



## SUNSHINE COAST REGIONAL DISTRICT

January 31, 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.

---

<b>PRESENT:</b>	Chair	L. Pratt
	Directors	A. Tize D. McMahon L. Lee D. Siegers B. Beamish B. Rowe (Alt) M. Hiltz
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Infrastructure Services	R. Rosenboom
	GM, Planning and Community Development	I. Hall
	Executive Assistant / Recorder	T. Hincks
	Media	1
	Public	0

---

**CALL TO ORDER**     1:30 p.m.

**AGENDA**             **It was moved and seconded**

011/19                THAT the agenda for the meeting be adopted as presented.

**CARRIED**

### MINUTES

Minutes              **It was moved and seconded**

012/19                THAT the Regular Board meeting minutes of January 10, 2019 be adopted as amended to add Director Siegers to the list of attendees.

**CARRIED**

**REPORTS**

Planning

**It was moved and seconded**

013/19

THAT Planning and Community Development Committee recommendation Nos. 1, 2, 4, 7, 8, 10 and 11 of January 10, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *SCRD Fire Department Strategic Plan*

THAT the report titled SCRD Fire Department Strategic Plan be received;

AND THAT as per Recommendation 1 (in part) of the SCRD Fire Department Strategic Plan, through attrition of current positions of the Roberts Creek and Halfmoon Bay Fire Departments, the vacancies be transitioned to career Fire Chiefs;

AND THAT the following recommendation be postponed:

*AND THAT as per Recommendation 4 of the SCRD Fire Department Strategic Plan; a Manager of Protective Services position be created from the existing Emergency Program Coordinator vacancy and that this position report to the Chief Administrative Officer;*

AND THAT staff and/or the consultant present the SCRD Fire Department Strategic Plan to the Town of Gibsons;

AND THAT the SCRD Fire Department Strategic Plan be referred to the Gibsons and District Fire Commission;

AND FURTHER THAT 3 Year Service Plans for each of the SCRD Fire Departments be developed and brought back to Committee for consideration.

**Recommendation No. 2**     *SCRD Emergency Plan Review*

THAT the report titled SCRD Emergency Plan Review be received;

AND THAT the Emergency Plan Review be referred to the District of Sechelt, Town of Gibsons, shíshálh Nation, Sunshine Coast Emergency Program Planning Committee, Pender Harbour Fire Protection District, Sechelt Fire Protection District and School District 46;

AND FURTHER THAT a budget proposal with respect to Recommendations contained in Section 5 and 6 of the SCRD Emergency Plan Review be brought to the 2019 Round 1 Budget deliberations for consideration.

**Recommendation No. 4**     *Frontage Waiver for Subdivision SD000007 (Randson)*

THAT the report titled Frontage Waiver for Subdivision SD000007 (Randson) – Electoral Area E be received;

013/19 cont.

AND THAT the requirement for 10% road frontage for proposed Lots 9 - 14 in the subdivision of Lots 15, 16, and 17 District Lot 908 Plan 9768 be waived.

**Recommendation No. 7**     *Development Variance Permit DVP00040 (Carmichael)*

THAT the report titled Development Variance Permit DVP00040 (Carmichael) – Electoral Area A be received;

AND THAT Development Variance Permit DVP00040 to vary the rear parcel line setback, per Section 1100.2(a) of Zoning Bylaw No. 337, 1990, from 5 metres to 2 metres to permit the siting of an auxiliary building, be issued, subject to:

1. A location survey, prepared by a B.C. Land Surveyor, be submitted confirming that the foundation forms are sited no less than 2 metres from the rear parcel line;
2. The roof overhangs projecting no more than 0.3 metres into the 2 metre rear parcel line setback;
3. All rainwater collected on the roof of the building must be transported through gutters, downspouts and closed pipes and should be conveyed to appropriate discharge facilities as to not impact the west slope and adjacent properties;
4. The height of the proposed building not exceeding 6.6 metres;
5. Landscaping being installed at the rear parcel line, including the planting of native vegetation to mitigate storm water drainage and provide a buffer to the adjacent property.

