



# 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, FEBRUARY 27, 2020**

## **AGENDA**

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**CALL TO ORDER 1:30 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of February 13, 2020

Annex A  
Pages 1 – 8

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation Nos. 1-29 and 31-41 of February 10 and 11, 2020 (*recommendation No. 30 previously adopted*) Annex B  
pp 9 - 22
4. Planning and Community Development Committee recommendation Nos. 1-7 and 9-17 of February 13, 2020 (*recommendation No. 8 previously adopted*) Annex C  
pp 23 - 27
5. Infrastructure Services Committee recommendation Nos. 1-13 of February 20, 2020 Annex D  
pp 28 - 31
6. Building Official – Notice on Title Annex E  
pp 32 - 33
7. Chief Administrative Officer's Report of February 27, 2020 Annex F  
pp 34 - 35

### **COMMUNICATIONS**

### **MOTIONS**

## BYLAWS

8. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019*  
**– Third Reading and Adoption**  
**(Voting – Electoral Area Directors – 1 vote each)**

Annex G  
pp 36 - 37
9. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019*  
**– Third Reading and Adoption**  
**(Voting – Electoral Area Directors – 1 vote each)**

Annex H  
pp 38 – 40
10. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018*  
**– Second Reading as amended**  
**(Voting – Electoral Area Directors – 1 vote each)**

Annex I  
pp 41 – 42
11. *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018*  
**– Second Reading as amended**  
**– THAT a public hearing concerning Bylaw No. 310.184 and 337.118 be scheduled for 7:00 p.m., Tuesday, April 21, 2020 at the Seaside Centre, located at 5790 Teredo Street in Sechelt, BC;**  
**– AND THAT the Board delegate a Chair and Alternate Chair to conduct the public hearing.**  
**(Voting – Electoral Area Directors – 1 vote each)**

Annex J  
pp 43 – 44
12. *Sunshine Coast Regional District Financial Plan Bylaw No. 724, 2020*  
 (Schedule A to come forward).
 

Annex K  
p 45

**– First, Second, Third Reading and Adoption**  
**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)**

## DIRECTORS' REPORTS

Verbal

## NEW BUSINESS

### IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (a), (c), and (k) of the *Community Charter* “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “labour relations or other employee relations”, 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 March 21, 2020)

Advisory Planning Commission (Area D)	February 24 at 7:00 pm
Agricultural Advisory Committee	February 25 at 3:30 pm
Advisory Planning Commission (Area B)	February 25 at 7:00 pm
Advisory Planning Commission (Area F)	February 25 at 7:00 pm
Advisory Planning Commission (Area A)	February 26 at 7:00 pm
Advisory Planning Commission (Area E)	February 26 at 7:00 pm
Parcel Tax Roll Review Panel	February 27 at 9:00 am
Corporate and Administrative Services Committee	February 27 at 9:30 am
Regular Board	February 27 at 1:30 pm
Ports Monitors Advisory Committee	March 10 at 2:00 pm
Planning and Community Development Committee	March 12 at 9:30 am
Regular Board	March 12 at 1:30 pm
Advisory Planning Commission (Area D)	March 16 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	March 17 at 11:00 am
Natural Resources Advisory Committee	March 18 at 3:30 pm
Infrastructure Services Committee	March 19 at 9:30 am

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

Sechelt Library Board Meeting	February 22 at 10:00 am
Public Information Meeting (Area F OCP and zoning amendment application to facilitate a proposed 10-lot bare-land strata subdivision)	March 2 at 7:00 pm
Local Government Show	March 5 at 7:00 pm
Gibsons and District Public Library Association Board AGM	March 7 at 10:00 am

**Please note:** Meeting dates are current as of print date (February 21, 2020).



## SUNSHINE COAST REGIONAL DISTRICT

February 13, 2020

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	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		3

**CALL TO ORDER** 1:32 p.m.

**AGENDA** It was moved and seconded

035/20 THAT the agenda for the meeting be adopted as amended.

**CARRIED**

### MINUTES

Minutes It was moved and seconded

036/20 THAT the Regular Board meeting minutes of January 23, 2020 be adopted;

AND THAT the Special Board meeting minutes of January 30, 2020 be adopted.

**CARRIED**

**REPORTS**

## Infrastructure

**It was moved and seconded**

037/20

THAT the Infrastructure Services Committee recommendation Nos. 1, 3-4, 11-12, and 14-18 of January 30, 2020 be received, adopted and acted upon, as follows:

**Recommendation No. 1**     *Water Strategies Delegation*

THAT the handout titled Water Strategies – Talking Points circulated at the meeting be received.

**Recommendation No. 3**     *2020-2021 BC Transit Annual Operating Agreement Draft Budget*

THAT the report titled 2020-2021 BC Transit Annual Operating Agreement Draft Budget be received;

AND THAT the 2020-2024 Financial Plan be updated to reflect the draft Annual Operating Agreement budget values;

AND FURTHER THAT the taxation increase for [310] Public Transit be reduced by \$59,981 in the 2020 Round 2 budget.

**Recommendation No. 4**     *Flume Road Safety Concern*

THAT the report titled Flume Road Safety Concern be received;

AND THAT conventional Transit Service be rerouted up Marlene Road from Beach Avenue in the northbound direction bypassing Flume Road and taking a left onto Highway 101 from Marlene Road beginning in May 2020;

AND FURTHER THAT staff work with BC Transit and the Ministry of Transportation and Infrastructure on the implementation of long-term safety improvements at the Flume Road/Highway 101 crossing and short-term safety improvements to Marlene Road.

**Recommendation No. 11**     *Solid Waste Management Plan Monitoring Advisory Committee Minutes of December 10, 2019*

THAT the Solid Waste Management Plan Monitoring Advisory Committee Minutes of December 10, 2019 be received.

**Recommendation No. 12**     *Infrastructure Services Department – 2019 Q4 Report*

THAT the report titled Infrastructure Services Department – 2019 Q4 Report be received.

037/20 cont.

**Recommendation No. 14**    *Correspondence Regarding UBCM to form Special Committee on Solid Waste Management*

THAT the correspondence from Comox Strathcona Waste Management dated November 22, 2019 regarding UBCM to form Special Committee on Solid Waste Management be received.

**Recommendation No. 15**    *Correspondence Regarding Sunshine Coast Water Supply*

THAT the correspondence from Sechelt and District Chamber of Commerce dated December 4, 2019 regarding Sunshine Coast Water Supply be received;

AND THAT the SCRCD authorize the Board Chair to write a letter in response to the concerns raised in the Sechelt and District Chamber of Commerce letter.

**Recommendation No. 16**    *Community Recreation Facilities – Additional Information: Future Planning and Replacement of Non-Critical Assets*

THAT the report titled Community Recreation Facilities – Additional Information: Future Planning and Replacement of Non-Critical Assets be received.

**Recommendation No. 17**    *2020 Recreation Facilities Capital Funding Review*

THAT the report titled 2020 Recreation Facilities Capital Funding Review be received;

AND THAT retirement dates be established for the Sunshine Coast Arena and the Gibsons and District Aquatic Facility;

AND THAT the Recreation Facilities Capital Funding be confirmed once a lifecycle audit has been completed;

AND THAT a budget proposal for further analysis of retirement dates for the remaining recreation facilities be brought forward to the 2021 Budget;

AND FURTHER THAT staff bring forward the results of the lifecycle audit prior to the 2021 Budget.

**Recommendation No. 18**    *Water and Watershed Governance*

THAT staff provide an overview of the previous attempts to improve water and watershed governance on the Sunshine Coast at a future Committee meeting.

**CARRIED**

## R2 Budget

**It was moved and seconded**

038/20

THAT the Special Corporate and Administrative Services Committee recommendation No. 30 of February 10 and 11, 2020 be received, adopted and acted upon, as follows:

**Recommendation No. 30**    *Regional Solid Waste [350] – 2020 R2 Budget Proposal (Part 2)*

THAT the report titled 2020 R2 Budget Proposal for [350] Regional Solid Waste – Part 2 be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 10 – Remediation Measures for Sechelt Landfill Drop-Off Area, \$200,000 funded through Taxation.

