



SUNSHINE COAST REGIONAL DISTRICT

March 28, 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 D. Siegers 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	8

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

087/19 THAT the agenda for the meeting be adopted as presented

CARRIED

MINUTES

Minutes Correction It was moved and seconded

088/19 THAT the report titled Correction of March 14, 2019 Board Minutes be received;

AND THAT the previously adopted motion, of March 14, 2019, Recommendation No. 11 of Resolution 074/19, be amended to read:

THAT the report titled 2019 R2 Budget Proposals for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Budget:

088/19 cont.

- Budget Proposal 4 – Raw Water Reservoir (Phase 3), \$350,000 from Development Cost Charges;
- Budget Proposal 5 – Senior Utility Technician, additional 0.4 FTE, funded \$18,895 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$55,675;
- Budget Proposal 6 – Utility Engineering Technician, additional 1.0 FTE, funded \$37,034 (anticipated Q3 2019 start) through User Fees for 2019, and future base budget increase \$88,176;
- Budget Proposal 7 – Utility Operations Assistant, additional 0.4 FTE, funded \$20,907 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$27,875.

CARRIED

Minutes

It was moved and seconded

089/19

THAT the Regular Board meeting minutes of March 14, 2019 be adopted as amended.

CARRIED

PRESENTATIONS AND DELEGATIONS

Jeri Patterson of West Sechelt addressed the Board regarding SCRD Water Rates and Regulations Bylaw No. 422 and its implications for water use for food production.

The Chair thanked Ms. Patterson for her presentation.

REPORTS

Planning

It was moved and seconded

090/19

THAT Planning and Community Development Committee recommendation Nos. 1-4, 6-13, 15-21 and 23 of March 14, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Salish Sea Nearshore Habitat Recovery Project in Sechelt Inlet*

THAT the report titled Habitat Survey Report Sechelt Inlet, Salish Sea Nearshore Recovery Project provided by the SeaChange Marine Conservation Society be received.

Recommendation No. 2 *Secret Cove Heights Development Inc. Delegation Materials*

THAT the delegation materials provided by Nicole Huska, Secret Cove Heights Development Inc. be received.

090/19 cont.

Recommendation No. 3 *Halfmoon Bay OCP Amendment for Remainder District Lot 2392 (Secret Cove Heights Development)*

THAT the report titled Introduction of Proposed Halfmoon Bay Official Community Plan Amendment for Remainder District Lot 2392 (Secret Cove Heights Development) – Electoral Area B be received;

AND THAT the staff report be referred to the Halfmoon Bay Advisory Planning Commission for comment and all other Electoral Area Advisory Planning Commissions for information;

AND FURTHER THAT the applicant, with the support of SCRD staff, hold a Public Information Meeting regarding the application, proposed Rural Dynamic Zone and implications.

Recommendation No. 4 *Crown Lease Eligibility of Sunshine Coast Conservation Association Educational Forest Proposal for DL1313*

THAT the report titled Crown Lease Eligibility of Sunshine Coast Conservation Association Educational Forest Proposal for DL1313 be received.

Recommendation No. 6 *Roberts Creek OCP Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral Area D be received;

AND THAT the following bylaws be forwarded to the Board for consideration of First Reading:

a. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11;*
and

b. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182;*

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182* be referred to the following agencies for the opportunity of early and ongoing consultation:

- a. *Skwxwú7mesh Nation;*
- b. *Roberts Creek and Elphinstone Advisory Planning Commissions;*
- c. *Ministry of Transportation and Infrastructure;*
- d. *Agricultural Land Commission;*
- e. *School District No. 46;*
- f. *Vancouver Coastal Health;*

090/19 cont.

- g. BC Hydro;
- h. Roberts Creek Volunteer Fire Department; and
- i. Roberts Creek Official Community Plan Committee;

AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw Nos. 641.11 and 310.182.

Recommendation No. 7 *Zoning Amendment Bylaw No. 310.180, 2018 - Toma Subdivision*

THAT the report titled Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Second Reading and Scheduling of a Public Hearing - Toma Subdivision be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider the bylaws be scheduled for April 16, 2019 at 7:00 p.m. at Coopers Green Hall, located at 5500 Fisherman Road, Halfmoon Bay, BC;

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

Recommendation No. 8 *Roberts Creek OCP Amendment Bylaw No. 641.12, 2019 and Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd)*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of First Reading – Electoral Area D be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019* be forwarded to the Board for First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act* the bylaws be referred to the following agencies for the opportunity of early and on-going consultation:

- a. Roberts Creek Advisory Planning Commission;
- b. Roberts Creek Volunteer Fire Department;
- c. Skwxwú7mesh Nation;
- d. Ministry of Transportation & Infrastructure;
- e. Vancouver Coastal Health; and
- f. Roberts Creek Official Community Plan Committee;

090/19 cont.

AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw Nos. 641.12 and 310.185 prior to consideration of Second Reading.

Recommendation No. 9 *Egmont / Pender Harbour OCP Amendment Bylaw No. 432.33, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 (West Coast Wilderness Lodge)*

THAT the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 (West Coast Wilderness Lodge) – Consideration for Third Reading and Adoption be received;

AND THAT *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be forwarded to the Board to rescind Third Reading, amend the bylaw to be applicable to *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 708*, be given Third Reading as amended and adopted to reflect that *Bylaw No. 708* is amended to re-designate the subject property from Industrial to Tourist Commercial;

AND FURTHER THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017* be forwarded to the Board for Adoption.

Recommendation No. 10 *Public Participation Phase 2 Suncoaster Trail Design*

THAT the report titled Public Participation Phase 2 Suncoaster Trail Design be received.

Recommendation No. 11 *SCRD Building Bylaw No. 687 Amendments*

THAT the staff report titled SCRD Building Bylaw No. 687 Housekeeping Amendments be received;

AND THAT *SCRD Building Bylaw No. 687* be amended to incorporate the 2018 BC Building Code, revised climatic data values and updated legislative references and be forwarded to the Board for Readings and Adoption.

Recommendation No. 12 *RFP 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall Award Report*

THAT the staff report titled RFP 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall Award Report be received;

AND THAT SCRD enter into a contract with Nelson Roofing and Sheet Metal Ltd. for the roof replacement at Frank West Hall and Cliff Mahlman Fire Hall, as described in RFP 18 358 for up to \$167,800 (excluding GST);

090/19 cont.

AND THAT the project budget be increased from \$150,000 to \$185,000 with funding sources of \$17,500 from [650] Community Parks reserves and \$17,500 from [210] Gibsons and District Volunteer Fire Department reserves;

AND FURTHER THAT the 2019-2023 Financial Plan be updated.

Recommendation No. 13 *National Emergency Stockpile System (NESS) Storage at Elphinstone Secondary Memorandum of Understanding*

THAT the staff report titled National Emergency Stockpile System (NESS) Storage at Elphinstone Secondary Memorandum of Understanding be received;

AND THAT the delegated authorities be authorized to execute the Memorandum of Understanding.

Recommendation No. 15 *Policing Committee Minutes of January 24, 2019*

THAT the Policing Committee minutes of January 24, 2019 be received;

AND THAT the recommendation contained therein be acted upon as follows:

Recommendation No. 3 *Sunshine Coast Policing Committee Terms of Reference*

The Sunshine Coast Policing Committee recommended that the report titled Sunshine Coast Policing Committee Terms of Reference be received;

AND THAT Sunshine Coast Policing Committee Terms of Reference be amended as follows:

- *Replace “Community Services Committee” with “Planning and Community Development Committee” (section 2.1.5);*
- *Amend section 3.1.1 (c) iii. to “Council members (2), District of Sechelt” to reflect the addition of a second appointee to the SCRD Board from the District of Sechelt;*
- *Update meeting frequency to “quarterly” (section 4.1);*
- *Update reference to SCRD Procedures Bylaw No. 717 (section 5.1);*

AND FURTHER THAT the Sunshine Coast Policing Committee Terms of Reference be added to the next Policing Committee Agenda for review with focus on the non-voting members.

090/19 cont.

Recommendation No. 16 *Transportation Advisory Committee Minutes of January 24, 2019*

THAT the Transportation Advisory Committee minutes of January 24, 2019 be received;

AND THAT the recommendations contained therein be acted upon as follows:

Recommendation No. 2 *Transportation Advisory Committee Terms of Reference*

THAT the report titled Transportation Advisory Committee Terms of Reference be received for information;

AND THAT the meeting frequency be amended to “quarterly” (Section 4.1);

AND THAT the RCMP be added as a non-voting member (Section 3.1.2);

AND FURTHER THAT the Terms of Reference be brought back to the next TAC meeting for discussion.

Recommendation No. 4 *Park and Ride Options*

THAT staff report to a future TAC meeting regarding the current short, medium and long term plans and temporary options to create Park and Ride locations on the Sunshine Coast and examine the role and authority of the Regional District and other stakeholders.

Recommendation No. 17 *Area A APC Minutes of January 30, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of January 30, 2019 be received.

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

THAT the Roberts Creek Advisory Planning Commission minutes of February 18, 2019 be received.

Recommendation No. 19 *Area F APC Minutes of February 26, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of February 26, 2019 be received.

Recommendation No. 20 *Area A APC Minutes of February 27, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of February 27, 2019 be received.

090/19 cont. **Recommendation No. 21** *Area E APC Minutes of February 27, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of February 27, 2019 be received.

Recommendation No. 23 *Correspondence from Sunshine Coast Highway 101 Committee*

THAT the correspondence from Robin Merriott, on behalf of the Sunshine Coast Highway 101 Committee regarding letter of support for construction of a new highway be received;

AND THAT the correspondence from the Sunshine Coast Highway 101 Committee be referred to the Transportation Advisory Committee.

CARRIED

Planning **It was moved and seconded**

091/19 THAT Planning and Community Development Committee recommendation No. 22 of March 21, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 22 *AAC Minutes of February 26, 2019*

THAT the Agricultural Advisory Committee minutes of February 26, 2019 be received;

AND THAT staff contact the Farmers' Institute to seek an application for a representative to be appointed to the Agricultural Advisory Committee.

CARRIED

Infrastructure **It was moved and seconded**

092/19 THAT Infrastructure Services Committee recommendation Nos. 1-4 of March 21, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Drought Management Plan*

THAT the report titled Drought Management Plan be received;

AND THAT a report be provided that reviews the water restriction stages in other communities and looks to further restrict water uses starting at Stage 1 in the Drought Management Plan, except for food production, and also includes a review of the penalties for infractions in other communities.

Recommendation No. 2 *Drought Management Plan Communications*

THAT staff report to an April 2019 Committee on an updated Communications Plan with respect to the Drought Management Plan.

092/19 cont. **Recommendation No. 3** *Custom Transit Service Update*

THAT the report titled Custom Transit Service Update be received for information.

Recommendation No. 4 *RFP 18 334 Contract Award Curbside Garbage Collection Service*

THAT the report titled RFP 18 334 Contract Award Curbside Garbage Collection Service be received;

AND THAT the contract for Curbside Garbage Collection Service be awarded to Waste Management in the amount up to \$2,316,490 (plus GST);

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

CARRIED

Infrastructure **It was moved and seconded**

093/19 THAT Infrastructure Services Committee recommendation No. 5 of March 21, 2019 be received, adopted and acted upon as follows:

Recommendation No. 5 *Water Governance*

THAT the Town of Gibsons be requested to initiate discussion around a water governance model for the Sunshine Coast.

CARRIED

BYLAWS

Bylaw 687.2 **It was moved and seconded**

094/19 THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be read a first time.

CARRIED

Bylaw 687.2 **It was moved and seconded**

095/19 THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be read a second time.

CARRIED

Bylaw 687.2 **It was moved and seconded**

096/19 THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be read a third time.

CARRIED

Bylaw 687.2 **It was moved and seconded**

097/19 THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be adopted.

CARRIED

Bylaw 721 **It was moved and seconded**

098/19 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be read a first time.

CARRIED

Bylaw 721 **It was moved and seconded**

099/19 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be read a second time.

CARRIED

Bylaw 721 **It was moved and seconded**

100/19 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be read a third time.

CARRIED

Bylaw 721 **It was moved and seconded**

101/19 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be adopted.

CARRIED

Bylaw 641.11 **It was moved and seconded**

102/19 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019* be read a first time.

CARRIED

Director McMahon opposed

Bylaw 310.182 **It was moved and seconded**

103/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182, 2019* be read a first time.

CARRIED

Director McMahon opposed

Bylaw 310.180 **It was moved and seconded**

104/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be read a second time.

CARRIED

Bylaw 641.12 **It was moved and seconded**

105/19 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* be read a first time.

CARRIED

Bylaw 310.185 **It was moved and seconded**

106/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019* be read a first time.

CARRIED

Bylaw 432.33 **It was moved and seconded**

107/19 THAT third reading of *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be rescinded.

CARRIED

Bylaw 432.33 **It was moved and seconded**

108/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be read a third time as amended.

CARRIED

Bylaw 432.33 **It was moved and seconded**

109/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be adopted.

CARRIED

Bylaw 337.114 **It was moved and seconded**

110/19 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

IN CAMERA It was moved and seconded

111/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board meeting recessed at 2:44 p.m.

The Board meeting reconvened and moved In Camera at 4:02 p.m.

The Board moved out of In Camera at 5:04 p.m.

CAO Recruitment It was moved and seconded

112/19 THAT staff provide proposals and quotes for an external recruitment firm to manage the Chief Administrative Officer recruitment process to be presented to a future In Camera Committee for consideration.

CARRIED

ADJOURNMENT It was moved and seconded

113/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 5:04 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair