



SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING
TO BE HELD ELECTRONICALLY AND TRANSMITTED VIA
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT
OFFICES AT 1975 FIELD ROAD, SECHLT, B.C.**

THURSDAY, OCTOBER 28, 2021

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of October 14, 2021

Annex A
Pages 1 – 10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Infrastructure Services Committee recommendation Nos. 2, 3, 6 and 8-10 of October 14, 2021 (*recommendation Nos. 1, 4, 5 and 7 previously adopted*)

Annex B
pp 11 - 14

4. Planning and Community Development Committee recommendation Nos. 1-26 of October 21, 2021

Annex C
pp 15 - 22

5. Placement of Notice on Title – Chief Building Official

Annex D
pp 23 - 24

6. SCRD Board Advocacy – Corporate Officer and Deputy Corporate Officer

Annex E
pp 25 - 30

COMMUNICATIONS

MOTIONS

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to November 6, 2021)

Agricultural Advisory Committee – CANCELLED	October 26 at 3:30 pm
Advisory Planning Commission (Area B) – CANCELLED	October 26 at 7:00 pm
Advisory Planning Commission (Area F) – CANCELLED	October 26 at 7:00 pm
Advisory Planning Commission (Area A) – CANCELLED	October 27 at 7:00 pm
Advisory Planning Commission (Area E) – CANCELLED	October 27 at 7:00 pm
Corporate and Administrative Services Committee	October 28 at 9:30 am
Sunshine Coast Regional Hospital District	October 28 at 1:00 pm
Regular Board	October 28 at 2:00 pm
Special Corporate and Administrative Services Committee	November 1 at 9:30 am
Special Corporate and Administrative Services Committee	November 2 at 9:30 am
Inaugural Board Meeting	November 4 at 2:00 pm

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

Gibsons and District Fire Commission	November 4 at 9:00 am
Local Government Show	November 4 at 4:00 pm

Please note: Meeting dates are current as of print date (October 22, 2021).



SUNSHINE COAST REGIONAL DISTRICT

October 14, 2021

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY AND TRANSMITTED VIA 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	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	B. Beamish (in part)

ALSO PRESENT*:	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
	GM, Community Services	S. Gagnon
	Deputy Corporate Officer / Recorder	J. Hill
	Media	0
	Public	3

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 2:02 p.m.

AGENDA **It was moved and seconded**

270/21 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

271/21 THAT the Regular Board meeting minutes of September 23, 2021 be adopted.

CARRIED

DELEGATIONS

Geoff Bedford, Karl Glackmeyer and Bud Hoffman from the Post Group appeared before the Board to express their concerns with current and potential SCRD water sources. The GM, Infrastructure Services provided an overview of the Dusty Road well field siting that included potential costs, technical considerations and procedural considerations and explained the benefits of water meters in identifying current and future leaks. The Board and staff answered the delegates' questions.

The Board recessed at 3:24 p.m. and reconvened at 3:30 p.m.

Director Beamish left the meeting at 3:28 p.m.

REPORTS

Corporate

It was moved and seconded

272/21

THAT Corporate and Administrative Services Committee recommendation Nos. 1-10, 12, 13 and 15 of September 23, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Holland Lands / Cultural Corner Committee - Communication*

THAT the letter from the Town of Gibsons regarding the Holland Lands / Cultural Corner Committee Terms of Reference be received for information.

Recommendation No. 2 *Gibsons and District Public Library Future Space Needs Assessment*

THAT the Gibsons and District Public Library Future Space Needs Assessment be received for information.

Recommendation No. 3 *Holland Lands / Cultural Corner Committee*

THAT the Sunshine Coast Regional District (SCRD) endorse the following Town of Gibsons resolution regarding the Holland Lands / Cultural Corner Committee:

“THAT the Holland Lands Committee be provided with a summary of how funding is applied to an SCRD asset located on Town owned property;

AND THAT detail of any financial limitations or implications for the expansion of an SCRD asset on Town property using Town funds be included in the summary.”

AND THAT the wording “...SCRD asset on Town property using Town and SCRD funds be included in the summary” be added;

272/21 cont.

AND FURTHER THAT the summary be provided to the Holland Lands Committee prior to October 20, 2021.

Recommendation No. 4 *Holland Lands / Cultural Corner Committee Appointees*

THAT Director Hiltz (with Director Pratt as alternate) be appointed to the Holland Lands / Cultural Corner Committee;

AND THAT the Chief Administrative Officer designate an SCRD staff member to be appointed as a non-voting representative to the Holland Lands / Cultural Corner Committee.

Recommendation No. 5 *Holland Lands / Cultural Corner Committee – Topic for Consideration*

THAT the topic of emergency planning be requested as an item of discussion for the Holland Lands / Cultural Corner Committee.

Recommendation No. 6 *2021 Strategic Plan Review*

THAT the report titled 2021 Strategic Plan Review be received for information;

AND THAT the 2021 Strategic Plan Review amendments be approved and incorporated into the 2019-2023 Strategic Plan, with a further amendment as follows:

- Under “Asset Stewardship” – Plan for and ensure year-round water availability now and for the future – “Undertake a feasibility study to create a new regional service for the protection of watersheds and aquifers.”

Recommendation No. 7 *Board Advocacy Report – October 2021*

THAT the topic of SCRD Board advocacy be referred for further discussion at a Board meeting on or before October 28, 2021.

Recommendation No. 8 *Budget Project Status Report*

THAT the report titled Budget Project Status Report – September 2021 be received for information.

Recommendation No. 9 *Standing and Select Committee Review*

THAT the report titled Standing and Select Committee Review be received for information.

272/21 cont. **Recommendation No. 10** *Advisory Committees – Natural Resources and Agricultural*

THAT staff report to a Committee in Q4 of 2021 regarding options for incorporating public input on natural resources and agricultural issues as possible alternatives to the existing Natural Resources Advisory and the Agricultural Advisory Committees.

Recommendation No. 12 *New Legislative Authority for Electronic Meetings*

THAT the report titled New Legislative Authority for Electronic Meetings be received for information;

AND THAT an amendment to *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018* be prepared to authorize fully electronic and hybrid meetings, without requirement for any number of directors or the meeting Chair to be physically present, for SCRD Board, Standing and Select Committees, Board of Variance, volunteer advisory committee and commission meetings to align with the new legislative authority once it is confirmed post September 28, 2021;

AND FURTHER THAT all related policies, procedures and public notices be updated to reflect the implementation of the new electronic meeting framework.

Recommendation No. 13 *Budget 2022 Communications and Public Engagement Plan*

THAT the report titled Budget 2022 Communications and Public Engagement Plan be received for information.

Recommendation No. 15 *Grant-Status Update*

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

CARRIED

Special Corporate **It was moved and seconded**

273/21 THAT Special Corporate and Administrative Services Committee recommendation Nos. 1-6 of September 29, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Introduction – Board Remuneration Review Overview*

THAT the document titled Remuneration Review: At-A-Glance be received for information.

273/21 cont.

Recommendation No. 2 *Revised Draft – Directors’ Remuneration Bylaw*

THAT the report titled Revised Draft – Directors’ Remuneration Bylaw be received for information;

AND THAT the revised draft *Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 732, 2021* be approved as amended to strike out “Once per calendar year” in Section 3(4).

Recommendation No. 3 *Directors’ Remuneration Review Policy*

THAT the report titled Directors’ Remuneration Review Policy be received for information;

AND THAT the proposed Directors – Remuneration Review Policy 5-1900-2 be approved as amended by striking out “and includes base salaries and supplemental payments that typically take the form of per meeting stipends” in Section 3.6;

AND FURTHER THAT the Terms of Reference for the Directors’ Remuneration Review Task Force be approved with the following amendments:

- in Section 2.1(a) strike out “including consideration of an annual flat rate remuneration structure”;
- in Section 2.2 strike out “...a Corporate and Administrative Services...” and replace with “...an appropriate Standing Committee ...”;
- in Section 4.2 insert “the” as follows: “...will assess current compensations levels for the Regional District...”;
- Section 4.3(b) insert “current directors” as follows: “...such as current directors, former elected officials...”.

Recommendation No. 4 *Review of Directors Reimbursement of Travel and Other Expenses and Constituency Expense Policies*

THAT the report titled Review of Director Reimbursement of Travel and Other Expenses and Constituency Expense Policies be received for information;

AND THAT the Director Reimbursement of Travel and Other Expenses Policy be approved as presented.

273/21 cont.

Recommendation No. 5 *Review of Constituency Expense Policy*

THAT the Constituency Expense Policy be amended as follows:

- In the last sentence of paragraph three, strike out “The cell phone ...” and replace with “Devices not purchased...”;

AND THAT the Constituency Expense Policy be brought back to a future Committee outlining options and the financial implications of implementing a monthly stipend to support internet, cellular phone and data expenses for Directors over and above the existing constituency expense allowance.

Recommendation No. 6 *Directors’ Roles and Responsibilities*

THAT the report titled Directors’ Roles and Responsibilities be received for information;

AND THAT the following summary of discussion be brought back to a future committee for further consideration with respect to the Chair Roles and Responsibilities, the Electoral Area Director Roles and Responsibilities and the Municipal Director Roles and Responsibilities:

- **Comments regarding Chair Role:**

- Under “Typical Responsibilities”

- Communication to the Board – types;
 - Under d) add more detail regarding “setting the tone of the Board” and “maintaining conduct”;
 - Under c) more clarity regarding providing input and direction for agendas;
 - Add: Meet with and consult with the public on matters pertaining to the Regional District;

- Under “Chair Competencies”

- Under (d) consider options to wording other than “Customer Service”;
 - Add: Familiarity / general knowledge of local government legislation;

- Under “Chair Professional Development”

- Strike out “Attend” in the conference listings;

- **Comments regarding Electoral Area Director Role:**

- Under “Typical Responsibilities”

- Add: may be required to chair committee meetings as appointed;
 - Under l) replace “Engage in public consultation...” with “Respond to and assist with constituent inquiries and concerns...”;

273/21 cont.

- Add: Familiarity / general knowledge of local government legislation;

Under “Director Competencies”

- in j) and l) insert “to”: “Ability to...”;

- **Comments regarding Municipal Director:**

Under “Typical Responsibilities”

- Replace instances (2) of “Electoral Area” with “Municipal Director”;
- Add: may be required to chair committee meetings as appointed;
- Under l) replace “Engage in public consultation...” with “Respond to and assist with constituent inquiries and concerns...”;
- Add: Reports back to respective councils on Regional District matters;
- Add: Familiarity / general knowledge of local government legislation;

Under “Director Competencies”

- in j) and l) insert “to”: “Ability to...”;

- Add a section for Professional Development with listed forums / conferences for both Electoral Area Director and Municipal Director roles.

CARRIED

Infrastructure

It was moved and seconded

274/21

THAT Infrastructure Services Committee recommendation Nos. 1, 4, 5 and 7 of October 14, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *2021 Drought Response and Emergency Operations Centre - Update*

THAT the report titled 2021 Drought Response and Emergency Operations Centre - Update be received for information;

AND THAT staff be authorized to proceed with completion of the permitting and approvals process of the Edwards Lake Emergency Siphon system project;

AND FURTHER THAT the estimated total project expenditures of \$175,000 be funded from [370] Regional Water Operating Reserves.

274/21 cont.

Recommendation No. 4 *Request for Proposals (RFP) 2137008 Contract Award – Asphalt Works for Henry Road and Chaster Road Watermain Replacement*

THAT the report titled Request for Proposals (RFP) 2137008 Contract Award – Asphalt Works for Henry Road and Chaster Road Watermain Replacement be received for information;

AND THAT the contract for supply of asphalt paving services for Chaster Road and Henry Road Water Main Replacement Projects be awarded to BA Blacktop Ltd. in the amount of \$241,738.38 (plus GST);

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

Recommendation No. 5 *Wood Waste Receiving and Processing – Contract Extension*

THAT the report titled Wood Waste Receiving and Processing – Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for wood waste receiving and processing be extended for an additional three (3) year period in the amount up to \$2,456,250 (not including GST);

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

Recommendation No. 7 *RFP 2161309 Supply & Install Pool Facility UV Light Disinfection System (Sechelt Aquatic Facility)*

THAT the report titled RFP 2161309 Supply & Install Pool Facility UV Light Disinfection System (Sechelt Aquatic Facility) be received for information;

AND THAT a contract for the Supply and Install of a Pool Facility UV Light Disinfection System for the Sechelt Aquatic Center be awarded to DB Perks & Associates Ltd. for up to \$113,027 (plus GST);

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

CARRIED

COMMUNICATIONS

Letter of Support

It was moved and seconded

275/21

THAT the correspondence from Helga Grout, Chairperson, Pender Harbour Community School Society, dated October 5, 2021 regarding the Pender Harbour Community School Society's Community Learning Centre Building Replacement Project be received for information;

275/21 cont. AND THAT a letter of support be written for the Pender Harbour Community School Societies grant application Canadian Community revitalization Fund (CCRF) for replacement of the Community Learning Centre Building;

AND FURTHER THAT the SCRD support the proposed Community Learning Centre building replacement project.

CARRIED

Operation Update
Meeting Invitation

It was moved and seconded

276/21 THAT the correspondence from Amy Jonsson, Communications Director, Grieg Seafood, dated October 5, 2021 regarding an invitation to SCRD Board and staff to attend Grieg Seafood's first bi-annual Operation Update meeting be received for information.

CARRIED

BYLAWS

Bylaw 732 **It was moved and seconded**

277/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be read a first time.

Director Toth opposed

CARRIED

Bylaw 732 **It was moved and seconded**

278/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be read a second time.

Director Toth opposed

CARRIED

Bylaw 732 **It was moved and seconded**

279/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be read a third time.

Director Toth opposed

CARRIED

Bylaw 732 It was moved and seconded

280/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be adopted.

Director Toth opposed

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT It was moved and seconded

281/21 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:09 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

October 14, 2021

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

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	B. Beamish
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	General Manager, Community Services		S. Gagnon (part)
	GM, Corporate and Administrative Services/CFO		T. Perreault (part)
	Manager, Asset Management		K. Doyle (part)
	Manager, Strategic Initiatives		M. Edbrooke (part)
	Manager, Capital Projects		S. Misiurak (part)
	Water Sustainability Coordinator		J. Callaghan (part)
	Solid Waste Programs Coordinator		A. Patrao (part)
	Recording Secretary		A. O'Brien
	Media		18 (part) +/-
	Public		0

CALL TO ORDER 9:33 a.m.

AGENDA The agenda was adopted as amended, as follows:

- New Verbal Report after Agenda Item No. 6 – SCRD Residential Curbside Collection Update.

REPORTS

The General Manager, Infrastructure Services provided an update on development of the water supply situation since the last update on September 9, 2021 and included the impact of rain events, daily residential water use, emergency measures, outreach and enforcement, education and conservation. The General Manager, Infrastructure Services also provided an update regarding the Church Road Well Field Development and the potential for a Dusty Road Well Field.

Recommendation No. 1 *2021 Drought Response and Emergency Operations Centre - Update*

The Infrastructure Services Committee recommended that the report titled 2021 Drought Response and Emergency Operations Centre - Update be received for information;

AND THAT staff be authorized to proceed with completion of the permitting and approvals process of the Edwards Lake Emergency Siphon system project;

AND THAT the estimated total project expenditures of \$175,000 be funded from [370] Regional Water Operating Reserves;

AND FURTHER THAT this recommendation be forwarded to the October 14, 2021 Board Meeting.

Recommendation No. 2 *Drought Response Plan 2021 Summary*

The Infrastructure Services Committee recommended that the report titled Drought Response Plan 2021 Summary be received for information.

Recommendation No. 3 *Summary of Wastewater Feasibility Study Report*

The Infrastructure Services Committee recommended that the report titled Summary of Wastewater Feasibility Study Report be received for information.

Recommendation No. 4 *Request for Proposals (RFP) 2137008 Contract Award – Asphalt Works for Henry Road and Chaster Road Watermain Replacement*

The Infrastructure Services Committee recommended that the report titled Request for Proposals (RFP) 2137008 Contract Award – Asphalt Works for Henry Road and Chaster Road Watermain Replacement be received for information;

AND THAT the contract for supply of asphalt paving services for Chaster Road and Henry Road Water Main Replacement Projects be awarded to BA Blacktop Ltd. in the amount of \$241,738.38 (plus GST);

AND THAT the delegated authorities be authorized to execute the contracts;

AND FURTHER THAT this recommendation be forwarded to the October 14, 2021 Board Meeting.

SCRD Residential Curbside Collection Update

The General Manager, Infrastructure Services provided the Committee with an update on status and next steps related to the recent service disruptions of the SCRd Residential Curbside Collection Services.

The Committee recessed at 10:46 a.m. and reconvened at 10:57 a.m.

Recommendation No. 5 *Wood Waste Receiving and Processing – Contract Extension*

The Infrastructure Services Committee recommended that the report titled Wood Waste Receiving and Processing – Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for wood waste receiving and processing be extended for an additional three (3) year period in the amount up to \$2,456,250 (not including GST);

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

AND FURTHER THAT this recommendation be forwarded to the October 14, 2021 Board Meeting.

Recommendation No. 6 *Islands Clean Up Community Check-In Engagement Summary*

The Infrastructure Services Committee recommended that the report titled Islands Clean Up Community Check-In Engagement Summary be received for information;

AND THAT staff bring forward an Islands Clean Up – Hardy Island and Surrounding Islands budget proposal to the 2022 Budget Process for consideration.

Recommendation No. 7 *RFP 2161309 Supply & Install Pool Facility UV Light Disinfection System (Sechelt Aquatic Facility)*

The Infrastructure Services Committee recommended that the report titled RFP 2161309 Supply & Install Pool Facility UV Light Disinfection System (Sechelt Aquatic Facility) be received for information;

AND THAT a contract for the Supply and Install of a Pool Facility UV Light Disinfection System for the Sechelt Aquatic Center be awarded to DB Perks & Associates Ltd. for up to \$113,027 (plus GST);

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

AND FUTHER THAT this recommendation be forwarded to the October 14, 2021 Regular Board meeting.

Recommendation No. 8 *Water Supply Advisory Committee Minutes – September 13, 2021*

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of September 13, 2021 be received for information.

Recommendation No. 9 *Solid Waste Management Plan Monitoring Advisory Committee Minutes – September 21, 2021*

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of September 21, 2021 be received for information.

COMMUNICATIONS

Recommendation No. 10 *Correspondence regarding Church Road Well Field Project*

The Infrastructure Services Committee recommended that the correspondence from Alan Johnsrude of the Ministry of Forests, Lands and Natural Resource Operations and Rural Development dated September 8, 2021 regarding the Church Road Well Field Project be received for information.

ADJOURNMENT

11:06 a.m.

Committee Chair

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

October 21, 2021

RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish (part)
ALSO PRESENT:	Acting Chief Administrative Officer General Manager, Planning and Development General Manager, Community Services Manager, Planning and Development Senior Planner Planner Manager, Sustainable Development Parks Superintendent Manager, Recreation Services Manager, Transit & Fleet Interim Manager, Facility Services Manager, Asset Management Recording Secretary/Administrative Assistant Media Public		T. Perreault I. Hall S. Gagnon D. Pady Y. Siao (part) N. Copes (part) R. Shay (part) K. Clarkson (part) G. Donn (part) J. Walton (part) A. van Velzen (part) K. Doyle (part) A. O'Brien 0 13

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented

PRESENTATIONS AND DELEGATIONS

Ruth Simons, Project Lead, Howe Sound Biosphere Region Initiative Society introduced the Marine Reference Guide in the context of the recent UNESCO Biosphere designation.

Fiona Beaty, Project Director, Howe Sound/Atl'ka7tsem Marine Reference Guide presented to the Committee regarding collaborative land and marine planning in Howe Sound and support for the Marine Reference Guide.

Recommendation No. 1 *Howe Sound/Atl'ka7tsem Marine Reference Guide*

The Planning and Community Development Committee recommended that the delegation materials from Fiona Beaty, Project Director, Howe Sound/Atl'ka7tsem Marine Reference Guide be received for information.

REPORTS

General Manager, Planning and Development provided a verbal report regarding Request for additional Public Hearing for Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder of District Lot 1312.

Recommendation No. 2 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019 and Zoning Amendment Bylaw No. 310.182, 2019*

The Planning and Community Development Committee recommended that a Public Hearing to consider *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182, 2019* be scheduled for a future date to be held in the SCRD Boardroom located at 1975 Field Road, Sechelt;

AND THAT the Public Hearing be conducted by means of electronic or other communication facilities to facilitate electronic participation for the Public Hearing as authorized by Section 465 of the *Local Government Act*;

AND FURTHER THAT Director Siegers be delegated as the Chair and Director Tize be delegated as the alternate Chair to conduct the Public Hearing.

Recommendation No. 3 *Telus Telecommunication Tower at Coast Gravity Park – Request for Local Government Concurrence (BC109146)*

The Planning and Community Development Committee recommended that the report titled *Telus Telecommunication Tower at Coast Gravity Park – Request for Local Government Concurrence (BC109146)* be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed *Telus Telecommunication Tower at Coast Gravity Park (Site BC109146)*:

1. Telus has satisfactorily completed consultation with the SCRD; and
2. SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any shíshálh Nation archaeological or environmental concerns.

Recommendation No. 4 *Application for Subdivision in the ALR – 2061 Twin Creeks Road*

The Planning and Community Development Committee recommended that the report titled *Application for Subdivision in the ALR – 2061 Twin Creeks Road* be received for information;

AND THAT Application (ALC 58324, subdivision in the ALR, 2061 Twin Creeks Road) be supported subject to the following conditions:

1. The proposed driveway and bridge to provide access to Lot 2 be constructed in an area with frontage on Port Mellon Highway and deeded to Lot 2;
2. Arable portions of Lots 2 and 3 be prepared for agriculture to the satisfaction of the ALC;
3. Registration of a restrictive covenant in favour of the ALC on Lots 2 and 3 for the purpose of restricting residential uses to an area on each lot to be determined by the ALC.

AND FURTHER THAT SCRD's conditional support for the application be forwarded to the Agricultural Land Commission.

Recommendation No. 5 *Development Permit DP000218 (969 Keith Road)*

The Planning and Community Development Committee recommended that the report titled Development Permit DP000218 (969 Keith Road) be received for information;

AND THAT Development Permit Application DP000218 (Form and Character DPA), to permit the recent placement of two Quonset tents and to permit the proposed placement of two portable buildings, located at 996 Keith Road be issued subject to:

1. Site lighting shall be neutral in colour, downcast only, and with no orange lights permitted;
2. Only free-standing signs not exceeding a maximum height of 2.0 metres above grade and a side surface area not exceeding 3.0m² shall be permitted.

Recommendation No. 6 *Development Variance Permit DVP00075 (3-15200 Hallowell Road)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00075 (3-15200 Hallowell Road) be received for information;

AND THAT Development Variance Permit Application DVP00075 be referred to the Electoral Area A (Egmont/Pender Harbour) Advisory Planning Commission.

The Chair invited comments from the public regarding Development Variance Permit Application DVP00076 (9517 Brooks Lane).

Bart Frymel, 9530 Brooks Lane.

Mr. Frymel stated that his property shares an easement driveway with the subject property. He was not notified about this application. Requested that the application be referred back to staff and the Area B APC to ensure adequate consultation from the community.

Lee-Ann Ennis, 5066 Sherman Lane.

Ms. Ennis stated that her property is located directly across from the proposed development. She is concerned for the old growth trees in the vicinity of the build. Community has not been properly consulted and believes that more consultation is required for this proposal.

Kai Jenkins, General Contractor for DVP00076.

Mr. Jenkins stated that the old growth trees are noted on site plan and intention is to protect the trees, unless they are unsafe for the building or residents. Neighborhood has been consulted on the proposal. Technically challenging site. Working with MOTI on permit process.

Recommendation No. 7 *Development Variance Permit DVP00076 (9517 Brooks Lane)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00076 (9517 Brooks Lane) be received for information;

AND THAT Development Variance Permit Application DVP00076 be referred to the Electoral Area B (Halfmoon Bay) Advisory Planning Commission.

The Committee recessed at 10:20 a.m. for the Great British Columbia Shake Out and reconvened at 10:27 a.m.

Recommendation No. 8 *Frontage Waiver Application FRW00012 (1430 Bonniebrook Heights Road)*

The Planning and Community Development Committee recommended that the report titled Frontage Waiver Application FRW00012 (1430 Bonniebrook Heights Road) be received for information;

AND THAT the required road frontage of a minimum 10% of the lot perimeter for proposed Lots 8, 9, 14 & 15 be waived in order to facilitate a proposed 15-lot subdivision of Lot D District Lot 909 Group 1 New Westminster District Plan LMP44578.

Recommendation No. 9 *Service Agreement with Town of Gibsons for Building Inspection Services*

The Planning and Community Development Committee recommended that the report titled Service Agreement with Town of Gibsons for Building Inspection Services be received for information;

AND THAT the Sunshine Coast Regional District enter into an agreement with the Town of Gibsons for Building Inspection Services for up to 5 years;

AND FURTHER THAT the delegated authorities be authorized to execute the proposed service agreement.

Recommendation No. 10 *Corporate Carbon Neutrality Framework*

The Planning and Community Development Committee recommended that the report titled Corporate Carbon Neutrality Framework be received for information;

AND THAT the Corporate Carbon Neutrality Framework be endorsed;

AND THAT a Corporate Carbon Neutrality Plan that includes a timeline for achieving corporate carbon neutrality be developed in 2022;

AND FURTHER THAT existing policies and related documents be reviewed to identify alignment opportunities with Corporate Carbon Neutrality Framework.

Recommendation No. 11 *Online Accommodation Platform Funding-Approval for Affordable Housing Plan*

The Planning and Community Development Committee recommended that the report titled Online Accommodation Platform Funding-Approval for Affordable Housing Plan be received for information;

AND THAT the SCRD's portion of the Online Accommodation Platform Funding through Destination BC and Sunshine Coast Tourism in the amount of \$86,001 be used toward a Regional Housing Coordinator through the Regional Planning Service [500];

AND FURTHER THAT the 2021 – 2025 Financial Plan Bylaw be amended accordingly.

Recommendation No. 12 *Planning and Development Department 2021 Q3 Report*

The Planning and Community Development Committee recommended that the report titled Planning and Development Department 2021 Q3 Report be received for information.

Recommendation No. 13 *Community Services Department 2021 Q3 Report*

The Planning and Community Development Committee recommended that the report titled Community Services Department 2021 Q3 Report be received for information.

Recommendation No. 14 *New ActiveNet Software Contract*

The Planning and Community Development Committee recommended that the report titled New ActiveNet Software Contract be received for information;

AND THAT the Contract with ActiveNet Software for recreation programming software be renewed for a three-year term in the amount of \$169,578 (\$56,526 annually);

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

The Committee recessed at 11:54 a.m. and reconvened at 12:02 p.m.

Recommendation No. 15 *2021 Community Recreation Facilities Capital Funding Review*

The Planning and Community Development Committee recommended that the report titled 2021 Community Recreation Facilities Capital Funding Review be received for information;

AND THAT the 2022 contribution to Community Recreation [615] Capital Renewal be reinstated to \$770,198 and increased by 2% annually;

AND THAT for 2022, the Gibsons and Area Community Centre's Brine Chiller and Condenser project in the amount of \$917,600 be funded through Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$917,600 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 Gibsons Arena and Community Centre's Brine Chiller and Condenser project;

AND FURTHER THAT the draft 2022-2026 Financial Plan be amended as detailed in Table 3.

Recommendation No. 16 *2022 Community Recreation Facilities Capital Funding Review*

The Planning and Community Development Committee recommended that the annual Recreation Facilities Capital Renewal Funding Plan Review report be brought forward to a future July Standing Committee meeting for information and direction prior to the 2023 - 2027 Financial Planning process.

Recommendation No. 17 *Recreation Facility Lifecycle Assessment Report Summary*

The Planning and Community Development Committee recommended that the report titled Recreation Facility Lifecycle Assessment Report Summary be received for information.

Director Beamish left the meeting at 12:30 p.m.

Recommendation No. 18 *Tyner Park/Lily Lake Storybook Walk Interpretive Signage Project*

The Planning and Community Development Committee recommended that the report titled Tyner Park/Lily Lake Storybook Walk Interpretive Signage Project be received for information;

AND THAT the SCRD support the Pender Harbour Rotary in proceeding with the Storybook Walk Interpretive Signage Project, provided that they:

1. Adhere to any conditions on the project outlined by shíshálh Nation;
2. Acquire all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation;
3. Enter into a Construction Agreement and Stewardship/Operating Agreement;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement and Stewardship/Operating Agreement with the Pender Harbour Rotary.

Recommendation No. 19 *Madeira Park Ranger Station Reading Centre Mobility Ramp Project*

The Planning and Community Development Committee recommended that the report titled Madeira Park Ranger Station Reading Centre Mobility Ramp Project be received for information;

AND THAT the SCRD support the Pender Harbour Rotary Club and the Pender Harbour Reading Centre in proceeding with the mobility ramp project proposal, provided that they:

1. Adhere to any conditions on the project outlined by shíshálh Nation;
2. Acquire all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation;
3. Enter into a Construction Agreement;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Rotary Club and the Pender Harbour Reading Centre.

Recommendation No. 20 *Portable Toilet Services Contract Update*

The Planning and Community Development Committee recommended that the report titled Portable Toilet Services Contract Update be received for information;

AND THAT the contract with Star-Tek Industrial Services Ltd. for portable toilet services be increased to up to \$145,404 (excluding GST);

AND THAT the contract with Star-Tek Industrial Services Ltd. be extended to September 2023 for a value of up to \$50,342 including servicing contingency;

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

Recommendation No. 21 *Halfmoon Bay (Area B) APC Meeting Minutes of September 28, 2021*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of September 28, 2021 be received for information.

Recommendation No. 22 *Elphinstone (Area E) APC Meeting Minutes of September 29, 2021*

The Planning and Community Development Committee recommended that the Elphinstone (Area E) Advisory Planning Commission meeting minutes of September 29, 2021 be received for information.

Recommendation No. 23 *West Howe Sound (Area F) APC Meeting Minutes of September 28, 2021*

The Planning and Community Development Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of September 28, 2021 be received for information.

COMMUNICATIONS**Recommendation No. 24** *Correspondence from Attorney General and Minister Responsible for Housing regarding Climate Action in Buildings*

The Planning and Community Development Committee recommended that the correspondence from David Eby, Attorney General and Minister Responsible for Housing, Province of British Columbia, dated September 14, 2021 regarding SCRD letter of April 22, 2021 regarding climate action in buildings be received for information.

Recommendation No. 25 *Correspondence from Town of Gibsons regarding funding contribution for a fire protection system at the Sechelt Aquatic Centre*

The Planning and Community Development Committee recommended that the correspondence from Rebecca Anderson, Director of Corporate and Legislative Services and Corporate Officer,

Town of Gibsons, dated September 16, 2021 regarding Town of Gibsons funding contribution for a fire protection system at the Sechelt Aquatic Centre be received for information.

Recommendation No. 26 *Correspondence from Ministry of FLNRORD and shíshálh Nation regarding Shared Decision Making (SDM) process for private and commercial moorage*

The Planning and Community Development Committee recommended that the correspondence from Kevin Haberl, Director, Authorizations, South Coast Regional Operations Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and Jasmine Paul, Stewardship & Territorial Land Manager Division Manager, shíshálh Nation, dated September 27, 2021 regarding website launch on October 1, 2021 for the Shared Decision Making (SDM) process for private and commercial moorage be received for information;

AND THAT a response letter be sent to Ministry of Forests, Lands, Natural Resource Operations and Rural Development and shíshálh Nation from the SCRD Board stressing that the quarterly meetings can not be considered as consultation;

AND THAT SCRD continues to ask for effective consultation with residents and the SCRD, including a seat for the SCRD at various Foundation Agreement tables;

AND FURTHER THAT SCRD encourages consultation to continue with the Pender Harbour Area Residents Association (PHARA) to address resolution to two major concerns earlier expressed to the SCRD Board as follows:

- a. Concerns related to float buoyancy, stability and light transmission;
- b. Environmental reports and studies that do not provide any information justifying the use of zones for dock management.

ADJOURNMENT

12:45 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 28, 2021

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATIONS

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

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 8, Block 6, District Lot 692, Plan 3633, PID 005-742-757, Folio 746.00509.000;

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 Block 6, District Lot 4284, Plan 7456, PID 010-607-714, Folio 746.06267.000;

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 12, Block 7, District Lot 1317, Plan 7188, PID 010-708-731, Folio 746.02377.000.

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 owners 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 notified all of the registered owners of the properties listed in this report by one of more of the following methods: registered letter, hand delivery, email or regular mail. 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. **1200 Stewart Road, Lot 8, Block 6, District Lot 692, Plan 3633, Group 1, NWD**
PID 005-742-757
Folio 746.00509.000
Electoral Area F

On April 20, 2021, it was discovered that a building had been constructed without a valid building permit. The property owner was contacted but to date no building permit application has been made. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

2. **12885 Oyster Bay Road, Block 6, District Lot 4284, Plan 7456, Group 1, NWD**
PID 010-607-714
Folio 746.06267.000
Electoral Area A

On April 15, 2021, it was discovered that a building had been started without a valid building permit. The property owner was contacted but to date no building permit application has been made. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

3. **3349 Beach Ave, Lot 12, Block 7, District Lot 1317, Plan 7188, Group 1, NWD**
PID 010-708-731
Folio 746.02377.000
Electoral Area D

On March 25, 2021, it was discovered that structural repairs were being made on a building without a valid building permit. The property owner was contacted but to date no building permit application has been made. The SCRD Building Division is not aware of any 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 – October 28, 2021

AUTHOR: Sherry Reid, Corporate Officer
Jennifer Hill, Deputy Corporate Officer

SUBJECT: SCRD BOARD ADVOCACY

RECOMMENDATION

THAT the report titled SCRD Board Advocacy be received for information.

BACKGROUND

The SCRD Board adopted the following resolution at the regular meeting held on October 14, 2021:

272/21 **Recommendation No. 7** *Board Advocacy Report – October 2021*

THAT the topic of SCRD Board advocacy be referred for further discussion at a Board meeting on or before October 28, 2021.

DISCUSSION

The purpose of this report is to bring forward the topic of advocacy as directed by the Board at the October 14, 2021 Regular Board meeting. Per the 2019-2023 Strategic Plan, staff have attached a copy of the 2021 Advocacy Status Update spreadsheet (Attachment A) which lists the strategic focus areas that the Board has identified in their plan.

The SCRD Board's Strategic Focus Area 5 - Advocacy includes the following topics:

- Transportation;
- Regional Land Use and Resource Planning with Province and First Nations;
- Watershed Governance;
- Health Care;
- Climate Emergency;
- Child Care;
- Marine Protection;
- Housing;
- Advanced Education;
- Mental Health and Addiction; and
- Local Government Structure and Regulation.

STRATEGIC PLAN AND RELATED POLICIES

Review of the Board's Strategic Focus Area 5 – Advocacy supports the Board's commitment to reviewing their Strategic Plan annually.

CONCLUSION

The 2019-2023 Strategic Plan reflects the collective vision of the SCRD Board of Directors and provides strategies to guide the SCRD's decisions and allocation of resources. The strategic focus area of advocacy has been brought forward for the Board's further review and discussion.

Attachment A: 2021 Advocacy Status Update Spreadsheet

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	

Tracking #	Topic	Audience	Status / Update
	Transportation – improvements to highway infrastructure, development of cycling/pedestrian infrastructure, ferry service	Ministry of Transportation and Infrastructure, BC Ferries, Transport Canada, Member of the Legislative Assembly, Member of Parliament	
	Regional Land Use and Resource Planning with Province and First Nations - opportunities to participate in collaborative planning	Ministry of Forests, Lands and Natural Resource Operations and Rural Development, Ministry of Indigenous Relations and Reconciliation, Ministry of Municipal Affairs and Housing, Ministry of Transportation and Infrastructure, Indigenous and Northern Affairs Canada, Member of the Legislative Assembly, Member of Parliament	
	Watershed Governance – opportunities for improved protection of watersheds	Ministry of Forests, Lands and Natural Resource Operations and Rural Development, Ministry of Transportation and Infrastructure, Ministry of Environment and Climate Change Strategy, Department of Fisheries and Oceans, Member of the Legislative Assembly, Member of Parliament	

2021 Board Advocacy

Tracking #	Topic	Audience	Status / Update
	Health Care – service improvements across health care spectrum	Ministry of Health, Vancouver Coastal Health, Member of the Legislative Assembly, Member of Parliament	
	Climate Emergency	Ministry of Environment and Climate Change Strategy, Member of the Legislative Assembly, Member of Parliament	
	Child Care – funding to support child care facilities and services and increased wages for workers and subsidies for users	Ministry of Children and Family Development, Ministry of Education, Member of the Legislative Assembly, Member of Parliament	
	Marine Protection - derelict vessels, habitat restoration	Fisheries and Oceans Canada, Coast Guard, Member of the Legislative Assembly, Member of Parliament	

2021 Board Advocacy

Tracking #	Topic	Audience	Status / Update
	Housing – funding and partnership for affordable housing initiatives	Ministry of Municipal Affairs and Housing, Canada Mortgage and Housing Corporation, Member of the Legislative Assembly, Member of Parliament	
	Advanced Education funding and partnership opportunities for delivering post-secondary courses	Ministry of Advanced Education Skills and Training, Capilano University, Vancouver Island University, School District 46, Ministry of Education, Member of the Legislative Assembly, Member of Parliament	
	Mental Health and Addiction - cumulative effect of pandemic is drug addiction/homelessness and more intervention/treatment and support need for municipalities affected	Ministry of Health, Vancouver Coastal Health, Ministry of Mental Health and Addiction, Member of the Legislative Assembly, Member of Parliament	

2021 Board Advocacy

Tracking #	Topic	Audience	Status / Update
	Local Government Structure and Regulation, Public process, Governance, Regulatory framework, Intergovernmental relations, Cumulative impact on decision making	Ministry of Municipal Affairs and Housing, Member of the Legislative Assembly, Member of Parliament	