**CARRIED**

## Planning

**It was moved and seconded**

039/20

THAT the Planning and Community Development Committee recommendation No. 8 of February 13, 2020 be received, adopted and acted upon, as follows:

**Recommendation No. 8**    *Gibsons & District Aquatic Facility Janitorial Services Contract Extension – Jerry's Janitorial Services*

THAT the report titled Gibsons & District Aquatic Facility Janitorial Services Contract Extension – Jerry's Janitorial Services be received;

AND THAT the delegated authorities be authorized to enter into a 2-year contract extension with Jerry's Janitorial Services for janitorial services for up to a total 5 year contract value of \$148,470 (plus GST);

AND THAT the Gibsons and District Aquatic Facility base budget be increased up to \$1,000 to cover the difference in costs for the contract extension;

AND FURTHER THAT the 2020-2024 Financial Plan be amended to reflect updated contract values.

**CARRIED****BYLAWS**

Bylaw 428.20

**It was moved and seconded**

040/20

THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.20, 2020* be read a first time.

**CARRIED**

Bylaw 428.20           **It was moved and seconded**

041/20                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.20, 2020* be read a second time.

**CARRIED**

Bylaw 428.20           **It was moved and seconded**

042/20                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.20, 2020* be read a third time.

**CARRIED**

Bylaw 428.20           **It was moved and seconded**

043/20                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.20, 2020* be adopted.

**CARRIED**

Bylaw 430.11           **It was moved and seconded**

044/20                    THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.11, 2020* be read a first time.

**CARRIED**

Bylaw 430.11           **It was moved and seconded**

045/20                    THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.11, 2020* be read a second time.

**CARRIED**

Bylaw 430.11           **It was moved and seconded**

046/20                    THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.11, 2020* be read a third time.

**CARRIED**

Bylaw 430.11           **It was moved and seconded**

047/20                    THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.11, 2020* be adopted.

**CARRIED**

Bylaw 431.22           **It was moved and seconded**

048/20                    THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.22, 2020* be read a first time.

**CARRIED**



Bylaw 431.22           **It was moved and seconded**

049/20                    THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.22, 2020* be read a second time.

**CARRIED**

Bylaw 431.22           **It was moved and seconded**

050/20                    THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.22, 2020* be read a third time.

**CARRIED**

Bylaw 431.22           **It was moved and seconded**

051/20                    THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.22, 2020* be adopted.

**CARRIED**

Bylaw 644.4            **It was moved and seconded**

052/20                    THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.4, 2020* be read a first time.

**CARRIED**

Bylaw 644.4            **It was moved and seconded**

053/20                    THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.4, 2020* be read a second time.

**CARRIED**

Bylaw 644.4            **It was moved and seconded**

054/20                    THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.4, 2020* be read a third time.

**CARRIED**

Bylaw 644.4            **It was moved and seconded**

055/20                    THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.4, 2020* be adopted.

**CARRIED**

Bylaw 714.2            **It was moved and seconded**

056/20                    THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.2, 2020* be read a first time.

**CARRIED**

Bylaw 714.2                    **It was moved and seconded**

057/20                    THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.2, 2020* be read a second time.

**CARRIED**

Bylaw 714.2                    **It was moved and seconded**

058/20                    THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.2, 2020* be read a third time.

**CARRIED**

Bylaw 714.2                    **It was moved and seconded**

059/20                    THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.2, 2020* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*Discussion ensued in regards to the washout that occurred in Electoral Area E last year and the recent washout in Roberts Creek.*

MOTI Meeting                    **It was moved and seconded**

060/20                    THAT a meeting between the SCRD Board and the Minister of Transportation and Infrastructure be requested to discuss stormwater management issues for SCRD roads and subdivisions.

**CARRIED**

*The Board moved In Camera at 2:25 p.m.*

**IN CAMERA                    It was moved and seconded**

061/20                    THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (c), (g), and (k) of the *Community Charter* "labour relations or other employee relations", "litigation or potential litigation affecting the municipality", and "negotiations and related discussions respecting the proposed provision of a municipal service...".

**CARRIED**

*The Board moved out of In Camera at 3:18 p.m.*

**ADJOURNMENT                    It was moved and seconded**

062/20                    THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:18 p.m.

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

Corporate Officer

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

\_\_\_\_\_

Chair

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

**February 10 and 11, 2020**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (ROUND 2 BUDGET) HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area B	L. Pratt
		Electoral Area A	L. Lee
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid (in part)
	G.M., Planning and Community Development		I. Hall (in part)
	Sr. Mgr., Human Resources		G. Parker (in part)
	G.M., Infrastructure Services		R. Rosenboom (in part)
	Manager, Protective Services		M. Treit (in part)
	Water and Energy Projects Coordinator		R. Shay (in part)
	Manager, Facility Services and Parks		K. Robinson (in part)
	Parks Superintendent		K. Clarkson (in part)
	Manager, Utility Services		S. Walkey (in part)
	Manager, Solid Waste Programs		R. Cooper (in part)
	Manager, Capital Projects		S. Misiurak (in part)
	Manager, Asset Management		K. Doyle (in part)
	Administrative Assistant/Recorder		T. Crosby
	Media		1
	Public		8

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

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

**PRESENTATIONS AND DELEGATIONS**

*Chris Nicholls, Executive Director, Gibsons and District Chamber of Commerce addressed the Committee regarding the Chamber's 2020 Budget Request.*

*The Chair thanked Mr. Nicholls for his presentation.*

**Recommendation No. 1**     *Gibsons and District Chamber of Commerce – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated November 15, 2019;
- Annual Financial Planning – Tourism Services;
- Visitor Information Park (VIP Kiosk) Traffic Statistics;
- Ambassador – YTD Stats Summary 2019;

AND THAT the Gibsons and District Chamber of Commerce 2020 budget request for a total of \$7,700 be approved and incorporated into the 2020 Budget as follows:

- Visitor Services - Electoral Area E [534] \$1,667 and Electoral Area F [535] \$3,333;
- BC Ferries Travel Ambassador Program – Electoral Area A [531] \$540, Electoral Area B [532] \$540, Electoral Area D [533] \$540, Electoral Area E [534] \$540 and Electoral Area F [535] \$540.

*Billy Griffiths, President and Sandra (Sam) Hughes, Manager of the Skookumchuck Heritage Society / Egmont Heritage Centre addressed the Committee regarding the 2020 Budget Request.*

*The Chair thanked Mr. Griffiths and Ms. Hughes for their presentation.*

**Recommendation No. 2**     *Skookumchuck Heritage Society / Egmont Heritage Centre – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the following new information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- Correspondence dated January 6, 2020;
- Revised 2020 Budget;
- Statistics of Revenue per Visitor;

AND THAT the 2020 budget submission of \$35,000 for Skookumchuck Heritage Society / Egmont Heritage Centre be approved and incorporated into the 2020 Budget for Museum Services [648].

**COMMUNICATIONS**

**Recommendation No. 3**     *Sechelt Library Funding Apportionment for 2020 Budget*

The Corporate and Administrative Services Committee recommended that the following new information from the Sechelt Public Library be received:

- Sechelt Public Library Additional Budget Information Report to SCRD;
- Correspondence dated January 30, 2020 from the Sechelt Public Library and the Gibsons and District Public Library.

**Recommendation No. 4**     *Gibsons Area Community Schools – 2020 Budget Request*

The Corporate and Administrative Services Committee recommended that the correspondence dated January 28, 2020 be received;

AND THAT the 2020 budget submission from the Gibsons Area Community Schools (Gibsons Landing Community Society) of \$10,000 for Youth Programs be approved and incorporated into the 2020 Budget for Regional Recreation [670] funded through Taxation.

**Recommendation No. 5**     *Seniors Planning Table*

The Corporate and Administrative Services Committee recommended that the correspondence dated February 3, 2020 and the 2020 budget submission from the Sunshine Coast Resource Centre Society for the Seniors Planning Table be received;

AND THAT Sunshine Coast Resource Centre Society apply through the 2020 Rural Areas' Grant-in-Aid Program for the Seniors Planning Table.

**REPORTS**

*The Committee recessed at 10:51 a.m. and reconvened at 11:05 a.m.*

**Recommendation No. 6**     *Sechelt Public Library – Provincial Funding*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library – Provincial Funding be received.

**Recommendation No. 7**     *Coast Car Co-op Membership Options*

The Corporate and Administrative Services Committee recommended that the report titled Coast Car Co-op Membership Options be received.

**Recommendation No. 8**     *Rural Areas' Grant-in-Aid Update*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid Review of Discretionary Balances for 2020 be received;

AND THAT Rural Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2020 Budget as follows:

- Electoral Area A [121] \$23,423;
- Electoral Area B [122] \$20,000 (increased by \$2,627);
- Electoral Areas E and F [123] \$5,260;
- Greater Gibsons Community Participation [126] \$11,260;
- Electoral Area D [127] \$25,229;
- Electoral Area E [128] \$15,038 (Increased by \$5,000);
- Electoral Area F [129] \$19,174.

**Recommendation No. 9**     *Economic Development Update*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Economic Development Review of Discretionary Balances for 2020 be received;

AND THAT Rural Areas' Economic Development Discretionary Balances be approved and incorporated into the 2020 Budget as presented, as follows:

- |                          |           |
|--------------------------|-----------|
| • Electoral Area A [531] | \$1,878;  |
| • Electoral Area B [532] | \$10,262; |
| • Electoral Area D [533] | \$1,636;  |
| • Electoral Area E [534] | \$12,496; |
| • Electoral Area F [535] | \$9,808.  |

*The Chief Administrative Officer provided an introduction to 2020 Round 2 Budget.*

**Recommendation No. 10** *Final 2019 Project Carry-Forwards*

The Corporate and Administrative Services Committee recommended that the report titled Final 2019 Project Carry-Forwards be received;

AND THAT any remaining ongoing 2019 projects and associated funding be included in the 2020-2024 Financial Plan as presented.

**Recommendation No. 11** *Final 2019 Surplus / Deficits*

The Corporate and Administrative Services Committee recommended that the report titled Final 2019 Surplus / Deficits be received;

AND THAT as per the SCRD's Financial Sustainability Policy, the 2019 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND THAT the following 2019 deficits be funded from operating reserves:

- [131] Electoral Area Services – Elections - \$506
- [212] Roberts Creek Fire Protection - \$1,967
- [222] Sunshine Coast Emergency Planning - \$17,689
- [345] Ports Services - \$22,343
- [384] Jolly Roger Waste Water Plant - \$4,204
- [387] Square Bay Waste Water Plant - \$1,185
- [389] Canoe Road Waste Water Plant - \$79
- [391] Curran Road Waste Water Plant - \$871
- [650] Community Parks - \$34,508

AND THAT the [390] Merrill Crescent Waste Water Plant deficit of \$11,418 be funded from future user fees;

AND FURTHER THAT the [630] School Facilities Joint Use deficit of \$35,870 be funded from 2020 taxation.

*Director Toth left the meeting at 12:18 p.m. and returned to the meeting at 12:24 p.m.*

*The Committee recessed at 12:27 p.m. and reconvened at 1:30 p.m.*

*The Committee moved In Camera at 1:30 p.m.*

## IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (a) and (k) of the *Community Charter* –“personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.” and “negotiations and related discussion 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 3:28 p.m.*

*The Committee recessed at 3:28 p.m. and reconvened at 3:36 p.m.*

### **Recommendation No. 12**    *2020 Budget Staffing Requests*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Budget Staffing Requests be received;

AND THAT the staffing requests be approved and incorporated into the 2020 Budget as follows:

Function	Position Title	Staff	Funding Source	2020	2021
110	Communications and Engagement	1.00	Taxation	\$120,650	
115	Employee and Volunteer Engagement	0.20	Support Services	\$20,000	
115	Staffing - Confined Space Reporting / Training / Lock Out / Fall Protection	0.40	Support Services	\$45,000	
115	Human Resources Support	0.40	Support Services	\$32,500	
220	Emergency Telephone 911 - Emergency Staff Special Projects	0.20	Taxation	\$20,162	
310	Public Transit - Service Person	0.50	Taxation	\$26,080	\$34,772
310	Public Transit - Driver	1.00	Taxation	\$81,360	\$81,360
312	Maintenance Facility (Fleet) - Increase Fleet Mechanic (FTE)	0.70	Internal Recovery	\$44,625	\$59,500
350	Solid Waste- Landfill	0.50	User Fees	\$42,680	\$42,680
504	Planning Technician 1	1.00	Taxation	\$60,627	\$75,784
615	Training and Development Program for Building Operators (3 year Pilot Project)	0.25	Taxation	\$14,898	
615	Aquatics Staffing Compliment (Lift / Correction)	n/a			
625	Pender Harbour Fitness and Aquatic Centre - Increase to Human Resources Plan and Salaries for Aquatics	0.33	Taxation	\$25,797	
650	Parks Operations Coordinator Succession Project	0.09	Taxation	\$6,000	



345 / 370	Infrastructure Capital Projects	1.00	Taxation and User Fees	\$46,819	\$88,638
135 / 136	Corporate and Regional Sustainability	1.00	Taxation	\$144,300	
200 - 290 / 310 / 650 / 615	Various - Community Services Department	1.00	Taxation	\$100,000	\$200,000
310 / 350 / 365 / 366 / 370	Various Functions - Strategic Infrastructure Initiatives	1.00	User Fees / Taxation	\$112,255	\$144,300
310 / 350 / 365 / 366 / 370	Various Functions - Strategic Planning	1.00	User Fees / Taxation	\$47,700	\$88,400
310 / 350 / 365 / 366 / 370	Various Functions - Strategic Planning	1.00	User Fees / Taxation	\$23,300	\$83,200
310 / 350 / 365 / 366 / 370	Various Functions - Infrastructure Services	1.00	User Fees and Taxation	\$37,753	\$70,507
365 - 370	Regional Water Service - Metering Program	1.00	User Fees	\$42,166	\$79,332
365-370	Regional Water Service - Water Conservation	0.66	User Fees	\$47,766	\$46,316

*Director Toth opposed.*

**Recommendation No. 13**    *2020 R2 Budget Proposal for Space Planning*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for Space Planning be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Field Road Space a total of one-time costs at \$99,790 and total of annual / ongoing costs at \$7,000 funded as follows:

Function	One Time Costs	Funding Source	Annual Costs	Funding Source
[110] General Government	\$6,125	Operating Reserves	\$1,320	Taxation
[115] Human Resources	\$2,055	Operating Reserves		
[117] Information Technology	\$64,035	Taxation	\$3,390	Taxation
[135/136] Sustainability			\$270	Taxation
[200-290] Protective Services	\$3,355	Operating Reserves		
[365] North Pender Water	\$1,200	Operating Reserves	\$190	Taxation
[366] South Pender Water	\$1,200	Operating Reserves	\$190	Taxation
[370] Regional Water	\$9,500	Operating Reserves	\$1,490	Taxation
[504] Rural Planning	\$3,555	Taxation	\$150	Taxation
[520] Building Inspection	\$4,055	Operating Reserves		
[650] Community Parks	\$4,710	Operating Reserves		

- Budget Proposal 2 – Mason Road Utility Building Space Planning \$25,000 funded from Operating Reserves, as follows:
  - [365] North Pender Harbour Water Service - \$2,500;
  - [366] South Pender Harbour Water Service - \$2,500;
  - [370] Regional Water Service - \$20,000.

**Recommendation No. 14**    *General Government [110] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [110] General Government be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 3 – Audio-Visual Improvements in the Board Room, \$10,000 funded from Operating Reserves.

**Recommendation No. 15**    *Human Resources [115] - 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [115] Human Resources be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Public Engagement Training – Increase to Base Budget, \$10,000 funded from Support Services;
- Budget Proposal 2 – Employee Recognition Program – Increase to Base Budget, \$10,000 funded from Support Services;
- Budget Proposal 3 – First Nations Cultural Appreciation Training and Seminars – Increase to Base Budget, \$12,000 funded from Support Services;
- Budget Proposal 4 – Increased Travel, \$1,500 funded from Support Services;
- Budget Proposal 5 – Certificate of Recognition, \$8,000 funded from Operating Reserves;
- Budget Proposal 6 – Professional Development – Increase to Base Budget, \$2,500 funded from Support Services.

**Recommendation No. 16**    *Geographic Information Services [506] - 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [506] Geographic Information Services be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Geographic Information Services reduced revenues as a result of change to subscription services with Land Title and Survey Authority of BC, \$5,000 annually recovered through rate stabilization (operating reserves).

**Recommendation No. 17**    *Emergency Telephone 9-1-1 [220] - 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [220] Emergency Telephone 9-1-1 be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Gibsons Radio Tower, \$46,600 funded from Capital Reserves;
- Budget Proposal 2 – Chapman Creek Radio Tower, \$268,900 funded from Capital Reserves;
- Budget Proposal 3 – Emergency Telephone 9-1-1 Consulting, \$128,000 funded from Capital Reserves;
- Budget Proposal 4 - 9-1-1 Emergency Equipment Upgrade, \$141,400 funded from Capital Reserves.

**Recommendation No. 18**     *Community Energy and Emissions Inventory*

The Corporate and Administrative Services Committee recommended that the report titled Approaches to Community Energy and Emissions Inventory be received;

AND THAT Round 1 Budget Proposal 1 for Community Emissions Analysis be amended in Round 2 Budget for Regional Sustainability Services [136] as \$50,000 for a community emissions inventory following the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) (Option 2) and \$20,000 for Building Adaptive and Resilient Communities (BARC) process on adaptation;

AND FURTHER THAT this report be forwarded to SCRD member municipalities, and School District No. 46 for information.

**Recommendation No. 19**     *Regional Sustainability Services [136] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [136] Regional Sustainability Services be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Community Emissions Analysis, \$50,000 funded through Taxation;
- Budget Proposal 2 – Building Adaptive and Resilient Communities (BARC) – Climate Action Framework, \$20,000 funded through Taxation.

**Recommendation No. 20**     *Regional Planning [500] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [500] Regional Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 2 – Regional Growth Framework – Baseline Research, \$50,000 funded from Operating Reserves.

**Recommendation No. 21**     *Building Inspection [520] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [520] Building Inspection be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 2 – Base Budget Funding, (\$180,000) Reduction to Taxation.

*The Committee recessed at 4:19 p.m. February 10, 2020 and reconvened at 9:34 a.m. on February 11, 2020.*

*The agenda was amended to add the following items of New Business:*

- ADD Item #38 School Facilities Joint- Use [630];
- ADD Item #39 Sechelt Library Apportionment;
- ADD IN CAMERA under Sections 90 (1) (a) and (k) of the *Community Charter*.

**Recommendation No. 22**     *Community Recreation Facilities [615] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [615] Community Recreation Facilities be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 3 – Community Recreation Facilities – Future Planning, \$25,000 funding through Taxation;
- Budget Proposal 4 – Community Recreation Facilities – Capital – Classified as “non-critical” in Asset Management Plan, \$166,500 funded through Taxation.

**Recommendation No. 23**     *Suncoaster Trail Phase 2 – Project Update, Capital and Maintenance Funding Plan*

The Corporate and Administrative Services Committee recommended that the report titled Suncoaster Trail Phase 2 – Project Update, Capital and Maintenance Funding Plan be received;

AND THAT the trail route include:

1. An eastern trailhead at Gibsons and Area Community Centre, with further exploration of an active transportation link between Langdale and Gibsons to occur in support of future trail enhancement;
2. An interim route on Highway 101 through Sechelt Indian Government District and Selma Park, with details to be confirmed with shíshálh Nation, District of Sechelt and Ministry of Transportation and Infrastructure;

AND FURTHER THAT the Round 2 Budget Proposal for the Suncoaster Trail Phase 2 project for \$15,000 funded from Taxation for work related to partnership development, be revised.

**Recommendation No. 24**     *Sports Fields – Updated Budget Proposal (R2 2020 Budget)*

The Corporate and Administrative Services Committee recommended that the report titled Sports Fields – Updated Budget Proposal (R2 2020 Budget) be received;

AND THAT the Round 1 Budget Proposal 7 – Sports Field Replacement / Upgrades – Shirley Macey – [650] Community Parks be abandoned.

**Recommendation No. 25**    *Community Parks [650] Service Overview*

The Corporate and Administrative Services Committee recommended that the report titled Parks [650] Service Overview be received for information.

**Recommendation No. 26**    *Community Parks [650] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 4 – Establishment of a Parks Capital Budget – Increase to Base Budget, \$100,000 funded through Taxation;
- Budget Proposal 5 – Suncoaster Trail (Phase 2), \$15,000 funded through Taxation.

**Recommendation No. 27**    *Public Transit [310] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [310] Public Transit be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Youth Transit Demand Assessment Survey and Youth Transit Pilot Project, \$14,271 funded through Taxation.

**Recommendation No. 28**    *Regional Feasibility [150] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [150] Regional Feasibility be received;

AND THAT Budget Proposal 7 [365], Budget Proposal 9 [366], Budget Proposal 29 [370] Water Governance Program from 2020 Round 1 Budget be abandoned and replaced with Budget Proposal 1 [150] Watershed Governance Feasibility Study;

AND FURTHER THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Watershed Governance Feasibility Study, \$30,000 funded \$21,865 through Taxation and \$8,135 through Regional Feasibility appropriated surplus.

**Recommendation No. 29**    *Regional Solid Waste [350] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [350] Regional Solid Waste be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 5 – Food Waste Drop-Offs, \$27,000 funded through Tipping Fees in 2020 and \$54,000 in 2021;
- Budget Proposal 8 – Drywall Screening Process Improvements, \$47,680 (0.58 FTE at \$42,680 and Outreach, Training and Equipment for \$5,000) funded through Taxation.

**Recommendation No. 30**    *Regional Solid Waste [350] – 2020 R2 Budget Proposal (Part 2)*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [350] Regional Solid Waste – Part 2 be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 10 – Remediation Measures for Sechelt Landfill Drop-Off Area, \$200,000 funded through Taxation;

AND FURTHER THAT this recommendation be forwarded to the February 13, 2020 Regular Board Meeting for adoption.

**Recommendation No. 31**    *Refuse Collection [355] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [355] Refuse Collection be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – Education and Outreach Materials, \$15,000 funded from Operating Reserves;
- Budget Proposal 2 – App for Curbside Collection Services, \$8,000 funded from Operating Reserves.

**Recommendation No. 32**    *2020 R2 Budget Proposal for SCRD Corporate Recycling Program*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for SCRD Corporate Recycling Program be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 1 – SCRD Corporate Recycling Program, \$33,900 funded from Support Services and Taxation between the following functions:
  - Field Road - \$4,900 Support Services
  - Mason Road - \$3,000 Support Services
  - Gibsons and Area Community Centre - \$8,200 Taxation
  - Gibsons and District Aquatic Facility - \$1,900 Taxation
  - Pender Harbour Aquatic and Fitness Centre - \$1,000 Taxation
  - Sechelt Aquatic Facility – \$4,800 Taxation
  - Sunshine Coast Arena - \$4,400 Taxation
  - Gibsons and District Fire Hall - \$2,300 Taxation
  - Halfmoon Bay Fire Hall - \$1,700 Taxation
  - Roberts Creek Fire Hall - \$1,700 Taxation.

*The Committee recessed at 10:32 a.m. and reconvened at 10:42 a.m.*

**Recommendation No. 33**    *Groundwater Investigation Phase 4 – Church Road Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled Groundwater Investigation Phase 4 – Church Road Budget Proposal be received;

AND THAT staff prepare an Alternate Approval Process (AAP) to authorize long term borrowing of up to \$9,000,000 over a 30 year term to fund the Groundwater Investigation Phase 4 – Church Road well field project.

**Recommendation No. 34**    *Regional Water Service [370] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 7 – Capital Watermain Replacement – Increase to Base Budget, \$650,000 funded through Parcel Taxes;
- Budget Proposal 21 – Groundwater Investigation Phase 2, Part 2, \$375,000 funded from Operating Reserves;
- Budget Proposal 22 – Groundwater Investigation Phase 4 – Church Road, \$8,270,000 funded \$270,000 from Capital Reserves and \$8,000,000 Long Term Loan.

**Recommendation No. 35**    *Regional Water Service [370] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4, \$250,000 funded from Operating Reserves.

*Director McMahon opposed.*

**Recommendation No. 36**    *Regional Water Service [370] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that Round 1 Budget Proposal 25 – Regional Water Reservoir Development Phase 1 be postponed until the results of Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4 are received.

**Recommendation No. 37**    *Regional Water Service [370] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 28 – Emergency Water Storage Tanks, \$10,000 funded from Capital Reserves;
- Budget Proposal 31 – Vehicle Purchases (2) – Strategic Infrastructure Division, \$93,000 funded through MFA 5-Year Equipment Financing Loan;

AND THAT a loan of up to \$93,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of two Strategic Infrastructure Division Vehicles.

**Recommendation No. 38**     *North Pender Harbour Water Service [365] – 2020 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Budget:

- Budget Proposal 7 – Emergency Generator, \$125,000 funded through MFA 5-Year Equipment Financing Loan;

AND FURTHER THAT a loan of up to \$125,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of an Emergency Generator.

**Recommendation No. 39**     *Wastewater Treatment Services [381-395] – 2020 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2020 R2 Budget Proposal for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposal be deferred pending receipt of grant:

- Budget Proposal 2 – [381-395] Wastewater Treatment Plants Asset Management Plans – Feasibility Studies funded from Operating Reserves (contingent on receipt of grants), as follows:
  - [381] Greaves Road Wastewater Treatment Plant \$1,250 (SCRD Contribution);
  - [383] Sunnyside Road Wastewater Treatment Plant \$1,250 (SCRD Contribution);
  - [384] Jolly Roger Wastewater Treatment Plant \$2,500 (SCRD Contribution);
  - [385] Secret Cove Wastewater Treatment Plant \$2,500 (SCRD Contribution);
  - [388] Langdale Wastewater Treatment Plant \$2,500 (SCRD Contribution);
  - [390] Merrill Crescent Wastewater Treatment Plant \$1,250 (SCRD Contribution);

AND FURTHER THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 3 – Woodcreek Park Inspection Chamber Repairs, \$6,000 funded from Operating Reserves;
- Budget Proposal 4 – Lee Bay Collection System Repairs, \$20,000 funded from Operating Reserves;
- Budget Proposal 5 – Lee Bay Disposal Primary Drain Field Repairs and Vegetation Management, \$17,000 funded from Operating Reserves;
- Budget Proposal 6 – Capital Planning Engagement Seminars, \$2,500 funded from Operating Reserves.



## **NEW BUSINESS**

### **Recommendation No. 40**    *School Facilities Joint Use [630]*

The Corporate and Administrative Services Committee recommended that for 2020 budget the School Facilities Joint Use [630] be increased by \$15,000 funded through Taxation.

*The Committee recessed at 12:04 p.m. and reconvened at 1:02 p.m.*

*The Committee discussed Sechelt Public Library Funding Apportionment Options.*

### **Recommendation No. 41**    *Sechelt Library Funding Apportionment for 2020 Budget*

The Corporate and Administrative Services Committee recommended that Sechelt Public Library 2020 Budget request of \$828,720 be approved and allocated for SCR D Electoral Area Funders as follows:

- Electoral Area A [643] - \$48,803 (33% of population served for basis of funding at 4.4% increase on 2019 funding plus shortfall of Electoral Areas B and D to 4.4%);
- Electoral Area B [645] - \$140,583 (100% of population served for basis of funding at 3.0% increase on 2019 funding);
- Electoral Area D [646] - \$87,784 (50% of population served for basis of funding at 2.5% increase on 2019 funding);

AND THAT staff forward this information to the District of Sechelt and Sechelt Indian Government District in support of the negotiation of a 5-year Memorandum of Understanding.

*The Committee moved In Camera at 2:07 p.m.*

## **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (a) and (k) of the *Community Charter* –“personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.” and “negotiations and related discussion 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 3:18 p.m.*

**ADJOURNMENT**                      3:18 p.m.

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Committee Chair

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

**February 13, 2020**

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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	District of Sechelt	A. Toth
	Directors	Electoral Area D	A. Tize
		Electoral Area B	L. Pratt
		Electoral Area A	L. Lee
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid (part)
	GM, Planning and Community Development		I. Hall
	Manager, Planning and Development		D. Pady
	Senior Planner		Y. Siao (part)
	Planner		J. Clark (part)
	Chief Building Official		A. Whittleton (part)
	Administrative Assistant / Recorder		A. O'Brien
	Public		10 (part)
	Media		1

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**CALL TO ORDER**     9:30 a.m.

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

**PRESENTATIONS and DELEGATIONS**

*Andrea Watson, Sunshine Coast Skating Club and Stu Frizell, Sunshine Coast Minor Hockey Association addressed the Committee regarding Partnership in Community Program Delivery. The delegation requested consideration for allocation 10-12 months in advance to assist program development, commitment to a longer term for spring and summer ice allocation, commitment to move forward with May ice regardless of the threshold and an administrative review of the usage threshold.*

**Recommendation No. 1**     *Delegation Materials for Sunshine Coast Skating Club and Sunshine Coast Minor Hockey Association*

The Planning and Community Development Committee recommended that the delegation materials from the Sunshine Coast Skating Club and Sunshine Coast Minor Hockey Association be received.

**Recommendation No. 2**      *Review of Recreation Facility Operations Costs*

The Planning and Community Development Committee recommended that staff report to a future Committee meeting regarding variable recreation facility operating costs associated with providing arena ice;

AND THAT the SCRD provide ice in the Sunshine Coast Arena in May 2020.

**REPORTS****Recommendation No. 3**      *Planning and Community Development Department 2019 Q4 and Year End Report*

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department – 2019 Q4 and Year End Report be received.

**Recommendation No. 4**      *Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations*

The Planning and Community Development Committee recommended that the report titled Zoning Amendment Bylaw Nos. 310.184, 2018 and 337.118, 2018 for Short Term Rental Accommodation Regulations – Implications of Implementing Temporary Use Permit be received;

AND THAT Alternative Option 1 - Remove both the TUP and STRA provisions from the proposed bylaws be proceeded with;

AND THAT a definition for residential use, focused on home life, be introduced;

AND THAT amendments to *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018* and *Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018* be forwarded to the Board for Amended Second Reading;

AND FURTHER THAT a second Public Hearing to consider the revised bylaws be held pursuant to the *Local Government Act* Section 470.

**Recommendation 5**      *Increase in Bylaw Enforcement Fines for Short Term Rental Accommodation Infractions*

The Planning and Community Development Committee recommended that the fines for short term rental accommodation bylaw infractions be increased to the maximum amount possible per infraction, per day;

AND THAT amendments to the *Municipal Ticket Information System Bylaw No. 558, 2006* and *Bylaw Notice Enforcement Bylaw No. 638, 2011* be prepared.

*The Committee recessed at 11:38 a.m. and reconvened at 11:47 a.m.*

**Recommendation No. 6**      *Bylaw Nos. 641.12, 2019 and 310.185, 2019 for 2723 Toni Road, Roberts Creek*

The Planning and Community Development Committee recommended 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 Third Reading and Adoption be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* and *Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019* be forwarded to the Board for Third Reading and Adoption.

**Recommendation No. 7**      *Provincial Referral File 2412315 - Chickwat Creek Laydown Area (Bluearth Renewables Inc.)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00100 Chickwat Creek Laydown Area, Provincial File 2412315 (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:

- a. SCRD does not support the tenure application based on outstanding Building Permit requirements at Chickwat, Upper and Lower Ramona Powerhouses of Blue Earth Renewables.
- b. SCRD requests that the Province make the approval of the License of Occupation conditional upon obtaining Building Permits for buildings and structures at Chickwat, Upper and Lower Ramona lease areas.

**Recommendation No. 8**      *Gibsons & District Aquatic Facility Janitorial Services Contract Extension – Jerry's Janitorial Services*

The Planning and Community Development Committee recommended that the report titled Gibsons & District Aquatic Facility Janitorial Services Contract Extension – Jerry's Janitorial Services be received;

AND THAT the delegated authorities be authorized to enter into a 2-year contract extension with Jerry's Janitorial Services for janitorial services for up to a total 5 year contract value of \$148,470 (plus GST);

AND THAT the Gibsons and District Aquatic Facility base budget be increased up to \$1,000 to cover the difference in costs for the contract extension;

AND THAT the 2020-2024 Financial Plan be amended to reflect updated contract values;

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of February 13, 2020.

**Recommendation No. 9**      *Energy Step Code Update*

The Planning and Community Development Committee recommended that the report titled Energy Step Code Update be received for information;

AND THAT the Chief Building Official indicate to the Energy Step Code Council the Sunshine Coast Regional District's intention to consult the community and local building industry about implementation of the BC Energy Step Code;

AND THAT staff proceed with a regionally coordinated public consultation process for the purpose of receiving input from the community on implementing the Energy Step Code in the Sunshine Coast Regional District;

AND FURTHER THAT staff report to a Committee in Q4 2020 with recommendations to support implementation of the Energy Step Code.

**Recommendation No. 10**     *Egmont/Pender Harbour (Area A) APC Meeting Minutes of January 29, 2020*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of January 29, 2020 be received.

**Recommendation No. 11**     *Halfmoon Bay (Area B) APC Meeting Minutes of January 28, 2020*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of January 28, 2020 be received.

**Recommendation No. 12**     *Roberts Creek (Area D) APC Meeting Minutes of December 16, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of December 16, 2019 be received.

**Recommendation No. 13**     *Agricultural Advisory Committee Meeting Minutes of January 28, 2020*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee meeting minutes of January 28, 2020 be received.

**Recommendation No. 14**     *Sunshine Coast Policing and Public Safety Committee Meeting Minutes of January 16, 2020*

The Planning and Community Development Committee recommended that the Sunshine Coast Policing and Public Safety Committee meeting minutes of January 16, 2020 be received;

AND THAT the following recommendations contained herein be adopted and acted upon as follows:

**Recommendation No. 3**     *Police-Based Victim Service*

The Sunshine Coast Policing and Public Safety Committee recommended that the Police-Based Victim Service – Update and attached letter from Reagan Wright, Program Manager, Community Safety and Crime Prevention Branch, Ministry of Public Safety and Solicitor General be received;

AND THAT the Sunshine Coast Community Services Society be notified of the opportunity to apply for Grant-In-Aid on behalf of the Police-Based Victim Services;

AND FURTHER THAT Reagan Wright, Program Manager, Ministry of Public Safety and Solicitor General, be contacted regarding availability to participate as a delegation along with Denise Woodley at the January 23, 2020 Corporate and Administrative Services Committee.

**Recommendation No. 5**     *Cost of Living Subsidy for RCMP in Rural Communities*

The Sunshine Coast Policing and Public Safety Committee recommended that the correspondence from the Honourable Jean-Yves Duclos, P.C., M.P., Treasury Board dated January 7, 2020 regarding Cost of Living Subsidy for RCMP in Rural Communities be received;

AND THAT the correspondence from the Treasury Board be forwarded to West Vancouver – Sea to Sky Member of Parliament and Powell River – Sunshine Coast Member of Legislative Assembly for information.

**COMMUNICATIONS****Recommendation No. 15**     *School District 46 - Joint Use Committee Meeting*

The Planning and Community Development Committee recommended that the correspondence from Pammila Ruth, Board Chair, School District 46 – Sunshine Coast, dated January 10, 2020, regarding Joint Use Committee Meeting be received.

**Recommendation No. 16**     *Howe Sound Biosphere Region Initiative Society Correspondence*

The Planning and Community Development Committee recommended that the correspondence from Ian Winn, Director, Howe Sound Biosphere Region Initiative Society, dated January 24, 2020, regarding news and updates from the October 25, 2019 Howe Sound Community Forum be received.

**Recommendation No. 17**     *BC Ministry of Agriculture News Release – January 27, 2020*

The Planning and Community Development Committee recommended that the BC Ministry of Agriculture News Release dated January 27, 2020, regarding new residential options proposed for agricultural land be received.

**ADJOURNMENT**     12:17 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**February 20, 2020**

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

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Town of Gibsons	D. Croal
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	Chief Financial Officer / GM, Corporate Services		T. Perreault (in part)
	Manager, Solid Waste Programs		R. Cooper (in part)
	Water and Energy Programs Coordinator		R. Shay (in part)
	Administrative Assistant/Recorder		T. Ohlson
	Media		2
	Public		5

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

**AGENDA** The agenda was amended to include the following items of New Business:

- BC Council of Forest Industries conference
- Letters of Congratulations

**REPORTS**

**Recommendation No. 1** 2019 Water Use and Water Users Analysis

The Infrastructure Services Committee recommended that the report titled 2019 Water Use and Water Users Analysis be received.

**Recommendation No. 2**     *2020 Drought Management Plan Updates*

The Infrastructure Services Committee recommended that the report titled 2020 Drought Management Plan Updates be received;

AND THAT the Drought Management Plan be renamed the Drought Response Plan;

AND THAT the Drought Response Plan be updated to incorporate an option for watering trees, shrubs, and flowers in the morning or evening at Stage 3;

AND FURTHER THAT a request be sent to the Town of Gibsons to harmonize their bylaw for Zone 3 with SCRD's *Water Rates and Regulations Bylaw 422* (Schedule J) concerning the Drought Response Plan regulations.

**Recommendation No. 3**     *Water Supply Advisory Committee*

The Infrastructure Services Committee recommended that the report titled Water Supply Advisory Committee be received;

AND THAT the SCRD initiate a process to establish a Water Supply Advisory Committee as in Option 1 of the staff report;

AND FURTHER THAT staff bring forward draft Terms of Reference for a Water Supply Advisory Committee to a future Committee meeting.

**Recommendation No. 4**     *Recycle BC Curbside Recycling Collection Eligibility Update*

The Infrastructure Services Committee recommended that the report titled Recycle BC Curbside Recycling Collection Eligibility Update be received;

AND THAT staff initiate a questionnaire for the residents of SCRD Electoral Areas B, D, E and F who currently receive curbside garbage collection services to determine interest in receiving and paying for curbside recycling services.

**Recommendation No. 5**     *Commercial Use of SCRD's Green Waste Recycling Program - Considerations*

The Infrastructure Services Committee recommended that the report titled Commercial Use of SCRD's Green Waste Recycling Program - Considerations be received;

AND THAT SCRD Bylaw 405 define residential green waste as all vehicles up to and including small pick-up trucks, but excluding dump-style trucks and dump-style trailers, up to 250 kg;

AND FURTHER THAT the tipping fee for residential green waste remain at \$0.

**Recommendation No. 6**     *Industrial, Commercial and Institutional (ICI) Recycling Considerations*

The Infrastructure Services Committee recommended that the report titled Industrial, Commercial and Institutional (ICI) Recycling Considerations be received;

AND THAT the Industrial, Commercial and Institutional sector utilize existing recycling services;



AND THAT the SCRD Board send a letter to the BC Ministry of Environment and Climate Change Strategy requesting the BC Recycling Regulation be amended to include Industrial, Commercial and Institutional Packaging and Paper Products;

AND THAT the District of Sechelt, Town of Gibsons, Islands Trust, Sechelt Indian Government District and School District No. 46 be added as signatories to the letter to the BC Ministry of Environment and Climate Change Strategy;

AND FURTHER THAT the SCRD bring forward a resolution to UBCM regarding an amendment to the BC Recycling Regulation to include Industrial, Commercial and Institutional Packaging and Paper Products.

**Recommendation No. 7**      *Transportation Advisory Committee Meeting Minutes – January 16, 2020*

The Infrastructure Services Committee recommended that the report titled Transportation Advisory Committee Meeting Minutes – January 16, 2020 be received;

AND THAT the Transportation Advisory Committee meeting start-time be changed from 2:45 p.m. to a 3:00 p.m. start-time.

**Recommendation No. 8**      *Electoral Area D – Library Funding*

The Infrastructure Services Committee recommended that the report titled Electoral Area D – Library Funding be received;

AND THAT for 2020, the Electoral Area D [function 646] contribute \$75,662 toward the Gibsons and District Public Library.

**COMMUNICATIONS**

**Recommendation No. 9**      *Correspondence Regarding Wastewater Treatment Facilities Funding*

The Infrastructure Services Committee recommended that the correspondence from Lyle and Jean Wharton dated January 16, 2020 regarding wastewater treatment facilities funding be received.

**Recommendation No. 10**      *Correspondence Regarding Access to Public Transit for Sunshine Coast Students*

The Infrastructure Services Committee recommended that the correspondence from Capilano Students' Union dated February 3, 2020 regarding access to public transit for Sunshine Coast Students be received;

AND THAT the SCRD authorize the Board Chair to write a letter in response to the Capilano Students' Union letter regarding access to public transit.

**Recommendation No. 11**      *2019 WildSafe BC Sunshine Coast Annual Report*

The Infrastructure Services Committee recommended that the 2019 WildSafe BC Sunshine Coast Annual Report be received.

