq ft

OCCUPANCY & OCCUPANT LOAD SCHEDULE				
Unit Type	Unit Description	Qty	Occupant Load (2 ppl per bedroom)	
Unit A	2 Bedroom + Flex	8	4	
Unit B	1 Bedroom	2	2	
Unit C	Studio	4	2	
Unit D	1 Bedroom	8	2	
Unit E	2 Bedroom	3	4	
Unit F	2 Bedroom + Storage	3	4	
			84	

Property Information

Project Type: Project Description

Owners: Ebbtide Developments Ltd

Site Address: 5681 Ebbtide St Sechelt BC V0N 3A3

Legal Description:
Parcel C, DL 304, Plan 15854

Assessor Parcel Number: 028-525-647

Zoning: R-4

Setbacks: Side 3.77 m, Rear 17.3 m, Front 7.66 m

Building Height: 18 m

Applicable Codes

REFERENCED DOCUMENT:
BRITISH COLUMBIA BUILDING CODE 2018 - PART 3

BUILDING DESCRIPTION:
5 Storey Building - Parking Garage Below 4 Storey Residential

BUILDING CLASSIFICATION:
3.2.2.50 Group "C" Up to 6 Stories, Sprinklered

Building Area is less than 1800 m² if 5 storeys in building height
Floor Assemblies to be 60 min FRR
Loadbearing Walls and Columns to be not less than 60 min FRR
Parkade Floor Assemblies and Walls to be 90 min FRR

Sheet Index

Cover Sheet, Site Plans, Permit Requirements

- A001 Cover Sheet and Site Plan
- A002 Site Plan (Parking)
- A003 Site Plan (First Floor)
- A004 Calculations
- A005 3D Views

Plans

- A101 Basement Plan
- A102 Level 1 Plan
- A103 Level 2 Plan
- A104 Level 3 Plan
- A105 Level 4 Plan
- A106 Mechanical Plan
- A107 Roof Plan
- A108 Unit Plans

Elevations

- A201 North Elevation
- A202 East Elevation
- A203 South Elevation
- A204 West Elevation

Sections

- A301 Sections

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Ebbtide Sechelt

5681 Ebbtide St
Sechelt, BC V0N 3A3

Project Number: H62



Site Location



2 Site Perspective
SCALE: 1/8" = 1'-0"

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ISSUED:
04/05/2021 - Issued for Re-zoning

Cover Sheet and Site Plan

A001

Revised: 2021-05-04

Public Parking Spaces at front of building = 4
 Secure Garages = 12
 Uncovered Parking Spaces at rear of building = 12
 Total Off-Street Parking Spaces = 28



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Site Plan (Parking)

A002

Permit: 2021-05-04



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Site Plan (First Floor)

A003

Permit: 2021-05-04

1 Site Plan
 A003 SCALE: 1/8" = 1'-0"



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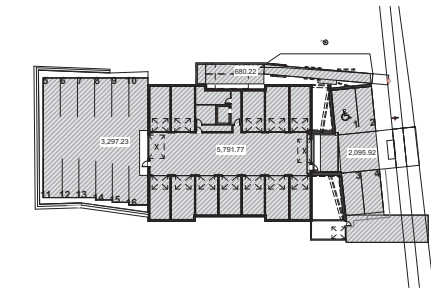
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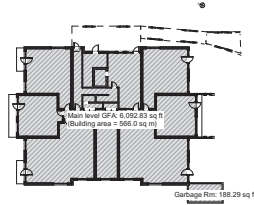
Calculations

A004

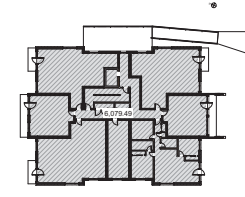
Permit: 2021-05-04



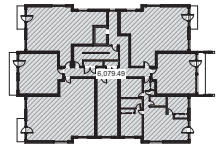
1
A004 Basement / Parking
 SCALE: 1/32" = 1'-0"



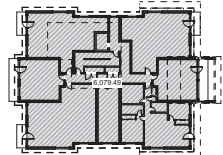
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A004 Main Level
 SCALE: 1/32" = 1'-0"



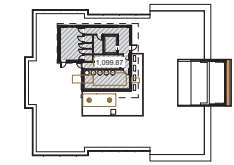
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A004 2nd Level
 SCALE: 1/32" = 1'-0"



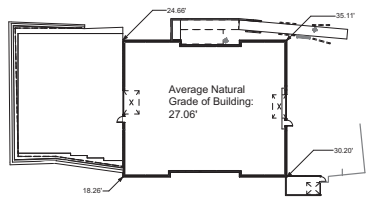
4
A004 3rd Level
 SCALE: 1/32" = 1'-0"



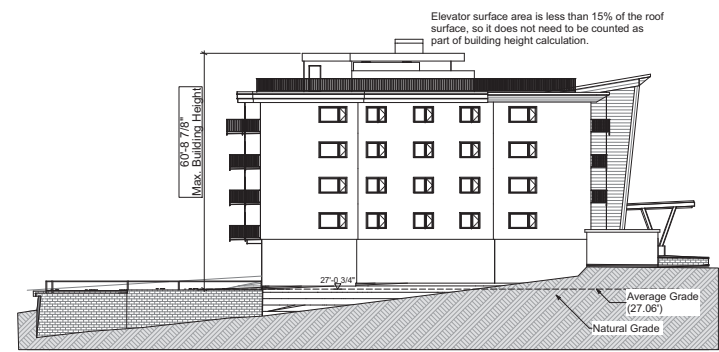
5
A004 4th Level
 SCALE: 1/32" = 1'-0"



6
A004 Mechanical
 SCALE: 1/32" = 1'-0"



7
A004 Establishment of a Building's Natural Grade using elevations at corners of building
 SCALE: 1/32" = 1'-0" Ref. Definition of "Grade" (Section 102, Part 1 Zoning Bylaw 25)



8
A004 West Elevation of Building Illustrating Max. Building Height
 SCALE: 1/16" = 1'-0"

AREAS		AREA PROPOSED	
BASEMENT AREA	5742.19 sq ft	533.47 sq m	
FIRST FLOOR AREA	6092.83 sq ft	566.04 sq m	
SECOND FLOOR AREA	6079.49 sq ft	564.80 sq m	
THIRD FLOOR AREA	6079.49 sq ft	564.80 sq m	
FOURTH FLOOR AREA	6079.49 sq ft	564.80 sq m	
ROOF / MECH. ROOM AREA	1099.87 sq ft	102.18 sq m	
GARAGE	188.29 sq ft	17.49 sq m	
TOTAL AREA	31173.36 sq ft	2896.10 sq m	

EXCLUSIONS TO G.F.A.		AREAS	
WASTE / RECYCLING (BASEMENT) UP TO 20m ² (215ft ²)	188.29 sq ft	17.49 sq m	
ELEVATOR SHAFT (BASEMENT)	50 sq ft	4.65 sq m	
ELEVATOR SHAFT (FIRST FLOOR)	50 sq ft	4.65 sq m	
ELEVATOR SHAFT (SECOND FLOOR)	48 sq ft	4.46 sq m	
ELEVATOR SHAFT (THIRD FLOOR)	50 sq ft	4.65 sq m	
ELEVATOR SHAFT (FOURTH FLOOR)	50 sq ft	4.65 sq m	
ELEVATOR SHAFT (MECH LEVEL)	50 sq ft	4.65 sq m	
MECHANICAL ROOM (ROOF/MECH. ROOM)	598 sq ft	55.56 sq m	
TOTAL EXCLUSIONS	1084.29 sq ft	100.73 sq m	

TOTAL G.F.A. (Building)	30089.07 sq ft	2795.36 sq m
TOTAL G.F.A. (Building and garage)	30277.36 sq ft	2812.86 sq m

Hard surfaces:

Front entry and Walkway	680.22 sqft	63.19448 sq m
Driveway and front parking and recycling truck	2095.92 sqft	194.7173 sq m
Rear parking	3297.23 sqft	306.3226 sq m



1 Front West with Landscaping
A005 SCALE: 1/8" = 1'-0"



2 Front East with Landscaping
A005 SCALE: 1/8" = 1'-0"



3 Front West without Landscaping
A005 SCALE: 1/8" = 1'-0"



4 Front East without Landscaping
A005 SCALE: 1/8" = 1'-0"



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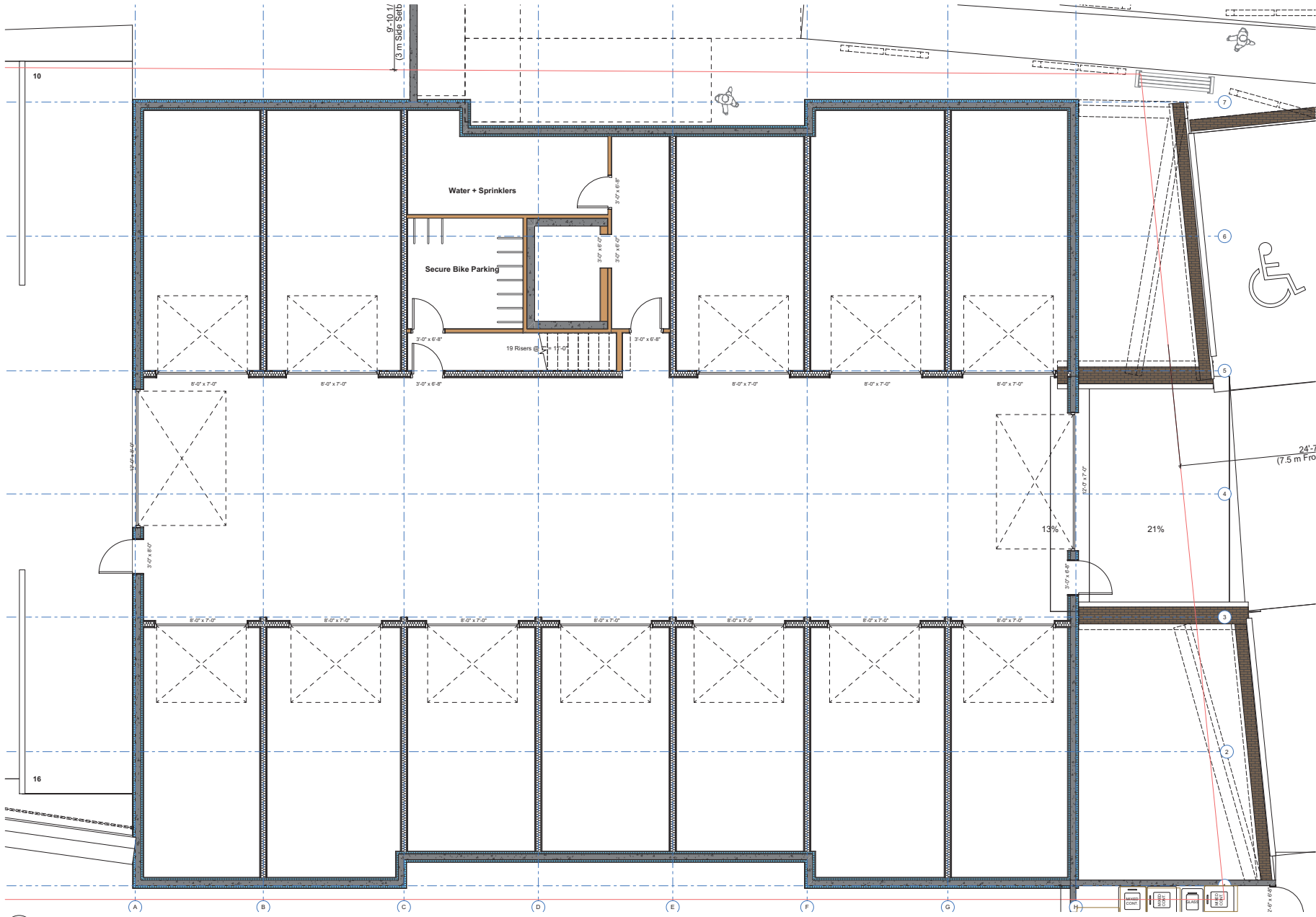
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3D Views

A005
Permit: 2021-05-04



1
A101
Basement / Parking
SCALE: 1/4" = 1'-0"



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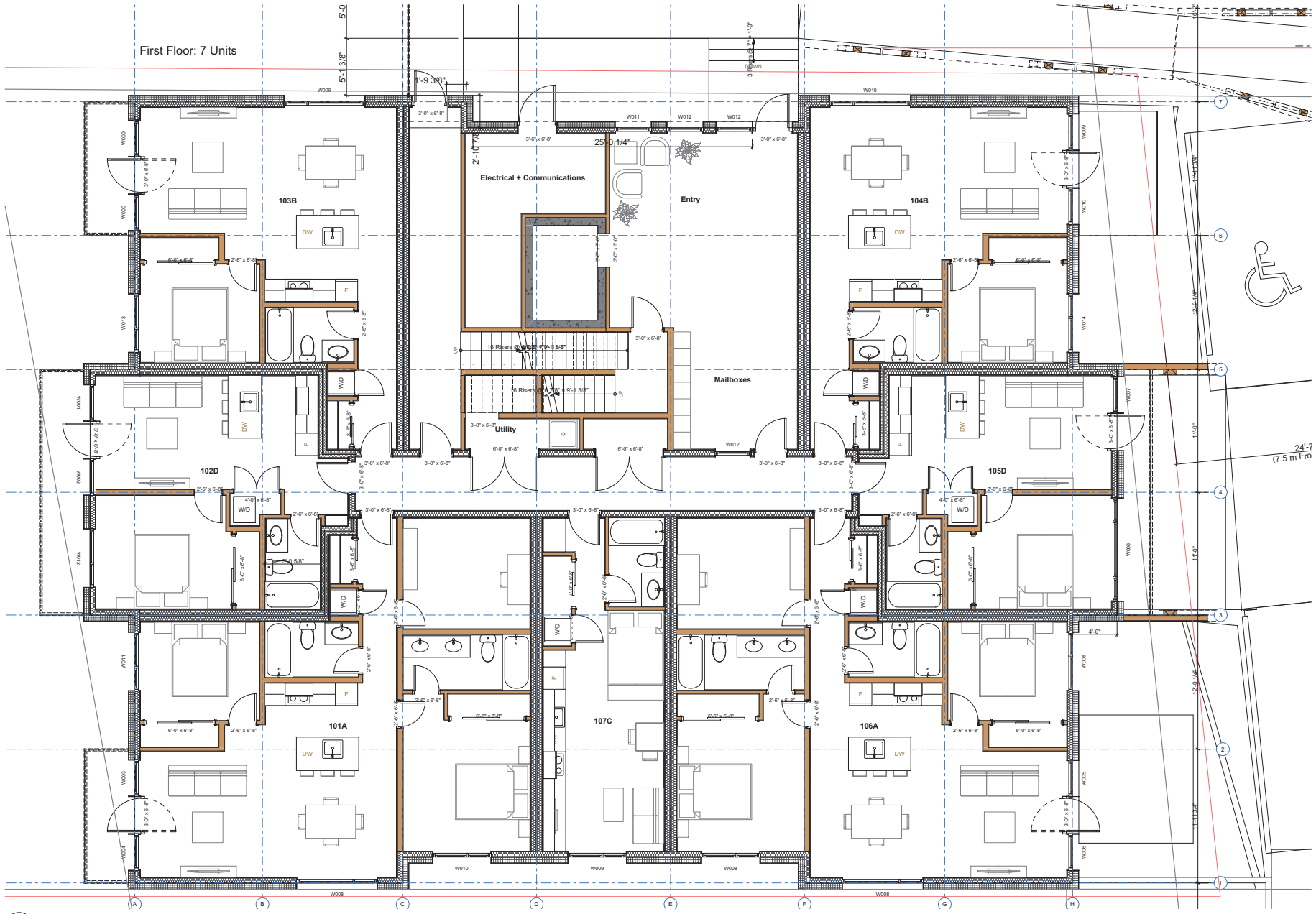
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Basement Plan

A101
Permit: 2021-05-04



First Floor: 7 Units

Electrical + Communications

Entry

Mailboxes

Utility



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 Project Number: #H2

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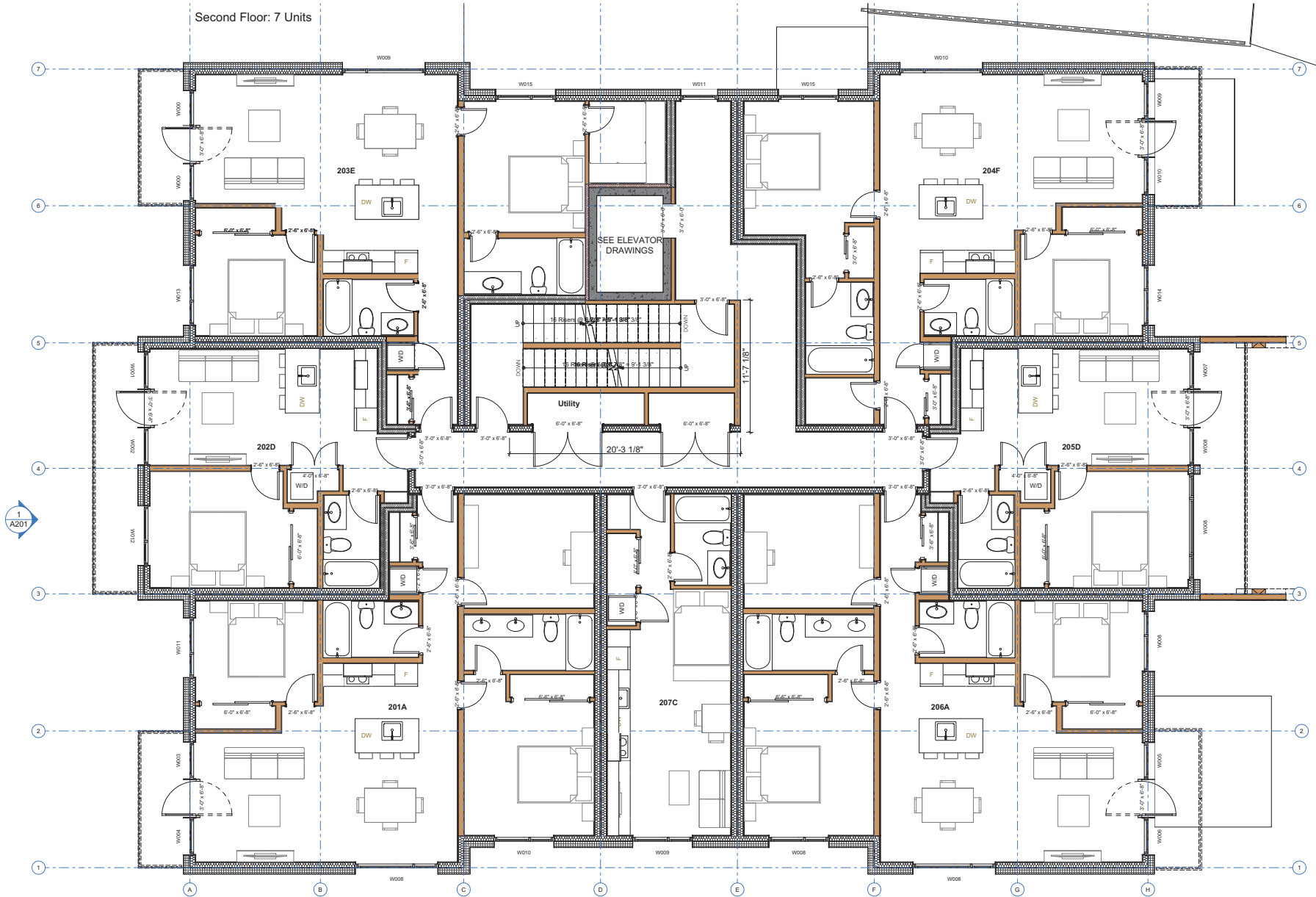
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Level 1 Plan

A102

1 Main Level
 A102 SCALE: 1/4" = 1'-0"

Second Floor: 7 Units



1
A103
2nd Level
SCALE: 1/4" = 1'-0"



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Project Number: H62

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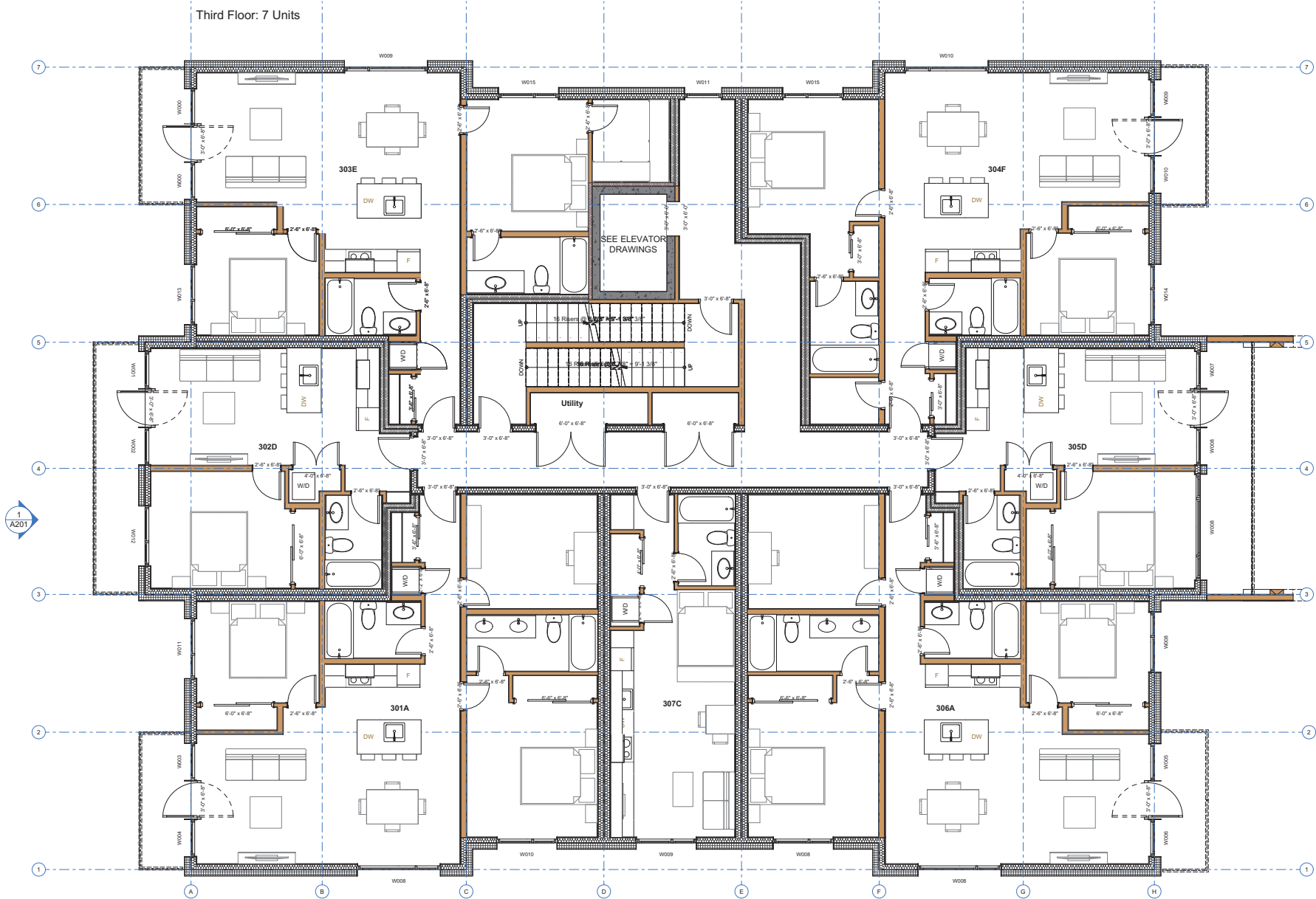
ISSUED:
04/05/2021 - Issued for Re-zoning

Level 2 Plan

A103

Permit: 2021-05-04

Third Floor: 7 Units



1
A201

1
A104
3rd Level
SCALE: 1/4" = 1'-0"



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Ebbtide Sechelt

5881 Ebbtide St
Sechelt, BC V0N 3A3

Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
04/05/2021 - Issued for Re-zoning

Level 3 Plan

A104

Permit: 2021-05-04



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Ebbtide Sechtel
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 Sechtel, BC V0N 3A3
 Project Number: H62

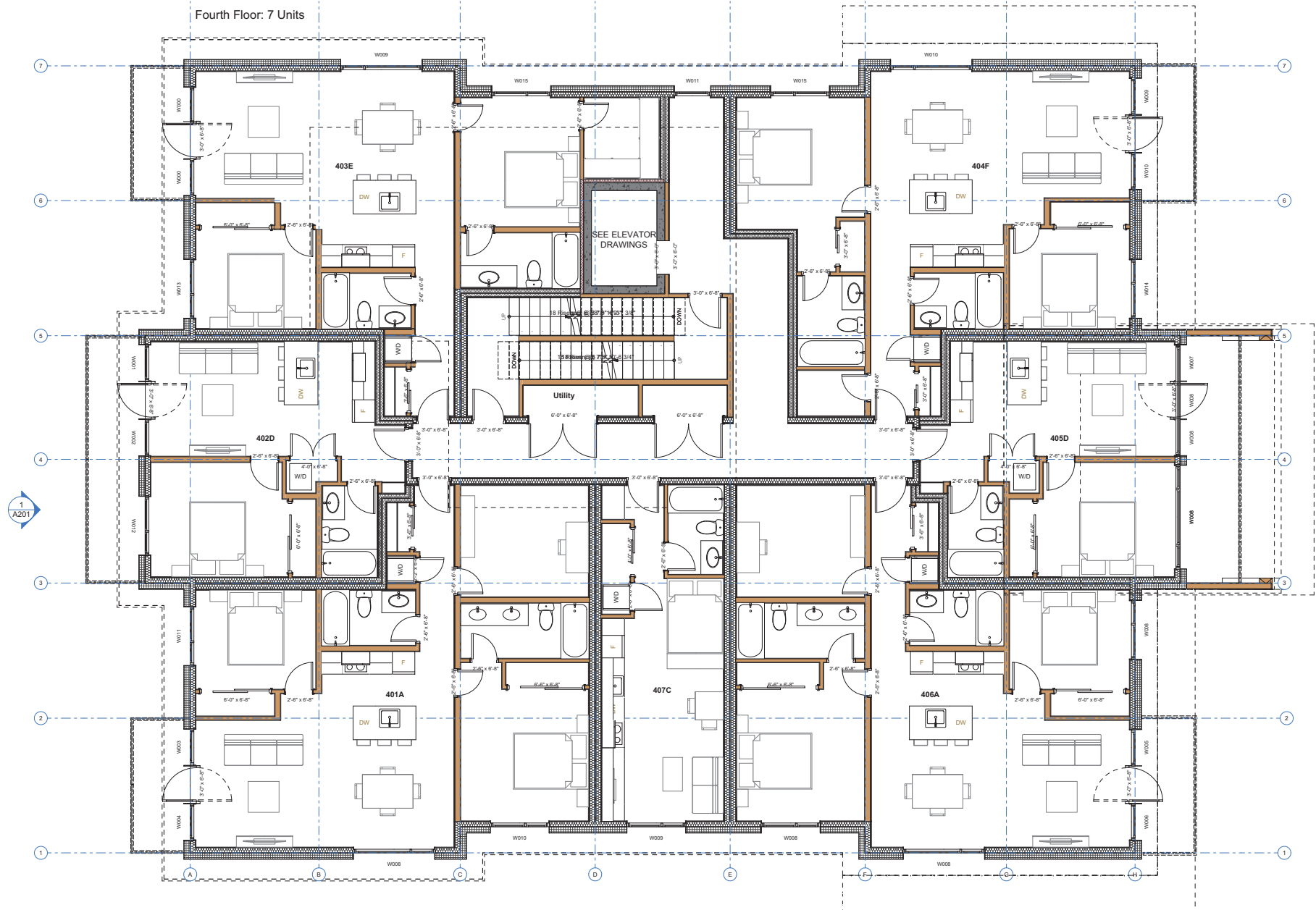
NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
 04/05/2021 - Issued for Re-zoning

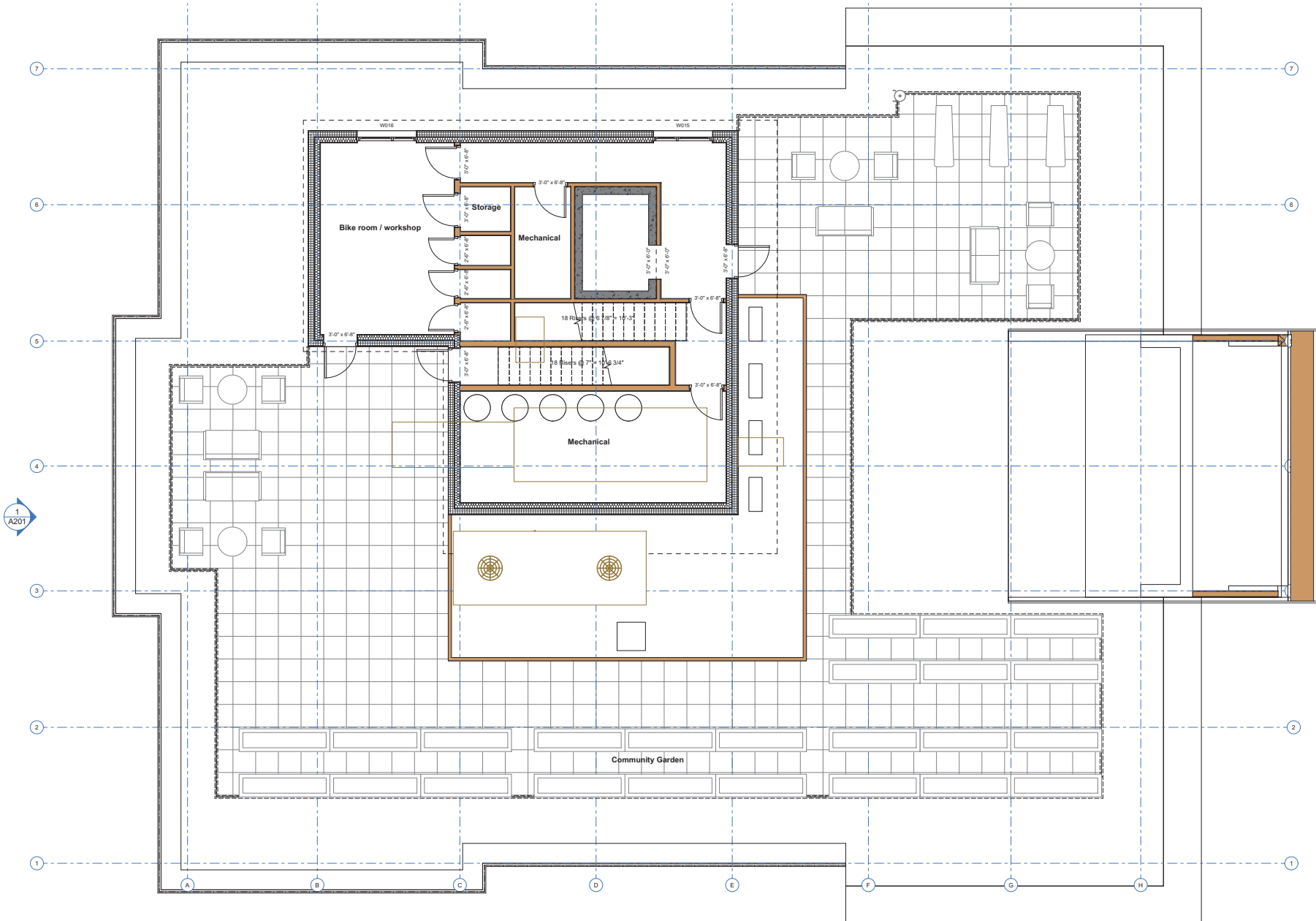
Level 4 Plan

A105

Permit: 2021-05-04



1
A105
 4th Level
 SCALE: 1/4" = 1'-0"



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Ebbtide Sechelt

5681 Ebbtide St
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Project Number: H62

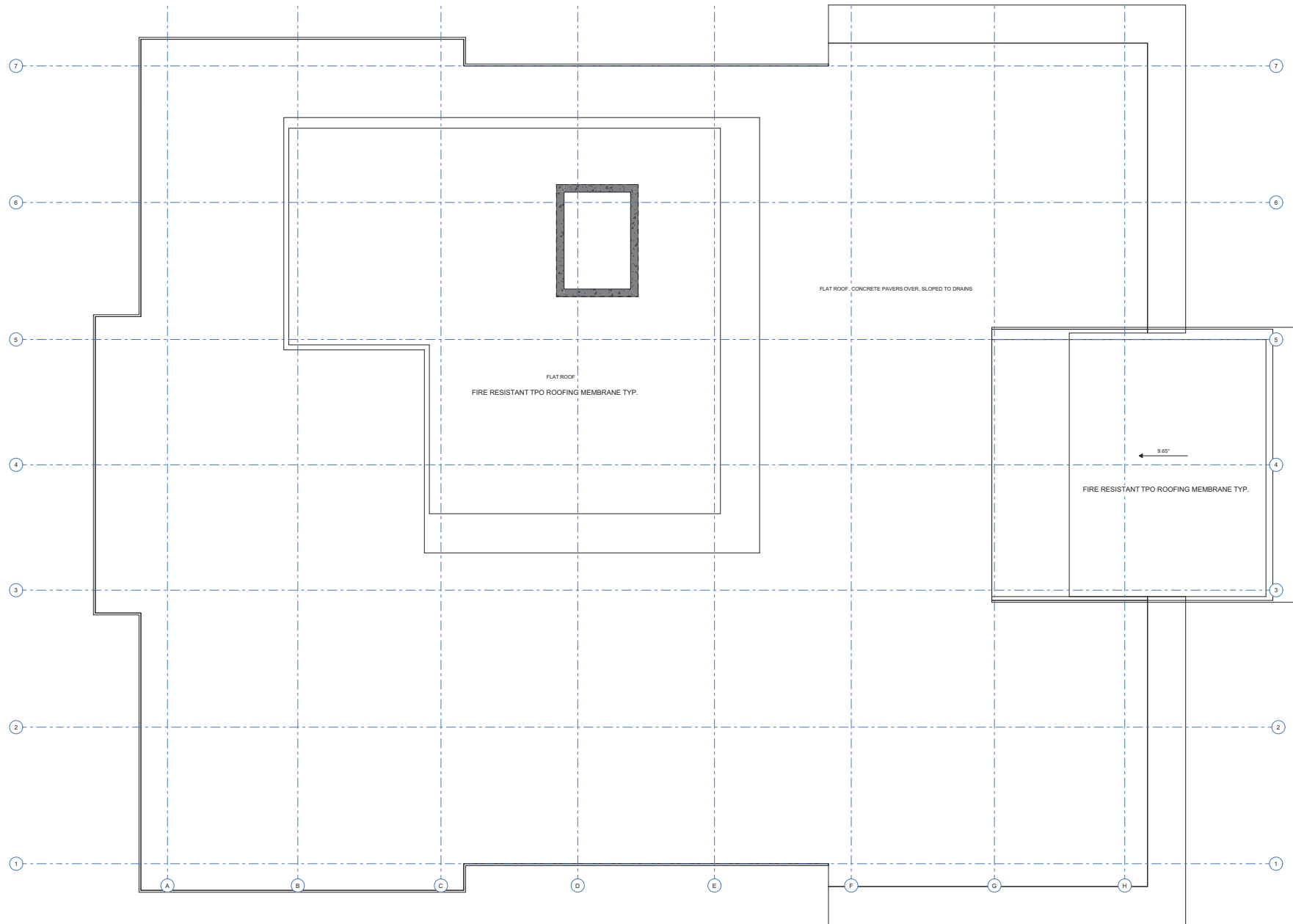
NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
 04/05/2021 - Issued for Re-zoning