**Recommendation No. 8**     *Recreation Sites and Trails Agreement Renewal for Klein Lake, Secret Cove, Big Tree and Sprockids*

THAT the report titled Recreation Sites and Trails Agreement Renewal for Klein Lake, Secret Cove, Big Tree and Sprockids be received;

AND THAT with respect to potential renewal of Recreation Sites and Trails BC Partnership Agreement PA12DS1-02:

1. SCR D decline the agreement for Klein Lake Recreation Site (REC0134);
2. SCR D decline the agreement for Secret Cove Falls Trail (REC0383);
3. The delegated authorities renew the agreement for Big Tree Trail (REC5890) for a period of 5 years;
4. SCR D request an extension to consider renewal of the agreement for Sprockids Park (REC6768).

013/19 cont.

AND FURTHER THAT staff engage Ministry of Forests, Lands, Natural Resource Operations & Rural Development staff and trail groups with respect to developing a sustainable management plan for Sprockids Park Recreation Site and report back to the Committee with further recommendations.

**Recommendation No. 10**     *Correspondence from Ocean Watch Task Force*

THAT the correspondence Kate-Louise Stamford, Gambier Island Trustee and Doug Race, District of Squamish, Ocean Watch Task Force dated December 3, 2018 regarding request for continued SCR D participation in the Ocean Watch Task Force be received;

AND THAT Director Hiltz be appointed to the Ocean Watch Task Force as the SCR D Board liaison for 2019-2022;

AND FURTHER THAT the Ocean Watch Task Force be invited to apply for funding through the 2019 Rural Areas Grant-in-Aid process.

**Recommendation No. 11**     *Correspondence from Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Mount Elphinstone Land Use Planning*

THAT the correspondence from Allan Johnsrude, Regional Executive Director, South Coast Natural Resource Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development dated December 21, 2018 regarding Mount Elphinstone Land Use Planning and request for meeting be received.

**CARRIED**

Infrastructure

**It was moved and seconded**

014/19

THAT Infrastructure Services Committee recommendation Nos. 1 and 3 - 11 of January 10, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Groundwater Investigation Phase 2 Results*

THAT the report titled Groundwater Investigation Phase 2 Results be received.

**Recommendation No. 3**     *Regional Water Service Area 2019 Rate Bylaw Amendment*

THAT the report titled Regional Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule B be amended to increase the Regional Water Service Area Land Charges (Parcel Taxes) by 2.0%, User Fees by 5.0%, and Metered Usage Fees by 5.0% in 2019;

014/19 cont.

AND THAT the Water Rates Bylaw 422 be amended to include:

- Invoicing details relating to pro-rated service;
- Invoices are due on the due date specified on the invoice and payments must be received by 4:30pm PST;
- Parameters around applying for a parcel tax reduction on properties with farm classification;
- Any amounts unpaid on the 31<sup>st</sup> of December will be deemed to be taxes in arrears and will be recovered in the manner provided in the *Local Government Act*;
- No rebate, refund or credit on any fees collected in error after two years from the date of payment will be issued;

AND THAT the Water Rates Bylaw 422, Schedule B be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

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

**Recommendation No. 4**      *South Pender Harbour Water Service Area 2019 Rate Bylaw Amendment*

THAT the report titled South Pender Harbour Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 5.5% in 2019;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area Parcel Taxes by 2.0% in 2019 and be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

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

**Recommendation No. 5**      *North Pender Harbour Water Service Area 2019 Rate Bylaw Amendment*

THAT the report titled North Pender Harbour Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 8.5% in 2019;

014/19 cont.

AND THAT the Water Rates Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area Parcel Taxes by 2.0% in 2019;

AND THAT the revised Water Rates Bylaw 422, Schedule D be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

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

**Recommendation No. 6**      *Bylaw 627 Administrative Fees and Charges*

THAT the report titled Bylaw 627 Administrative Fees and Charges be received;

AND THAT Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019 be forwarded to the Board for three readings and adoption.

