



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, MARCH 26, 2020

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 12, 2020 Annex A
Pages 1 – 6
3. Special Emergency Board meeting minutes of March 17, 2020 Annex B
pp 7 – 8

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

4. Planning and Community Development Committee recommendation
Nos. 1-12 of March 12, 2020 Annex C
pp 9 - 12
5. Infrastructure Services Committee recommendation Nos. 1-10 of
March 19, 2020 Annex D
pp 13 - 16
6. Building Official – Notice on Title Annex E
pp 17 - 18
7. Chief Administrative Officer's Report of March 26, 2020 Annex F
pp 19 - 20
8. COVID-19 Update Verbal

COMMUNICATIONS

MOTIONS

BYLAWS

9. *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.8, 2020* Annex G
- **adoption** pp 21 - 23
(Voting – All Directors – 1 vote each)
10. *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.9, 2020* Annex H
- **adoption** pp 24 - 28
(Voting – All Directors – 1 vote each)

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (a), (e), and (2) (b) 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”, “the acquisition, disposition or expropriation of land or improvements...”, and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

March 12, 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.

PRESENT:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	T. Howard (Alt.)
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	M. McLean (Alt.)
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault (in part electronically)
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker
	Deputy Corporate Officer / Recorder		J. Hill
	Administrative Assistant, Corporate Services		T. Crosby
	Media		2
	Public		13

CALL TO ORDER 1:30 p.m.

Vice-Chair **It was moved and seconded**

087/20 THAT Director Hiltz be appointed Vice-Chair for the March 12, 2020 Board meeting.

CARRIED

AGENDA **It was moved and seconded**

088/20 THAT the agenda for the meeting be adopted as amended by adding the following items under New Business:

- Novel Coronavirus (COVID-19) Update;
- Stormwater Management Follow Up; and
- 'Higher Ground 2020' Annual Civic Governance Forum.

CARRIED

MINUTES

Minutes **It was moved and seconded**

089/20 THAT the Regular Board meeting minutes of February 27, 2020 be adopted.

CARRIED

PRESENTATIONS AND DELEGATIONS

John Henderson, Sechelt & District Chamber of Commerce, appeared before the Board and presented a PowerPoint titled 'Sunshine Coast Regional District 2020 Budget' that included financial comparisons, concerns, recommendations, and questions.

REPORTS

Parcel Tax Roll
Review

It was moved and seconded

090/20 THAT Parcel Tax Roll Review Panel minutes of February 27, 2020 be received.

CARRIED

Corporate **It was moved and seconded**

091/20 THAT Corporate and Administrative Services Committee recommendation Nos. 1, 3 and 6 of February 27, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *Youth Appointments to Sunshine Coast Regional District Citizen Advisory Committees*

THAT the report titled Youth Appointments to Sunshine Coast Regional District (SCRD) Citizen Advisory Committees be received;

AND THAT consideration of the following recommendations be postponed pending staff consultation with School District 46 and attendance as a delegation to the District Student Leadership Team to obtain feedback on youth becoming involved with local government on the Sunshine Coast:

AND THAT the Terms of Reference for all current SCRD citizen advisory committees be amended to include membership criteria to provide an option to appoint up to two youth members between the ages of 15 and 18 as eligible voting members for each advisory committee;

AND THAT the option to appoint youth members to SCRD citizen advisory committees become a standard membership requirement

091/20 cont. to be incorporated into the Terms of Reference for future citizen advisory committees;

AND FURTHER THAT staff continue to collaborate with School District No. 46 to develop an outreach process to recruit, encourage, and facilitate youth involvement including an implementation plan to address potential barriers to youth participation with the SCRD.

Recommendation No. 3 *Arenas – Variable Ice Cost and 2020 Spring Ice*

THAT the report titled Sunshine Coast Regional District (SCRD) Arenas – Variable Ice Cost and 2020 Spring Ice be received for information.

Recommendation No. 6 *Objection to Youth Appointments to Sunshine Coast Regional District Citizen Advisory Committees*

THAT the correspondence received from Raquel Kolof, Area E Resident and Agricultural Advisory Committee (AAC) member regarding Objection to Youth Appointments to Sunshine Coast Regional District (SCRD) Citizen Advisory Committees be received.

CARRIED

MOTIONS

Appointment **It was moved and seconded**

092/20 THAT Sarah MacDonald be appointed to the Area F Advisory Planning Commission (APC) for the remainder of the two-year term.

CARRIED

BYLAWS

Bylaw 558.8 **It was moved and seconded**

093/20 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.8, 2020* be read a first time.

CARRIED

Bylaw 558.8 **It was moved and seconded**

094/20 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.8, 2020* be read a second time.

CARRIED

Bylaw 558.8 **It was moved and seconded**

095/20 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.8, 2020* be read a third time.

CARRIED

Bylaw 638.9 **It was moved and seconded**

096/20 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.9, 2020* be read a first time.

CARRIED

Bylaw 638.9 **It was moved and seconded**

097/20 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.9, 2020* be read a second time.

CARRIED

Bylaw 638.9 **It was moved and seconded**

098/20 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.9, 2020* be read a third time.

CARRIED

Bylaw 724 **It was moved and seconded**

099/20 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 724, 2020* be read a third time.

Director Toth and Alternate Director McLean opposed

CARRIED

Bylaw 724 **It was moved and seconded**

100/20 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 724, 2020* be adopted.

Director Toth and Alternate Director McLean opposed

CARRIED

Bylaw 725 **It was moved and seconded**

101/20 THAT *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* be read a first time.

CARRIED

Bylaw 725 **It was moved and seconded**

102/20 THAT *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* be read a second time.

CARRIED

Bylaw 725 **It was moved and seconded**

103/20 THAT *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* be read a third time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS

The Senior Manager, Human Resources summarized the SCRD's response to date to the Novel Coronavirus (COVID-19) Pandemic. Dr. Geoff McKee, Medical Health Officer at Vancouver Coastal Health, has been invited to present to the March 26, 2020 Corporate and Administrative Services Committee meeting to provide an update on COVID-19.

Stormwater
Management **It was moved and seconded**

104/20 THAT a letter be sent to the Ministry of Transportation and Infrastructure to follow up the stormwater management meeting of February 25, 2020 with respect to requesting the development of a cross-Ministry provincial strategy on stormwater management in rural areas.

CARRIED

Remuneration **It was moved and seconded**

105/20 THAT Director McMahon be authorized to attend the 'Higher Ground 2020' annual civic governance forum in Vancouver, BC on March 27 and 28, 2020;

AND THAT Director McMahon's expenses and stipend be paid to attend the 'Higher Ground 2020' annual civic governance forum in Vancouver, BC on March 27 and 28, 2020.

CARRIED

The Board recessed at 3:37 p.m. and reconvened at 3:44 p.m.

The Board moved In Camera at 3:44 p.m.

IN CAMERA**It was moved and seconded**

106/20

THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (a), (c), (g), 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”, “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 3:58 p.m.

Community Wildfire
Protection Plan

It was moved and seconded

107/20

THAT the Regional Sunshine Coast Community Wildfire Protection Plan project be approved and funded in the amount of \$114,850 by the Community Resiliency Investment Program Grant;

AND THAT the Volunteer and Composite Fire Department Equipment and Training project be approved and funded in the amount of \$100,000 by the Community Emergency Preparedness Fund Grant;

AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.

CARRIED**ADJOURNMENT****It was moved and seconded**

108/20

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:58 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair



SUNSHINE COAST REGIONAL DISTRICT

March 17, 2020

MINUTES OF THE SPECIAL EMERGENCY MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	M. McLean (Alt.)
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	Senior Manager, Human Resources		G. Parker
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Media		0
	Public		0

CALL TO ORDER 11:00 a.m.

AGENDA It was moved and seconded

109/20 THAT the agenda for the meeting be adopted as amended to add:

- COVID-19 Update.

CARRIED

BYLAWS

Bylaw 717.1 It was moved and seconded

110/20 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.1, 2020* be read a first time.

CARRIED

Bylaw 717.1 It was moved and seconded

111/20 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.1, 2020* be read a second time.

CARRIED

Bylaw 717.1 **It was moved and seconded**

112/20 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.1, 2020* be read a third time.

CARRIED

Bylaw 717.1 **It was moved and seconded**

113/20 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.1, 2020* be adopted.

CARRIED

NEW BUSINESS

The Chief Administrative Officer provided an update on the status of SCRD's response to the COVID-19 Pandemic.

ADJOURNMENT It was moved and seconded

114/20 THAT the Special Emergency Board meeting be adjourned.

CARRIED

The meeting adjourned at 11:40 a.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

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

March 12, 2020

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

PRESENT:	Chair Directors	District of Sechelt Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	A. Toth L. Lee L. Pratt T. Howard (Alt.) D. McMahon M. Hiltz B. Rowe (Alt.) D. Croal
ALSO PRESENT:	Chief Administrative Officer GM, Planning and Community Development Acting Manager, Planning and Development Planner Administrative Assistant / Recorder Public Media		D. McKinley I. Hall Y. Siao (in part) J. Clark (in part) A. O'Brien 2 (in part) 1

CALL TO ORDER 9:30 a.m.

Director Lee was appointed as Vice-Chair for the meeting.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Maria Stanborough, Principle Consultant, C+S Planning Group presented to the Committee regarding the Sunshine Coast Child Care Action Plan.

Recommendation No. 1 *Sunshine Coast Child Care Action Plan Delegation*

The Planning and Community Development Committee recommended that the presentation materials from Maria Stanborough, Principle Consultant, C+S Planning Group regarding the Sunshine Coast Child Care Action Plan be received.

REPORTS

Recommendation No. 2 *Sunshine Coast Child Care Action Plan*

The Planning and Community Development Committee recommended that the report titled Sunshine Coast Child Care Action Plan be received;

AND THAT 2029 targets for Sunshine Coast child care spaces as identified in the Child Care Action Plan be approved;

AND THAT SCRD collaborate with other Sunshine Coast local governments to sign a joint letter to the Provincial Minister of Children and Family Development, advocating for implementation of Universal Child Care;

AND FURTHER THAT SCRD appoint a staff member to the Joint Child Care Council.

Recommendation No. 3 *Development Variance Permit Application DVP00047*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit Application DVP00047 (Simoes for Bickerton) be received;

AND THAT Development Variance Permit Application DVP00047, to vary *Zoning Bylaw No. 337, 1990* Section 1021.4 (c) to reduce the required minimum exterior side setback of a proposed single family dwelling from 4.5 metres to 0.466 metres, be issued.

Director Hiltz opposed

Recommendation No. 4 *Lease No. 242739 Renewal - Halfmoon Bay Dock*

The Planning and Community Development Committee recommended that the report titled Lease Renewal for Halfmoon Bay Dock be received;

AND THAT the SCRD apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a replacement tenure to Lease No. 242739 for the Halfmoon Bay Dock;

AND THAT the length of the lease term be for 5 years;

AND FURTHER THAT the delegated authorities be authorized to sign the replacement tenure.

Recommendation No. 5 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of February 26, 2020*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of February 26, 2020 be received.

Recommendation No. 6 *Halfmoon Bay (Area B) APC Meeting Minutes of February 25, 2020*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of February 25, 2020 be received.

Recommendation No. 7 *Roberts Creek (Area D) APC Meeting Minutes of February 24, 2020*

The Planning and Community Development Committee recommended that the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of February 24, 2020 be received.

Recommendation No. 8 *Elphinstone (Area E) APC Meeting Minutes of February 26, 2020*

The Planning and Community Development Committee recommended that the Elphinstone (Area E) Advisory Planning Commission meeting minutes of February 26, 2020 be received.

Recommendation No. 9 *West Howe Sound (Area F) APC Meeting Minutes of February 25, 2020*

The Planning and Community Development Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of February 25, 2020 be received.

Recommendation No. 10 *Agricultural Advisory Committee Meeting Minutes of February 25, 2020*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee meeting minutes of February 25, 2020 be received.