Mechanical Plan

A106

1 Mechanical
 A106 SCALE: 1/4" = 1'-0"



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Ebbtide Sechelt

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Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
 04/05/2021 - Issued for Re-zoning

Roof Plan

A107
 Permet: 2021-05-04



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 Sechelt, BC V0N 3A3

Project Number: H62

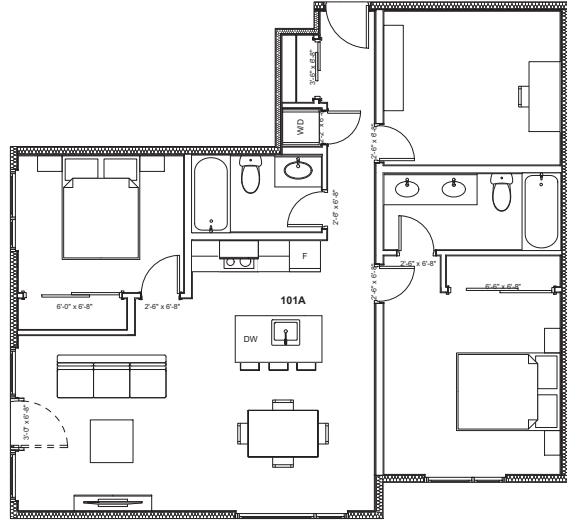
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ISSUED:
 04/05/2021 - Issued for Re-zoning

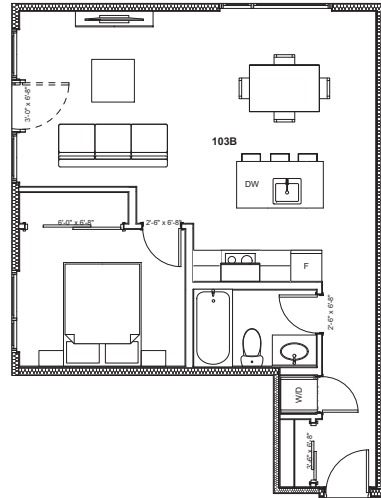
Unit Plans

A108

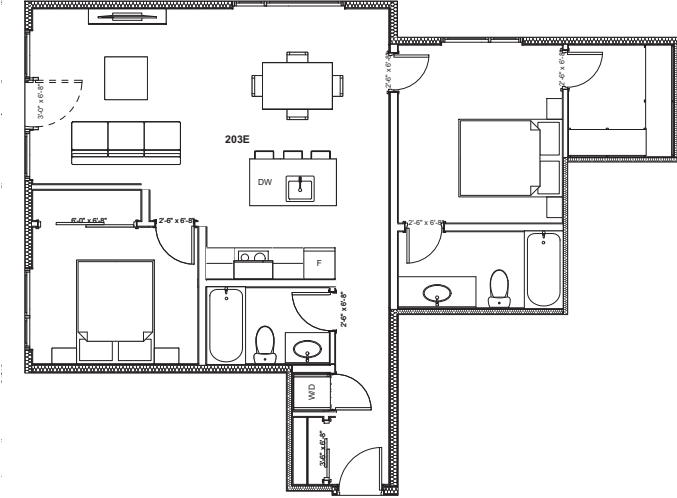
Permit: 2021-05-04



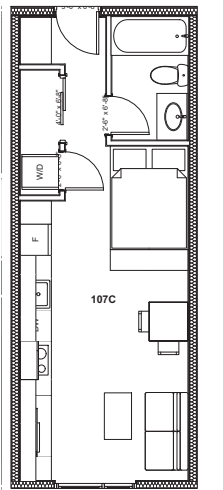
1
 A108 **Unit A**
 SCALE: 1/4" = 1'-0"



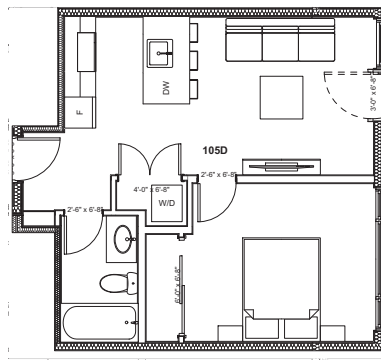
2
 A108 **Unit B**
 SCALE: 1/4" = 1'-0"



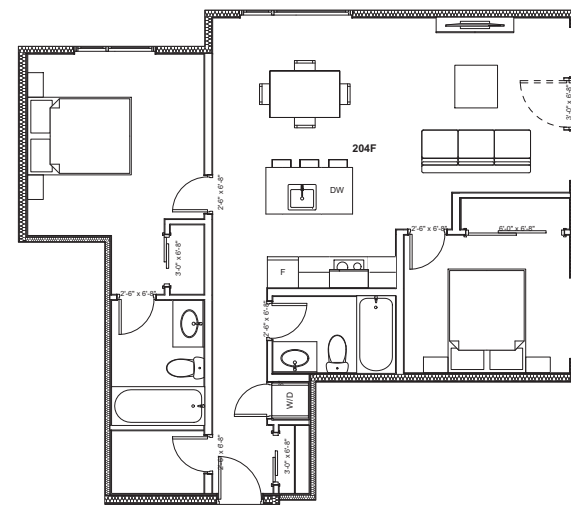
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 A108 **Unit E**
 SCALE: 1/4" = 1'-0"



3
 A108 **Unit C**
 SCALE: 1/4" = 1'-0"



4
 A108 **Unit D**
 SCALE: 1/4" = 1'-0"



6
 A108 **Unit F**
 SCALE: 1/4" = 1'-0"



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Ebbtide Sechelt

5681 Ebbtide St
 Sechelt, BC V8N 3A3

Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
 04/05/2021 - Issued for Re-zoning

North Elevation

A201

Permit: 2021-05-04

- EXTERIOR FINISHES:**
- 1 STUCCO - TAUBMANS SHINING ARMOUR
 - 2 STUCCO - TAUBMANS PHANTOM HUE
 - 3 FORMA PLANK METAL SIDING IN CASCADIA ESPRESSO 24 GAUGE
 - 4 ALUMINUM PICKET RAILING - BLACK
 - 5 GLULAM BEAMS / COLUMNS - WOOD STAIN SANSIN SDF TRANSLUCENT TEAK 34
 - 6 ROOF FLASHING - METAL CHARCOAL 24 GAUGE
 - 7 SOFFITS - FORMA PLANK CASCADIA 1 ROW VENTED
 - 8 WINDOWS - JUSTA TRIPLE GLAZED SOFTLINE 82 GOLDEN OAK
 - 9 ALUMINUM FRONT ENTRY DOOR - JUSTA TRIPLE GLAZED CHARCOAL
 - 10 GARAGE DOORS METAL ROLL UP SHINING ARMOUR
 - 11 END CAP OF WING WALL - CASCADIA ESPRESSO METAL FLASHING VERTICAL GRAIN
 - 12 DECK FINISH - ALUMINUM DECKING CRAFT BILT DESERT SAND
 - 13 ROOF FINISH - TPO FIRE RESISTANT ROOFING WHITE
 - 14 ICF FINISHED IN STUCCO COLOURS
 - 15 SCREENING FOR MECHANICAL EQUIPMENT
 - 16 ALLAN BLOCK AZTEC SERIES
 - 17 CONCRETE RETAINING WALL



1 North Elevation
 SCALE: 1/8" = 1'-0"



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Ebbtide Sechtel

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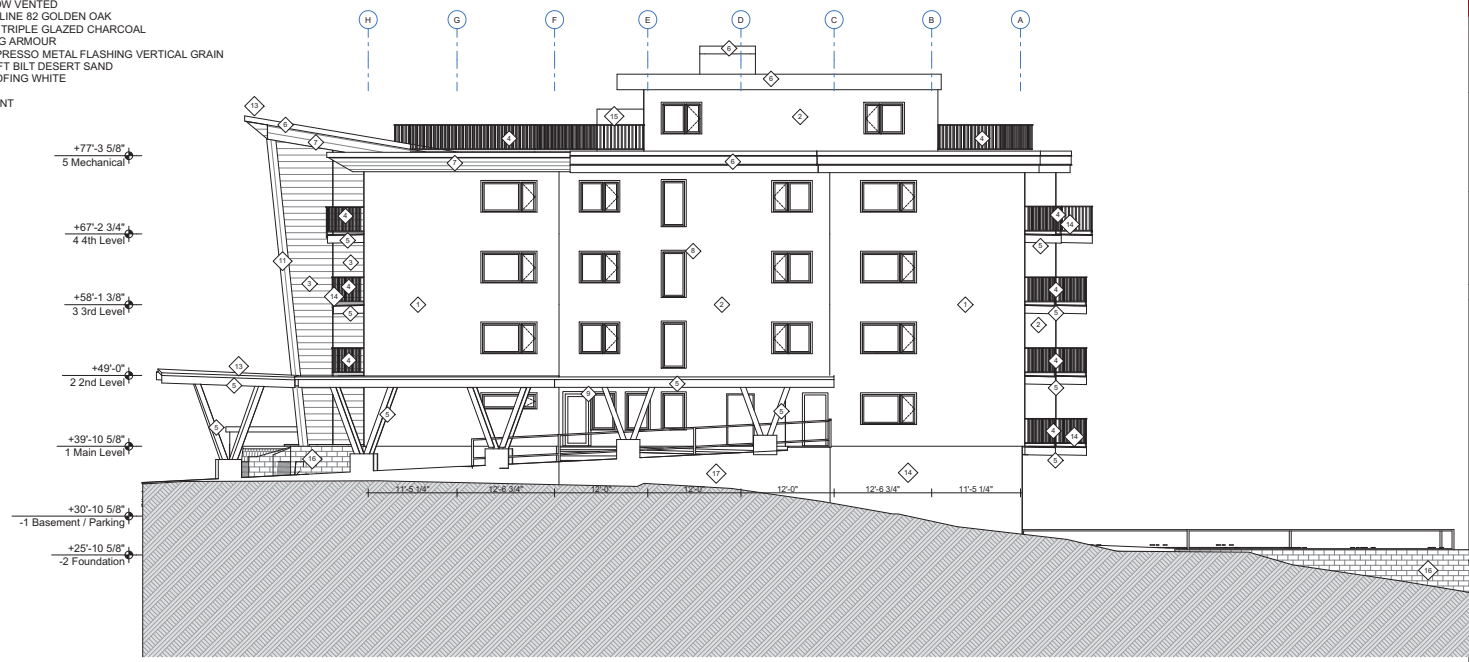
Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
 04/05/2021 - Issued for Re-zoning

East Elevation
A202
 Permit: 2021-05-04

- EXTERIOR FINISHES:**
- 1 STUCCO - TAUBMANS SHINING ARMOUR
 - 2 STUCCO - TAUBMANS PHANTOM HUE
 - 3 FORMA PLANK METAL SIDING IN CASCADIA ESPRESSO 24 GAUGE
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 - 17 CONCRETE RETAINING WALL



1 East Elevation
 A202 SCALE: 1/8" = 1'-0"



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 Sechtel, BC V0N 3A3

Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
 04/05/2021 - Issued for Re-zoning

South Elevation

A203

Permit: 2021-05-04



- EXTERIOR FINISHES:**
- 1 STUCCO - TAUBMANS SHINING ARMOUR
 - 2 STUCCO - TAUBMANS PHANTOM HUE
 - 3 FORMA PLANK METAL SIDING IN CASCADIA ESPRESSO 24 GAUGE
 - 4 ALUMINUM PICKET RAILING - BLACK
 - 5 GLULAM BEAMS / COLUMNS - WOOD STAIN SANSIN SDF TRANSLUCENT TEAK 34
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 - 17 CONCRETE RETAINING WALL

1 South Elevation
 A203 SCALE: 1/8" = 1'-0"



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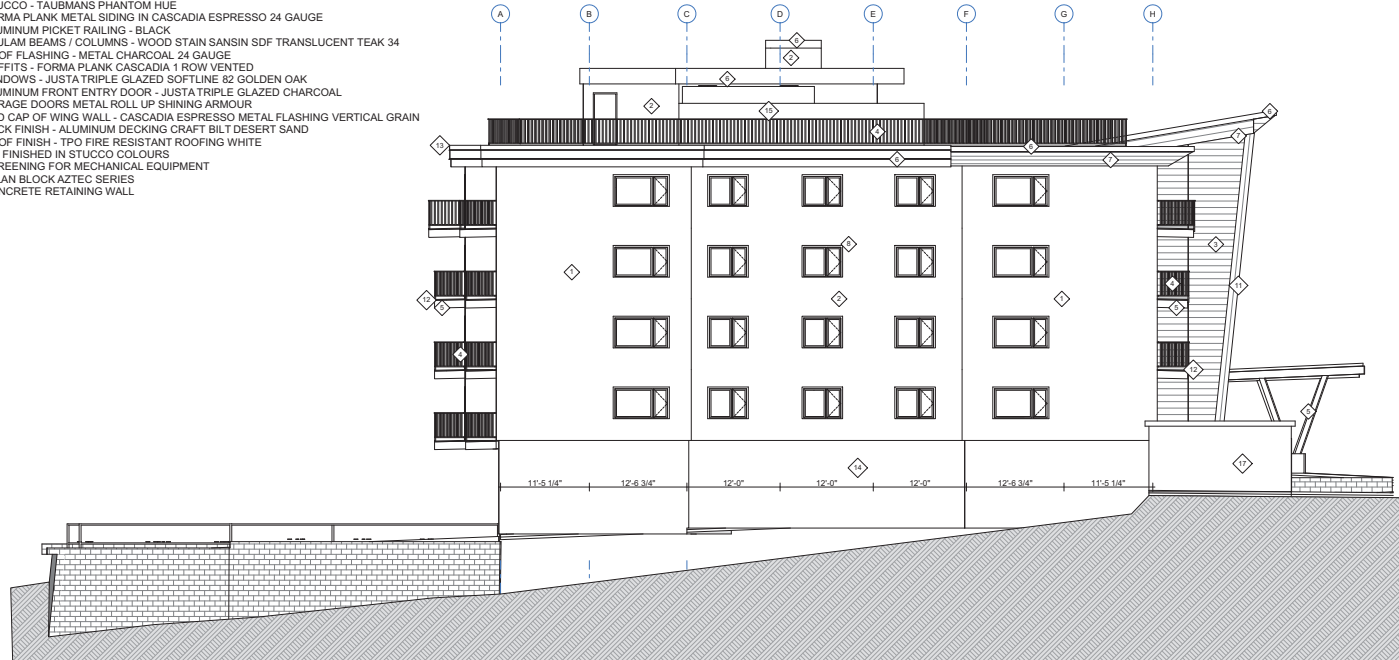
Ebbtide Sechelt
 5681 Ebbtide St
 Sechelt, BC V8N 3A3
 Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
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West Elevation
A204
 Permit: 2021-05-04

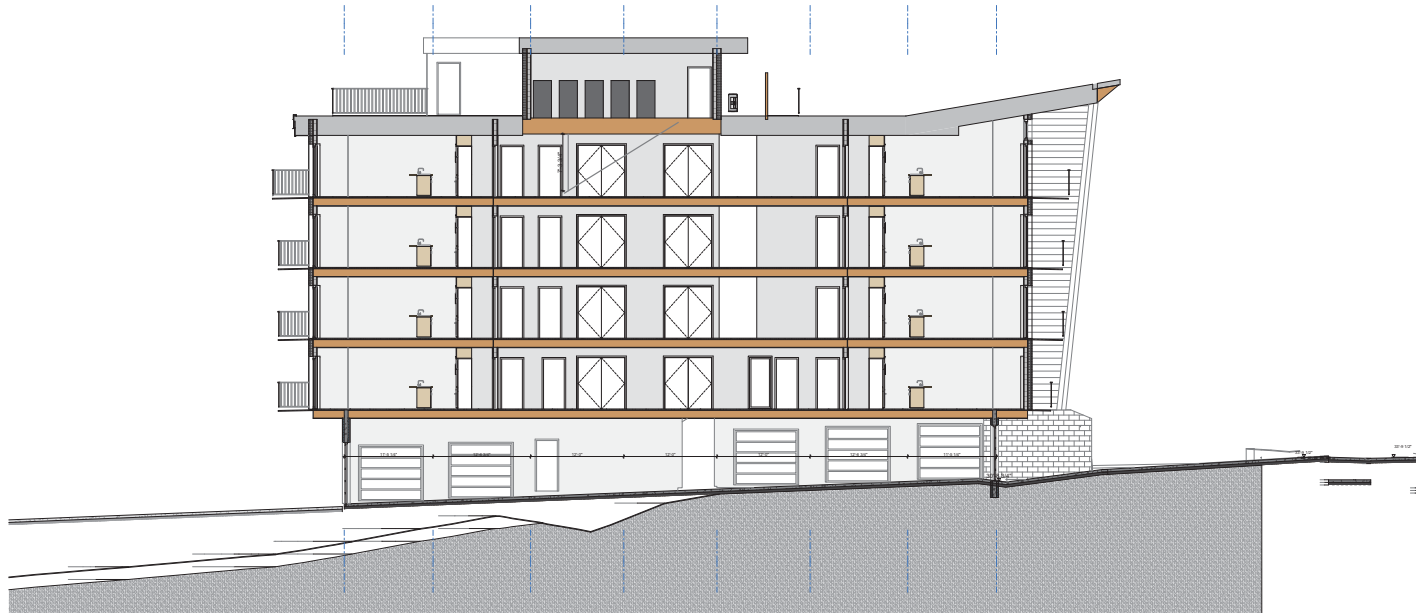
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1 West Elevation
 A204 SCALE: 1/8" = 1'-0"



1 Section Cut between Gridlines F and G
A301 SCALE: 1/8" = 1'-0"



2 Section Cut between Gridlines 4 and 5
A301 SCALE: 1/8" = 1'-0"



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Project Number: H62

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

ISSUED:
04/05/2021 - Issued for Re-zoning

Sections

A301
Permit: 2021-05-04



TOM BARRATT LTD.
Landscape Architects
5687 Dalrymple Avenue, Unit 101, Scarborough, ON M1V 5K2
Tel: (416) 291-3040 | www.tombaratt.com

PROJECT

5681 Ebbtide Street, Sechelt

DRAWING TITLE

Grading

DATE	2021-05-04	SCALE	1:100
PROJECT #	054	REV#	
REVISION #		SHEET	LI

Planting

BOTANICAL NAME	COMMON NAME	SYMBOL	COUNT	SIZE
Trees				
Acer rubrum 'Karpick'	Karpick Red Maple	Ar	3	4cm cal.
Arbutus menziesii	Arbutus	R	2	#5pot
Chamaecyparis nootkatensis	Yellow Cedar	Y	4	2m
Magnolia stellata	Star Magnolia	MM	6	#5pot
Pinus contorta 'Contorta'	Shore Pine	Pc	2	2m
Prunus emarginata	Bitter Cherry	C	6	#5pot
Pseudotsuga menziesii	Douglas Fir	F	3	2m
Taxus x media 'Hicksii'	Hybrid Yew	Tx	14	#2pot
Shrubs				
Cornus stolonifera	Red-Twigged Dogwood	Cd	24	#1pot
Philadelphus lewisii	Mock Orange	Ph	40	#1pot
Rhododendron 'Helsinki University'	Rhododendron 'Helsinki University'	Ru	13	#1pot
Rosa nutkana	Nootka Rose	Nu	61	#1pot

BOTANICAL NAME	COMMON NAME	SYMBOL	COUNT	SIZE
Ornamental Grasses				
Calamagrostis x acutifolia 'Karl Foerster'	Feather Reed Grass	Ck	105	#1pot
Koeleria macrantha	Prairie Jane Grass	km	112	#1pot
Panicum virgatum 'Nordwind'	Switch Grass	Pv	66	#1pot
Sesleria autumnalis	Autumn Moor Grass	Sa	59	#1pot
Groundcovers				
Arcostaphylos uva-ursi	Kinnickinnick	k	21	10cm pot
Perennials				
Allium cernuum	Nodding Onion	Na	7	#1pot
Echinacea purpurea	Purple Coneflower	Ep	22	#1pot
Salvia sylvestris 'Blue Hill'	Blue Hill Salvia	Sh	96	#1pot

Hydroseed Mix: Terrazol Lower Growing Mix
 Sheep Fescue 20%
 Hard Fescue 20%
 Creeping Red Fescue 30%
 Perennial Ryegrass, Turf Type 30%
 Rate: 3kg/100sq m

NOTE
 All Landscaping to be installed to the CSLA Standards
 All Planting Beds & Lawns to be Irrigated by an Accredited Irrigation Professional (IABC)



Green Roof on Garbage Building



TOM BARRATT LTD.
 3000 W. 10th Ave. Suite 100
 Vancouver, BC V6P 6K6
 (604) 273-3343

PROJECT: 5681 Ebbtide Street, Sechelt

DRAWING TITLE: Planting

DATE: 2021-05-04 SCALE: 1/100
 PROJECT #: 054 REV: 1
 REVISION #: SHEET: L2



1 West Elevation
Scale: 1:100



2 East Elevation
Scale: 1:100



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Oakville, Ontario L6H 4R1
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PROJECT
**5681 Ebbtide Street,
Sechelt**

DRAWING TITLE
Elevations

DATE	2021-05-04	SCALE	1:100
PROJECT #	954	REV#	
REVISION #		SHEET	L3

DISTRICT OF SEHELDT

Bylaw No. 492-29, 2021 (5681 Ebbtide)

Being a bylaw to amend District of Sechelt Official Community Plan Bylaw No. 492, 2010

WHEREAS the Council of the District of Sechelt deems it necessary to amend the District of Sechelt Official Community Plan Bylaw No. 492, 2010;

NOW THEREFORE the Council of the District of Sechelt in open meeting assembled enacts as follows:

TITLE

This Bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw No. 492-29, 2021 (5681 Ebbtide)".

PROVISIONS

- Schedule A of Official Community Plan Bylaw No. 492, 2010 is amended by adding the following after Section 5.30 of Part 5: Residential and Special Infill Areas:

“5.31 Notwithstanding any other provisions of the Official Community Plan, the maximum density on PARCEL C DISTRICT LOT 304 PLAN 15854, is 170 units per hectare and 1.70 floor area ratio.”

READ A FIRST TIME	2nd	DAY OF JUNE,	2021
READ A SECOND TIME		DAY OF ,	2021
PUBLIC HEARING HELD		DAY OF ,	2021
READ A THIRD TIME		DAY OF ,	2021
ADOPTED		DAY OF ,	2021

Mayor

Corporate Officer

DISTRICT OF SEHELDT

Bylaw No. 25-313, 2021 (5681 Ebbtide)

Being a bylaw to amend District of Sechelt Zoning Bylaw No. 25, 1987

WHEREAS the Council of the District of Sechelt deems it necessary to amend the District of Sechelt Zoning Bylaw No. 25, 1987;

NOW THEREFORE the Council of the District of Sechelt in open meeting assembled enacts as follows:

TITLE

This Bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 25-313, 2021 (5681 Ebbtide)".

PROVISIONS

1. That the R-4 RESIDENTIAL 4 ZONE be amended by adding the following:

“533.1 SITE SPECIFIC USES

Despite regulations for this zone, the following site specific uses, densities, and regulations apply to the noted properties:

- 1. On PARCEL C DISTRICT LOT 304 PLAN 15854, the following applies:
 - a. The number of dwelling units for apartments shall not exceed 170 units per hectare.
 - b. The maximum floor area ratio is 1.70.
 - c. The maximum height of a building shall not exceed 19.0 metres.
 - d. Off-street parking shall be provided at a rate of 1 space per apartment dwelling unit.”

READ A FIRST TIME	2nd	DAY OF JUNE,	2021
READ A SECOND TIME		DAY OF ,	2021
PUBLIC HEARING HELD		DAY OF ,	2021
READ A THIRD TIME		DAY OF ,	2021
ADOPTED		DAY OF ,	2021

Mayor

Corporate Officer



TOWN OF GIBSONS

PO Box 340
474 South Fletcher Road
Gibsons BC | VON 1V0

T 604-886-2274

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June 18, 2021

0540-13-Holl

Nicholas Weswick
Secretary Treasurer
School District 46
nweswick@sd46.bc.ca

Dear Nicholas,

Re: Holland Lands/Cultural Corner Revitalization Select Committee

We are seeking energetic and knowledgeable members to serve on the Holland Lands/Cultural Corner Revitalization Select Committee. Members will be asked to study the feasibility of re-vitalizing the Holland Lands/Cultural Corner area of Lower Gibsons, and to make recommendation(s) to the Town of Gibsons Council, in order to:

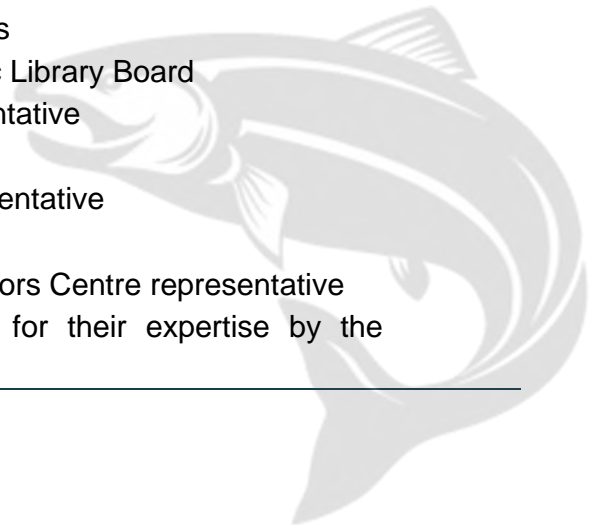
- a) provide a strong focal point for the Town of Gibsons,
- b) address the space needs requirements for the Town of Gibsons, Gibsons & District Public Library, Sunshine Coast Regional Museum, School District #46, Arts Centre and the local Visitors Centre,
- c) address any future space needs requirements from other organizations not currently located within the specific area, and
- d) make the current green and land space more useable for the public.

Committee members should be senior-level decision makers from each of the below participating organizations:

- One (1) Member of Council of the Town of Gibsons
- One (1) Member of the Gibsons and District Public Library Board
- One (1) Sunshine Coast Regional District representative
- One (1) School District #46 representative
- One (1) Sunshine Coast Regional Museum representative
- One (1) Arts Centre representative
- One (1) Lower Gibsons Business Association/Visitors Centre representative
- Additional non-voting members may be added for their expertise by the committee if required.

TOWN OF GIBSONS

"Nature is our most valuable asset"



The Committee shall meet as often as determined by the Committee, virtually on Zoom. The Committee will dissolve upon Council receiving the recommendations of the Holland Lands/Cultural Corner Revitalization Select Committee, projected to be prior to December 31, 2021. Notwithstanding the aforementioned duration, purpose and scope, the Council may, at its discretion, extend the length of time or increase the mandate of the Committee.

All members shall provide the Chief Administrative Officer with contact information including members' phone number(s), mailing and civic addresses, and email address prior to the first meeting to ensure materials are received prior to meetings.

We look forward to working with you on this revitalization project.

Sincere regards,

A handwritten signature in black ink, appearing to read 'Mark Brown', with a long horizontal stroke extending to the right.

Mark Brown
Chief Administrative Officer
mbrown@gibsons.ca





Holland Lands/Cultural Corner Select Committee

Terms of Reference

1) ESTABLISHMENT AND AUTHORITY

The Gibsons and District Public Library (GDPL) completed a “Future Space Needs Assessment” on March 3, 2021. Council of the Town of Gibsons subsequently requested that Town staff meet with representatives of the GDPL to discuss options for expansion of the library, in conjunction with determining the future space needs and enhancement opportunities for the neighbouring properties. To facilitate and accomplish this consultation and visioning, it was determined that, pursuant to Section 142 of the *Community Charter*, a Task Force be established consisting of representatives of the affected organizations.

2) PURPOSE AND SCOPE

The purpose of the Committee is to study the feasibility of re-vitalizing the Holland Lands/Cultural Corner area of Lower Gibsons, and to make recommendation(s) to the Town of Gibsons Council, in order to:

- a) provide a strong focal point for the Town of Gibsons,
- b) address the space needs requirements for the Town of Gibsons, Gibsons & District Public Library, Sunshine Coast Regional Museum, School District #46, Arts Building and the local Visitors Centre,
- c) address any future space needs requirements from other organizations not currently located within the specific area, and
- d) make the current green and land space more useable for the public.

3) DURATION

The Committee will dissolve upon Council receiving the recommendations of the Holland Lands/Cultural Corner Task Force, projected to be prior to December 31, 2021. Notwithstanding the aforementioned duration, purpose and scope, the Council may, at its discretion, extend the length of time or increase the mandate of the Task Force.

4) COMPOSITION

The Committee is comprised of Seven (7) voting members as follows:

- a) One (1) Member of Council of the Town of Gibsons
- b) One (1) Member of the Gibsons and District Public Library Board
- c) One (1) Sunshine Coast Regional District representative
- d) One (1) School District #46 representative

- e) One (1) Sunshine Coast Regional Museum representative
- f) One (1) Arts Centre representative
- g) One (1) Lower Gibsons Business Association/Visitors Centre representative
- h) Additional non-voting members may be added for their expertise by the committee if required.

Committee members should be senior-level decision makers from each of the participating organizations.

All members shall provide the Corporate Officer with contact information including members' phone number(s), mailing and civic addresses, and email address prior to the first meeting to ensure materials are received prior to meetings.

5) APPOINTMENT AND MEMBERSHIP

- a) The Committee shall appoint one member as Chair.
- b) If the Chair cannot attend the meeting, remaining members will identify a Chair for the meeting when quorum is available.
- c) The appointment of any member of the Committee may be rescinded at any time by the Council as set forth in Section 144 of the *Community Charter*.
- d) The resignation of any member of the Committee must be made in writing and in accordance with section 121 of the *Community Charter*.
- e) All members of the Select Committee will maintain confidentiality in accordance with section 117 of the *Community Charter*.
- f) Committee members will have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions to which they have declared a conflict of interest.

6) REMUNERATION

All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Finance with prior approval of the Corporate Officer or designate.

7) TERM AND TERMINATION

Members of the Committee shall serve at the appointment of the Council.

8) DUTIES AND RESPONSIBILITIES

- a) To define the scope of the project for re-vitalizing the Holland Lands area.
- b) To identify, recommend and prioritize the preferred facility spaces and the needs of the current occupants of the area, including developing a plan for the expansion of library service for Gibsons and Area residents.
- c) To identify any other potential non-profit or commercial occupants of a re-developed area.
- d) To make recommendations to Council for community and stakeholder input, consultation, and feed back in order to assist in the identification of community needs and requirements for the area, and to participate in any public meetings that are required.
- e) To liaise between Town Council and other community groups, government agencies, consulting firms, business and developers on matters related to the revitalization project if required.
- f) To make recommendations to the Town Council in ensuring that any new facilities meet or exceed environmental standards as well as being safe, accessible, functional and adaptable spaces.
- g) To explore public private partnerships for any re-development.
- h) To meet with selected consultants approved by Council to review the site assessment, architectural concepts, constructability and cost estimates and provide comments to Council.
- i) To report regularly to the Town Council on the Committee's progress.

9) AUTHORITY

- a) The Committee has no delegated authority from Council.
- b) The Committee is reminded that they cannot direct staff or take any action contrary to existing Council Policies and Directives.

10) LIASONS

- a) The following representatives will participate as staff liaisons and as non-voting members on the Committee:
 - i. The Town of Gibsons' Chief Administrative Officer (the CAO) (or designate) as the Town of Gibsons Council Liaison:
 - The CAO shall appoint a Recording Secretary to the Committee to provide administrative support including preparing the agenda and meeting minutes, maintaining a record of the approved minutes, notifying members of meetings, publishing the agenda for circulation to the attending Committee members, scheduling delegations, and making any arrangements required to facilitate the meeting.
 - ii. The Director of the Gibsons and District Public Library (or designate) as the GDPL Board Liaison.

- b) The role of the staff liaisons include:
 - i. Providing information and professional advice; and
 - ii. Serving as one of the communication channels to and from Town of Gibsons Council and the GDPL Board respectively
- c) The role of the Town of Gibsons Council liaison includes:
 - i. Bringing such matters to the Committee's attention as is appropriate for it to consider in support of Town of Gibsons' Council direction; and
 - ii. Serving as one of the communication channels to and from Council.

11) MEETINGS

- a) The Committee shall meet as often as determined by the Committee, virtually on Zoom.
- b) Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.
- c) The quorum for the Committee is four (4) majority voting members appointed under section 4 (Composition).
- d) Should there be no quorum present within fifteen (15) minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen (15) minutes and the meeting shall stand adjourned until the next scheduled meeting.
- e) Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Chair.
- f) All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- g) Committee members are subject to the Conflict of Interest legislation as outlined in Section 100 – 109 of the *Community Charter*.

12) REFERENCE DOCUMENTS

- a) The terms "Council" and "Committee" shall be interchangeable for the purpose of interpretation of these sections.
 - *Community Charter*, Section 90 – Open and Closed meetings
 - *Community Charter*, Section 117 – Duty to respect confidentiality
 - *Community Charter*, Section 122 – Resignation
 - *Community Charter*, Section 100-109 – Conflict of Interest