**NEW BUSINESS****Recommendation No. 12**    *BC Council of Forest and Industries Conference*

The Infrastructure Services Committee recommended that Director Lee be authorized to attend the BC Council of Forest Industries Conference in Prince George on April 1 – 3, 2020;

AND THAT a stipend and expenses be paid to Director Lee for his attendance at the BC Council of Forest Industries Conference in Prince George on April 1 – 3, 2020.

**Recommendation No. 13**    *Letters of Congratulations*

The Infrastructure Services Committee recommended that the SCRD Board Chair be authorized to write a letter of congratulations to the newly elected shíshálh Nation Chief and Council;

AND THAT the SCRD Board Chair be authorized to write a thank you letter to Director Keith Julius for his years of service on the SCRD Board.

*The Infrastructure Services Committee recessed at 11:05 a.m. and reconvened at 11:15 a.m.*

**IN CAMERA**

*The Committee moved In-Camera at 11:15 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* –“personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by 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 12:27 p.m.*

**ADJOURNMENT**

12:29 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – February 27, 2020

**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 4, District Lot 2392, Plan BCP13284, NWD, PID 026-052-482;

**AND FURTHER THAT** the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot B, west part of District Lot 1316, Plan VAP20560, NWD, PID 002-621-312.

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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 owner(s) that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

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

## DISCUSSION

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

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

1. 9434 Stephens Way, Halfmoon Bay

**Lot 4, District Lot 2392, Plan BCP13284, NWD, PID 026-052-482**

**Electoral Area B**

Two buildings were discovered on this property that were constructed without building permits. The owners were notified and to date no permit applications have been received. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

2. 2623 Gulfstream Road / 2607 Lower Road, Roberts Creek

**Lot B, west part of District Lot 1316, Plan VAP20560, NWD, PID 002-621-312**

**Electoral Area D**

Two buildings and structural alterations to an existing building were discovered on this property that were constructed without building permits. The owners were notified and to date no building permit applications have been received. 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	
CAO		Other	

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** SCRD Board – February 27, 2020

**AUTHOR:** Dean McKinley, Chief Administrative Officer

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

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**RECOMMENDATION**

**THAT the February 27, 2020 Chief Administrative Officer's Report be received for information.**

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**BACKGROUND**

This Chief Administrative Officer's (CAO) report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

**DISCUSSION**

February was a busy month with a lot of focus on preparing for adoption of the 2020 budget, activation of our Emergency Operations Centre and monitoring of the situation at both Lower Road and Ocean Beach Esplanade, and continuing to meet with staff, elected officials and representatives from various groups and organizations across the Sunshine Coast.

***Administration:***

I attended the rollout of our new Respectful Workplace Policy which was presented by Gerry Parker. Many of our supervisory staff attended and we learned more about the new policy and gained an understanding as to the importance of our collaborative roles in promoting a safe and respectful work environment.

The Senior Leadership team has met a few times to look at our workloads, discuss our 2020 workplans and to plan for implementation of items approved as part of Round 2 budget in preparation for adoption.

The Emergency Operations Centre remains activated and the State of Local Emergency remains in place as Fortis and MoTI continue to assess the damage and initiate repairs. We should know more about the status of repairs and a potential timeline for rescinding the evacuation orders and alerts and rescinding the State of Local Emergency during the week of February 24<sup>th</sup>.

I participated with the Board in an informative lunch and learn on Tiny Homes presented by some of our planning staff on February 13<sup>th</sup>.

Collective Bargaining is ongoing with progress made in several areas. We remain hopeful we can continue to make progress and agree to terms on a new collective agreement that is positive for all Sunshine Coast Regional District employees.

***Engagement and Communications:***

I attended the SCRD budget presentation done by Tina Perreault in Gibsons on January 28<sup>th</sup> and Sechelt on February 5<sup>th</sup>. Tina also presented the budget to the shíshálh Nation on January 29<sup>th</sup>.

I met with Ian Hall, Director Tize and representatives from the Roberts Creek Community Hall to discuss Roberts Creek land issues.

I went with Directors McMahon, Croal, Lee, Tize and Hiltz to the Local Government Show on February 6<sup>th</sup>. Directors did an excellent job answering questions about the budget and some of the key issues facing the Sunshine Coast Regional District and I successfully managed to remain in a supporting role, off-camera.

I attended the Granthams Hall Grand Re-Opening Celebration on Feb 14<sup>th</sup> with a number of staff and members of the Board. The event was very successful with over 70 people in attendance. It is clear there is a tremendous amount of pride in the hall and appreciation for all of the effort done by so many in making the renovation project a success.

***Infrastructure Management:***

On January 29<sup>th</sup> I had the opportunity to travel to our Mason Road facility with Remko Rosenboom to meet with Utility staff. It was a great opportunity to get to know some of the key people who keep the Sunshine Coast running and we had a good discussion.

***Regional Collaboration and Partnerships:***

I attended the Better Sports Fields collaboration meeting on January 27<sup>th</sup> led by Kevin Clarkson and Ian Hall. It was a very well attended and positive session that should help pave the way for more collaboration and coordination on maintenance and improvements to our sports fields.

I continue to meet with the CAOs from Gibsons and Sechelt regularly to discuss common issues and opportunities for collaboration. One area we are beginning to explore is providing GIS support to the Town of Gibsons.

**CONCLUSION**

The CAO report summarizes key initiatives and activities that align with the priorities of the 2019 - 2023 Strategic Plan and the Board's direction.

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 641.12

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

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 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019*.

#### PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended as follows:

*Map 1: General Land Use* is amended by re-designating Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166 from “Residential C” to “Residential B” as depicted on Appendix ‘A’ attached to and forming part of this bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	28 <sup>TH</sup>	DAY OF MARCH ,	2019
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this			
	28 <sup>TH</sup>	DAY OF MARCH,	2019
READ A SECOND TIME this	28 <sup>TH</sup>	DAY OF NOVEMBER,	2019
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this			
	28 <sup>TH</sup>	DAY OF NOVEMBER,	2019
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	14 <sup>TH</sup>	DAY OF JANUARY,	2020
READ A THIRD TIME this	27 <sup>TH</sup>	DAY OF FEBRUARY,	2020
ADOPTED this	27 <sup>TH</sup>	DAY OF FEBRUARY,	2020

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Corporate Officer

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Chair

# Appendix A to Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019

Amend the Land Use Designation of  
Lot C, West Part of District Lot 1316 New Westminster District, Plan BCP30166  
from Residential C to Residential B

 Subject Property



\_\_\_\_\_  
Chair

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Corporate Officer



## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 310.185

A bylaw to amend the *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 *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019*.

#### PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
  - a. *Schedule B* is amended by rezoning Subdivision District E to Subdivision District D for Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166, as depicted on Appendix 'A', attached to and forming part of this bylaw.
  - b. Insert the following subsection immediately following Section 611.4:
 

611.5 Notwithstanding Section 611.3(1), on any parcels exceeding 3500 m<sup>2</sup> in area and subsequently created from Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166, a permitted second single family dwelling shall not exceed 90 m<sup>2</sup> in gross floor area.

#### PART C – ADOPTION

READ A FIRST TIME this	28 <sup>TH</sup>	DAY OF MARCH ,	2019
READ A SECOND TIME this	28 <sup>TH</sup>	DAY OF NOVEMBER,	2019
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	14 <sup>TH</sup>	DAY OF JANUARY,	2020
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	18 <sup>TH</sup>	DAY OF FEBRUARY ,	2020
READ A THIRD TIME this	27 <sup>TH</sup>	DAY OF FEBRUARY ,	2020