COMMUNICATIONS

Recommendation No. 11 *BC Timber Sales Sunshine Coast 2020 - 2024 Operational Plan*

The Planning and Community Development Committee recommended that the correspondence from Amanda Girard, Planning Forester, BC Timber Sales, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated January 27, 2020, regarding BC Timber Sales Sunshine Coast 2020 - 2024 Operational Plan be received;

AND THAT SCRD contact BCTS to request clarification on their public consultation process regarding block DL 1313;

AND THAT the letter mention the following concerns and questions:

- With reference to Minister Donaldson's letter to the SCRD dated March 29, 2019, there are gaps in the commitments made by the Minister regarding public communication and "modernized land use planning";
- Why has BCTS expanded the cutblock in the 2020 plan?
- What is BCTS's consultation process?
- What are the timelines for public consultation and harvesting plans?
- Does BCTS or the logging company take long term legal responsibility for flooding on downstream properties resulting from logging activities? If not, what is the residents' legal recourse?
- Does BCTS plan to do up to date mapping of creeks and drainages on and downstream from block DL 1313 in residential areas?
- Has the Squamish Nation provided any comments in writing re: block DL 1313?
- What assurances do residents have that the land won't be sold and rezoned for development after logging, as was the case with Block 1312?

AND FURTHER THAT SCRD request a meeting with BCTS to discuss the 2020 – 2024 Operational Plan.

Recommendation No. 12 *shíshálh Nation Proposals to Change Names within the shíshálh swiya*

The Planning and Community Development Committee recommended that the correspondence from Carla Jack, Provincial Toponymist, BC Geographical Names Office, Heritage Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated January 23, 2020, regarding shíshálh Nation proposals to change names within the shíshálh swiya be received.

The Committee recessed at 11:05 a.m. and reconvened at 11:14 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) 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.”

The Committee moved out of In-Camera at 11:25 a.m.

ADJOURNMENT 11:26 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

March 19, 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

PRESENT:	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	M. McLean (Alt.)
		District of Sechelt	D. Siegers
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	General Manager, Infrastructure Services		R. Rosenboom
	Water and Energy Project Coordinator		R. Shay (part)
	Manager, Solid Waste Programs		R. Cooper (part)
	Administrative Assistant/Recorder		T. Crosby
	Media		0
	Public		0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Universal Water Metering Program Overview and Implementation Timelines*

The Infrastructure Services Committee recommended that the report titled Universal Water Metering Program Overview and Implementation Timelines be received.

Recommendation No. 2 *Water Supply Advisory Committee – Terms of Reference*

The Infrastructure Services Committee recommended that the report titled Water Supply Advisory Committee – Terms of Reference be received;

AND THAT the Terms of Reference be approved as amended, as follows:

- Section 3 Membership - the numbering be adjusted;
- Section 3.1 – Membership – “...and not more than 10 *voting* members, with the following representation:...”;;
- Section 3.4 (3.6) – “The Chair and Vice Chair is a voluntary position that will be elected from *voting members* in the first meeting of each year...”;;

AND FURTHER THAT staff be authorized to initiate Water Supply Advisory Committee recruitment.

The General Manager, Infrastructure Services provide the Committee with an update on the 2020 Snow Pack.

Recommendation No. 3 *Garbage Drop-off Service Options for Non-Permanent Residents and Tourists*

The Infrastructure Services Committee recommended that the report titled Garbage Drop-off Service Options for Non-Permanent Residents and Tourists be received;

AND THAT the Option 1 – status quo part-time or travelling residents or tourists utilize existing garbage drop-off services available on the Sunshine Coast or take waste off-coast be approved;

AND THAT staff contact the partners who oversee the existing garbage drop-off services to formalize arrangements at each location which provide specifics of the service and outline requirements for the partners to provide more information regarding volumes and to coordinate the removal at various times based on these volumes;

AND FURTHER THAT staff work with these partners to determine options for diversion strategies such as organics and recycling.

The Committee recessed at 11:06 a.m. and reconvened at 11:14 a.m.

Recommendation No. 4 *Disposal Options for Boats and Motorhomes*

The Infrastructure Services Committee recommended that the report titled Disposal Options for Boats and Motorhomes be received;

AND THAT staff initiate the process in Option 1 as a pilot project - to accept boats, motorhomes and camping trailers under specific conditions at the Sechelt Landfill;

AND THAT the proposed tipping fees of \$265 per tonne for boats, motorhomes and camping trailers be approved and incorporated in an amendment to Bylaw 405;

AND FURTHER THAT staff report back to a Committee in Q4 of 2020 with an evaluation of the effectiveness of the pilot project.

Recommendation No. 5 *Contract Award Groundwater Investigation – Phase 4A Church Road Well Field*

The Infrastructure Services Committee recommended that the report titled Contract Award Groundwater Investigation – Phase 4A Church Road Well Field be received;

AND THAT the contract for Groundwater Investigation – Phase 4A be awarded to Associated Environmental Consultants Inc. in the amount up to \$687,157 (excluding GST);

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

Recommendation No. 6 *Contract Award Raw Water Reservoir Feasibility Study - Phase 4*

The Infrastructure Services Committee recommended that the report titled Contract Award Raw Water Reservoir Feasibility Study - Phase 4 be received;

AND THAT the contract for Raw Water Reservoir Feasibility Study - Phase 4 be awarded to Integrated Sustainability Consultants Ltd. in the amount up to \$239,980 (excluding GST);

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

Director McMahon opposed.

Recommendation No. 7 *Solid Waste Plan Monitoring Advisory Committee (PMAC) Meeting Minutes – February 19, 2020*

The Infrastructure Services Committee recommended that the report titled Solid Waste Plan Monitoring Advisory Committee (PMAC) Meeting Minutes – February 19, 2020 be received.

COMMUNICATIONS

Recommendation No. 8 *Correspondence Regarding Cancellation of Uphill Transit Service on Flume Road*

The Infrastructure Services Committee recommended that the correspondence from the residents of Ikelon Trailer Court regarding the cancellation of uphill transit service on Flume Road be received;

AND THAT the communication and petition from Flume Road residents dated February 21, 2020 be forward to the Ministry of Transportation and Infrastructure;

AND FURTHER THAT a letter be sent to the Ministry of Transportation and Infrastructure to follow-up on previous communications that have been sent in this regard and include a request for controlled pedestrian crossing, bus activated light or alternative safety options at this location.

Recommendation No. 9 *Transit Service Safety Concerns at Flume Road*

The Infrastructure Services Committee recommended that staff report back to a Q3 2020 Committee with the status of actions and results of the communications with the Ministry of Transportation and Infrastructure regarding transit service safety concerns at Flume Road.

Recommendation No. 10 *Correspondence Regarding Cancellation of Uphill Transit Service on Flume Road*

The Infrastructure Services Committee recommended that the communication and petition from the residents of Ikelon Trailer Court regarding the cancellation of uphill transit service on Flume Road dated February 21, 2020 be forwarded to the Transportation Advisory Committee for information.

IN CAMERA

The Committee moved In-Camera at 12:22 p.m.

The Committee recessed at 12:26 p.m. and reconvened at 12:34 p.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (2) (b) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

The Committee moved out of In Camera at 1:15 p.m.

NEW BUSINESS

Updates were provided by the Chief Administrative Officer as follows:

- *COVID-19 Emergency Operation Centre coordination;*
- *Dual language name change timelines. The Province will confirm the timelines and the Chief Administrative Officer will communicate the update as soon as possible..*

ADJOURNMENT 1:24 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 26, 2020

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

THAT the report titled Placement of Notice on Title be received;

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

BACKGROUND

The SCRD Board adopted the following resolution at its February 27, 2020 regular meeting:

Notice on Title **It was moved and seconded**

072/20 THAT consideration for placement of Notice on Title under Section 57 of the *Community Charter* for Lot B, west part of District Lot 1316, Plan VAP20560, NWD, PID 002-621-312 be postponed to the March 26, 2020 Board meeting.

CARRIED

DISCUSSION

Following the Regular Board meeting of February 27, 2020, staff have communicated with the owner in an effort to confirm a path to compliance.

To date permit applications have not been submitted for the two buildings and the structural alterations to an existing permitted building that were discovered on this property constructed without building permits.

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	X – S. Reid
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 26, 2020

AUTHOR: Dean McKinley, Chief Administrative Officer

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION

THAT the March 26, 2020 Chief Administrative Officer's Report be received for information.

BACKGROUND

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

DISCUSSION

Administration:

I attended the CAO Forum in Victoria on February 26th and 27th. There were several valuable presentations on the agenda, notably, an HR panel led by Gerry Parker that was well received by COAs from all over BC.

I had Lunch with the Sechelt Chamber of Commerce Chair John Henderson on March 3rd. John and I discussed several areas of interest the Chamber had around our proposed 2020 budget.

I attended the AVICC Solid Waste Committee meeting in Nanaimo with Director Lee on March 5th. The Solid Waste committee will continue to meet and the regional COAs may meet separately as well (virtually).

I attended the Ports Monitors Committee (POMO) meeting on March 10th.

I met with Director Lee and residents to discuss Cates Island issues on March 13th.

A Special Board meeting was called on March 17th to amend the Procedures Bylaw to allow for participation in meeting electronically.

With the current emergency situation, all upcoming travel, meetings, and conferences have been cancelled.

Regional Collaboration and Partnerships:

I continue to meet with the CAOs from Gibsons and Sechelt regularly to discuss common issues and opportunities for collaboration. As the current emergency situation continues to evolve, I am in daily communications with the CAOs of the other Sunshine Coast local governments.

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. 558.8

A bylaw to amend Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006

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 *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.8, 2020*.
2. *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006* is hereby amended as follows:
 - a) Delete Schedules 3 and 4 in their entirety and replace with the revised Schedules 3 and 4 as attached hereto.

READ A FIRST TIME	this	12 th	day of	March, 2020
READ A SECOND TIME	this	12 th	day of	March, 2020
READ A THIRD TIME	this	12 th	day of	March, 2020
ADOPTED	this	26 th	day of	March, 2020

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 3

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Zoning Bylaw No. 310, 1987”

OFFENCE	SECTION	FINE
Unauthorized Use	302	150.00
Obstruct Entry of Regional District Employee	304(f)	500.00
Keeping Poultry or Rabbits	502 (2) (a)(b)	150.00
Keeping Poultry or Rabbits	502 (3)	150.00
Keeping Livestock	502 (4)(a)(b)	150.00
Unauthorized Occupancy During Construction	502(9)(a) – 502 (9)(e)	150.00
Unauthorized Home Occupation	502 (10)	150.00
Visible Home Occupation	502 (10) (a)	150.00
Home Occupation Not Enclosed	502 (10) (b)	150.00
Home Occupation Exceeding Allowed Area	502 (10) (d)	150.00
Home Occupation - Unauthorized Employees	502 (10) (e)	150.00
Unauthorized Bed & Breakfast	502(11)(a) – 502 (11)(f)	1,000.00
Unauthorized Sign	502 (13)	150.00
Signs Exceeding Allowed Number	502 (14) (a)	150.00
Sign Exceeding Allowed Area	502 (14) (c)	150.00
Over Height Sign	502 (14) (d)	150.00
Sign Exceeding Allowed Area	502 (15) (a)	150.00
Sign Exceeding Allowed Height	502 (15) (b)	150.00
Landscaping Not Provided	502 (16) (2)	150.00
Over Height Structure	503 (1)	150.00
Over Height Fence	503 (4)	150.00
Structure Within Setback	505 (1)	150.00
Unauthorized Home Business	507	150.00
Unauthorized Siting of Building	507 (1)(a) - 507 (1)(f)	150.00
Storage of Junk	508 (a)	150.00
Motor Vehicle Wrecking	508 (a)	150.00
Storage of Un-Licensed Vehicle	508 (b)	150.00

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 4

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Electoral A Zoning Bylaw No. 337, 1990”