**Recommendation No. 7**      *2018 WildSafeBC Program*

THAT the report titled 2018 WildSafeBC Program be received for information;

AND THAT the appropriate applications be submitted to the British Columbia Conservation Foundation for 2019 WildSafeBC Program Funding with the SCRD as the host organization;

AND FURTHER THAT a budget proposal in support of the \$10,000 funding request for 2019 WildSafeBC Program be brought forward to Round 1 Budget.

**Recommendation No. 8**      *Transit Service Overview*

THAT the report titled Transit Service Overview be received for information.

**Recommendation No. 9**      *2019-2020 BC Transit Annual Operating Agreement Draft Budget*

THAT the report titled 2019-2020 BC Transit Annual Operating Agreement Draft Budget be received;

AND THAT the 2019-2023 Financial Plan be updated to reflect the draft Annual Operating Agreement budget;

AND FURTHER THAT staff bring forward a report with the feasibility of developing plans for improvement to the bus shelters and bus stops within the region.

014/19 cont.

**Recommendation No. 10**    *2019 Resolutions to the Association of Vancouver Island and Coastal Communities*

THAT the report titled 2019 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received;

AND THAT staff draft AVICC Resolutions for consideration at the January 31, 2019 Corporate and Administrative Services Committee meeting on the following topics:

- Declaration of a Climate Emergency;
- Involvement of local governments in Land Use Planning with First Nations and the provincial government;
- Parking enforcement in the rural areas; and
- Logging in the urban/rural interface.

**Recommendation No. 11**    *Infrastructure Services Department – 2018 Q4 Report*

THAT the report titled Infrastructure Services Department – 2018 Q4 Report be received.

**CARRIED**

*The Chair was passed to Director Siegers at 1:40 p.m.*

Infrastructure

**It was moved and seconded**

015/19

THAT Infrastructure Services Committee recommendation No. 2 of January 10, 2019 be received, adopted and acted upon as amended, as follows:

**Recommendation No. 2**    *Groundwater Investigation Phase 2 Results*

THAT a 2019 Round 1 budget proposal with respect to the permitting phase for a well field in the Church Road area be brought forward;

AND THAT the *Mahon Road* site not be pursued at this time;

AND THAT a feasibility report with respect to the production well on the Gray Creek site be brought to Committee in Q4 2019;

*AND THAT a feasibility report for the Dusty Road site be explored with staff resources;*

*AND FURTHER THAT staff share the Mahan Road data with the Town of Gibsons.*

**CARRIED**

*Director Pratt resumed the Chair at 2:12 p.m.*

Corporate

**It was moved and seconded**

016/19

THAT Corporate and Administrative Services Committee recommendation Nos. 4, 10, 11, 12 and 22 of January 31, 2019 be received, adopted and acted upon as amended, as follows:

**Recommendation No. 4**     *Arena Floor Surface Scheduling*

THAT the decision to extend the arena ice season be deferred pending a staff report to a February Committee meeting with an analysis of the feasibility, financial implications and schedule;

*AND THAT ice be maintained in one facility until April 30, 2019 as per current policy.*

**Recommendation No. 10**     *Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions*

THAT the report titled Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions be received;

AND THAT the following resolutions for AVICC be approved:

***Climate Change Emergency***

WHEREAS the impacts of climate change in the form of extreme weather events, wildfires and drought are occurring at an accelerated rate and with growing frequency throughout BC and are creating major financial, social and environmental costs which are largely being borne by local governments and the residents they serve;

AND WHEREAS there is an urgency for action but a lack of resources and coordination to support local governments in their ability to adapt to and mitigate the ongoing effects of climate change, especially with respect to infrastructure upgrades, repairs and maintenance, and emergency preparedness measures:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to declare a province-wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change.

***Intergovernmental Collaboration on Land Use Planning***

WHEREAS the inclusion of local governments in joint indigenous - provincial land use planning processes would offer an opportunity for intergovernmental collaboration and open communication that supports relationship-building and government-to-government reconciliation efforts with First Nations;



016/19 cont.