ADOPTED this

27<sup>TH</sup> DAY OF FEBRUARY , 2020

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Corporate Officer

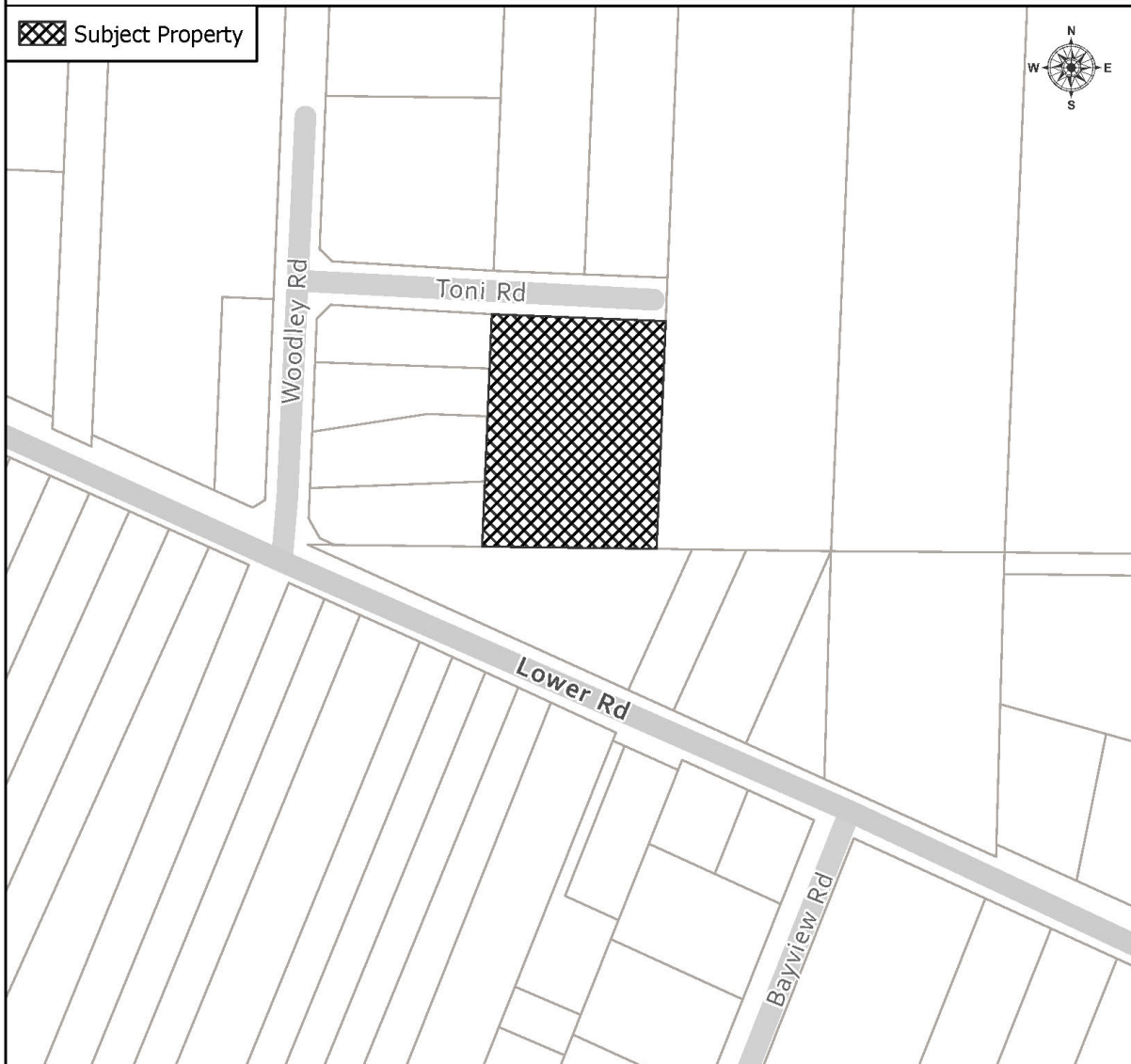
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Chair

## Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019

Amend the Subdivision District of  
Lot C, West Part of District Lot 1316 New Westminster District, Plan BCP30166  
from E to D

 Subject Property



\_\_\_\_\_  
Chair

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

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 310.184

A bylaw to amend the *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 *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018*.

#### PART B – AMENDMENT

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

- a. Replace the definition for “bed and breakfast” in Section 201 with the following definition:

“bed and breakfast” means use of buildings for transient accommodation provided for commercial purposes, auxiliary to the residential use, and occupied by the same occupant(s) for not more than 30 consecutive days, but specifically excludes accommodation provided in a campground, a sleeping unit, a motel, a housekeeping unit, a lodge, a hotel or a resort hotel.

- b. Insert the following definitions in Section 201:

“residential use” means the use of a dwelling or property for the long-term home life of a person or persons who share domestic interest and occupancy of the dwelling or property.

- c. Replace Sections 502.11(a) to (f) with the following sections:

(a) Except as provided for in Section 1001A.4 for the RU1A zone and Section 1001C.3(h) for the RU1C zone or any other parts of this bylaw, the number of bedrooms utilized for bed and breakfast shall not exceed two per dwelling.

(b) The total number of occupants of a bed and breakfast establishment shall not exceed two per each permitted bedroom.

(c) No external indication or advertising associated with a bed and breakfast shall be permitted on the property except a single sign not exceeding 3500 square centimetres.

- (d) Any dwelling utilized for bed and breakfast shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
- (e) A bed and breakfast shall be operated by an operator who resides on the property where the bed and breakfast is located and for the duration when the bed and breakfast is in operation.

### **PART C – ADOPTION**

READ A FIRST TIME this	25 <sup>TH</sup> DAY OF OCTOBER,	2018
READ A SECOND TIME this	23 <sup>RD</sup> DAY OF MAY,	2019
FIRST PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	18 <sup>TH</sup> DAY OF JUNE,	2019
READ A SECOND TIME AS AMENDED this	27 <sup>TH</sup> DAY OF FEBRUARY,	2020
SECOND 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

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Corporate Officer

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Chair

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 337.118

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

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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 *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018*.

#### PART B – AMENDMENT

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:

- a. Revise the definitions for “bed and breakfast home” and “bed and breakfast inn” and insert new definitions in Section 201 as follows:

“bed and breakfast home” means use of buildings for transient accommodation provided for commercial purposes in not more than two bedrooms, auxiliary to the residential use, and occupied by the same occupant(s) for not more than 30 consecutive days, but specifically excludes accommodation provided in a campground, a sleeping unit, a motel, a housekeeping unit, a lodge, a hotel or a resort hotel.

“bed and breakfast inn” means use of buildings for transient accommodation provided for commercial purposes in not more than five bedrooms, auxiliary to the residential use, and occupied by the same occupant(s) for not more than 30 consecutive days, but specifically excludes accommodation provided in a campground, a sleeping unit, a motel, a housekeeping unit, a lodge, a hotel or a resort hotel.

“residential use” means the use of a dwelling or property for the long-term home life of a person or persons who share domestic interest and occupancy of the dwelling or property.

- b. Replace Section 509 Bed and Breakfast Homes and Section 510 Bed and Breakfast Inns with the following:

#### **Bed and Breakfast Homes and Bed and Breakfast Inns**

509 Bed and breakfast homes and bed and breakfast inns, where permitted and herein referred to as bed and breakfast, are subject to the following conditions:

- (a) The total number of occupants of a bed and breakfast establishment shall not exceed two per each permitted bedroom.
- (b) No external indication or advertising associated with a bed and breakfast shall be permitted on the property except a single sign not exceeding 3500 square centimetres.
- (c) Any dwelling utilized for bed and breakfast shall be connected to sewerage disposal and water supply facilities that are in compliance with current regulations pursuant to the *Public Health Act* of British Columbia.
- (d) A bed and breakfast shall be operated by an operator who resides on the property where the bed and breakfast is located and for the duration when the bed and breakfast is in operation.

### **PART C – ADOPTION**

READ A FIRST TIME this	25 <sup>TH</sup> DAY OF OCTOBER,	2018
READ A SECOND TIME this	23 <sup>RD</sup> DAY OF MAY,	2019
FIRST PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	18 <sup>TH</sup> DAY OF JUNE,	2019
READ A SECOND TIME AS AMENDED this	27 <sup>TH</sup> DAY OF FEBRUARY,	2020
SECOND 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

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Corporate Officer

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Chair

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 724

A bylaw to adopt the Five Year Financial Plan for the years 2020 - 2024

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

1. This bylaw may be cited for all purposes as the *Sunshine Coast Regional District Financial Plan Bylaw No. 724, 2020*.
2. Schedule A, attached hereto, and forming part of this bylaw, is hereby adopted pursuant to Section 374 of the *Local Government Act* and is the Sunshine Coast Regional District 2020 – 2024 Financial Plan.

READ A FIRST TIME                      this    27<sup>th</sup>    day of                      February, 2020

READ A SECOND TIME                      this    27<sup>th</sup>    day of                      February, 2020

READ A THIRD TIME                      this    27<sup>th</sup>    day of                      February, 2020

ADOPTED                                      this    27<sup>th</sup>    day of                      February, 2020

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR