



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, APRIL 25, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 11, 2019

Annex A
Pages 1-5

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

3. Laurean Reid, Sunshine Coast Rotary Club
Regarding life saving opportunity

Verbal

REPORTS

4. Planning and Community Development Committee recommendation Nos. 1-11 and 13-22 of April 11, 2019 (*recommendation No. 12 previously adopted*)
5. Infrastructure Services Committee recommendation Nos. 1-13 of April 18, 2019
6. Chief Building Official – Notice on Title
7. Interim Chief Administrative Officer's Report

Annex B
pp 6-12

Annex C
pp 13-17

Annex D
pp 18-19

Annex E
pp 20-21

COMMUNICATIONS

MOTIONS

BYLAWS

8. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017 – adoption*
(Voting – Electoral Area Directors – one vote each)

Annex F
pp 22-24

- | | | |
|-----|---|---------------------|
| 9. | <i>Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019 – second reading</i>
(Voting – Electoral Area Directors – one vote each) | Annex G
pp 25-26 |
| 10. | <i>Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019 – second reading</i>
(Voting – Electoral Area Directors – one vote each) | Annex H
pp 27-28 |

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to May 31, 2019)

Agricultural Advisory Committee (AAC)	April 23 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	April 23 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	April 23 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	April 24 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	April 24 at 7:00 pm
Sunshine Coast Regional Hospital District	April 25 at 9:00 am
Corporate and Administrative Services Committee	April 25 at 9:30 am
Regular Board	April 25 at 1:30 pm
Special In Camera Corporate and Administrative Services Committee	April 30 at 9:30 am
Planning and Community Development Committee	May 9 at 9:30 am
Regular Board	May 9 at 1:30 pm
Natural Resources Advisory Committee (NRAC)	May 15 at 3:30 pm
Infrastructure Services Committee	May 16 at 9:30 am
Roberts Creek (Area D) Advisory Planning Commission	May 20 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	May 22 at 7:00 pm
Corporate and Administrative Services Committee	May 23 at 9:30 am
Regular Board	May 23 at 1:30 pm
Agricultural Advisory Committee (AAC)	May 28 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	May 28 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	May 28 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	May 29 at 7:00 pm

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

Howe Sound Community Forum – Camp Fircom, Gambier Island	April 26
Gibsons and District Fire Commission Meeting	May 3
Public Hearing – Pender Harbour Ocean Discovery Station (PODS) – OCP Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116	May 14

Please note: Meeting dates are current as of print date (April 18, 2019).



SUNSHINE COAST REGIONAL DISTRICT

April 11, 2019

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	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz A. Toth (Alt) B. Beamish T. Lamb
ALSO PRESENT:	Acting Chief Administrative Officer	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	1

CALL TO ORDER 1:30 p.m.

Appointment **It was moved and seconded**

114/19 THAT Alternate Director Toth be appointed Vice Chair for the Regular Board meeting of April 11, 2019.

CARRIED

AGENDA It was moved and seconded

115/19 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

116/19 THAT the Regular Board meeting minutes of March 28, 2019 be adopted.

CARRIED

REPORTS

Corporate

It was moved and seconded

117/19

THAT Corporate and Administrative Services Committee recommendation Nos. 1-9 of March 28, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Electoral Area Services Standing Committee*

THAT the topic of an Electoral Area Services Standing Committee be revisited in the second quarter of 2020.

Recommendation No. 2 *Resolutions for 2019 Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention*

THAT the report titled Speaking to Resolutions at the 2019 Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting (AGM) and Convention be received;

AND THAT the following Directors be designated as spokesperson for resolutions forwarded to 2019 AVICC AGM and Convention:

- Parking Enforcement in Rural Areas – Director Lee;
- Logging in the Urban Interface – Director McMahon;
- Climate Emergency Declaration – Director Tize;
- Intergovernmental Collaboration on Land Use Planning – Director Pratt.

Recommendation No. 3 *Request for Proposal 18 372 Janitorial Services*

THAT the report titled RFT 18 372 Janitorial Services (Sechelt Aquatic Centre) Contract Award Report be received;

AND THAT Sunshine Coast Regional District (SCRD) enter into a 3-year agreement with Tricom Building Maintenance Ltd. for janitorial services for up to a total value of \$298,017 (plus GST);

AND THAT the Community Recreation [615] operating budget be increased by \$24,108 in 2019 funded from operating reserves;

AND FURTHER THAT the 2019-2023 Financial Plan be amended to reflect updated contract values.

Recommendation No. 4 *Grants Status Update*

THAT the report titled Grants Status Update be received for information.

117/19 cont.

Recommendation No. 5 *Board Procedures Bylaw Review*

THAT the report titled Board Procedures Bylaw Review be received;

AND THAT Section 10(1) of Bylaw 717 be amended as follows:

- add wording – ...will prepare an agenda before every regular meeting of the Board, *for review by the Chair and approval by the Chief Administrative Officer or the Chief Administrative Officer's designate*, setting out all items...

Recommendation No. 6 *Board Procedures Bylaw Review*

THAT staff seek legal advice on adding Public Inquiries into both Committee and Board agendas and the potential impact to any decisions made on agenda items and of the implications and location of adding Land Acknowledgement.

Recommendation No. 7 *Board Procedures Bylaw Review*

THAT the reference to In Camera in the Order of Proceedings outlined in Bylaw No. 717 be replaced with Closed meeting.

Recommendation No. 8 *Board Procedures Bylaw Review*

THAT staff provide alternative wording for Section 14(3) of Bylaw 717;

AND THAT staff review Section 25 and provide recommendations on the online posting of Committee, Commission, and Advisory Committee meeting agendas.

Recommendation No. 9 *Rural Areas' Grant-in-Aid Review
Committee Terms of Reference*

THAT the report titled Rural Areas' Grant-in-Aid Review Committee Terms of Reference be received;

AND THAT the Rural Areas' Grant-in-Aid Review Committee Terms of Reference be approved as amended with modification to 3.1 (b) *Up to* four (4) volunteer members.

CARRIED

Planning

It was moved and seconded

118/19

THAT Planning and Community Development Committee recommendation No. 12 of April 11, 2019 be received, adopted and acted upon as follows:

118/19 cont. **Recommendation No. 12** *Agricultural Advisory Committee*
Membership Appointment

THAT the staff report titled Agricultural Advisory Committee Membership Appointment be received;

AND THAT Raquel Kolof be appointed to the AAC for the remainder of the two-year term.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:18 p.m.

IN CAMERA It was moved and seconded

119/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c) and (i) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations, and “the receipt of advice that is subject to solicitor-client privilege...”.

CARRIED

The Board moved out of In Camera at 3:04 p.m.

CAO Recruitment It was moved and seconded

120/19 THAT the RFP Evaluation Committee for the selection of a recruitment firm consist of the Senior Leadership Team and Directors McMahon and Pratt;

AND THAT Example 1 Evaluation Criteria as provided in Attachment A of the Chief Administrative Officer Recruitment Process report be the Evaluation Criteria for the RFP process;

AND THAT the Financial weighting criteria include required, recommended, or optional services such as a replacement guarantee and post-recruitment follow-up;

AND FURTHER THAT staff proceed with a RFP process based on the best practices outlined in the staff report.

CARRIED

Appointment It was moved and seconded

121/19 THAT Angie Legault be appointed Interim Chief Administrative Officer.

CARRIED

ADJOURNMENT It was moved and seconded

122/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:04 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

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

April 11, 2019

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

PRESENT:	Chair	B. Beamish
	Directors	A. Tize L. Lee L. Pratt D. McMahon M. Hiltz K. Julius D. Siegers T. Lamb
ALSO PRESENT:	Acting Chief Administrative Officer	A. Legault
	GM, Planning and Community Development	I. Hall
	Manager, Planning and Development	A. Allen
	Senior Planner	Y. Siao (part)
	Senior Planner	J. Jackson (part)
	Planner	J. Clark (part)
	Parks Planning Coordinator	R. Porte (part)
	Administrative Assistant / Recording Secretary	A. O'Brien
	Public	16 (part)
	Media	2

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was amended and adopted as follows:

- Add David Twentyman regarding Pender Harbour Ocean Discovery (PODS) Project under Delegations
- Add topic of Public Engagement on Water under New Business
- Add Late Agenda Item No. 10 under Reports

Director Lamb joined the meeting at 9:36 a.m.

PRESENTATIONS and DELEGATIONS

David Twentyman, Irvines Landing resident addressed the Committee regarding the Pender Harbour Ocean Discovery (PODS) Project. Mr. Twentyman provided a historical background of the area and outlined concerns of the neighbours for the rezoning application, increase in traffic, parking, and road infrastructure.

The Chair thanked Mr. Twentyman for his presentation.

Barbara Kappeli, Irvines Landing resident addressed the Committee regarding the Pender Harbour Ocean Discovery (PODS) Project. Ms. Kappeli expressed concern that the proposed project would block the view from her property and requested that the R2 zoning not be changed.

The Chair thanked Ms. Kappeli for her presentation.

Recommendation No. 1 *Delegation regarding Pender Harbour Ocean Discovery (PODS) Project*

The Planning and Community Development Committee recommended that the delegation materials received from David Twentyman and Barbara Kappeli regarding the Pender Harbour Ocean Discovery (PODS) Project be received.

REPORTS

Recommendation No. 2 *Egmont / Pender Harbour OCP Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116 – Pender Harbour Ocean Discovery Station (PODS)*

The Planning and Community Development Committee recommended that the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116 - Consideration for Second Reading and Public Hearing – Pender Harbour Ocean Discovery Station (PODS) be received;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116* be forwarded to the Board for Second Reading;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1* is considered consistent with the SCRD's 2019-2023 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the bylaws be scheduled for May 14, 2019 at 7:00 p.m. in the Pender Harbour Community Hall, located at 12901 Madeira Park Road, Madeira Park, BC;

AND FURTHER THAT Director Pratt be delegated as the Chair and Director Lee be delegated as the Alternate Chair for the Public Hearing.

Recommendation No. 3 *Development Variance Permit DVP00035 (Reeves)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00035 (Reeves) - Electoral Area E be received;

AND THAT Development Variance Permit DVP00035 to vary the maximum floor area of an auxiliary dwelling, per Section 502.8(a) and (b) of Zoning Bylaw No. 310, 1987, from 55 square metres to 70 square metres, be issued.

Recommendation No. 4 *Development Variance Permit Application DVP00038*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00038 (Johnston) be received;

AND THAT Development Variance Permit Application DVP00038 to vary the natural boundary setback, per Section 516.1(c) of Zoning Bylaw No. 337, from 20 metres to 7.5 metres to permit an addition to a legally non-conforming single family dwelling, be issued, subject to:

1. A covenant registered on title of the property to protect the native vegetation within the Streamside Protection and Enhancement Area (SPEA) and confirms that the setback relaxation for the addition is one-time-only and all future buildings and structures shall meet the setbacks established within the zoning bylaw;
2. Comments received from the *shíshálh* Nation.

Recommendation No. 5 *Development Variance Permit DVP00041 (Matheson)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00041 (Matheson) be received;

AND THAT Development Variance Permit DVP00041 to vary the natural boundary setback, per Section 516.1(b) of Zoning Bylaw No. 337, from 30 metres to 10.5 metres to permit an addition to a legally non-conforming single family dwelling, be issued, subject to:

1. A covenant registered on title of the property to protect the native vegetation within the Streamside Protection and Enhancement Area (SPEA) and confirms that the setback relaxation for the addition is one-time-only and all future buildings and structures shall meet the setbacks established within the zoning bylaw;
2. Comments received from the *shíshálh* Nation.

Recommendation No. 6 *Suncoaster Trail Phase 2 Trail Concept Design*

The Planning and Community Development Committee recommended that the report titled Suncoaster Trail Phase 2 Trail Concept Design be received;

AND THAT, based on the Trail Concept Design, staff proceed with partnership/collaboration development, detailed “Stage 1” planning and research on route gaps;

AND THAT a project status update report be provided to a Committee in Q4 2019.

Recommendation No. 7 *Recreation Sites and Trails Agreement Renewal for Sprockids*

The Planning and Community Development Committee recommended that the report titled Recreation Sites and Trails Agreement Renewal for Sprockids be received;

AND THAT with respect to the renewal of Recreation Sites and Trails BC Partnership Agreement PA12DS1-02, the delegated authorities sign a Partnership Agreement for Sprockids (REC6768) for a term of two years;

AND THAT the delegated authorities sign a Letter of Understanding with Coast Mountain Bike Trail Association (CMBTA) to support the operations and maintenance of Sprockids.

Recommendation No. 8 *Provincial Referral 108978924–005 for Commercial General Use Application within Sprockids Recreation Area (Whistler Outback Adventures Ltd.)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral 108978924–005 for Commercial General Use Application within Sprockids Recreation Area (Whistler Outback Adventures Ltd.) be received;

AND THAT SCRD recommend refusal of Provincial Referral 108978924–005 at this time due to the following reasons:

- a. Increased use would increase SCRD maintenance time and cost for the area;
- b. Work is currently needed within the Sprockids trail network to bring the area up to the required Whistler Trail Standards. Until such time, it would be unadvisable to promote expansion of use within the area;
- c. New management and maintenance model is currently being considered in Sprockids. Increasing pressure on the site while the transition is taking place may make fulfilling the management requirements of the site untenable;
- d. There are concerns about potential wear and tear to the trails/site and the costs associated with mitigation;
- e. Future consideration would be strengthened by a commitment to a local investment in trail maintenance.

The Committee recessed at 11:04 a.m. and reconvened at 11:11 a.m.

Recommendation No. 9 *RFP 19 384 Sunshine Coast Arena – Chiller Replacement & Refrigeration Plant Upgrade Contract Award Report*

The Planning and Community Development Committee recommended that the report titled RFP 19 384 Sunshine Coast Arena – Chiller Replacement & Refrigeration Plant Upgrade Contract Award Report be received;

AND THAT SCRD enter into a contract with Temp-Pro Refrigeration for the Sunshine Coast Arena - Chiller Replacement & Refrigeration Plant Upgrade project for a total value of up to \$713,210 (excluding G.S.T.);

AND THAT the delegated authorities be authorized to execute the contract.

Recommendation No. 10 *Planning and Community Development Department – 2019 Q1 Report*

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department – 2019 Q1 Report be received.

Recommendation No. 11 *[504] Rural Planning Service – 2018 Variance Analysis*

The Planning and Community Development Committee recommended that the staff report titled [504] Rural Planning Service – 2018 Variance Analysis be received;

AND THAT a review of planning and development fees and charges be prepared prior to the 2020 budget process;

AND THAT an analysis of opportunities to streamline planning review of referrals be completed as part of service planning prior to the 2020 budget process;

AND FURTHER THAT service demand be monitored in 2019 and reported on prior to the 2020 budget process.

Recommendation No. 12 *Agricultural Advisory Committee Membership Appointment*

The Planning and Community Development Committee recommended that the staff report titled Agricultural Advisory Committee Membership Appointment be received;

AND THAT Raquel Kolof be appointed to the AAC for the remainder of the two-year term;

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of April 11, 2019.

Recommendation No. 13 *Area D APC Minutes of March 18, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek Advisory Planning Commission minutes of March 18, 2019 be received.

Recommendation No. 14 *Area E APC Minutes of March 27, 2019*

The Planning and Community Development Committee recommended that the Elphinstone Advisory Planning Commission minutes of March 27, 2019 be received.

Recommendation No. 15 *Area F APC Minutes of March 26, 2019*

The Planning and Community Development Committee recommended that the West Howe Sound Advisory Planning Commission minutes of March 26, 2019 be received.

Recommendation No. 16 *AAC Minutes of March 26, 2019*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of March 26, 2019 be received.

COMMUNICATIONS**Recommendation No. 17** *Correspondence regarding Federal Lands Initiative*

The Planning and Community Development Committee recommended that the correspondence from Pamela Goldsmith-Jones, Member of Parliament, West Vancouver – Sunshine Coast, Sea to Sky Country, dated February 27, 2019 regarding Federal Lands Initiative be received;

AND THAT staff investigate if there are any surplus federal lands or buildings within the rural electoral areas that qualify for the Federal Lands Initiative.

Recommendation No. 18 *Correspondence regarding Howe Sound Cumulative Effects Project*

The Planning and Community Development Committee recommended that the correspondence from Ruth Simons, Lead, Howe Sound Biosphere Region Initiative on behalf of the Howe Sound Community Forum, dated March 29, 2019 regarding Howe Sound Cumulative Effects Project be received.

Recommendation No. 19 *Correspondence regarding Local Government Survivor Climate Challenge*

The Planning and Community Development Committee recommended that the correspondence from Liz Condon, Administrative Assistant on behalf of the District of Highlands Council, dated March 29, 2019 regarding Local Government Survivor Climate Challenge be received.

Recommendation No. 20 *Correspondence regarding BC Timber Sale Licences A93884 (Clack Creek) and A91376 (Reed Road)*

The Planning and Community Development Committee recommended that the correspondence from Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, dated March 29, 2019 regarding Timber Sale Licences A93884 (Clack Creek) and A91376 (Reed Road) be received.

Recommendation No. 21 *Consultation Process for BC Timber Sales Licence A91376 (Reed Road)*

The Planning and Community Development Committee recommended that Chair Pratt work with staff to draft a consultation process plan including identifying key stakeholders regarding BC Timber Sales Licence A91376 (Reed Road);

AND THAT a report be provided to the May 9, 2019 Planning and Community Development Committee meeting.

NEW BUSINESS

Recommendation No. 22 *Public Engagement on Water*

The Planning and Community Development Committee recommended that SCRD engage a consultant to conduct public engagement on water in May 2019;

AND THAT a budget of up to \$20,000 [370 Regional Water] be set aside for this engagement.

Director Hiltz opposed.

IN CAMERA

The Committee moved In-Camera at 12:15 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) of the Community Charter – “labour relations or other employee relations”

The Committee moved out of In-Camera at 12:27 p.m.

ADJOURNMENT 12:27 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

April 18, 2019

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

PRESENT:	Chair	D. McMahon
	Directors	M. Hiltz L. Lee L. Pratt A. Tize D. Siegers T. Lamb B. Beamish
ALSO PRESENT:	Interim Chief Administrative Officer	A. Legault
	GM, Infrastructure Services	R. Rosenboom
	GM, Corporate Services / Chief Financial Officer	T. Perreault (part)
	GM, Planning & Community Development	I. Hall (part)
	Manager, Utility Services	S. Walkey (part)
	Water and Energy Projects Coordinator	R. Shay (part)
	Recording Secretary	T. Ohlson
	Media	1
	Public	10

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was amended to include the following:

- New Business: Motion regarding Water Emergency Declaration

PRESENTATIONS and DELEGATIONS

Board Chair Pratt presented the Association of Vancouver Island and Coastal Communities Gold Star award for the Climate Emergency Resolution to Interim CAO Legault.

REPORTS**Recommendation No. 1** *Implications of the Refusal of the Park Boundary Amendment on the Chapman Lake Infrastructure Improvement Project*

The Infrastructure Services Committee recommended that the report titled Implications of the Refusal of the Park Boundary Amendment on the Chapman Lake Infrastructure Improvement Project be received;

AND THAT the letter being prepared for Minister Heyman, as per Board Resolution 062/19 Recommendation No. 11, include a request for information on the criteria used to deny the application of the Chapman Lake Infrastructure Improvement Project.

Recommendation No. 2 *Impacts of Continued Siphon System Use*

The Infrastructure Services Committee recommended that the report titled Impacts of Continued Siphon System Use be received;

AND THAT a 2019 Siphon upgrade project with a budget of \$50,000 funded from [370] Regional Water Service operating reserves be approved;

AND FURTHER that the Financial Plan 2019-2023 be amended accordingly.

Recommendation No. 3 *2019 Snow Pack Update*

The Infrastructure Services Committee recommended that the report titled 2019 Snow Pack Update be received for information.

Recommendation No. 4 *2018 Water Use and Water Users Analysis*

The Infrastructure Services Committee recommended that the report titled 2018 Water Use and Water Users Analysis be received for information.

The Committee recessed at 10:38 a.m. and reconvened at 10:46 a.m.

Recommendation No. 5 *Infrastructure Services Department – 2019 Q1 Report*

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2019 Q1 Report be received.

Recommendation No. 6 *Agricultural Land Use Inventory and Water Demand Model (Ministry of Agriculture)*

The Infrastructure Services Committee recommended that the report titled Agricultural Land Use Inventory and Water Demand Model (Ministry of Agriculture) be received;

AND THAT SCRD partner with the Ministry of Agriculture on the Agricultural Land Use Inventory and Water Demand Model for the lower Sunshine Coast;

AND THAT the SCRD provide a contribution of \$2,500 split 50/50 between [370] Regional Water and [500] Regional Planning and funded through 2019 base operating budgets;

AND THAT SCRD apply to the Investment Agriculture Foundation for matching project funds of \$2,500;

AND THAT the delegated authorities sign a project memorandum of understanding;

AND THAT the Ministry be requested to host a community awareness/participation opportunity involving the Agricultural Advisory Committee;

AND FURTHER THAT the report be referred to the Agricultural Advisory Committee.

Recommendation No. 7 *Drought Management Plan 2019*

The Infrastructure Services Committee recommended that the report titled Drought Management Plan 2019 be received;

AND THAT Option 1 for Stage 2 New Lawn Watering Permits be amended to allow lawn watering any day during sprinkling hours with existing permit. No new permits issued;

AND THAT the Drought Management Plan and Water Rates and Regulations Bylaw 422 (Schedule J) be revised to reflect recommendations in Option 1, which includes prohibiting lawn watering at Stage 2 and increasing ability to use water for food production;

AND THAT Bylaw Notice Enforcement Bylaw 638 (Schedule A) be revised to reflect penalties outlined in the staff report;

AND FURTHER THAT a request be sent to the Town of Gibsons to harmonize their bylaw with SCRD's Water Rates and Regulations Bylaw 422 (Schedule J) concerning the Drought Management Plan regulations.

