



## 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, NOVEMBER 23, 2017

### AGENDA

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**CALL TO ORDER**     1:30 p.m.

#### AGENDA

1. Adoption of agenda

#### MINUTES

2. Regular Board meeting minutes of November 9, 2017

Annex A  
Pages 1-6

#### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

#### PETITIONS AND DELEGATIONS

#### COMMUNICATIONS

#### REPORTS

3. Directors' Reports Verbal
4. Chief Administrative Officer's Report Annex B  
pp 7-8
5. Planning and Community Development Committee recommendation  
Nos. 1-3 and 5-14 of November 9, 2017 (*recommendation No. 4 previously  
adopted*) Annex C  
pp 9-13
6. Chief Building Official – Notice on Title Annex D  
pp 14-16

#### MOTIONS

7. THAT Director Winn be authorized to attend the Local Government  
Leadership Academy 2017 Chief Elected Officials Forum on December 7<sup>th</sup>  
and 8<sup>th</sup> in Richmond, BC;

AND THAT Director Winn be paid stipend and expenses for attendance at  
the Local Government Leadership Academy 2017 Chief Elected Officials  
Forum.

**BYLAWS**

- |     |  |                     |
|-----|--|---------------------|
| 8.  | <i>Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017 – <b>first reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>           | Annex E<br>pp 17-19 |
| 9.  | <i>Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017 – <b>first reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b> | Annex F<br>pp 20-22 |
| 10. | <i>Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 – <b>first reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>                      | Annex G<br>pp 23-25 |
| 11. | <i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017 – <b>first reading</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>                  | Annex H<br>pp 26-28 |

**NEW BUSINESS****IN CAMERA****ADJOURNMENT**

## UPCOMING MEETING DATES (TO DECEMBER 22, 2017)

### SCRD Board, Committee, and Advisory Committee Meetings

Area D Advisory Planning Commission (APC)	November 20 at 7:00 p.m.
Corporate and Administrative Services Committee	November 23 at 9:30 a.m.
Regular Board	November 23 at 1:30 p.m.
Area B Advisory Planning Commission (APC)	November 28 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	November 28 at 7:00 p.m.
Regional Hospital District	November 29 at 9:30 a.m.
Area A Advisory Planning Commission (APC)	November 29 at 7:00 p.m.
Special Corporate and Administrative Services Committee (Pre-Budget)	November 30 at 9:30 a.m.
Special Corporate and Administrative Services Committee (Pre-Budget)	December 1 at 9:30 a.m.
Planning and Community Development Committee	December 14 at 9:30 a.m.
Regular Board	December 14 at 1:30 p.m.
Area D Advisory Planning Commission (APC)	December 18 at 7:00 p.m.
Infrastructure Services Committee	December 21 at 9:30 a.m.

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

Comprehensive Regional Water Master Plan Information Session for Elected Officials	November 21
Affordable Housing Public Information Meeting (Electoral Areas A and B)	November 22
Presentation on Regional Water to District of Sechelt Council	November 22
Affordable Housing Public Information Meeting (Electoral Areas E and F)	November 23
Intergovernmental Meeting	November 27
Affordable Housing Public Information Meeting (Electoral Area D)	November 28
SCRD Administration Office (Field Road) Holiday Closure	December 25 to January 1, 2018

**Please note:** Meeting dates are current as of print date (November 17, 2017).



## SUNSHINE COAST REGIONAL DISTRICT

November 9, 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.

<b>PRESENT:</b>	Chair	B. Milne
	Directors	I. Winn G. Nohr F. Mauro K. Julius M. Lebbell L. Lewis D. Inkster S. White (Alt)

<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Planning and Community Development	I. Hall
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	6

**CALL TO ORDER**      The Corporate Officer assumed the Chair and called the Board meeting to order at 1:30 p.m.

**ELECTION OF CHAIR**      The Corporate Officer called for nominations for the position of Chair of the Regional District Board.

Director Winn nominated Director Mauro. Director Mauro accepted the nomination.

The Corporate Officer called a second time for nominations.

Alternate Director White nominated Director Milne. Director Milne accepted the nomination.

The Corporate Officer called a third time for further nominations.

There being no further nominations. The Corporate Officer called for a ballot.

Director Milne was declared Chair of the Sunshine Coast Regional District Board.

*The Chief Administrative Officer made a presentation to the outgoing Chair, Director Nohr, in recognition of his years of service as Chair of the Sunshine Coast Regional District Board.*

**ELECTION OF  
VICE CHAIR**

Director Milne assumed the Chair. Chair Milne called for nominations for the position of Vice Chair of the Regional District Board.

Chair Milne nominated Director Mauro. Director Mauro declined the nomination.

The Chair called a second time for further nominations.

Director Nohr nominated Director Winn. Director Winn accepted the nomination.

The Chair called a third and final time for further nominations.

Alternate Director White nominated Director Lewis. Director Lewis declined the nomination.

There being no further nominations, nominations were closed.

Director Winn was declared Vice Chair of the Sunshine Coast Regional District Board.

**AGENDA**

**It was moved and seconded**

312/17

THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes

**It was moved and seconded**

313/17

THAT the Regular Board meeting minutes of October 26, 2017 be adopted as presented.

**CARRIED**

Minutes

**It was moved and seconded**

314/17

THAT the Regular Board meeting minutes of October 29, 2017 be adopted as presented.

**CARRIED**

**REPORTS****Directors' Reports**

*Directors provided a verbal report of their activities.*

Corporate

**It was moved and seconded**

315/17

THAT Corporate and Administrative Services Committee recommendation Nos. 1-11 of October 26, 2017 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *2018 Meeting Schedule*

THAT the report titled 2018 Meeting Schedule be received;

AND THAT the 2018 Meeting Schedule be adopted as presented.

**Recommendation No. 2**      *Board Composition and Voting Strength*

THAT the report titled Board Compensation and Voting Strength Resulting from Certified Census be received.

**Recommendation No. 3**      *Sakinaw Ridge Sewage Treatment System*

THAT the report titled Sakinaw Ridge Sewage Treatment System be received;

AND THAT *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* be forwarded to the Board for three readings.

**Recommendation No. 4**      *Boarding Fees for Impounded Dogs*

THAT the report titled Boarding Fees for Impounded Dogs be received;

AND THAT *SCRD Dog Regulation and Impounding Bylaw No. 376* be amended to increase the board fee for impounded dogs to \$30 per day or part thereof.

**Recommendation No. 5**      *Corporate General Ledger Budget Variance Report*

THAT the report titled Corporate General Ledger Budget Variance Report for Period Ending September 30, 2017 be received for information.

**Recommendation No. 6**      *Regional Solid Waste [350-352] Variance Report*

THAT the report titled Regional Solid Waste [350-352] Variance Reporting for Period Ending September 30, 2017 be received for information.

**Recommendation No. 7**      *Recreation Facilities [615] Variance Report*

THAT the report titled Recreation Facilities [615] Variance Reporting for Period Ending September 30, 2017 be received for information.

315/17 cont.      **Recommendation No. 8**      *Building Inspection [520] Variance Report*

THAT the report titled Building Inspection [520] Variance Reporting for Period Ending September 30, 2017 be received for information.

**Recommendation No. 9**      *Public Transit [310] Variance Report*

THAT the report titled Public Transit [310] Variance Reporting for Period Ending September 30, 2017 be received for information.

**Recommendation No. 10**      *Investments and Reserves*

THAT the report titled Investments and Reserves as at September 30, 2017 be received for information.

**Recommendation No. 11**      *Community Excellence Award for “Best Practices, Excellence in Financial Stewardship”*

THAT the correspondence from the Municipal Finance Authority of BC regarding the Sunshine Coast Regional District's Honourable Mention for the inaugural Union of British Columbia Municipalities Community Excellence Award for “Best Practices, Excellence in Financial Stewardship” be received.

**CARRIED**

Planning      **It was moved and seconded**

316/17      THAT Planning and Community Development Committee recommendation No. 4 of November 9, 2017 be received, adopted and acted upon as follows:

**Recommendation No. 4**      *Provincial Referral 2411949 for an Electric Substation (BluEarth Renewables Inc.)*

THAT the report titled Provincial Referral 2411949 for an Electric Substation (BluEarth Renewables Inc.) – Electoral Area B be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Provincial File 2411949:

- a. SCRD has no objections to the electric substation in the Tzoonie River valley subject to the following conditions:
  - i. A building permit is required for any substation building(s);
  - ii. A development variance permit may be required if any buildings are constructed within 30 metres of the natural boundary of the Tzoonie River;
  - iii. A development permit may be required for any land alteration proposed within 30 metres of the natural boundary of any stream, as per the Riparian Areas Regulation;

316/17 cont.                    AND FURTHER THAT a community amenity contribution be explored.

**CARRIED**

**BYLAWS**

Bylaw 1087                    **It was moved and seconded**

317/17                    THAT *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* be read a first time.

**CARRIED**

Bylaw 1087                    **It was moved and seconded**

318/17                    THAT *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* be read a second time.

**CARRIED**

Bylaw 1087                    **It was moved and seconded**

319/17                    THAT *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* be read a third time.

**CARRIED**

Bylaw 376.8                    **It was moved and seconded**

320/17                    THAT *Sunshine Coast Regional District Dog Regulation and Impounding Amendment Bylaw No. 376.8, 2017* be read a first time.

**CARRIED**

Bylaw 376.8                    **It was moved and seconded**

321/17                    THAT *Sunshine Coast Regional District Dog Regulation and Impounding Amendment Bylaw No. 376.8, 2017* be read a second time.

**CARRIED**

Bylaw 376.8                    **It was moved and seconded**

322/17                    THAT *Sunshine Coast Regional District Dog Regulation and Impounding Amendment Bylaw No. 376.8, 2017* be read a third time.

**CARRIED**

Bylaw 376.8                    **It was moved and seconded**

323/17                    THAT *Sunshine Coast Regional District Dog Regulation and Impounding Amendment Bylaw No. 376.8, 2017* be adopted.

**CARRIED**



## NEW BUSINESS

Minister Meeting      **It was moved and seconded**

324/17                      THAT Director Nohr be authorized to attend the November 21, 2017 meeting with the Minister of Transportation and Infrastructure;

AND THAT expenses be paid for Director Nohr's attendance at the November 21, 2017 meeting.

**CARRIED**

*The Board moved In Camera at 2:13 p.m.*

**IN CAMERA                      It was moved and seconded**

325/17                      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**CARRIED**

*The Board moved out of In Camera at 2:20 p.m.*

**ADJOURNMENT              It was moved and seconded**

326/17                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:20 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – November 23, 2017

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S REPORT

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### RECOMMENDATION(S)

**THAT the report titled Chief Administrative Officer's Report be received for information.**

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### BACKGROUND

This report provides information on the activities of the Chief Administrative Officer (CAO).

### DISCUSSION

#### ***Administration:***

The Senior Leadership Team (SLT) and managers prepared the 2018 budget proposals with an aim to ensuring service delivery and compliance with the Board's Strategic Plan and Asset Management Plan. Pre-Budget meetings for the 2018 Budget process are scheduled to start November 30 and December 1, 2017.

Staff have been successful in having the UBCM asset management grant extended to December 2018. A key focus on work needs to occur in Infrastructure Services.

As a follow up to the Board's recommendations, staff have discussed next steps with BC Timber Sales staff with respect to engagement for early 2018. More information will be forwarded to the Board once meeting details are confirmed.

Staff continue to meet with a number of stakeholders and community members to work cooperatively and respond to issues and concerns. A cross functional staff team approach is utilized and works more effectively in complex situations.

Staff have worked cooperatively with the Union with respect to the Joint Union/Management Health and Safety Committee and the new structure. The new committee structure serves to separate labour/management issues and operational safety matters. It enables four new Health and Safety committees to focus on operations and will see labour/management issues addressed by Union representatives. The agreement was reached subsequent to six months of working with the Union and WorkSafeBC to revise the structure and composition of the SCRD's Joint Health and Safety committees. This work ensures ongoing compliance with the *Workers' Compensation Act*, Occupational Health and Safety Regulations and the Collective Agreement.

***SCRD Staff Development and Engagement:***

- Media training for staff was held on November 15, 2017.
- On the Go with the CAO series is scheduled for November 20 to 27, 2017. This is an opportunity for staff to meet, hear information on key work projects and ask questions. The sessions are well attended.
- Human Resources has launched a new online training platform for staff. There are a number of courses related to a wide range of topics with a focus on health and safety, personal and team development, and high performance organizations.
- Leadership Forums continue with the focus on procurement and budget preparations.

***External Engagements:***

- Attended the Zero Waste session on November 1, 2017 and RecycleBC consultation on November 15 and 16, 2017.
- District of Sechelt Special Planning and Development Committee meeting with respect to water on November 22, 2017.
- Intergovernmental Meeting on November 27, 2017.

**STRATEGIC PLAN AND RELATED POLICIES**

The Strategic Plan is a key document for the CAO's office and provides the overall administrative guidance for the business of the SCRD.

Strategic Priority: Ensure Fiscal Sustainability

Strategic Priority: Embed Environmental Leadership

Strategic Priority: Support Sustainable Economic Development

Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations

Strategic Priority: Facilitate Community Development

Strategic Priority: Enhance Board Structures and Processes

Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers

Strategic Priority: Enhance Board Structures and Processes

**CONCLUSION**

The CAO provides a written report summarizing key initiatives which align to the priorities of the Strategic Plan and Board's direction.

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

**November 9, 2017**

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

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<b>PRESENT:</b>	Chair Directors	F. Mauro D. Inkster I. Winn M. Lebbell L. Lewis G. Nohr S. White B. Milne
<b>ALSO PRESENT:</b>	Chief Administrative Officer GM, Planning & Community Development Manager, Planning & Development Senior Planner Senior Planner Planner Administrative Assistant / Recording Secretary Public Media	J. Loveys I. Hall A. Allen D. Rafael (part) Y. Siao (part) L. Staats (part) A. Ruinat 2 2

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**CALL TO ORDER**                      9:30 a.m.

*The Chair welcomed Mayor Bruce Milne as the second District of Sechelt Director on the Sunshine Coast Regional District Board.*

**AGENDA**                              The agenda was adopted as presented.

**REPORTS**

**Recommendation No. 1**      *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017*

The Planning and Community Development Committee recommended that the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017 for a Camping and Temporary Accommodation Establishment – Public Hearing Report and Consideration for Third Reading be received;

AND THAT staff report to the December 14, 2017 Planning and Community Development Committee meeting to clarify intent of the bylaw amendment wording “to limit the temporary use of sleeping cabins to not more than 15 consecutive days in any calendar month”.

**Recommendation No. 2**     *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No.432.34, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017*

The Planning and Community Development Committee recommended that the report titled Egmont/Pender Harbour Official Community Plan Amendment Bylaw No.432.34 and Electoral Area A Zoning Amendment Bylaw No. 337.115 for a Yoga Therapy/Retreat Centre – Electoral Area A be received;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017* be forwarded to the Board for First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act*, Bylaw Nos 432.34 and 337.115 be referred to the following agencies as part of the early and on-going consultation:

- (1) shíshálh Nation;
- (2) Ministry of Transportation & Infrastructure;
- (3) Vancouver Coastal Health Authority;
- (4) Egmont/Pender Harbour Advisory Planning Commission; and
- (5) Pender Harbour Volunteer Fire Department;

AND FURTHER THAT a public information meeting be held prior to consideration of Second Reading.

**Recommendation No. 3**     *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017 and Zoning Amendment Bylaw No. 310.176, 2017*

The Planning and Community Development Committee recommended that the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.9 and Zoning Amendment Bylaw No. 310.176 for Retail Use – Consideration for First Reading be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017* be forwarded to the Board for First Reading;

AND FURTHER THAT pursuant to Section 475 of the *Local Government Act*, Bylaw Nos. 641.9 and 310.176 be referred to the following agencies:

- (1) shíshálh Nation;
- (2) Ministry of Transportation & Infrastructure;
- (3) Vancouver Coastal Health Authority;
- (4) Roberts Creek Volunteer Fire Department;
- (5) Roberts Creek Advisory Planning Commission; and
- (6) Roberts Creek Official Community Plan Committee.

**Recommendation No. 4**      *Provincial Referral 2411949 for an Electric Substation (BluEarth Renewables Inc.)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral 2411949 for an Electric Substation (BluEarth Renewables Inc.) – Electoral Area B be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Provincial File 2411949:

a. SCRD has no objections to the electric substation in the Tzoonie River valley subject to the following conditions:

- i. A building permit is required for any substation building(s).
- ii. A development variance permit may be required if any buildings are constructed within 30 metres of the natural boundary of the Tzoonie River;
- iii. A development permit may be required for any land alteration proposed within 30 metres of the natural boundary of any stream, as per the Riparian Areas Regulation;

AND THAT a Community Amenity Contribution be explored;

AND FURTHER THAT this Recommendation be forwarded to the Regular Board meeting of November 9, 2017 for Adoption.

**Recommendation No. 5**      *Provincial Referral 2411818 for a Roadway (Carlson Point Homeowners)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral 2411818 for a Roadway (Carlson Point Homeowners) – Electoral Area B be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

a. SCRD has no objections to the proposed roadway, Provincial File 2411818, subject to the following conditions:

- i. A Development Permit is required for improvements and maintenance of the road as per the Riparian Areas Regulation.

AND FURTHER THAT this report be forwarded to the November Halfmoon Bay Advisory Planning Commission (APC) for consideration and the recommendation from the APC be forwarded to the Province as late information.

**Recommendation No. 6**      *Sunshine Coast Regional District Policing Committee Minutes of October 19, 2017*

The Planning and Community Development Committee recommended that the Sunshine Coast Regional District Policing Committee meeting minutes of October 19, 2017 be received.

**Recommendation No. 7**     *Egmont/Pender Harbour (Area A) APC Meeting Minutes of October 25, 2017*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission (APC) meeting minutes of October 25, 2017 be received.

**Recommendation No. 8**     *Halfmoon Bay (Area B) APC Meeting Minutes of October 24, 2017*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission (APC) meeting minutes of October 24, 2017 be received.

**Recommendation No. 9**     *Roberts Creek (Area D) APC Meeting Minutes of October 16, 2017*

The Planning and Community Development Committee recommended that the Roberts Creek (Area D) Advisory Planning Commission (APC) meeting minutes of October 16, 2017 be received.

**Recommendation No. 10**     *Elphinstone (Area E) APC Meeting Minutes of October 25, 2017*

The Planning and Community Development Committee recommended that the Elphinstone (Area E) Advisory Planning Commission (APC) meeting minutes of October 25, 2017 be received.

**Recommendation No. 11**     *West Howe Sound (Area F) APC Meeting Minutes of October 24, 2017*

The Planning and Community Development Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission (APC) meeting minutes of October 24, 2017 be received.

## COMMUNICATIONS

**Recommendation No. 12**     *Correspondence from District of Sechelt regarding New Sechelt Age-Friendly Community Plan*

The Planning and Community Development Committee recommended that the correspondence from Bruce Milne, Mayor, District of Sechelt regarding New Sechelt Age-Friendly Community Plan dated September 7, 2017 be received.

**Recommendation No. 13**     *Correspondence from Town of Gibsons regarding Gibsons Harbour Economic Development Strategy*

The Planning and Community Development Committee recommended that the correspondence from Selina Williams, Corporate Officer, Town of Gibsons regarding Gibsons Harbour Economic Development Strategy dated October 27, 2017 be received.

**Recommendation No. 14**     *Correspondence from Transport Canada regarding Invitation to Stakeholder Engagement Sessions on the National Strategy to Address Abandoned and Wrecked Vessels*

The Planning and Community Development Committee recommended that the correspondence from Ellen Burack, Director General, Environmental Policy, Transport Canada regarding Invitation to Stakeholder Engagement Sessions on the National Strategy to Address Abandoned and Wrecked Vessels dated October 31, 2017 be received.

**ADJOURNMENT** 10:15 a.m.

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Committee Chair



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – November 23, 2017

**AUTHOR:** Allen Whittleton, Chief Building Official

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### 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 PART IN EXPLANATORY PLAN 4309, Block 4, District Lot 1314, Plan 7871, PID 010-389-571;

**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 10, Block 5, District Lot 903, Plan LMP43872, PID 024-623-661;

**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 Block 43, EXCEPT PART IN PLAN 14015, District Lot 1390, Plan 4276, PID 011-641-126.

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### 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 properties 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 or inspections 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 owners 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 they will be afforded the opportunity to speak to the issues being registered.

## DISCUSSION

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

- Permits applied for / or issued but not all required inspections have been approved.
  - Construction has taken place without a valid permit.
1. 1124 Reed Road, **Lot A, EXCEPT PART IN EXPLANATORY PLAN 4309, Block 4, District Lot 1314, Plan 7871, Group 1, NWD.**  
**PID 010-389-571**  
**Electoral Area E**

A building permit was issued December 17, 2001 to raise an existing single family dwelling and to construct a basement. The permit was renewed twice and a new permit was issued to complete the project. This permit has expired without final inspection approval. The SCRD Building Division is not aware of any life safety issues at this time and recommends notice be placed on title.

2. 1560 Sunshine Coast Highway, **Lot 10, Block 5, District Lot 903, Plan LMP43872, Group 1, NWD**  
**PID 024-623-661**  
**Electoral Area E**

A building permit was issued June 22, 2010 for an addition and alteration to a single family dwelling. The permit was renewed once but has expired without final inspection approval. The SCRD Building Division is not aware of any life safety issues at this time and recommends notice be placed on title.

3. 4184 Francis Peninsula Road, **Block 43, EXCEPT PART IN PLAN 14015, District Lot 1390, Plan 4276, Group 1, NWD,**  
**PID 011-641-126**  
**Electoral Area A**

An application was made August 12, 2015 for repairs to a single family dwelling that were started without a valid building permit. Sufficient documentation has not been submitted for permit issuance. The SCRD Building Division is not aware of any life safety issues at this time and recommends 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 properties.

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

**SUNSHINE COAST REGIONAL DISTRICT**  
**BYLAW NO. 432.34**

A bylaw to amend *Egmont / Pender Harbour Official Community Plan Bylaw No. 432, 1996*.

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The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

1. This bylaw may be cited as the *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017*.

**PART B – AMENDMENT**

2. *Egmont / Pender Harbour Official Community Plan Bylaw No. 432, 1996* is hereby amended as follows:
  - a. Insert the following in Policy 6.2 as the final paragraph before “Implementation”:
 

On Strata Lot 5, District Lot 3990, Group 1 New Westminster District, Strata Plan LMS3801

    - i. The following uses may be permitted:
      - (a) yoga centre;
      - (b) sleeping units.
    - ii. The following conditions of use may apply:
      - (a) maximum floor area of the yoga centre;
      - (b) maximum occupancy for the yoga centre for participants and instructors;
      - (c) maximum floor area of a sleeping unit;
      - (d) no more than ten sleeping units; and
      - (e) minimum of ten parking spaces.
  - b. The subject property is shown on Appendix A, attached to and forming part of the bylaw.

## PART C – ADOPTION

READ A FIRST TIME this ##### DAY OF MONTH, YEAR

PURSUANT TO SECTION 475 OF THE LOCAL  
GOVERNMENT ACT CONSULTATION  
REQUIREMENTS CONSIDERED this ##### DAY OF MONTH, YEAR

READ A SECOND TIME this          #####    DAY OF MONTH,    YEAR

CONSIDERED IN CONJUNCTION WITH THE  
SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE  
WASTE MANAGEMENT PLANS PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this       ####   DAY OF MONTH,       YEAR

PUBLIC HEARING HELD PURSUANT TO THE  
LOCAL GOVERNMENT ACT this ##### DAY OF MONTH, YEAR

READ A THIRD TIME this ##### DAY OF MONTH, YEAR

**ADOPTED** this                                 #### DAY OF MONTH, YEAR

Corporate Officer

Chair

<h2 style="margin: 0;">Appendix A to Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.34, 2017</h2>	
<p>Amend Designation of Strata Lot 5, District Lot 3990, Group 1 New Westminster District, Strata Plan LMS3801 to include yoga centre and sleeping units as site specific uses in the Marine Upland Study Area</p>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">  Subject Property         </div>	<div style="text-align: right;"> </div>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border-top: 1px solid black; width: 45%;"></div> <div style="border-top: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Chair</span> <span>Corporate Officer</span> </div>

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 337.115**

A bylaw to amend  
*Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990.*

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

1. This bylaw may be cited as the *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017*

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:
  - a. In Part X (Rural Zones), RU1 Zone (Rural Residential) insert:
 

1011.1 (5) Site Specific Uses

In addition to the uses in 1011 (1) to 1011 (4) the following uses are permitted on Strata Lot 5, District Lot 3990, Group 1 New Westminster District, Strata Plan LMS3801:

    - (a) yoga centre;
    - (b) sleeping units;

Conditions of Use

    - (a) maximum floor area of the yoga centre is 100 square metres;
    - (b) maximum occupancy for the yoga centre is 20 participants plus instructors at any one time
    - (c) maximum floor area of a sleeping unit is 40 square metres;
    - (d) no more than ten sleeping units; and
    - (e) Minimum of ten parking spaces.
  - b. The subject property is shown on Appendix A, attached to and forming part of the bylaw.

## PART C – ADOPTION

READ A FIRST TIME this ##### DAY OF MONTH, YEAR

READ A SECOND TIME this ##### DAY OF MONTH, YEAR

PUBLIC HEARING HELD PURSUANT TO THE  
LOCAL GOVERNMENT ACT this ##### DAY OF MONTH, YEAR

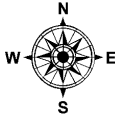



READ A THIRD TIME this ##### DAY OF MONTH, YEAR

ADOPTED this                                       #### DAY OF MONTH , YEAR

Corporate Officer

Chair



<h2 style="margin: 0;">Appendix A to Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.115, 2017</h2>	
<p>Rezone Strata Lot 5, District Lot 3990, Group 1 New Westminster District, Strata Plan LMS3801 to include yoga centre and sleeping units as permitted uses</p>	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">  Subject Property                 </div>	
	
	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> <p>Chair</p> </div> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> <p>Corporate Officer</p> </div> </div>

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 641.9**

A bylaw to amend *Roberts Creek Official Community Plan Bylaw No. 641, 2011*.

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The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

1. This bylaw may be cited as the *Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017*.

**PART B – AMENDMENT**

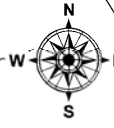
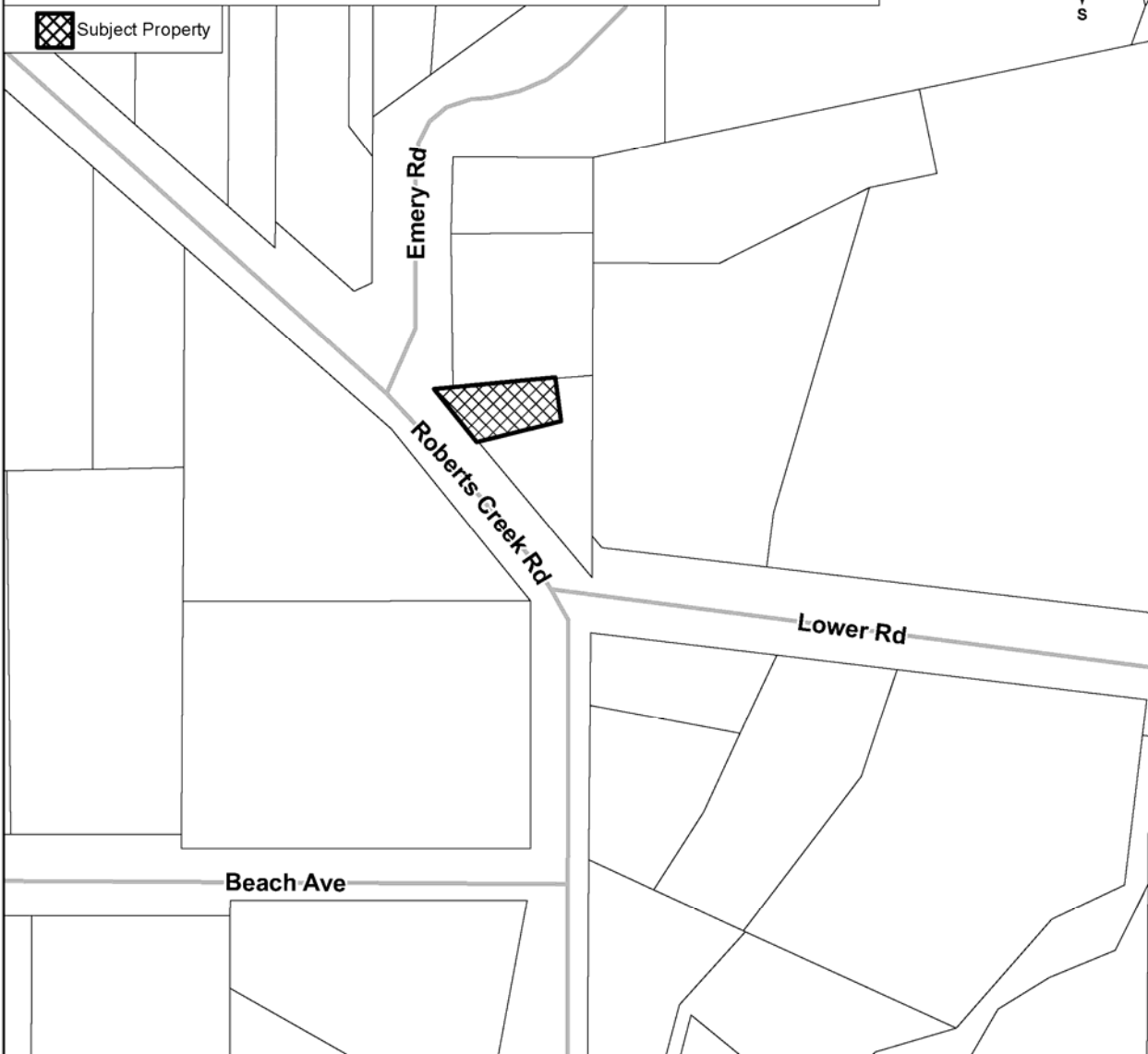

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* Map 5 is hereby amended to include Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 8649 within Development Permit Area #7 – Commercial Core as depicted on Appendix 'A', attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this	####	DAY OF MONTH,	YEAR
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this	####	DAY OF MONTH,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH,	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair

<h2 style="margin: 0;">Appendix A to Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017</h2>		
<p>Amend Map 5 to include Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 8649 within boundary of DPA #7 Commercial Core</p>		
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; border: 1px solid black; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); margin-right: 5px;"></div> <span>Subject Property</span> </div> 		
	<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> <div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Chair</span> <span>Corporate Officer</span> </div>	

**SUNSHINE COAST REGIONAL DISTRICT**  
**BYLAW NO. 310.176**

*A bylaw to amend Sunshine Coast Regional District Zoning Bylaw No. 310, 1987.*

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The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

1. This bylaw may be cited as the *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017.*

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended by inserting the following in Part VI (Residential Zones), R2 (Residential Two):
  - 611.5 (a) In addition to the uses in 611.1 to 611.3 the following uses are permitted on Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 8649:
    - (1) retail;
  - (b) Conditions of Use
    - (1) total floor area used for retail and storage purposes must not exceed 61 square metres;
    - (2) despite Section 509 the minimum requirement shall be three parking spaces and no loading spaces;
3. The subject property is shown on Appendix A, attached to and forming part of the bylaw

READ A FIRST TIME this	####	DAY OF MONTH ,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH ,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR

Chair

<h2 style="margin: 0;">Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017</h2>	
<p>Rezone Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 8649 to include retail as a permitted use with conditons to limit floor area and reduce parking requirement</p>	
<p> Subject Property</p>	<div style="text-align: right; margin-bottom: 10px;"> </div>
	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Chair</p> </div> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Corporate Officer</p> </div> </div>