



SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

THURSDAY, MAY 11, 2017

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 27, 2017

Annex A
Pages 1-13

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Corporate and Administrative Services Committee recommendation Nos. 2-11 of April 27, 2017 (*recommendation No. 1 previously adopted*) Annex B
Pp 14-17
5. Chief Building Inspector – Notice on Title Annex C
Pp 18-20

MOTIONS

BYLAWS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES (TO MAY 31, 2017)

SCRD Board, Committee, and Advisory Committee Meetings

Planning and Community Development Committee	May 11 at 9:30 a.m.
Regular Board	May 11 at 1:30 p.m.
Area D Advisory Planning Commission (APC)	May 15 at 7:00 p.m.
Infrastructure Services Committee	May 18 at 9:30 a.m.
Area B Advisory Planning Commission (APC)	May 24 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	May 24 at 7:00 p.m.
Corporate and Administrative Services Committee	May 25 at 9:30 a.m.
Regular Board	May 25 at 1:30 p.m.
Area A Advisory Planning Commission (APC)	May 30 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	May 30 at 7:00 p.m.

Other SCRD Meetings (Intergovernmental, Public Hearings, Information Sessions)

Howe Sound Community Forum	May 5 at 10:00 a.m.
SCRD Community Dialogues – Area A – Egmont / Pender Harbour	May 8 at 7:00 p.m.
SCRD Community Dialogues – Area E – Elphinstone	May 15 at 7:00 p.m.
SCRD Community Dialogues – Area B – Halfmoon Bay	May 16 at 7:00 p.m.
SCRD Community Dialogues – Area D – Roberts Creek	May 17 at 7:00 p.m.
SCRD Community Dialogues – District of Sechelt	May 18 at 3:30 p.m.
Intergovernmental Meeting	May 23 at 6:30 p.m.
SCRD Community Dialogues – Area F – West Howe Sound	May 24 at 7:00 p.m.
SCRD Community Dialogues – Town of Gibsons	May 25 at 7:00 p.m.
Public Information Meeting re: Blue Star Rezoning, Roberts Creek	May 30 at 7:00 p.m.

Please note: Meeting dates are current as of print date (May 5, 2017).



SUNSHINE COAST REGIONAL DISTRICT

April 27, 2017

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	G. Nohr
	Directors	M. Lebbell L. Lewis F. Mauro J. Valeriotte I. Winn D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	G.M., Planning and Community Development	I. Hall
	Deputy Corporate Officer / Recorder	S. Reid
	Media	1
	Public	1

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

147/17 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

148/17 THAT the Regular Board meeting minutes of April 13, 2017 be adopted as presented.

CARRIED

Minutes It was moved and seconded

149/17 THAT the Special Board meeting minutes of April 20, 2017 be adopted as presented.

CARRIED

REPORTS

Directors' Reports

Directors provided a verbal report of their activities.

CAO Report **It was moved and seconded**

150/17 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

Planning **It was moved and seconded**

151/17 THAT Planning and Community Development Committee recommendation Nos. 1-7 and 9-21 of April 13, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Planning and Community Development Department Q1 Report*

THAT the report titled Planning and Community Development Department - 2017 Q1 Report be received.

Recommendation No. 2 *Update on BC Timber Sales Operations (2017-2021)*

THAT the report titled Update on BC Timber Sales Operations (2017-2021) be received;

AND THAT the SCRД respond to the BCTS referral with the following comments:

1. The SCRД does not support logging license A91376 located on District Lot 1313, which should be reserved for environmental protection as per ongoing discussions with the Ministry of Forests, Lands and Natural Resource Operations and the Squamish Nation;
2. A strategy for the protection and/or restoration of trails surrounding cut blocks G041C4F6 (West Sechelt), G042C4F8 (Mt. Elphinstone), G043C3ZJ (Mt. Elphinstone), and Licence A93884 (Mt. Elphinstone) be confirmed with local trail groups;
3. Public safety measures be implemented to communicate forestry activity to recreational users, including signage posted on all recreational trails leading to cut blocks, specifically G041C4F6 (West Sechelt), G042C4F8 (Mt. Elphinstone), G043C3ZJ (Mt. Elphinstone), Licence A93884 (Mt. Elphinstone) and the Rainy River blocks;

151/17 cont.

4. The SCRD does not support logging in Community Watersheds for the purpose of protecting drinking water quality. Should BCTS continue to propose cut blocks within Community Watersheds in order to meet its mandate, the following conditions should be met:
 - a. Define a management strategy for proposed forestry operations to protect drinking water; and
 - b. Implement forest practices and Best Management Practices with the goal of achieving zero turbidity, sediment and pathogen input to nearby creeks or streams from forestry activities;
5. As per Board Resolution 255/16 Recommendation No. 1 dated June 23, 2016, the SCRD does not support logging within the 1,500 hectare area identified in the Roberts Creek Official Community Plan Bylaw No. 641, Map No. 2 as an area for ecological and recreational protection.
6. The SCRD notes a significant amount of logging proposed along the Brittain River and requests that particular attention to the fisheries and other ecological environmental values be observed in this area;

AND THAT staff continue to work cooperatively with BC Timber Sales to identify future opportunities for community consultation;

AND FURTHER THAT this report be referred to the Advisory Planning Commissions, Natural Resources Advisory Committee and Roberts Creek Official Community Plan Committee and comments be considered in a supplemental report to the May Planning and Community Development Committee.

Recommendation No. 3 *Keats Island Park Dedication District Lot 696*

THAT the report titled Keats Island Park Dedication District Lot 696 – Electoral Area F be received;

AND THAT the SCRD accept the proposed 1.1 hectare park dedication as proposed in Option 1 of the staff report, subject to an amendment of Islands Trust proposed Bylaw 143, Schedule 1, Part 4 – Zone Regulation Section 4.9 Community Service 1 (CS1) Zone as follows:

- a) Delete “outdoor recreation use is not permitted;”
- b) Increase the maximum floor area of a community hall to 200 square metres
- c) Add “Trails and associated day use infrastructure is permitted”
- d) Add “Camping and fires are not permitted”

151/17 cont. **Recommendation No. 4** *Egmont/Pender Harbour Official Community Plan Bylaw No. 708*

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 forwarded to 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 No. 46, and
- vi. *shíshálh* Nation;

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

Recommendation No. 5 *SCRD Electoral Area A Egmont/Pender Harbour OCP Amendment Bylaw No. 432.25, 2016 and SCRD Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016*

THAT the report titled Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016 Public Hearing Report and Consideration of Third Reading be received;

AND THAT *Sunshine Coast Regional District Electoral Area A Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016* be forwarded to the Board for Third Reading with the following amendments:

- a) The legal description in Part B 2. and Appendix A be replaced to read "District Lot 3988, Group 1, New Westminster District except Plans 12095, 14653, 15401, 15813, 16650, 17325, EPP39153 and EPP39184";
- b) Replace base map in Appendix A to show current parcel boundaries;

151/17 cont.

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016* be forwarded to the Board for Third Reading with the following amendments:

a) The legal description in Part B 2. a) and Appendix A be replaced to read "District Lot 3988, Group 1, New Westminster District except Plans 12095, 14653, 15401, 15813, 16650, 17325, EPP39153 and EPP39184";

b) Replace base map in Appendix A to show current parcel boundaries;

AND FURTHER THAT prior to consideration of adoption of Bylaw No. 432.25 and Bylaw No. 337.87 the following conditions are met:

a) A covenant be signed by the owner and the SCRD that includes the following requirements:

i. Drainage Plan to be implemented/installed and maintained by the resort owner;

ii. Limiting the total combined occupancy of the site and the seating capacity of the amphitheatre to 200 to ensure that the parking supply is sufficient;

iii. Parking areas are not to be hard surfaced;

iv. Limiting the amphitheatre to its existing area plus 10% to allow for a modest alteration;

v. Setting out remediation options to address noise complaints;

b) Fire Management Plan to be finalized and approved by the Egmont Volunteer Fire Department;

c) Ministry of Transportation and Infrastructure to confirm northern access is acceptable if limited to staff or access permit be issued.

Recommendation No. 6 *Roberts Creek OCP Amendment Bylaw 641.6, 2017 and SCRD Zoning Amendment Bylaw 310.167, 2017*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.6 and SCRD Zoning Amendment Bylaw 310.167 for a Camping and Temporary Accommodation Establishment be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be forwarded to the Board for First Reading;

151/17 cont.

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be referred to *shíshálh* Nation, the Ministry of Transportation and Infrastructure, the Vancouver Coastal Health Authority, and the Ministry of Forests, Lands and Natural Resource Operations for comment;

AND THAT a public information meeting be held with respect to *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017*;

AND FURTHER THAT once comments from referrals and the public information meeting have been received, *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be referred back to the Planning and Community Development Committee for consideration of Second Reading.

Recommendation No. 7 *Elphinstone Official Community Plan Amendment Bylaw 600.5*

THAT the report titled *Elphinstone Official Community Plan Amendment Bylaw 600.5 (Road Closure and Redevelopment Policies for Ocean Beach Esplanade)* Consideration for First Reading be received;

AND THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017* be forwarded to the Board for First Reading;

AND THAT the staff report be referred to the Elphinstone Advisory Planning Commission, the Ocean Beach Esplanade Stewardship Committee, the Elphinstone Electors Community Association, *Skwxwú7mesh* Nation, and the Ministry of Transportation and Infrastructure;

AND THAT a public information meeting be held with respect to the proposed *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017*;

AND FURTHER THAT comments received from the referrals and the public information meeting be incorporated into a report to be presented to the Planning and Community Development Committee for consideration of Second Reading of the proposed bylaw.

Recommendation No. 9 *Development Variance Permit DVP00010 (Tymo)*

THAT the report titled *Development Variance Permit DVP00010 (Tymo) - Electoral Area B* be received;

151/17 cont.

AND THAT Development Variance Permit DVP00010 to vary the setback from a side parcel line contiguous to a public road from 4.5 metres to 1.5 metres, as per Zoning Bylaw No. 310, 1987 Section 601.4(3), be issued subject to:

1. The owner committing in advance to installing fencing or natural landscaping barrier to demarcate the public/private boundary along the eastern property line adjacent to Crab Road.
2. Addressing any comments from the *shíshálh* Nation received within the 60 day referral period.

Recommendation No. 10 *Development Variance Permit DVP00011 (All Tides)*

THAT the report titled Development Variance Permit DVP00011 (All Tides) - Electoral Area B be received;

AND THAT Development Variance Permit No. DVP00011 be denied as it is not consistent with W1 zone requirements for residential use located on the adjacent upland parcel.

Recommendation No. 11 *Natural Resource Advisory Committee Revised Terms of Reference*

THAT the report titled Natural Resource Advisory Committee Revised Terms of Reference be received;

AND THAT the Terms of Reference be approved with the following amendments:

- a) In 4.1 remove “every other month” and replace with “every month”;
- b) In 4.8 amend e. to read “preserves and balances the unique mix of natural ecosystems and green spaces in the SCRD”;

AND FURTHER THAT advertising for members commence and staff report back to a future Planning and Community Development Committee.

Recommendation No. 12 *Advisory Committee Terms of Reference*

THAT staff review the Terms of Reference template and its application to all Sunshine Coast Regional District (SCRD) Advisory Committees to ensure consistency with respect to conducting operations in a way that preserves and balances the unique mix of natural ecosystems and green spaces in the SCRD.

151/17 cont.

Recommendation No. 13 *Recruitment of Agricultural Advisory Committee Members*

THAT the report titled Recruitment of Agricultural Advisory Committee Members be received;

AND THAT advertising for members commence and staff report back to a future Planning and Community Development Committee.

Recommendation No. 14 *Recycling Program at Katherine Lake Campground*

THAT the report titled Recycling Program at Katherine Lake Campground be received;

AND THAT the Sunshine Coast Regional District (SCRD) partner with Encorp's BC Parks recycling program to install beverage container recycling bins at Katherine Lake Campground as a 2017 pilot project.

Recommendation No. 15 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of March 28, 2017*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission (APC) meeting minutes of March 28, 2017 be received.

Recommendation No. 16 *Halfmoon Bay (Area B) APC Meeting Minutes of February 28, 2017*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission (APC) meeting minutes of February 28, 2017 be received.

Recommendation No. 17 *Halfmoon Bay (Area B) APC Meeting Minutes of March 28, 2017*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission (APC) meeting minutes of March 28, 2017 be received.

Recommendation No. 18 *Roberts Creek (Area D) APC Meeting Minutes of March 20, 2017*

THAT the Roberts Creek (Area D) Advisory Planning Commission (APC) meeting minutes of March 20, 2017 be received.

Recommendation No. 19 *Elphinstone (Area E) APC Meeting Minutes of March 23, 2017*

THAT the Elphinstone (Area E) Advisory Planning Commission (APC) meeting minutes of March 23, 2017 be received.

151/17 cont. **Recommendation No. 20** *West Howe Sound (Area F) APC Meeting Minutes of March 28, 2017*

THAT the West Howe Sound (Area F) Advisory Planning Commission (APC) meeting minutes of March 28, 2017 be received.

Recommendation No. 21 *Keeping it Rural 2017 Conference*

THAT the correspondence from the Southern Interior Beetle Action Coalition regarding Keeping it Rural 2017 Conference be received;

AND THAT Directors be authorized to attend the Southern Interior Beetle Action Coalition, Keeping it Rural 2017 Conference in Kelowna June 20 – 21, 2017 and be paid a stipend and expenses for attendance.

CARRIED

Infrastructure **It was moved and seconded**

152/17 THAT Infrastructure Services Committee recommendation Nos. 1-9 of April 13, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Chapman Lake Expansion Project - Environmental Assessment Report*

THAT the report titled Chapman Lake Expansion Project - Environmental Assessment Report be received.

Recommendation No. 2 *Chapman Creek Summer Flow Analysis*

THAT the report titled Chapman Creek Summer Flow Analysis be received.

Recommendation No. 3 *Water Utility Performance Assessment Benchmarking - Update*

THAT the report titled Water Utility Performance Assessment Benchmarking Update be received.

Recommendation No. 4 *Private Side Leaks – Pender Harbour*

THAT the report titled Pender Harbour Private Side Water Leaks Status Update be received.

Recommendation No. 5 *Solid Waste Workshop Next Steps*

THAT the report titled Solid Waste Workshop Next Steps be received;

152/17 cont. AND THAT the Board supports in principle to implement solid waste programs, services and policies that/which:

- i. extend the life of the Sechelt Landfill
- ii. prevent organic material from being disposed as garbage

AND FURTHER THAT the Board supports the following as short-term priorities with staff providing reports to future Infrastructure Services Committees:

- i. Curbside Recycling
- ii. Future of Sechelt Landfill
- iii. Green Waste
- iv. Illegal Dumping
- v. Multi-Material BC (MMBC)
- vi. Organics Diversion Strategy
- vii. South Coast Recycling
- viii. Solid Waste Management Plan Review

Recommendation No. 6 *Clean Water and Wastewater Fund (CWWF) 2016 Grants*

THAT the report titled Clean Water and Wastewater Fund 2016 Grants be received;

AND THAT the North Pender Harbour [365] water main upgrades (Garden Bay Road and Claydon Road/Lane) project in the amount of \$1,650,000 funded \$1,369,500-CWWF Grant and \$280,500-Capital Reserves be approved;

AND THAT the South Pender Harbour [366] water main upgrades (Francis Peninsula Road) project in the amount of \$1,650,000 funded \$1,369,500-CWWF Grant and \$280,500-Capital Reserves be approved;

AND THAT the Canoe Road [389] Replacement of Septic Field System project in the amount of \$75,000 funded \$62,250-CWWF Grant and \$12,750-Short-term Borrowing be approved;

AND THAT the Merrill Crescent [390] Replacement of Septic Field System project in the amount of \$65,000 funded \$53,950-CWWF Grant and \$11,050-Short-term Borrowing be approved;

AND FURTHER THAT the 2017-2022 Financial Plan be amended accordingly.

152/17 cont. **Recommendation No. 7** *Infrastructure 1st Quarter Report*

THAT the report titled Infrastructure Services Department 2017 1st Quarter Report be received.

Recommendation No. 8 *2016 UBCM Meeting with Minister Stone*

THAT the correspondence from Minister Todd Stone, Ministry of Transportation and Infrastructure, dated March 3, 2017, regarding 2016 UBCM Meeting be received for information.

Recommendation No. 9 *BC Ferry Authority Board Appointments*

THAT the correspondence from Roderick Dewar, Chair, BC Ferry Authority, dated March 27, 2017 regarding Appointments to the BC Ferry Authority Board of Directors, be received for information.

CARRIED

Corporate **It was moved and seconded**

153/17 THAT Corporate and Administrative Services Committee recommendation No.1 of April 27, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Draft Audited Financial Statements for Year-Ended December 31, 2016*

THAT the report titled Sunshine Coast Regional District 2016 Draft Audited Financial Statements, and the following documents, be received:

- Audit Results and Communications Report to the Members of the Board;
- Independent Auditor's Reports for the Sunshine Coast Regional District (SCRD) and Foreshore Leases;
- Draft Audited Financial Statements for year ended December 31, 2016;

AND THAT the draft audited statements for year ended December 31, 2016 be approved as presented.

CARRIED

BYLAWS

Bylaw 600.5 **It was moved and seconded**

154/17 THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017* be read a first time.

CARRIED

Bylaw 708 It was moved and seconded

155/17 THAT *Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017* be read a first time.

CARRIED

Bylaw 641.6 It was moved and seconded

156/17 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017* be read a first time.

CARRIED

Bylaw 310.167 It was moved and seconded

157/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be read a first time.

CARRIED

The Board moved In Camera at 2:05 p.m.

IN CAMERA

158/17 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (f) and (k) of the *Community Charter* - "law enforcement..." and "negotiations and related discussions respecting the proposed provision of a municipal service...".

CARRIED

The Board moved out of In Camera at 2:08 p.m.

Contract Award It was moved and seconded

159/17 THAT RFP 16 274 Janitorial Services for Sechelt Aquatic Centre be awarded to Great Asian Team for the value amount up to \$62,748 annually (excluding taxes);

AND THAT RFP 16 274 Janitorial Services for Gibsons & District Aquatic Facility be awarded to JSJ & Sons Enterprises for the value amount up to \$29,400 annually (excluding taxes).

CARRIED

ADJOURNMENT It was moved and seconded

160/17 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:08 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE
April 27, 2017**

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	I. Winn
	Directors	F. Mauro M. Lebbell G. Nohr J. Valeriote L. Lewis D. Wright
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Planning and Community Development	I. Hall (part)
	Administrative Assistant / Recorder	T. Crosby
	Media	3
	Public	0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PETITIONS AND DELEGATIONS

Patrick Chan, Auditor, BDO Canada LLP., addressed the Committee regarding the Sunshine Coast Regional District Audit Results, Independent Auditor's Reports and draft audited Financial Statements for the year ended December 31, 2016.

The Chair thanked Mr. Chan for his presentation.

REPORTS**Recommendation No. 1** *Draft Audited Financial Statements for Year- Ended December 31, 2016*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District 2016 Draft Audited Financial Statements, and the following documents, be received:

- Audit Results and Communications Report to the Members of the Board;
- Independent Auditor's Reports for the Sunshine Coast Regional District (SCRD) and Foreshore Leases;
- Draft Audited Financial Statements for year ended December 31, 2016;

AND THAT the draft audited statements for year ended December 31, 2016 be approved as presented;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting on April 27, 2017 for adoption.

Recommendation No. 2 *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – April 2017 be received.

Recommendation No. 3 *2017 Budget Debrief*

The Corporate and Administrative Services Committee recommended that the report titled 2017 Budget Debrief be received;

AND THAT the recommended improvements outlined in the staff report be incorporated into the 2018-2022 Financial Planning Process as presented:

The Committee recessed at 10:59 a.m. and reconvened at 11:07 a.m.

Recommendation No. 4 *Gas Tax Community Works Funding*

The Corporate and Administrative Services Committee recommended that the report titled Gas Tax Community Works Funding be received;

AND THAT 2016 Census population data be used as the basis for allocating Gas Tax Community Works Funding by Electoral Area for funds received after January 1, 2017.

Director Winn opposed.

Recommendation No. 5 *Investments and Reserves*

The Corporate and Administrative Services Committee recommended that the report titled Investments and Reserves as at March 31, 2017 be received for information.

Recommendation No. 6 *Distribution of Legal Plan Documents*

The Corporate and Administrative Services Committee recommended that the report titled Distribution of Legal Plan Documents be received for information.

Recommendation No. 7 *Contracts Between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$20,000 and \$100,000 to April 9, 2017 be received for information.

Recommendation No. 8 *Provincial Road Maintenance*

The Corporate and Administrative Services Committee recommended that the report titled Provincial Road Maintenance be received;

AND THAT a letter be sent to the Ministry of Transportation and Infrastructure (MoTI) with regard to the Sunshine Coast Regional District's (SCRD) consultation opportunities for upcoming highway maintenance service provider contracts.

Recommendation No. 9 *Provincial Road Maintenance*

The Corporate and Administrative Services Committee recommended that a letter be written to the Association of Vancouver Island and Coastal Communities (AVICC) expressing the Sunshine Coast Regional District's (SCRD) desire to provide input on the standards contained in maintenance contracts to ensure they meet community needs and asset management, while reflecting the different requirements of various regions in relation to the following AVICC Resolution L6 – Regional Level Input:

WHEREAS the establishment of provincial road maintenance contract standards and asset management strategies directly impact rural residents;

AND WHEREAS regional district elected officials are well-positioned to convey the expectations and concerns of the communities in relation to road maintenance and upkeep;

THEREFORE BE IT RESOLVED THAT the Ministry of Transportation and Infrastructure be requested to establish a formal process for a select committee of AVICC elected officials to provide regional level input during the establishment of highway maintenance contract standards and asset management strategies.

COMMUNICATIONS**Recommendation No. 10** *Halfmoon Bay Information and Referral Centre Grant Request*

The Corporate and Administrative Services Committee recommended that the correspondence from the Halfmoon Bay-Chatelech Community School Association regarding Economic Development grant request for the Halfmoon Bay Information and Referral Centre for January 1 to December 31, 2017 be received;

AND THAT Halfmoon Bay-Chatelech Community School Association be granted \$3,000 from Electoral Area B Economic Development 5200-532 (SP100192).

Recommendation No. 11 *Gibsons and District Public Library 2016 Financial Statements*

The Corporate and Administrative Services Committee recommended that the correspondence from the Gibsons and District Public Library presenting the Library's 2016 Financial Statements and the Annual Report be received.

ADJOURNMENT 12:10 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – May 11, 2017

AUTHOR: Paul Preston, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

THAT the report titled Placement of Notice on Title be received;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot A, Except Portions in Plans 13480 and 15021 of Lot A, Block 2, District Lot 902, Plan 7547, Group 1, NWD PID 004-601-203;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, District Lot 877, Plan LMP38515, Group 1, NWD PID 024-211-583;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 5, East ½ of District Lot 691, Plan VAP4399, Group 1, NWD PID 011-550-392;

AND FURTHER THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot D, District Lot 1855, Plan 16677, Group 1, NWD PID 007-383-096.

BACKGROUND

Section 57(1) of the *Community Charter* allows a building official to recommend that a notice be registered against the land title where a building official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists a property(s) where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit(s) or an inspection(s) under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered owner(s) that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all of the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made and that at this meeting property owners are afforded the opportunity to speak to the issues being registered.

DISCUSSION

The list of properties are non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

1. 1359 Russell Road, **Lot A, Except Portions in Plans 13480 and 15021 of Lot A, Block 2, District Lot 902, Plan 7547, Group 1, NWD**
PID 004-601-203
Electoral Area E

A building permit for the construction of a single family dwelling was issued on 8th February 2011. Inspections have been carried out throughout the course of construction, but the permit has now expired after being renewed twice without final approval from the SCRD building division. The SCRD building division recommends that notice be placed on title.

2. 1496 Taki-Te-Si Road, **Lot 2, District Lot 877, Plan LMP38515, Group 1, NWD**
PID 024-211-583
Electoral Area F

On the 26th February 2013 a building permit was issued for the construction of a single family dwelling. Inspections were carried out throughout the course of construction, but the permit has now expired after being renewed once without final approval from the SCRD building division. The SCRD building division are not aware of any life safety issues at this time and recommend notice be placed on title.

3. 935 North Road, **Block 5, East ½ of District Lot 691, Plan VAP4399, Group 1, NWD**
PID 011-550-392
Electoral Area E

Building permit BP 9726 was issued on 29th September 2006 to construct a concrete foundation and to move in a single family dwelling. The permit had been renewed twice, but expired incomplete in September 2014. Construction progressed without a valid building permit and a Stop Work Notice was issued on 12th December 2014. A new permit BP 13440 was issued on 27th February 2015 to complete work started under the original permit BP 9726.

Through the building inspection process it was identified that the scope of work exceeded the BC Housing and the Vancouver Coastal Health requirements. At this time these issues have not been resolved and a new building permit will be required to complete the project. The SCRD building division are not aware of any life safety issues at this time and recommend notice be placed on title.

**4. 400 Kelly Island Road, Lot D, District Lot 1855, Plan 16677, Group 1, NWD
PID 007-383-096
Electoral Area A**

On 4th February 2009 building permit BP10746 was issued for the construction of a single family dwelling. The permit was renewed twice, but expired incomplete. A new permit BP 13427 was issued in February 2015 to complete the work started under the original permit. Inspections have been carried out throughout the course of construction, but the permit has expired without final approval from the SCRD building division. The SCRD building division recommends that notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a building official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the building division that is summarized above show that these properties are in contravention.

Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property(s).

Reviewed by:			
Manager	X - P. Preston	Finance	
GM	X – I. Hall	Legislative	X - A. Legault
CAO	X – J. Loveys	Other	