OFFENCE	SECTION	FINE
Unauthorized Use	302	150.00
Obstruct Entry of Regional District Employee	304 (d)	500.00
Keeping Of Farm Animals	503(1)(2)(3)	150.00
Unauthorized Home Business	507	150.00
Visible Home Business	507 (a)	150.00
Home Business Not Enclosed	507 (b)	150.00
Home Business Exceeding Allowed Area	507 (e)	150.00
Home Business - Unauthorized Employees	507 (f) (i)-(ii)	150.00
Unauthorized Bed & Breakfast Homes	509(a)(b)(c)(d)(e)	1,000.00
Unauthorized Bed & Breakfast Inns	510(a)(b)(c)(d)(e)	150.00
Unauthorized Occupancy During Construction	511(a)(b)(c)(d)(e)(f)	150.00
Over Height Structure	513 (1)	150.00
Over Height Fence	513 (4)	150.00
Structure Within Setback	601.3(a) - 601.3(d) 611.4(a) - 611.4(d) 621.6(1)(a)-621.6(1)(d) 621.6(2), 701.4, 711.3, 721.3, 801.2(1), 811.2, 821.2(1)(a)- 821.2(1)(d) 901.2(1)(a)-901.2(1)(c) 911.4(1)(a)-911.4(1)(c) 921.2(1)(a)-921.2(1)(c) 931.3 1001.3(a)-1001.3(c) 1011.5(a)-1011.5(c) 1021.5(a)-1021.5(c) 1031.3(1)(a)-1031.3(1)(c) 1041.2(a)-1041.2(c) 1051.2(a)-1051.2(c) 1101.2, 1111.3	150.00
Parking Area / Loading Area / Storage Area Within Setback	801.2(2), 811.2, 821.2(2), 901.2(2), 911.4(2), 921.2(2), 931.3, 1101.2, 1111.3	150.00

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 638.9

A bylaw to amend *Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638*

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

1. Citation

This Bylaw may be cited as *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.9, 2020*.

2. Amendment

Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638, 2011 is hereby amended as follows:

- a. Replace the table of “Designated Bylaw Contraventions and Penalties” for SCRD Zoning Bylaw No. 310, 1987 and SCRD Electoral Area A Zoning Bylaw No. 337, 1990 contained in Schedule “A” with the revised table as follows:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
SCRD Zoning Bylaw No. 310, 1987	302	Unauthorized Use	\$150	\$135	\$165	Yes
	304(f)	Obstruct Entry of SCRD Employee	\$500	\$450	\$500	No
	502 (2) (a)(b)	Keeping Poultry or Rabbits	\$150	\$135	\$165	Yes
	502 (3)	Keeping Poultry or Rabbits	\$150	\$135	\$165	Yes
	502 (4)(a)(b)	Keeping Livestock	\$150	\$135	\$165	Yes
	502(9)(a) – 502 (9)(e)	Unauthorized Occupancy During Construction	\$150	\$135	\$165	Yes
	502(10)	Unauthorized Home Occupation	\$150	\$135	\$165	Yes

SCRD Zoning Bylaw No. 310, 1987 cont.	502 (10) (a)	Visible Home Occupation	\$150	\$135	\$165	Yes
	502 (10) (b)	Home Occupation Not Enclosed	\$150	\$135	\$165	Yes
	502 (10) (d)	Home Occupation Exceeding Allowed Area	\$150	\$135	\$165	Yes
	502 (10) (e)	Home Occupation - Unauthorized Employees	\$150	\$135	\$165	Yes
	502(11)(a) – 502 (11)(f)	Unauthorized Bed & Breakfast	\$500	\$450	\$500	Yes
	502 (13)	Unauthorized Sign	\$150	\$135	\$165	Yes
	502 (14) (a)	Signs Exceeding Allowed Number	\$150	\$135	\$165	Yes
	502 (14) (c)	Sign Exceeding Allowed Area	\$150	\$135	\$165	Yes
	502 (14) (d)	Over Height Sign	\$150	\$135	\$165	Yes
	502 (15) (a)	Sign Exceeding Allowed Area	\$150	\$135	\$165	Yes
	502 (15) (b)	Sign Exceeding Allowed Height	\$150	\$135	\$165	Yes
	502 (16) (2)	Landscaping Not Provided	\$150	\$135	\$165	Yes
	503 (1)	Over Height Structure	\$150	\$135	\$165	Yes
	503 (4)	Over Height Fence	\$150	\$135	\$165	Yes
	505 (1)	Structure Within Setback	\$150	\$135	\$165	Yes
	507 (1)(a) - 507 (1)(f)	Unauthorized Siting of Building	\$150	\$135	\$165	Yes
	508 (a)	Storage of Junk	\$150	\$135	\$165	Yes
	508 (a)	Motor Vehicle Wrecking	\$150	\$135	\$165	Yes

SCRD Zoning Bylaw No. 310, 1987 cont.	508 (b)	Storage of Un-Licensed Vehicle	\$150	\$135	\$165	Yes
SCRD Electoral Area A Zoning Bylaw No. 337, 1990	302	Unauthorized Use	\$150	\$135	\$165	Yes
	304(d)	Obstruct Entry of SCRD Employee	\$500	\$450	\$500	No
	503(1)(2) (3)	Keeping of Farm Animals	\$150	\$135	\$165	Yes
	507	Unauthorized Home Business	\$150	\$135	\$165	Yes
	507(a)	Visible Home Business	\$150	\$135	\$165	Yes
	507(b)	Home Business Not Enclosed	\$150	\$135	\$165	Yes
	507(e)	Home Business Exceeding Allowed Area	\$150	\$135	\$165	Yes
	507(f) (i)-(ii)	Home Business Unauthorized Employees	\$150	\$135	\$165	Yes
	509(a)(b) (c)(d)(e)	Unauthorized Bed & Breakfast Homes	\$500	\$450	\$500	Yes
	510(a)(b) (c)(d)(e)	Unauthorized Bed & Breakfast Inns	\$150	\$135	\$165	Yes
	511(a)(b) (c)(d)(e)(f)	Unauthorized Occupancy during Construction	\$150	\$135	\$165	Yes
	513(1)	Over Height Structure	\$150	\$135	\$165	Yes
	513(4)	Over Height Fence	\$150	\$135	\$165	Yes

SCRD Electoral Area A Zoning Bylaw No. 337, 1990 cont.	601.3(a) - 601.3(d) 611.4(a) - 611.4(d) 621.6(1)(a)- 621.6(1)(d) 621.6(2), 701.4, 711.3, 721.3, 801.2(1), 811.2, 821.2(1)(a)- 821.2(1)(d) 901.2(1)(a)- 901.2(1)(c) 911.4(1)(a)- 911.4(1)(c) 921.2(1)(a)- 921.2(1)(c) 931.3 1001.3(a)- 1001.3(c) 1011.5(a)- 1011.5(c) 1021.5(a)- 1021.5(c) 1031.3(1)(a) - 1031.3(1)(c) 1041.2(a)- 1041.2(c) 1051.2(a)- 1051.2(c) 1101.2, 1111.3	Structure Within Setback	\$150	\$135	\$165	Yes
	801.2(2), 811.2, 821.2(2), 901.2(2), 911.4(2), 921.2(2), 931.3, 1101.2, 1111.3	Parking Area / Loading Area / Storage Area within Setback	\$150	\$135	\$165	Yes
	1031.3(2)	Intensive Agricultural Use Within Setback	\$150	\$135	\$165	Yes

SCRD Electoral Area A Zoning Bylaw No. 337, 1990	516(1)(a)- 516(1)(f)	Unauthorized Siting of Building	\$150	\$135	\$165	Yes
	517(1)	Unenclosed Storage	\$150	\$135	\$165	Yes
	517(2)	Auto Wrecking	\$150	\$135	\$165	Yes
	517(2)	Salvage Yard	\$150	\$135	\$165	Yes

READ A FIRST TIME this 12th day of March, 2020

READ A SECOND TIME this 12th day of March, 2020

READ A THIRD TIME this 12th day of March, 2020

ADOPTED this 26th day of March, 2020

CORPORATE OFFICER

CHAIR