Recommendation No. 8 *Solid Waste Management Plan Overview and Status Update*

The Infrastructure Services Committee recommended that the report titled Solid Waste Management Plan Overview and Status Update be received for information.

Recommendation No. 9 *Solid Waste Management Plan Monitoring Advisory Committee (PMAC) - Update*

The Infrastructure Services Committee recommended that the report titled Solid Waste Management Plan Monitoring Advisory Committee (PMAC) – Update be received;

AND THAT the Terms of Reference be approved;

AND FURTHER THAT staff be authorized to initiate PMAC recruitment.

Director Siegers opposed

Recommendation No. 10 *Regional Organics Diversion Strategy Implementation Plan - Update*

The Infrastructure Services Committee recommended that the report titled Regional Organics Diversion Strategy Implementation Plan – Update be received for information.

Recommendation No. 11 *Contract Award Groundwater Investigation – Phase 3*

The Infrastructure Services Committee recommended that the report titled Contract Award Groundwater Investigation – Phase 3 be received;

AND THAT the contract for Groundwater Investigation – Phase 3 be awarded to Associated Environmental Consultants Inc. in the amount up to \$299,900 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

Director Tize declared a conflict of interest as he does work with Summerhill Fine Homes and left the meeting at 12:12 p.m.

Recommendation No. 12 *RFP 18 323 Granthams Landing Community Hall Rehabilitation Award Report*

The Infrastructure Services Committee recommended that the report titled RFP 18 323 Granthams Landing Community Hall Rehabilitation Award Report be received;

AND THAT SCRD enter into a contract with Summerhill Fine Homes for up to \$524,540 (excluding GST);

AND THAT the project budget be increased from \$427,000 to \$592,483 funded through:

- Short Term Borrowing of up to \$100,000;
- Independent Power Projects (IPP) community benefit funds of up to \$100,000;
- Area F Gas Tax Agreement – Community Works Fund (CWF) of up to \$392,843, including the \$227,000 previously committed.

AND THAT any grant support received for the Granthams Hall Rehabilitation project offset taxation required for Short Term Borrowing or Gas Tax;

AND THAT the 2019-2023 Financial Plan be amended accordingly;

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

Director Tize returned to at 12:19 p.m.

NEW BUSINESS**Recommendation No. 13** *Water Emergency Declaration*

The Infrastructure Services Committee recommended that the following resolution be referred to staff for refinement and brought to a future Committee for further consideration:

WHEREAS the SCRD only has about half as much stored water in the Chapman system as is required to get through a dry summer without going past Stage 2 water restrictions;

AND we have no prospect of bringing additional water supplies online in 2019;

AND going to Stage 4 water restrictions in three of the four past summers has caused hardship to the community, especially to food producers;

AND in March 2019 the Sunshine Coast experienced record high temperatures and extremely low rainfall;

AND the Tetrahedron snow pack level is below average;

THEREFORE BE IT RESOLVED that the SCRD declare an immediate Water Emergency;

FURTHER, that to address the short term water supply shortage we strike a drought management task force and invite major water users to the table to advise and assist with water conservation measures to prevent reaching Stage 4;

AND FURTHER, that to address our long term water supply situation we convene a Water Summit of community stakeholders to make recommendations on revisions to the comprehensive regional water plan.

IN CAMERA

The Committee moved In-Camera at 12:43 p.m.

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, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”, and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

The Committee moved out of In Camera at 1:17 p.m.

ADJOURNMENT 1:17 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2019

AUTHOR: Allen Whittleton, 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 8, Block 6, District Lot 692, Plan 3633, PID 005-742-757.

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 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 owner 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 pass a resolution to place a Notice on Title. The Corporate Officer has sent a registered letter to the registered owner of the property listed in this report. The owner has 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 property listed below is 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. 1200 Stewart Road, Lot 8, Block 6. District Lot 692, Plan 3633, PID 005-742-757
Electoral Area F**

Five separate structures are located on the property that were constructed or moved on without building permits. The owner was contacted, however to date no permit applications have been submitted. 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	X – A. Whittleton	Finance	
GM	X – I. Hall	Legislative	
A/CAO	X – A. Legault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2019

AUTHOR: Angie Legault, Interim Chief Administrative Officer

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION(S)

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

BACKGROUND

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

DISCUSSION

Administration:

Staff continue to work collaboratively to address work priorities and respond to community questions or concerns.

The SCRD's external auditors, BDO LLP, were on site during March. The Audited 2018 Financial Statements, Independent Auditor's Reports, and Audit Results and Communications Report will be presented at the April 25 Corporate and Administrative Services Committee.

In the spirit of continuous learning, staff have/will provide Lunch & Learns for Directors as follows:

- March 28 – GIS Made Easy
- April 11 - Communications
- April 25 – Roundtable – Conference Information Sharing
- TBD – Mock Public Hearing

On April 10, the Acting CAO participated in a conference call with the other AVICC CAO's to review the draft active transportation infrastructure design guidelines and review next steps related to a proposed memorandum of understanding.

The Acting CAO and Board attended the Annual AVICC General Meeting & Convention held April 12-14. The convention provides members with the opportunity to bring forward issues and concerns from their individual communities through resolutions and debates.

The electric vehicle charging station at the SCRD's Field Road office has been replaced and is once again available for public use.

SCRD Staff Development and Engagement:

- Senior Leadership Team members facilitated a Leadership Forum to assist with developing tactics and targets for the new Strategic Plan.
- Staff information and feedback sessions on the Corporate Space and Site Planning Project were hosted by our consultant.
- Staff are planning events for North American Occupational Safety and Health Week (NAOSH) May 5-11.

Engagements:

- Camp Fircom on Gambier Island will be the location for the next Howe Sound Community Forum taking place on April 26th. The Gambier Island Local Area Trustees are hosts for this gathering of elected officials, First Nations and representatives of non-profit organizations. Participants will travel to the island for a day of dialogue, presentations and sharing information in the spirit of cooperation based on the mutual values agreed upon in the [Principles of Cooperation](#).
- Drinking Water Week is taking place from May 5 to 11. Members of the public are invited to take a free guided tour of the SCRD's Chapman Water Treatment Plant. Tours will take place on Wednesday, May 8, 1:00 p.m. to 2:30 p.m. and Friday, May 10, 9:00 a.m. to 10:30 a.m.
- The SCRD will be collaborating with the District of Sechelt on an open house recognizing Local Government Awareness Week on May 21 at the Seaside Centre.

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.

CONCLUSION

The CAO report summarizes key initiatives and activities which align to the priorities of the Strategic Plan and Board's direction.

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.175**

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

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. 310.175, 2017.*

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:

Part X (Rural Zones), Section 1011 RU2 Zone (Rural Two):

- a) renumbering 1011.6 to 1011.9 as 1011.7 to 1011.10;
- b) inserting 1011.6 in numerical order as follows:

Site Specific Uses

- 1011.6 In addition to the uses permitted in Sections 1011.1 to 1011.3, the following use is permitted on Block 6 except: Part Now Road Plan LMP1312, District Lot 1657, Plan 4563 and Block 7 except: Part Now Road Plan LMP1312, District Lot 1657, Plan 4563:

- (1) concrete batch plant.

PART C – ADOPTION

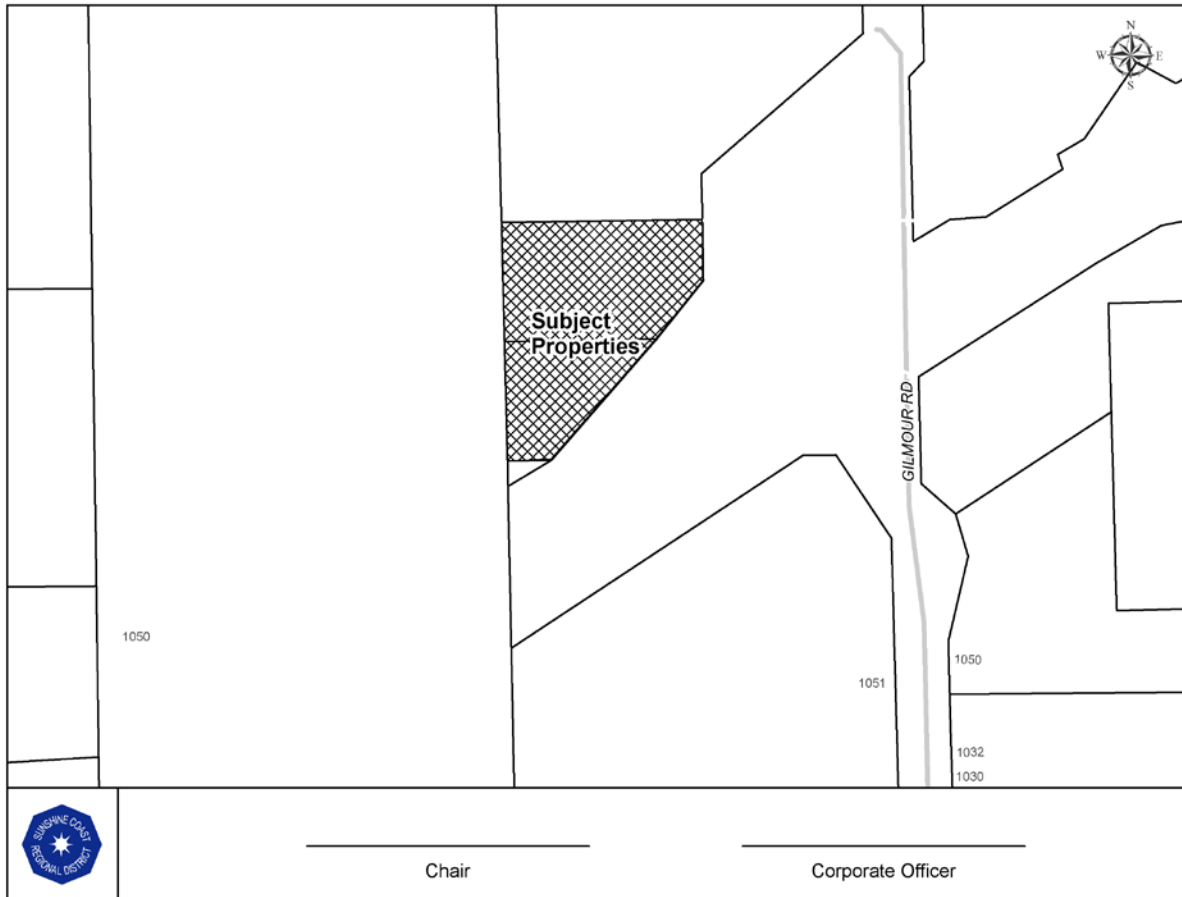
READ A FIRST TIME this	26 th	DAY OF OCTOBER ,	2017
READ A SECOND TIME this	28 th	DAY OF JUNE ,	2018
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	18 th	DAY OF JULY ,	2018
READ A THIRD TIME this	10 th	DAY OF JANUARY ,	2019
ADOPTED this		DAY OF ,	

Corporate Officer

Chair

APPENDIX A to
Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017

Rezoning Block 6 except: Part Now Road Plan LMP1312, District Lot 1657, Plan 4563 and Block 7 except: Part Now Road Plan LMP1312, District Lot 1657, Plan 4563 to include concrete batch plant as a permitted use



SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 708.1

A bylaw to amend the *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017*

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 *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019*.

PART B – AMENDMENT

2. *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017* is hereby amended as follows:

Map 1: Land Use Designations is amended by re-designating Parcel 1 District Lot 1543 Group 1 New Westminster District Plan EPP960, from “Tourist Commercial” to “Public Uses and Utilities”.

PART C – ADOPTION

READ A FIRST TIME this 10TH DAY OF JANUARY 2019

PURSUANT TO SECTION 475 OF THE LOCAL
GOVERNMENT ACT CONSULTATION
REQUIREMENTS CONSIDERED this

10TH DAY OF JANUARY 2019

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

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 337.116

A bylaw to amend the *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 *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:
 - i. Schedule A is amended by rezoning Parcel 1 District Lot 1543 Group 1 New Westminster District Plan EPP960, from C3 (General Commercial) and R2 (Single and Two Family Residential) to PA1D (Research and Assembly).
 - ii. Insert the following section immediately following Section 1145.3:

PA1D (Research and Assembly)

Permitted Uses

1146.1 The following uses are permitted:

Principal Uses:

- (a) aquarium, exhibition
- (b) auditorium, theatre
- (c) office, laboratory, research and diving facility

Auxiliary Uses:

- (d) restaurant, pub
- (e) gift shop, retail
- (f) caretaker's residence
- (g) boat ramp

Siting Requirements

1146.2 No structure shall be sited within:

- (a) 5 metres from the south parcel line
- (b) 5 metres from the north parcel line
- (c) 4 metres from the west parcel line
- (d) 15 metres from the natural boundary contiguous to the ocean

Building Height

1146.3 The maximum building height shall be 13 metres

Parcel Coverage

1146.4 The coverage of all buildings and structures within the PA1D Zone shall not exceed 35%.

Parking spaces

1146.5 The minimum number of off-street parking spaces within the PA1D Zone shall be 51.

PART C – ADOPTION

READ A FIRST TIME this	10 TH DAY OF	JANUARY	2019
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

Corporate Officer

Chair