AND WHEREAS local governments who are responsible for undertaking planning activities and providing services within defined geographic boundaries wish to engage with First Nations partners to address common interests and community needs:

THEREFORE BE IT RESOLVED THAT the provincial government be urged to include local governments in land use planning discussions with First Nations to ensure continuity of government-to-government engagement and support collaborative and complementary approaches to land use planning that recognize community interests.

***Logging in the Urban Interface***

WHEREAS urban-rural fringe areas are transition zones where industrial land uses such as logging or other resource extraction, may conflict with local values or impact private water sources or contribute to property damage related to storm water management and erosion;

AND WHEREAS local government and private property owners have limited ability to influence resource extraction decisions:

THEREFORE BE IT RESOLVED THAT the provincial government establish buffer zones adjacent to residential properties that reduce conflict and ensure that property owners are protected from the adverse effects of resource extraction.

***Parking Enforcement in Rural Areas***

WHEREAS the RCMP are responsible for enforcing parking regulations in rural areas which takes policing resources away from other priorities;

AND WHEREAS the provincial response to UBCM Resolution 2014-B102 requesting that regional districts be granted the authority to enforce parking regulations within their boundaries indicated that further research was required prior to undertaking any policy change:

THEREFORE BE IT RESOLVED THAT that the Ministry of Transportation and Infrastructure and the Ministry of Public Safety and Solicitor General jointly review parking enforcement in the rural areas to either provide regional districts with the authority to enforce parking regulations within their boundaries or to adequately resource rural detachments to ensure that community safety issues related to illegal parking are addressed.

**Recommendation No. 11**    *Provincial Nominee Regional Pilot Program*

THAT the report titled Provincial Nominee Regional Pilot Program be received;

016/19 cont. AND THAT the delegated authorities of the Sunshine Coast Regional District (SCRD) execute the application for the SCRD to participate in the BC Provincial Nominee Program Entrepreneur Immigration – Regional Pilot;

AND THAT the Sunshine Coast Regional Economic Development Organization (SCREDO) be asked to monitor and evaluate *results in this program and report those results to the SCRD Board as part of their annual review process.*

**Recommendation No. 12**    *Parcel Tax Roll Review Panel*

THAT the report titled Parcel Tax Roll Review Panel be received;

AND THAT Directors Hiltz, Lee and Pratt be appointed to the Parcel Tax Roll Review Panel;

AND THAT the Parcel Tax Roll Review Panel sitting be scheduled for February 21, 2019 at 9:00 a.m. in the Sunshine Coast Regional District (SCRD) Field Road Office Board Room;

AND THAT the Chief Financial Officer be appointed Collector for the SCRD.

**Recommendation No. 22**    *Seniors Planning Table – Liaison Request*

THAT correspondence from the Sunshine Coast Seniors Planning Table regarding request for funding and request for Liaison to the Seniors Planning Table be received;

AND THAT Director Lee be appointed as the Liaison to the Sunshine Coast Seniors Planning Table;

AND THAT the funding request be referred to Round 1 budget.

**CARRIED**

Corporate                      **It was moved and seconded**

017/19                      THAT Corporate and Administrative Services Committee recommendation No. 6 of January 31, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 6**    *Sunshine Coast Arena – Chiller Replacement*

THAT the report titled Sunshine Coast Arena – Chiller Replacement be received;

017/19 cont.           AND THAT the Sunshine Coast Regional District (SCRD) proceed with replacement of the Sunshine Coast Arena chiller and compressor with a plate and frame chiller at an estimated total project cost (including compressors, associated plant reconfiguration, engineering and contingency) of \$741,000, as described in Option 1 of the report.

*Director McMahon opposed.*

**CARRIED**

APC Appointments   **It was moved and seconded**

018/19           THAT the report titled 2019 Advisory Planning Commission (APC) appointments be received;

AND THAT Patrick Fitzsimons's appointment to the Area E APC be rescinded;

AND THAT the following individuals be appointed for a two-year term unless otherwise specified:

**Area A APC**

Janet Dickin  
Alex Thomson  
Dennis Burnham  
Tom Silvey  
Gordon Politeski  
Peter Robson

**Area B APC**

Elise Rudland  
Alda Grames  
Eleanor Lenz  
Marina Stjepovic  
Nicole Huska  
Catherine Ondzik

**Area D APC**

Marion Jolicoeur  
Mike Allegretti  
Heather Conn (one-year term)  
Danise Lofstrom  
Cam Landry (one-year term)  
Chris Richmond  
Alan Comfort  
David Kelln

**Area E APC**

Rod Moorcroft  
Dougald MacDonald  
Mary Degan  
Sandra Cunningham (one year term)  
Michael McLaughlin

018/19 cont. Ann Cochran (one year term)  
Mike Doyle  
Ken Carson  
Rick Horsley (one year term)

**Area F APC**

Fred Gazely  
Bob Small (one-year term)  
Susan Fitchell  
John Rogers  
Kate Louise Stamford (one-year term)

AND FURTHER THAT letters of appreciation be sent to outgoing members.

**CARRIED**

CAO Report **It was moved and seconded**

019/19 THAT the report titled Chief Administrative Officer's Report be received for information.

**CARRIED**

**MOTIONS**

Land Use Planning **It was moved and seconded**

020/19 THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Ministry of Indigenous Relations and Reconciliation be contacted to ask for active involvement for *local governments* as partners in the dialogue regarding land use planning processes, foreshore agreements, resource management within the district and any agreements that require the provision of services by the SCRD between the *shíshálh* and Squamish Nations and the Provincial Government.

**CARRIED**

Watershed **It was moved and seconded**

021/19 THAT staff provide a report to the Board in Q2 2019 regarding any initiatives regarding an integrated watershed management approach, including, but not limited to the (1) SCRD joint watershed management committee and (2) *shíshálh* Nation and SCRD water committee.

**CARRIED**

**BYLAWS**

Bylaw 627.3                   **It was moved and seconded**

022/19                    THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be read a first time.

**CARRIED**

Bylaw 627.3                   **It was moved and seconded**

023/19                    THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be read a second time.

**CARRIED**

Bylaw 627.3                   **It was moved and seconded**

024/19                    THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be read a third time.

**CARRIED**

Bylaw 627.3                   **It was moved and seconded**

025/19                    THAT *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* be adopted.

**CARRIED**

Bylaw 422.32               **It was moved and seconded**

026/19                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be read a first time.

**CARRIED**

Bylaw 422.32               **It was moved and seconded**

027/19                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be read a second time.

**CARRIED**

Bylaw 422.32               **It was moved and seconded**

028/19                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be read a third time.

**CARRIED**

Bylaw 422.32                    **It was moved and seconded**

029/19                        THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board recessed at 3:28 p.m. and resumed at 3:37 p.m.*

*The Board moved In Camera at 3:37 p.m.*

**IN CAMERA                    It was moved and seconded**

030/19                        THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k) and (2)(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”.

**CARRIED**

*The Board moved out of In Camera at 4:29 p.m.*

706 Leek Road                    **It was moved and seconded**

031/19                        THAT following a site visit, a report be brought to the July 26 In Camera Corporate and Administrative Services Committee which identifies new conditions;

AND FURTHER THAT the current covenant and amenity agreement on 706 Leek Road, Roberts Creek, BC be cancelled.

**CARRIED**

706 Leek Road                    **It was moved and seconded**

032/19                        THAT the current covenant and amenity agreement on 706 Leek Road, Roberts Creek be cancelled;

AND THAT the following conditions be indicated in a new covenant;

a) Protection of trees on both proposed parcels except for removal, subject to Sunshine Coast Regional District (SCRD) approval, of hazardous trees or for the purposes of farming and on the newly created lot to allow for construction of a new house and associated improvements such as a septic field;

032/19 cont.                      b) Location of a 3,000 square metre no build (except for greenhouse)/no septic field area on the new lot to ensure that area are available for farming;

AND THAT a voluntary community amenity of \$8,500 be accepted to support agriculture initiatives on the Sunshine Coast;

AND FURTHER THAT the balance of the security (\$11,500) be returned to the registered owner.

**CARRIED**

**ADJOURNMENT                      It was moved and seconded**

033/19                                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:29 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair