



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, DECEMBER 8, 2022

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of November 24, 2022

Annex A
Pages 1 - 9

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendations Nos. 1-3 and 7-10 of November 24, 2022 (*recommendation Nos. 4-6 previously adopted*)
Annex B
pp 10 - 14
4. Electoral Area Services Committee Terms of Reference – Corporate Officer
Annex C
pp 15 - 17
5. 2023 Board Appointments – Corporate Officer
Annex D
pp 18 - 20

COMMUNICATIONS

MOTIONS

BYLAWS

6. *Planning and Development Procedures and Fees Amendment*
Bylaw No. 522.18, 2022
– receipt of staff report
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SNGD-1)
Annex E
pp 21 - 27

7. *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.12, 2022*
– **receipt of staff report** (for Bylaws 558.12 and 638.13)
– **first, second, third reading and adoption**
(Voting – All Directors – 1 vote each) Annex F
pp 28 - 30
8. *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.13, 2022*
– **first, second, third reading and adoption**
(Voting – All Directors – 1 vote each) Annex G
pp 31 - 32
9. *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021*
– **adoption**
(Voting – Electoral Area Directors – 1 vote each) Annex H
pp 33 - 35
10. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.1, 2022*
– **first, second, third reading and adoption**
(Voting – Electoral Area Directors – 1 vote each) Annex I
pp 36 - 38
11. *Sunshine Coast Regional District 2023 Revenue Anticipation Borrowing Bylaw No. 738, 2022*
– **receipt of staff report**
– **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, SNGD-1) Annex J
pp 39 - 42

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (f), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual ...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to December 31, 2022)

Finance Committee (Pre-Budget)	December 5-7 at 9:30 am
Committee of the Whole	December 8 at 9:30 am
Regular Board	December 8 at 2:00 pm
Special Committee of the Whole	December 9 at 9:30 am
Electoral Area Services Committee	December 15 at 9:30 am
Special Board Meeting	December 15 at 2:00 pm

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

N/A	
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Please note: Meeting dates are current as of print date (December 2, 2022).



SUNSHINE COAST REGIONAL DISTRICT

November 24, 2022

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

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	J. Henderson
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon (in part)
	GM, Planning and Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Electoral Area A, Alternate Director		C. Alexander
	District of Sechelt, Alternate Director		B. Rowe
	Chief Building Official		B. Kennett (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		1

**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 2:03 p.m.

AGENDA **It was moved and seconded**

313/22 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

314/22 THAT the Regular Board meeting minutes of October 27, 2022 be adopted.

CARRIED

Minutes **It was moved and seconded**

315/22 THAT the Inaugural Board meeting minutes of November 10, 2022 be adopted.

CARRIED

Minutes **It was moved and seconded**

316/22 THAT the Special Board meeting minutes of November 15, 2022 be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Ice Installation **It was moved and seconded**

317/22 THAT the previously adopted motion (Resolution 311/22) from the Special Board meeting of November 15, 2022 be amended by striking out:

AND FURTHER THAT the financial plan be amended up to an amount of \$15,000 per week to be funded from Regional Water or Community Recreation Facilities as deemed appropriate until the water use restriction Emergency Order has been lifted.

And replacing it with:

AND FURTHER THAT staff report to an upcoming Committee meeting on the viability and financial implications for using alternative water sources at the Sunshine Coast Arena.

Director Henderson opposed

CARRIED

REPORTS

Committee of the Whole

It was moved and seconded

318/22 THAT Committee of the Whole recommendation Nos. 1-9 of October 27, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *2019-2023 Strategic Plan Review*

THAT the report titled 2019-2023 Strategic Plan Review be received for information;

AND THAT the 2022 Strategic Plan Review amendments be adopted and incorporated into the 2019-2023 Strategic Plan.

318/22 cont.

Recommendation No. 2 *MNP LLP 2022 Audit Service Plan*

THAT the report titled MNP LLP 2022 Audit Service Plan be received for information;

AND THAT the Audit Service Plan from MNP LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2022 be approved as presented.

Recommendation No. 3 *Corporate Q3 Financial Variance*

THAT the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

Recommendation No. 4 *Status of Reserves and Holding Funds Gas Tax Community Works Fund Update*

THAT the report titled Status of Reserves and Holding Funds as at September 30, 2022 be received for information.

Recommendation No. 5 *Gas Tax Community Works Fund Update*

THAT the report titled Gas Tax Community Works Fund Update be received for information.

Recommendation No. 6 *Sechelt Landfill Cover Material Contract Extension*

THAT the report titled 2135203 Sechelt Landfill Cover Material Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for the supply and delivery of cover material to the Sechelt Landfill be extended for an additional one (1) year period to November 28, 2023;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$124,520 to \$199,520 (not including taxes);

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

Recommendation No. 7 *Development Variance Permit DVP00082*

THAT the report titled Development Variance Permit DVP00082 (13230 Pinehaven Way) be received for information;

AND THAT DVP00082, to vary Zoning Bylaw No. 337, Section 1011.5(b) by reducing the setback from a side parcel line for a structure including roof overhang from 1.5 metres to 0.5 metres, in order to facilitate construction of a single-family dwelling with a garage, be issued.

318/22 cont. **Recommendation No. 8** *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from July 1, 2022 to September 30, 2022 be received for information.

Recommendation No. 9 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for period ending September 30, 2022 be received for information.

CARRIED

Electoral Area
Services

It was moved and seconded

319/22 THAT Electoral Area Services Committee recommendation Nos. 1-3 of November 17, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *Planning and Development Department 2022 Q3 Report*

THAT the report titled Planning and Development Department 2022 Q3 Report be received for information.

Recommendation No. 2 *Bylaw No. 522 - Proposed Planning Fee Amendments*

THAT the report titled Bylaw No. 522 - Proposed Planning Fee Amendments be received for information;

AND THAT staff be directed to bring forward an amendment to *Planning & Development Procedures and Fees Bylaw No. 522* with updates to Schedule B (Fee Schedule) as proposed in this report, to come into effect January 1, 2023.

Recommendation No. 3 *West Howe Sound OCP Amendment Bylaw 640.5 and Zoning Amendment Bylaw 722.1*

THAT the report titled West Howe Sound OCP Amendment Bylaw 640.5 Consideration of Adoption and Zoning Amendment Bylaw 722.1 Consideration of First, Second and Third Readings and Adoption (2061 Twin Creeks Road) be received for information;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021* be forwarded to the Board for Adoption;

AND FURTHER THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.1, 2022* be forwarded to the Board for First, Second and Third Readings and Adoption.

CARRIED

Committee of the
Whole

It was moved and seconded

320/22

THAT Committee of the Whole recommendation Nos. 5-6 of November 24, 2022 be received, adopted and acted upon as follows:

Recommendation No. 5 *November 2022 Storm Damage Emergency Response*

THAT the report titled November 2022 Storm Damage Emergency Response (EOC Tax 22-5989) be received for information;

AND THAT the delegated authorities be authorized to enter into a mutual aid agreement with the Hopkins Landing Waterworks District for the provision of drinking water;

AND THAT a special authorization under the *Water Sustainability Act* be requested from the Province to permit the supply of water outside of the boundaries of the Langdale water system;

AND THAT expenses associated with November 2022 Storm Damage Emergency Response be authorized as follows:

1. [222] Sunshine Coast Emergency Program – up to \$10,000, funded from operating reserves;
2. [370] Regional Water Services – up to \$165,000, funded up to \$100,000 from Regional Water capital reserves and up to \$65,000 in operating reserves;
3. [388] Langdale Wastewater – up to \$21,000, funded from operating reserves;
4. [650] Community Parks – up to \$10,000, funded from operating reserves;

AND THAT the SCRD work with Emergency Management BC (EMBC) and/or Sunshine Coast Regional District property insurers to recover funds for the associated response items listed above;

AND THAT the 2022-2026 Financial Plan be amended accordingly;

AND FURTHER THAT an update on November 2022 Storm Damage Emergency Response be provided to a future Committee.

Recommendation No. 6 *Sechelt Landfill Operations Contract Award*

THAT the report titled Sechelt Landfill Operations Contract Award be received for information;

AND THAT a contract for Sechelt Landfill Operations be awarded to Sicotte Bulldozing Ltd. for a one (1) year period to November 30, 2023, at an up to value of \$783,596, with an option to extend for an additional one (1) year;

- 320/22 cont. AND THAT the delegated authorities be authorized to execute the contract;
- AND THAT this contract be funded by the existing Sechelt Landfill Tipping Fees revenue (\$377,590) and additional Regional Solid Waste [350] taxation (\$406,006);
- AND FURTHER THAT the revised amounts be included in the draft 2023-2027 Financial Plan.

Director Backs opposed

CARRIED

Committee of the Whole

It was moved and seconded

- 321/22 THAT Committee of the Whole recommendation No. 4 of November 24, 2022 be received, adopted and acted upon as follows:
- Recommendation No. 4** *Sechelt Aquatic Centre Fire Sprinkler System Replacement Project Update*
- THAT the report titled Sechelt Aquatic Centre Fire Sprinkler System Replacement Project Update be received for information;
- AND THAT system replacement Option #2 Dry Nitrogen System be approved for detailed design and construction tendering;
- AND THAT the Sechelt Aquatic Centre Fire Sprinkler System Replacement project budget be increased from \$180,200 to \$820,792 (plus GST), with the increase of \$640,592 and total project be funded from short-term debt;
- AND THAT the Sunshine Coast Regional District authorize up to \$815,592 to be borrowed under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Sechelt Aquatic Centre Fire Sprinkler System Replacement Project;
- AND THAT the loan be repaid within 5 years, with no rights of renewal;
- AND THAT the 2022-2026 Financial Plan be amended accordingly;
- AND FURTHER THAT a proposal for the removal of the linear heat detection system be brought forward as part of the 2024 Budget.
- Director Backs opposed*

CARRIED

2022 / 2023

Chair Appointments **It was moved and seconded**

322/22

THAT the report titled 2022 / 2023 Chair Appointments be received for information;

AND THAT the Chair's appointments to the Committee of the Whole, Electoral Area Services Committee, and Finance Committee be affirmed as presented;

AND FURTHER THAT the Chair's appointments to the Board Policy Review Committee be affirmed as follows:

Chair: Kate-Louise Stamford
Vice Chair: Donna McMahon
Members: Kelly Backs and Alton Toth

Director White opposed

CARRIED

Notice on Title

It was moved and seconded

323/22

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 22, Block 5 & 6, District Lot 2951, Plan VAP16826, NWD PID 007-388-900 FOLIO 746.05791.170.

CARRIED

Notice on Title

It was moved and seconded

324/22

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 23, Block 1, District Lot 1321, Plan VAP10812, NWD PID 009-290-168 FOLIO 746.02484.230.

CARRIED

CAO Report

It was moved and seconded

325/22

THAT the November 24, 2022 verbal report from the Office of the CAO be received for information.

CARRIED

MOTIONS

Special Meetings **It was moved and seconded**

326/22 THAT a Special Committee of the Whole meeting be scheduled for December 9, 2022 at 9:30 a.m. to consider 2023 utility rate amendments;

AND THAT a Special Board meeting be scheduled for December 15, 2022 at 2:00 p.m. to consider adoption of utility rate bylaw amendments.

CARRIED

BYLAWS

Bylaw 732.1 **It was moved and seconded**

327/22 THAT *Sunshine Coast Regional District Directors' Remuneration Amendment Bylaw No. 732.1, 2022* be read a first time.

CARRIED

Bylaw 732.1 **It was moved and seconded**

328/22 THAT *Sunshine Coast Regional District Directors' Remuneration Amendment Bylaw No. 732.1, 2022* be read a second time.

CARRIED

Bylaw 732.1 **It was moved and seconded**

329/22 THAT *Sunshine Coast Regional District Directors' Remuneration Amendment Bylaw No. 732.1, 2022* be read a third time.

CARRIED

Bylaw 732.1 **It was moved and seconded**

330/22 THAT *Sunshine Coast Regional District Directors' Remuneration Amendment Bylaw No. 732.1, 2022* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT It was moved and seconded

331/22 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
COMMITTEE OF THE WHOLE**

November 24, 2022

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

PRESENT:	Chair	Town of Gibsons	S. White
	Directors	Electoral Area B	J. Gabias
		Electoral Area A	L. Lee
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	J. Henderson
		District of Sechelt	A. Toth
		Sechelt Indian Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	GM, Corporate Services / Chief Financial Officer		T. Perreault (part)
	General Manager, Infrastructure Services		R. Rosenboom
	General Manager, Community Services		S. Gagnon
	General Manager, Planning and Development		I. Hall
	Manager, Communications and Engagement		A. Buckley (part)
	Manager, Facility Services		A. van Velzen (part)
	Manager, Recreation Services		G. Donn (part)
	Manager, Parks Services		K. Clarkson (part)
	Manager, Protective Services		M. Treit (part)
	Manager, Purchasing and Risk Management		V. Cropp (part)
	Area A Alternate Director		C. Alexander
	District of Sechelt Alternate Director		D. Inkster
	District of Sechelt Alternate Director		B. Rowe
	Administrator / Recorder		T. Crosby
	Media		1
	Public		4

CALL TO ORDER 9:33 a.m.

AGENDA The agenda was adopted as amended, as follows:

- ADD Item No. 7 – Water Supply Update – Verbal / Presentation.

REPORTS**Recommendation No. 1** *Budget Project Status Report*

The Committee of the Whole recommended that the report titled Budget Project Status Report November 2022 be received for information.

Recommendation No. 2 *Budget 2023 Communications Plan*

The Committee of the Whole recommended that the report titled Budget 2023 Communications Plan be received for information.

Recommendation No. 3 *Community Services Department 2022 Q3 Report*

The Committee of the Whole recommended that the report titled Community Services Department 2022 Q3 Report be received for information.

The Committee recessed at 10:05 a.m. and reconvened at 10:13 a.m.

Recommendation No. 4 *Sechelt Aquatic Centre Fire Sprinkler System Replacement Project Update*

The Committee of the Whole recommended that the report titled Sechelt Aquatic Centre Fire Sprinkler System Replacement Project Update be received for information;

AND THAT system replacement Option #2 Dry Nitrogen System be approved for detailed design and construction tendering;

AND THAT the Sechelt Aquatic Centre Fire Sprinkler System Replacement project budget be increased from \$180,200 to \$820,792 (plus GST), with the increase of \$640,592 and total project be funded from short-term debt;

AND THAT the Sunshine Coast Regional District authorize up to \$815,592 to be borrowed under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Sechelt Aquatic Centre Fire Sprinkler System Replacement Project;

AND THAT the loan be repaid within 5 years, with no rights of renewal;

AND THAT the 2022-2026 Financial Plan be amended accordingly;

AND THAT a proposal for the removal of the linear heat detection system be brought forward as part of the 2024 Budget;

AND FURTHER THAT this recommendation be forwarded to the Regular Board Meeting of November 24, 2022.

Director Backs opposed.

Recommendation No. 5 *November 2022 Storm Damage Emergency Response*

The Committee of the Whole recommended that the report titled November 2022 Storm Damage Emergency Response (EOC Tax 22-5989) be received for information;

AND THAT the delegated authorities be authorized to enter into a mutual aid agreement with the Hopkins Landing Waterworks District for the provision of drinking water;

AND THAT a special authorization under the *Water Sustainability Act* be requested from the Province to permit the supply of water outside of the boundaries of the Langdale water system;

AND THAT expenses associated with November 2022 Storm Damage Emergency Response be authorized as follows:

1. [222] Sunshine Coast Emergency Program – up to \$10,000, funded from operating reserves;
2. [370] Regional Water Services – up to \$165,000, funded up to \$100,000 from Regional Water capital reserves and up to \$65,000 in operating reserves;
3. [388] Langdale Wastewater – up to \$21,000, funded from operating reserves;
4. [650] Community Parks – up to \$10,000, funded from operating reserves;

AND THAT the SCRD work with Emergency Management BC (EMBC) and / or Sunshine Coast Regional District property insurers to recover funds for the associated response items listed above;

AND THAT the 2022-2026 Financial Plan be amended accordingly;

AND THAT an update on November 2022 Storm Damage Emergency Response be provided to a future Committee;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 24, 2022.

The General Manager, Infrastructure Services provided an update and presentation titled Water Supply Update.

Recommendation No. 6 *Sechelt Landfill Operations Contract Award*

The Committee of the Whole recommended that the report titled Sechelt Landfill Operations Contract Award be received for information;

AND THAT a contract for Sechelt Landfill Operations be awarded to Sicotte Bulldozing Ltd. for a one (1) year period to November 30, 2023, at an up to value of \$783,596, with an option to extend for an additional one (1) year;

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

AND THAT this contract be funded by the existing Sechelt Landfill Tipping Fees revenue (\$377,590) and additional Regional Solid Waste [350] taxation (\$406,006);

AND THAT the revised amounts be included in the draft 2023-2027 Financial Plan;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 24, 2022.

Director Backs opposed.

Recommendation No. 7 *Lease Agreement for Use of Egmont Radio Tower (SCRD and RCMP)*

The Committee of the Whole recommended that the report titled Lease Agreement for Use of Egmont Radio Tower (SCRD and RCMP) be received for information;

AND THAT the delegated authorities be authorized to execute the Lease Agreement with RCMP for use of the Egmont Radio Tower for 5 years;

AND THAT the annual revenue of \$5,400 from the lease proceeds to be recognized with a reduction to tax subsidy;

AND FURTHER THAT the 2023-2027 draft Financial Plan be amended accordingly.

Recommendation No. 8 *Asset Transfer to Sunshine Coast Search and Rescue Society*

The Committee of the Whole recommended that the report titled Asset Transfer to Sunshine Coast Search and Rescue Society be received for information;

AND THAT the Sunshine Coast Regional District transfer Unit #421 (2007 F550) to Sunshine Coast Search and Rescue Society.

Recommendation No. 9 *2023 Insurance Renewals*

The Committee of the Whole recommended that the report titled 2023 Insurance Renewals: Municipal Insurance Association (MIA), Aon Reed Stenhouse Inc. (Aon) and Insurance Corporation of British Columbia (ICBC) be received for information;

AND THAT payment of up to \$130,000 be authorized for liability insurance to MIA;

AND THAT payment of up to \$380,000 be authorized for property insurance to Aon;

AND THAT payment of up to \$190,000 be authorized for fleet insurance to ICBC;

AND THAT the 2023-2027 Financial Plan be amended to reflect the changes in premiums;

AND FURTHER THAT a proposal for Cyber insurance be brought forward to the 2023 Budget process for consideration.

Recommendation No. 10 *Joint Use Steering Committee Meeting Minutes*

The Committee of the Whole recommended that the Sunshine Coast Regional District and School District No. 46 Joint Use Steering Committee Meeting Minutes of September 21, 2022 be received for information.

IN CAMERA

The Committee moved to In Camera at 11:10 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.”

AND THAT Christine Alexander, Alternate Director for Area A, Darren Inkster, Alternate Director for District of Sechelt and Brenda Rowe, Alternate Director for District of Sechelt, be authorized to attend the November 24, 2022 In Camera Committee of the Whole meeting.

The Committee moved out of In Camera at 11:27 a.m.

ADJOURNMENT

11:28 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – December 8, 2022

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: ELECTORAL AREA SERVICES COMMITTEE TERMS OF REFERENCE

RECOMMENDATION(S)

THAT the report titled Electoral Area Services Committee Terms of Reference be received for information;

AND THAT the revised Standing Committee Terms of Reference for the Electoral Area Services Committee be adopted as presented.

BACKGROUND

Per the section 218 (2) of the *Local Government Act*, the Board Chair may establish committees for matters the chair considers would be better dealt with by committee, and may appoint persons to those committees. At the November 24, 2022 SCRD Board meeting, the Board Chair's standing committee appointments were brought forward for affirmation.

Since the November 24 meeting, the Board Chair has confirmed that membership of the Electoral Area Services (EAS) Committee is to be revised so that it is comprised solely of the five SCRD Electoral Area directors.

DISCUSSION

The purpose of this report is to bring forward revised Terms of Reference for the Electoral Area Services Committee to reflect the change in membership from all SCRD directors to SCRD electoral directors only. It is necessary to formally establish the appointed membership within each standing committee in order to determine what quorum will be set at (majority of appointed members) as well as to clarify member voting eligibility within each committee.

While municipal directors are no longer voting members of the Electoral Area Services Committee, it should be noted that in accordance with section 26 of the Board Procedures Bylaw, "Members of the Board who are attending a meeting of a Standing, Select or Advisory Committee of which they are not a member may take part in any discussion or debate by permission of a majority vote of the Members of the Committee but may not vote."

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The revised Terms of Reference have been brought forward as a result of changes to the membership of the Electoral Area Services Committee. Staff recommend approval of the revised Terms of Reference as proposed.

Attachment A: Revised Electoral Area Services Committee Terms of Reference

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

Attachment A
TERMS OF REFERENCE

Electoral Area Services Committee

1. Purpose

- 1.1 The purpose of the Electoral Area Services Committee is to consider matters related to Sunshine Coast Regional District (SCRD) services that operate in and affect electoral areas only and to make recommendations to the SCRD Board on these matters.

2. Duties/Mandate

- 2.1 The Electoral Area Services Committee is a standing committee of the Board that will consider and make recommendations to the Board on matters that include:

- Rural Planning
- Land Related Environmental Issues
- Heritage Conservation
- Natural Resources Issues
- UBCM/Electoral Area Services
- Halfmoon Bay and Roberts Creek Smoke Control
- Rural Areas Grant-in-Aid
- Economic Development
- Community Parks
- Bicycle and Walking Paths
- Street Lighting
- Ports and Docks
- Waste Water Plants
- Pender Harbour Health Clinic
- Pender Harbour Pool

This list may be amended as the need arises. Matters outside of the mandate of the Committee may be considered as necessary to meet operational requirements.

3. Membership

- 3.1 The Electoral Area Services Committee is comprised of Electoral Area Directors of the SCRD Board.
- 3.2 The Chair and Vice Chair of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District.

4. Operations

- 4.1 The Electoral Area Services Committee will meet on the 3rd Thursday of each month commencing at 9:30 a.m. unless otherwise scheduled by the SCRD Board or the Chair of the Committee.

Approval Date	April 28, 2022	Resolution No.	107/22 rec. No. 2
Approval Date		Resolution No.	
Approval Date		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – December 8, 2022

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: 2023 BOARD APPOINTMENTS

RECOMMENDATIONS

THAT the report titled 2023 Board Appointments be received for information;

AND THAT the Board appoint directors to the committees and organizations set out in Attachment A of this report.

BACKGROUND

Each year, the SCRD Board appoints Directors to various committees and organizations.

DISCUSSION

A draft list of Board appointments is attached for the Board's consideration (Attachment A).

The Board appointments presented for approval are those required as specified by the applicable legislation, terms of reference, or invitation. For example:

- The *Municipal Finance Authority Act* requires that “the regional board of each regional district must appoint from among its directors the required number of persons as members of the authority for that year or until a successor is appointed.”

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend the proposed Board appointments appended in Attachment A be reviewed, updated, and adopted.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

ATTACHMENT A

Board Liaison Appointments to SCRD Advisory Committees

Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) <i>(non-voting per Terms of Reference)</i>	Board Liaison Alternate
Ports Monitors Committee (POMO) <i>(non-voting per Terms of Reference)</i>	Board Liaison Alternate
Water Supply Advisory Committee (WASAC) <i>(non-voting per Terms of Reference)</i>	Board Liaison Alternate

Director Appointments to SCRD Sub-Committees

Joint Use of Schools Steering Committee <i>(3 SCRD Directors per Terms of Reference)</i>	SCRD Appointees
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Commissions

Gibsons & District Fire Commission <i>(Area E and F appointees as per Bylaw No. 448)</i>	Area F Appointee Area E Appointee	Kate Stamford Donna McMahon
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Appointments to Other Committees and Boards

Gibsons & District Library <i>Library Act s 35(2) – Director from one of the participating areas</i>	SCRD Appointee Alternate	
Sechelt Public Library <i>Library Act s 35(2) – Director from one of the participating areas</i>	SCRD Appointee Alternate	
Municipal Finance Authority <i>Municipal Finance Authority Act (1 member and 1 alternate)</i>	SCRD Appointee Alternate	
Municipal Insurance Association <i>(1 member and 1 alternate)</i>	SCRD Appointee Alternate	
Metro Vancouver Aboriginal Relations Committee <i>(one non-voting observer appointee)</i>	SCRD Appointee	
Island Coastal Economic Trust (ICET) <i>(Board Chair per ICET Terms of Reference)</i>	Board Chair	Leonard Lee
AVICC Special Committee on Solid Waste Management <i>(Nine regional districts within the AVICC region are members – invitation for one appointee)</i>	SCRD Appointee Alternate	

ATTACHMENT A

Howe Sound Ocean Watch Action Network <i>(by invitation)</i>	Board Liaison	
Sunshine Coast Youth Action and Awareness Committee <i>(one appointee by invitation)</i>	SCRD Appointee	
District of Sechelt Liquid Waste Management Plan - Steering Committee and Technical Advisory Committee <i>(by invitation – inquiry with Sechelt to confirm continuation)</i>	SCRD Appointee	
Gibsons & District Chamber of Commerce <i>(one liaison by invitation)</i>	Board Liaison	
Sunshine Coast Childcare Action Plan – Joint Childcare Council	SCRD Appointee	
Sunshine Coast Seniors Planning Table <i>(by invitation - established through the Sunshine Coast Resource Centre)</i>	Board Liaison	
Association of Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee <i>(an independent group of local government representatives working to build a climate leadership plan)</i>	SCRD Appointee Alternate	
Southern Sunshine Coast Ferry Advisory Committee <i>(SCRD nominated but appointed by BC Ferries – term expires at the end of 2022)</i>	SCRD Appointee	N/A – holding for call for nominations (appointment made by BC Ferries)
Sunshine Coast Economic Development Organization (SCREDO) <i>(per MOU and funding agreement)</i>	SCRD Liaison Alternate	
Holland Lands/Cultural Corner Select Committee <i>(by invitation – decision from Town of Gibsons on dissolution scheduled for Dec 6 Council meeting)</i>	SCRD Appointee Alternate SCRD Staff	Dean McKinley
Sunshine Coast Tourism Advisory Committee <i>(one appointee per Sunshine Coast Tourism Advisory Committee Terms of Reference)</i>	SCRD Appointee	
Sunshine Coast Affordable Housing Society's Intergovernmental Liaison Group	SCRD Appointees	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – December 8, 2022

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: **AMENDMENT BYLAW NO. 522.18 - PLANNING AND DEVELOPMENT PROCEDURES AND FEES**

RECOMMENDATION(S)

THAT the report titled **Amendment Bylaw No. 522.18 - Planning and Development Procedures and Fees** be received for information;

AND THAT the Board proceed with readings and adoption of *Planning and Development Procedures and Fees Amendment Bylaw No. 522.18, 2022*.

BACKGROUND

The Board adopted the following resolution on November 24, 2022:

319/22 **Recommendation No. 2** Bylaw No. 522 - Proposed Planning Fee Amendments

THAT the report titled Bylaw No. 522 - Proposed Planning Fee Amendments be received for information;

AND THAT staff be directed to bring forward an amendment to *Planning & Development Procedures and Fees Bylaw No. 522* with updates to Schedule B (Fee Schedule) as proposed in this report, to come into effect January 1, 2023.

DISCUSSION

Bylaw 522.18 has been prepared in response to the above noted resolution.

CONCLUSION

Staff recommend the attached amendment bylaw be given three readings and be adopted.

ATTACHMENTS

Planning and Development Procedures and Fees Amendment Bylaw No. 522.18, 2022

Reviewed by:			
Manager		CFO/Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 522.18**

A bylaw to amend Planning and Development Procedures and Fees Bylaw No. 522, 2003.

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 *Planning and Development Procedures and Fees Amendment Bylaw No. 522.18, 2022.*

PART B – AMENDMENT

2. *Planning and Development Procedure and Fees Bylaw No. 522, 2003* is hereby amended as follows:
 - a) Replace reference to “General Manager of Community Services” with “General Manager of Planning and Development” in section 6.
 - b) Delete Schedule B in its entirety and replace with the revised Schedule B attached hereto.
3. This Bylaw comes into force and effect on January 1, 2023.

PART C – ADOPTION

READ A FIRST TIME this 8th day of December, 2022

READ A SECOND TIME this 8th day of December, 2022

READ A THIRD TIME this 8th day of December, 2022

ADOPTED this 8th day of December, 2022

CORPORATE OFFICER

CHAIR

Schedule B – Planning Fees

1. Development Permit (DP)

Application Type	Pre application Fee	Base Fee	Additional Fee
DP: Geotechnical hazard, aquifer protection	\$200	\$800	\$400 for each subsequent DP Area
DP: Riparian and shoreline projection, form and character	\$500	\$1000	\$100 / Unit for form and character
DP involving remediation (where work has commenced without a permit)	\$2500	N/A	N/A

2. Development Variance Permit (DVP)

Application Type	Pre application Fee	Base Fee
DVP: variance from a single bylaw provision (e.g. side yard set back)	\$300	\$2200
DVP: variance from multiple bylaw provisions (e.g. side yard setback, front yard setback and height) or permit requested by another agency	\$500	\$3000
DVP for Sign (involving sign(s) and no other structures)	N/A	\$150

3. Board of Variance

Application Type	Pre application Fee	Base Fee
BOV: variance from a single bylaw provision (e.g. side yard setback)	\$300	\$2200
BOV: variance from multiple bylaw provisions (e.g. side yard setback, front yard setback and height); or permit requested by another agency; or involving industrial, commercial or assembly uses)	\$500	\$3000

4. Other permit fees

Application Type	Base Fee	Additional Fee
Tree Cutting	\$100	N/A
Temporary Use Permits	\$500	\$1/m ² floor area to a maximum of \$1000
Strata conversion	\$650	N/A

5. Work Without Permit(s)

If land alteration, tree cutting, construction of buildings or structures have commenced without a valid permit pursuant to this bylaw:

- (1) the pre-application fee for an application for a development variance permit, Board of Variance, rezoning or official community plan amendment will be double the applicable fee.
- (2) the base fee and any additional fees for such application will be double the applicable fee.

6. Subdivision

An application for subdivision will include a base fee as per the table below for first parcel to be registered, and an additional fee for each additional parcel to be registered, in addition to any fees required pursuant to the *Land Title Act*. In determining the processing fee, the total number of parcels equals the number of parcels, including remainders that will have separate title as a result of the subdivision.

Application Type	Pre application Fee	Base Fee	Additional Fee
Subdivision: up to 9 lots	\$500	\$1700	\$300 per lot
Subdivision: over 10 hectares or over 10 lots	\$1000	\$3000	
Frontage Waiver: request to SCRD to waive the minimum frontage requirements	N/A	\$2200	N/A

7. Zoning Amendment

Application Type	Pre Application Fee	Base Fee	Additional Fee
Zoning Amendment: Text amendment or map amendment for park or environmental protection	\$500	\$5500	N/A
Zoning amendment	\$1000	\$6400	\$300 per unit fee
Zoning Amendment for Cannabis Production or Retail (Combined with a license endorsement request to the Liquor and Cannabis Regulation Branch)	N/A	See "Other fees"	N/A
Amendment outside Official Community Plan (OCP) area	N/A	\$1400	(a) \$60/hour - professional staff time; (b) \$40/hour - technical and clerical staff; (c) consulting services, including fees for legal services, billed at cost; (d) other related expenses, such as covenant registrations, billed at cost. (e) Additional fees will be paid in instalments prior to consideration of third reading and final adoption of the respective bylaw(s).

8. Official Community Plan Amendment

Application Type	Pre Application Fee	Base Fee
OCP Amendment: Text amendment or map amendment for park or environmental protection)	\$500	\$5500
OCP Amendment	\$1000	\$6400
Plan Amendment for Cannabis Production or Retail (Combined with a license endorsement request to the Liquor and Cannabis Regulation Branch)		See "Other fees"

9. Land Use Contracts (LUC)

Application Type	Base Fee
LUC within OCP area	\$2400
LUC outside OCP area	\$1400

10. Other Fees

Type	Description	Fee
Property Information Requests	A request for zoning conformation in writing	\$100
Complex property information request or Comfort Letter	A request for property information in writing that is more than a zoning confirmation.	\$300
Pre-Application Site Inspections	A request made for a pre-application site inspection pursuant to this bylaw, will be billed at a rate of based on staff time spent on site	\$100 /hr
Title documents search from LTSA	Fee is per document.	\$50 / document
Change in Applicant	transferring an application to another owner of any application set out under Section 3 of Bylaw 522	\$200
Permit Amendments	An application made pursuant to this bylaw to amend a permit that has been authorized for issuance will include a processing fee equal to half of the applicable fee, except if in the event that construction, land alteration or tree cutting that is subject to the permit amendment application is undertaken without a valid permit amendment, the permit amendment fee will comprise the entire fee applicable to the permit.	Variable (fee levied in accordance with description)
Cannabis Production and Retail	Where an application is made to rezone a property where cannabis production or retail is proposed to occur the fee for an endorsement will include the zoning bylaw amendment fee	\$4,275
	Where a request for endorsement for cannabis production or retail is received within a permitted zone	\$3,275
Liquor License Application or Amendment	Where a request for endorsement for a new or amended liquor-related license is received within a permitted zone	\$3,275
Local Board of Health Variance	A request, pursuant to Section 8 (a) of the <i>Health Act Sewage Disposal Regulations</i> , to the Sunshine Coast Regional District, constituted as the Local Board of Health, to specify an isolation distance between a natural boundary of tidal water and a proposed sewage absorption disposal area of less than 100 feet, shall include a processing fee, payable to the Sunshine Coast Regional District,	\$500

11. Refunds

An application fee paid pursuant to this bylaw is non-refundable, except;

- (1) where an application is withdrawn within twenty-one (21) days of its submission, in which case a refund equalling half of the applicable fee will be paid to the applicant within 14 (fourteen) days immediately following receipt of the withdrawal notice; or
- (2) where an application to amend an official community plan, zoning bylaw or land use contract does not proceed to a public hearing, a refund of \$2000 will be provided.
- (3) A non-profit corporation or a public utility operated by an improvement district or local government may apply to the Regional District to reduce up to half of the applicable fee for a bylaw amendment application, development permit or development variance permit.
- (4) Public hearing advertisement costs may be waived if advertisement fees have been paid and more than one public hearing is required to correct a procedural and/or legal matter.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – December 8, 2022

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: MUNICIPAL TICKET INFORMATION SYSTEM BYLAW AND BYLAW NOTICE
ENFORCEMENT BYLAW AMENDMENTS

RECOMMENDATIONS

THAT the Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw Amendments report be received for information;

AND THAT the Board proceed with readings and adoption of amendment Bylaws 558.12 and 638.13.

BACKGROUND

The Board adopted *Sunshine Coast Regional District Zoning Bylaw No. 722, 2022* on October 13, 2022. Zoning Bylaw 722 repeals and replaces Zoning Bylaw 310. Violations of SCRD zoning bylaws are ticketable offences per established fine schedules set out in the Municipal Ticket Information System Bylaw and the Bylaw Notice Enforcement Bylaw.

DISCUSSION

The fine schedules and section references in the Municipal Ticket Information System Bylaw and the Bylaw Notice Enforcement Bylaw must now be updated to remove all references to the repealed bylaw 310 and replace them with the new corresponding provisions set out in SCRD Zoning Bylaw No. 722.

CONCLUSION

Staff recommend amendment Bylaws 558.12 and 638.13 be given three readings and be adopted to bring the fine schedules into alignment with the corresponding provisions set out in Zoning Bylaw No. 722.

ATTACHMENTS

Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.12, 2022

Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.13, 2022

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 558.12

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. 558.12, 2022*.
2. *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006* is hereby amended as follows:
 - a) Strike out all references to “Bylaw No. 310” and replace with “Bylaw No. 722”.
 - b) Delete Schedule 3 in its entirety and replace with the revised Schedule 3 as attached hereto.

READ A FIRST TIME	this	8 th	day of	December, 2022
READ A SECOND TIME	this	8 th	day of	December, 2022
READ A THIRD TIME	this	8 th	day of	December, 2022
ADOPTED	this	8 th	day of	December, 2022

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. 722, 2022”

OFFENCE	SECTION	FINE
Unauthorized Use	2.1.1	150.00
Obstruct Entry of Regional District Employee	2.3.1(g)	500.00
Keeping Poultry or Rabbits	5.5.1	150.00
Keeping Poultry or Rabbits	5.5.2	150.00
Keeping Livestock	5.6	150.00
Unauthorized Occupancy During Construction	5.22	150.00
Unauthorized Home-Based Business	5.4	150.00
Visible Home-Based Business	5.4.1(d)	150.00
Home-Based Business Not Enclosed	5.4.1(b)	150.00
Home-Based Business Exceeding Allowed Area	5.4.1(c)	150.00
Home-Based Business - Unauthorized Employees	5.4.1(k)	150.00
Unauthorized Short-Term Rental	5.3	1,000.00
Unauthorized Sign	5.20	150.00
Signs Exceeding Allowed Number	5.20.3(a)	150.00
Sign Exceeding Allowed Area	5.20.3(c)	150.00
Over Height Sign	5.20.3(d)	150.00
Sign Exceeding Allowed Area	5.20.2(a)	150.00
Sign Exceeding Allowed Height	5.20.2(b)	150.00
Landscaping Not Provided	11.2.6 and 11.12.6	150.00
Over Height Structure	5.11	150.00
Over Height Fence	5.12	150.00
Structure Within Setback	5.14	150.00
Unauthorized Siting of Building	5.16	150.00
Motor Vehicle Wrecking	5.19.1(a)	150.00
Storage of Un-Licensed Vehicle	5.19.1(b)	150.00

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 638.13

A bylaw to amend *Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638, 2011*

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. 638.13, 2022*.

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, 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. 722, 2022	2.1.1	Unauthorized Use	\$150	\$135	\$165	Yes
	2.3.1(g)	Obstruct Entry of SCRD Employee	\$500	\$450	\$500	No
	5.5.1	Keeping Poultry or Rabbits	\$150	\$135	\$165	Yes
	5.5.2	Keeping Poultry or Rabbits	\$150	\$135	\$165	Yes
	5.6	Keeping Livestock	\$150	\$135	\$165	Yes
	5.22	Unauthorized Occupancy During Construction	\$150	\$135	\$165	Yes
	5.4	Unauthorized Home- Based Business	\$150	\$135	\$165	Yes
	5.4.1(d)	Visible Home-Based Business	\$150	\$135	\$165	Yes
	5.4.1(b)	Home-Based Business Not Enclosed	\$150	\$135	\$165	Yes
	5.4.1(c)	Home-Based Business Exceeding Allowed Area	\$150	\$135	\$165	Yes

SCRD Zoning Bylaw No. 722, 2022 continued	5.4.1(k)	Home-Based Business - Unauthorized Employees	\$150	\$135	\$165	Yes
	5.3	Unauthorized Short- Term Rental	\$500	\$450	\$500	Yes
	5.20	Unauthorized Sign	\$150	\$135	\$165	Yes
	5.20.3(a)	Signs Exceeding Allowed Number	\$150	\$135	\$165	Yes
	5.20.3(c)	Sign Exceeding Allowed Area	\$150	\$135	\$165	Yes
	5.20.3(d)	Over Height Sign	\$150	\$135	\$165	Yes
	5.20.2(a)	Sign Exceeding Allowed Area	\$150	\$135	\$165	Yes
	5.20.2(b)	Sign Exceeding Allowed Height	\$150	\$135	\$165	Yes
	11.2.6 and 11.12.6	Landscaping Not Provided	\$150	\$135	\$165	Yes
	5.11	Over Height Structure	\$150	\$135	\$165	Yes
	5.12	Over Height Fence	\$150	\$135	\$165	Yes
	5.14	Structure Within Setback	\$150	\$135	\$165	Yes
	5.16	Unauthorized Siting of Building	\$150	\$135	\$165	Yes
	5.19.1(a)	Motor Vehicle Wrecking	\$150	\$135	\$165	Yes
	5.19.1(b)	Storage of Un- Licenced Vehicle	\$150	\$135	\$165	Yes

READ A FIRST TIME this 8th day of December, 2022

READ A SECOND TIME this 8th day of December, 2022

READ A THIRD TIME this 8th day of December, 2022

ADOPTED this 8th day of December, 2022

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 640.5

A bylaw to amend the *West Howe Sound Official Community Plan Bylaw No. 640, 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 *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021*.

PART B – AMENDMENT

2. *West Howe Sound Official Community Plan Bylaw No. 640, 2011* is hereby amended as follows:

Amend *Map 1: Land Use* by re-designating the northwest triangular section of District Lot 4455 Group 1 New Westminster District from “Rural Residential B” to “Mobile Home Park”, as depicted in Appendix A attached to and forming part of this Bylaw.

PART C – ADOPTION

PURSUANT TO SECTION 475 OF THE LOCAL
GOVERNMENT ACT CONSULTATION
REQUIREMENTS COMPLETED in

DECEMBER, 2021

READ A FIRST TIME this

24TH DAY OF FEBRUARY, 2022

READ A SECOND TIME this

24TH DAY OF FEBRUARY, 2022

CONSIDERED IN CONJUNCTION WITH THE
SUNSHINE COAST REGIONAL DISTRICT
FINANCIAL PLAN AND ANY APPLICABLE WASTE
MANAGEMENT PLANS PURSUANT TO
THE LOCAL GOVERNMENT ACT this

24TH DAY OF FEBRUARY, 2022

PUBLIC HEARING HELD PURSUANT TO
THE LOCAL GOVERNMENT ACT this

29TH DAY OF MARCH, 2022

READ A THIRD TIME this

12TH DAY OF MAY, 2022

ADOPTED this

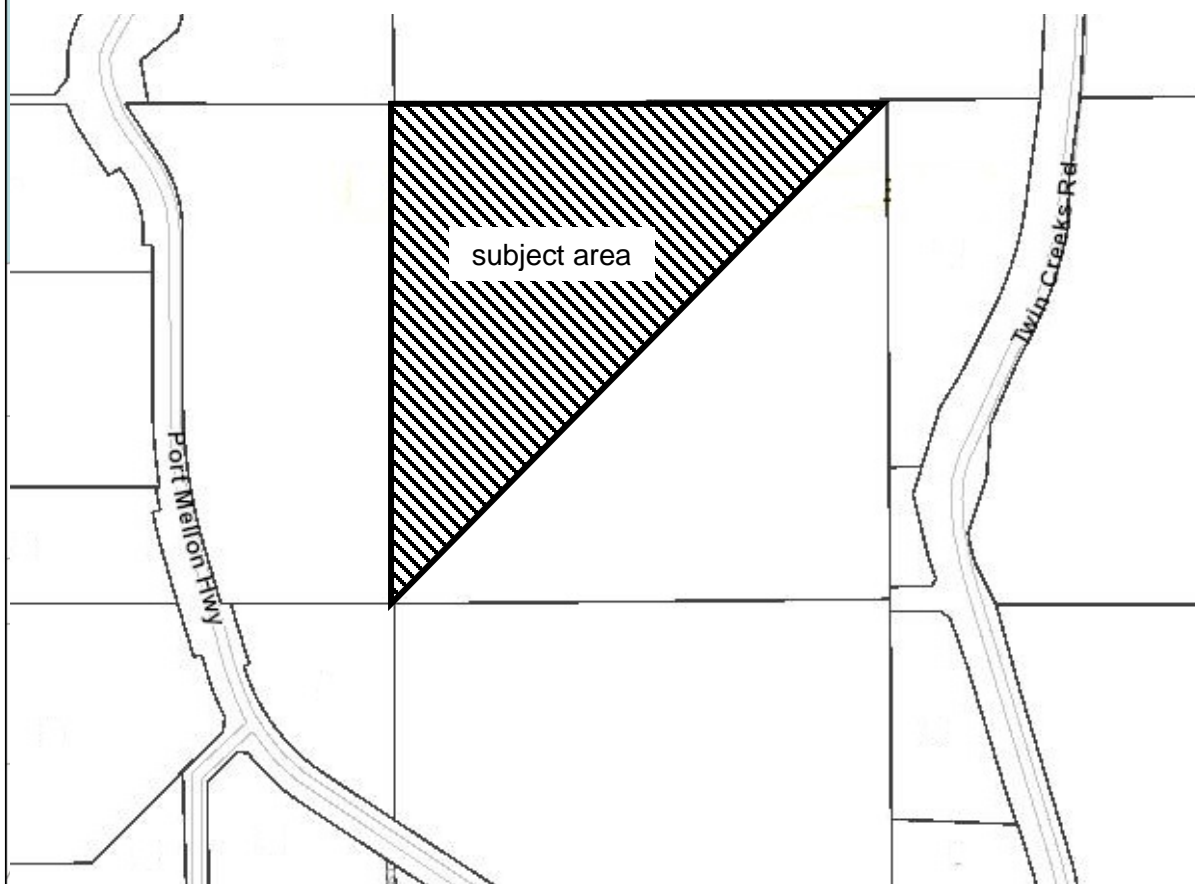
8TH DAY OF DECEMBER, 2022

Corporate Officer

Chair

Appendix A to West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021

Re-designate the northwest triangular section of District Lot 4455 Group 1 New Westminster District (subject area) from "Rural Residential B" to "Mobile Home Park"



Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 722.1

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 722, 2022*

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. 722.1, 2022*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2022* is hereby amended as follows:
 - a. Amend *Schedule A* by rezoning the northwest triangular section of District Lot 4455 Group 1 New Westminster District from “RU2” to “RM3”, and That part of District Lot 4454 lying to the east of the road shown on Reference Plan 4067 Group 1 New Westminster District from “RU2” to “C3”, as depicted in Appendix A to this Bylaw.
 - b. Amend first row of “Conditions” in Section 7.6.3 as follows:

“In District Lot 4455 Group 1 New Westminster District, the number of mobile homes permitted shall not exceed 37.”
 - c. Insert the following sub-section in Section 9.3.7:

“ C) Notwithstanding Section 9.3.2, the following provisions shall apply to That part of District Lot 4454 lying to the east of the road shown on Reference Plan 4067 Group 1 New Westminster District:

 - 1) Only the following uses shall be permitted:
 - a) Campground with a maximum of 10 sites per hectare;
 - b) Washroom and laundry facilities accessory to a campground;
 - c) Restaurant and pub
 - d) Convenience store and retail with a maximum floor area of 100 m²;
 - e) Golf course and clubhouse;
 - f) Billiard room;
 - g) Gymnasium.
 - 2) Notwithstanding Section 821.7, the parcel coverage of all buildings and structures except recreational vehicles or tents shall not exceed 20%.”

PART C – ADOPTION

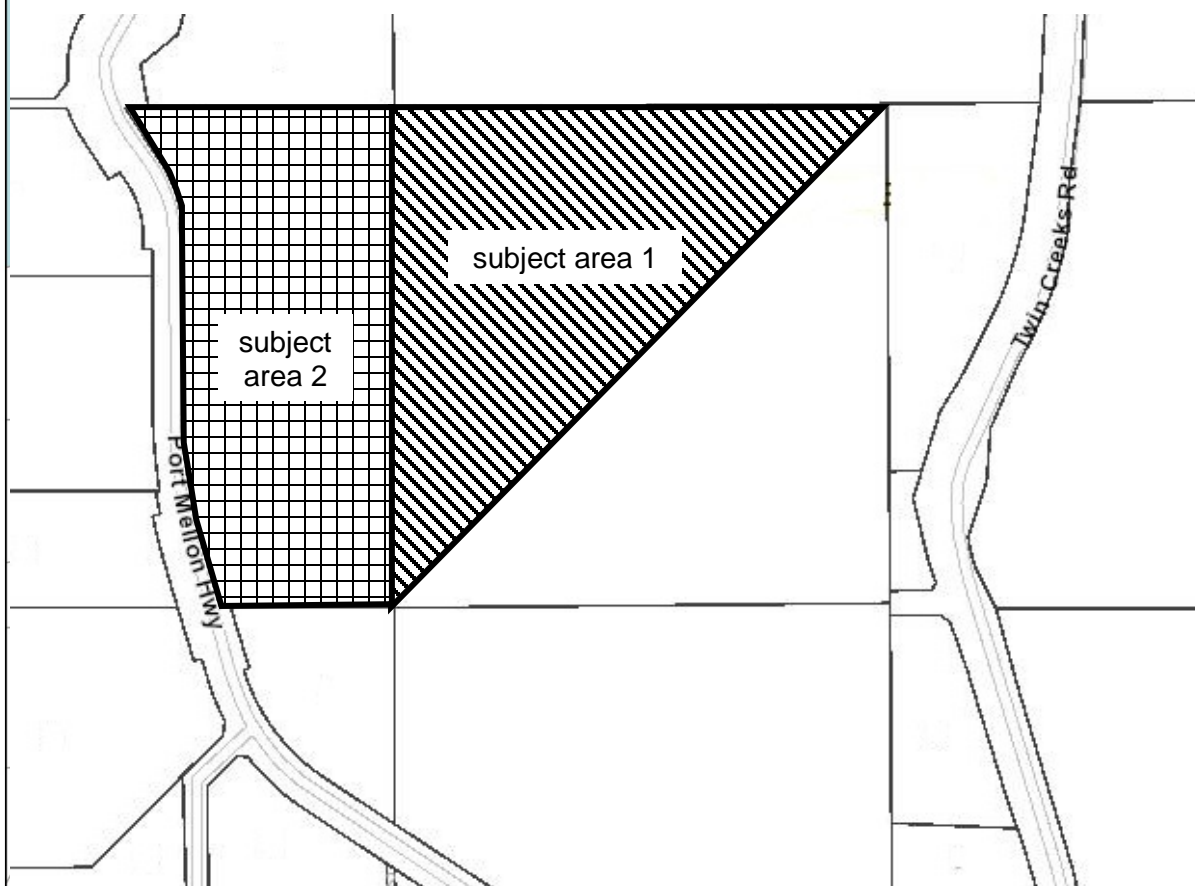
READ A FIRST TIME this	8TH	DAY OF DECEMBER,	2022
READ A SECOND TIME this	8TH	DAY OF DECEMBER,	2022
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	29TH	DAY OF MARCH,	2022
READ A THIRD TIME this	8TH	DAY OF DECEMBER,	2022
ADOPTED this	8TH	DAY OF DECEMBER,	2022

Corporate Officer

Chair

Appendix A to Zoning Amendment Bylaw No. 722.1, 2022

Rezone the northwest triangular section of District Lot 4455 Group 1 New Westminster District (subject area 1) from "RU2" to "RM3", and That part of District Lot 4454 lying to the east of the road shown on Reference Plan 4067 Group 1 New Westminster District (subject area 2) from "RU2" to "C3",



Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – December 8, 2022

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: 2023 REVENUE ANTICIPATION BORROWING BYLAW

RECOMMENDATION(S)

THAT the report titled 2023 Revenue Anticipation Borrowing Bylaw be received for information;

AND THAT Sunshine Coast Regional District 2023 Revenue Anticipation Borrowing Bylaw No. 738, 2022 be given three readings and be adopted.

BACKGROUND

Under section 404 of the *Local Government Act* (Revenue anticipation borrowing), a Board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received. Money borrowed for this purpose must be repaid when the anticipated revenue with respect to which the borrowing was authorized is received.

Property tax revenue is the main source of funding for operating expenditures incurred during the Financial Plan period which begins on January 1. As a result, short term borrowing is required from time to time to fund operating expenditures between January 1 and August 1, 2023.

The 2023 Pre-Budget Financial Plan anticipates revenue from property taxes in excess of \$27,000,000. These revenues are requisitioned from and collected by the Provincial Surveyor of Taxes and Member Municipalities and must be remitted to the Regional District on or before August 1st in each year. The purpose of this report is to secure cash flow funding for 2023 for the SCRD.

DISCUSSION

The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw, annually, to provide for short-term borrowing to fund a portion of operating expenditures included in the financial plan until such time as tax requisition funds have been received.

The maximum amount that may be authorized by bylaw is 75% of all property taxes imposed in the preceding year. The 2022 Revenue Anticipation Bylaw authorized borrowing of up to \$15,000,000 which was deemed sufficient.

In 2022, \$7,953,921 of \$15,000,000 in revenue anticipation funding was drawn. Staff note that the current rates being offered on investments are high and exceed that of the current short-

term financing rate offered through the Municipal Finance Authority (MFA). Therefore, the use of investment funds is not recommended to supplement these costs.

The table below summarizes the borrowing as a percentage of the prior year's ad valorem taxation over the past three years as well as the proposed amount for 2023. The proposed borrowing amount for 2023 results in a borrowing percentage that is consistent with last 3 years.

	2019	2020	2021	2022	2023
Revenue Anticipation Borrowing Bylaw	\$8,000,000	\$12,500,000	\$12,500,000	\$15,000,000	\$15,000,000
Amount Used	\$6,500,000	\$4,500,000	\$5,750,000	\$7,953,921	TBD
Prior Year Ad Valorem Property Taxation	\$18,990,745	\$20,218,598	\$21,168,367	\$24,449,191	\$26,262,456
Borrowing Percentage	42.1%	61.8%	59.1%	61.4%	57.1%

Funds are borrowed through the MFA and are repaid as soon as possible after receipt of the tax revenue. Interest expenses incurred on short term borrowing are offset by revenue from the investment of tax requisition funds in the latter half of the year. These amounts are included in the annual financial plan under General Government.

Financial Implications

Short-term borrowing through the MFA incurs interest based on a floating daily rate. The current interest rate as of December 1 was 4.51%.

Actual interest expenses incurred is dependent on the amount and duration of borrowing as well as the interest rate in effect at the time. The interest expense is offset by income earned on the investment of tax requisition funds in the latter half of the year.

There are no fees to setup the loan and funds can be accessed as required on a non-reciprocal basis. Repayment can be made at any time without notice or penalty.

Timeline for next steps or estimated completion date

Subject to adoption of the Bylaw, a loan application will be submitted to the Municipal Finance Authority in the first quarter of 2023. Final approval of the loan is contingent on a loan agreement and promissory note being signed by the appropriate signing authorities.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

Under section 404 of the *Local Government Act*, a Board may, by bylaw, provide for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures.

Annual property tax revenue used to fund operating expenditures is not received until August 1st in each year. The Sunshine Coast Regional District has historically enacted a Revenue Anticipation Bylaw to provide for short term borrowing to fund a portion of operating expenditures incurred between January 1 and August 1.

Funds borrowed are required to be repaid upon receipt of the revenue in question. Interest expenses are offset by investment income earned on the investment of tax funds in the latter half of the year.

Staff recommend proceeding with the bylaw to authorize borrowing that may be necessary to meet current lawful expenditures.

Reviewed by:			
Manager		Finance	X – B. Wing
GM		Legislative	
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 738

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS it may be necessary for the Sunshine Coast Regional District to borrow money from time to time to meet current lawful expenditures;

AND WHEREAS it is provided by Section 404 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS there are no liabilities outstanding under Section 404;

NOW THEREFORE 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 2023 Revenue Anticipation Borrowing Bylaw No. 738, 2022*.
2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Sunshine Coast Regional District an amount or amounts not exceeding the sum of FIFTEEN MILLION DOLLARS (\$15,000,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the Corporate Seal of the Regional District and signed by the Chair and the Chief Financial Officer.
4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this 8th day of December, 2022

READ A SECOND TIME this 8th day of December, 2022

READ A THIRD TIME this 8th day of December, 2022

ADOPTED this 8th day of December, 2022

CORPORATE OFFICER

CHAIR