



**SUNSHINE COAST REGIONAL DISTRICT
REGULAR BOARD MEETING
AGENDA**

Thursday, September 26, 2024, 1:00 p.m.

**IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHLT, B.C.**

	Pages
1. CALL TO ORDER	
2. AGENDA	
3. MINUTES	
3.1 Regular Board Meeting minutes of September 12, 2024	2
4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS	
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7. COMMUNICATIONS	
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10. DIRECTORS' REPORTS	
11. IN CAMERA	
THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the <i>Community Charter</i> - "personal information about an identifiable individual..."; "labour relations or other employee relations"; "negotiations and related discussions respecting the proposed provision of a municipal service..."	
12. NEW BUSINESS	
13. ADJOURNMENT	



SUNSHINE COAST REGIONAL DISTRICT
MINUTES OF THE MEETING OF THE REGULAR BOARD

September 12, 2024, 1:00 p.m.
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:

- L. Lee, Electoral Area A
- J. Gabias, Electoral Area B
- K. Backs, Electoral Area D
- D. McMahon, Electoral Area E
- K. Stamford, Electoral Area F
- A. Toth, District of Sechelt
- D. Inkster, District of Sechelt
- S. White, Town of Gibsons
- P. Paul, shíshálh Nation Government District

ALSO PRESENT:

- T. Perreault, GM Corporate Services
- R. Rosenboom, GM Infrastructure Services
- S. Gagnon, GM Community Services
- S. Reid, Corporate Officer
- K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS:

- M. Sole, Manager, Solid Waste Services
- S. Walkey, Manager, Utility Services
- S. Bandara, Environmental Planning Coordinator, Regional Water Services
- R. Michael, Fire Chief Gibsons and District Volunteer Fire Department
- D. McIlwraith, FireSmart Coordinator
- J. Waldorf, Manager, Capital Projects, Regional Water Services
- Media: 1;
- Public: 0

CALL TO ORDER

The meeting was called to order at 1:02 p.m.

AGENDA

240/24 It was moved and seconded

THAT the revised agenda be adopted as amended by striking the following item:

Item No. 10: Directors' Reports

CARRIED

MINUTES

Regular Board meeting minutes of July 25, 2024

241/24 It was moved and seconded

THAT the Regular Board meeting minutes of July 25, 2024 be adopted.

CARRIED

Special Board meeting minutes of August 9, 2024

242/24 It was moved and seconded

THAT the Special Board meeting minutes of August 9, 2024 be adopted.

CARRIED

REPORTS

Committee of the Whole meeting recommendation Nos. 1 - 7 of July 25, 2024

243/24 It was moved and seconded

THAT Committee of the Whole meeting recommendation nos. 1 - 7 of July 25, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Corporate and Administrative Services – Semi Annual Report for January to June 2024*

THAT the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2024 be received for information.

Recommendation No. 2 *Asset Management Update*

THAT the report titled Asset Management Update be received for information.

Recommendation No. 3 *Budget Project Status Report – July 2024*

THAT the report titled Budget Project Status Report – July 2024 be received for information.

Recommendation No. 4 *Planning and Development Department 2024 Q2 Report*

THAT the report titled Planning and Development Department 2024 Q2 Report be received for information.

Recommendation No. 5 *Community Services Department 2024 Q2 Report*

THAT the report titled Community Services Department 2024 Q2 Report be received for information.

Recommendation No. 6 *Fare Free Transit for Youth (S-PASS) Implementation Update*

THAT the report titled Fare Free Transit for Youth (S-PASS) Implementation Update be received for information.

Recommendation No. 7 *Infrastructure Services Department – 2024 Q2 Report*

THAT the report titled Infrastructure Services Department – 2024 Q2 Report be received for information.

CARRIED

Sechelt Landfill Emergency Scale Replacement

244/24 It was moved and seconded

THAT the report titled Sechelt Landfill Emergency Scale Replacement be received for information;

AND THAT a new permanent scale for the Sechelt Landfill be procured at a cost of up to \$150,000 to be funded from [350] Solid Waste Services Operating Reserves;

AND THAT the delegated authorities be authorized to execute any agreements related to the procurement of this new scale;

AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.

CARRIED

Landfill Engineering Consulting Services – Contract Amendment

245/24 It was moved and seconded

THAT the report titled Landfill Engineering Consulting Services – Contract Amendment be received for information;

AND THAT the contract with Trace Associates Inc. (previously XCG Consulting Limited) for general landfill engineering services be increased by \$46,240 to \$533,240 (excluding GST);

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

AND THAT the Sechelt Internet Connectivity project be reduced by \$17,424 and reallocated to the Sechelt Landfill Regulatory Reporting project;

AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.

CARRIED

Contract Award-Vertical Expansion and Waste Export Feasibility Study

246/24 It was moved and seconded

THAT the report titled Vertical Expansion and Waste Export Feasibility Study and Vertical Expansion Engineering, RFP 2435202 – Contract Award be received for information;

AND THAT the contract for the Vertical Expansion and Waste Export Feasibility Study and Vertical Expansion Engineering be awarded to Sperling Hansen Associates in the amount up to \$130,000 (plus GST);

AND THAT this contract be funded from Future Long-Term Solid Waste Disposal Options - Phase 2 (\$79,500);

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

CARRIED

2411603 RFQ - Laboratory Services for Water Sampling

247/24 It was moved and seconded

THAT the report titled Request for Quotation 2411603 Contract Award for Laboratory Services for Water Sampling be received for information;

AND THAT the contract for the Laboratory Services for Water Sampling be awarded to Element Materials Technology Canada Inc. in the amount up to \$261,100 (plus GST);

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

CARRIED

Community Emergency Preparedness Fund - Approval and Acceptance of 2024 Evacuation Route Planning Grant

248/24 It was moved and seconded

THAT the report titled Community Emergency Preparedness Fund - Approval and Acceptance of 2024 Evacuation Route Planning Grant be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accepts the Community Emergency Preparedness Fund grant for 2024 Evacuation Route Planning valued at \$119,570;

AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;

AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.

CARRIED

Eastbourne Groundwater Development - Disaster Resilience and Innovation Funding - Grant Funding Application

249/24 It was moved and seconded

THAT the report Eastbourne Groundwater Development - Disaster Resilience and Innovation Funding - Grant Funding Application be received for information;

AND THAT staff be directed to submit an application for grant funding through the Disaster Resilience and Innovation Funding (DRIF) program for the Eastbourne Groundwater Development Project for a total of \$1,500,000.

CARRIED

Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw Amendments

250/24 It was moved and seconded

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 558.13 and 638.14.

CARRIED

Community Resiliency Investment Program - Approval of 2024 and 2025 FireSmart Community Funding and Supports Grant

251/24 It was moved and seconded

THAT the report titled Community Resiliency Investment Program – Approval of 2024 and 2025 FireSmart Community Funding and Supports Grant be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accepts the Community Resiliency Investment Program grant for 2024 and 2025 FireSmart Community Funding and Supports valued at \$1,500,000;

AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;

AND THAT the 2024 and 2025 FireSmart Community Funding and Support project, including up to 4.5 full-time equivalent staff (temporary-grant funded) positions, be incorporated into the Sunshine Coast Emergency Planning function [222];

AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.

CARRIED

Katherine Lake Park Access Road Emergency Remediation and Upgrades - Project Update

252/24 It was moved and seconded

THAT the report titled Katherine Lake Park Access Road Emergency Remediation and Upgrades - Project Update be received for information;

AND THAT project budget be increased from \$200,000 to \$275,000, funded through Canada Community Building Fund- Community Works Fund with a contribution of \$15,000 from each electoral areas;

AND THAT the delegated authorities be authorized to enter into a Construction Agreement with Capilano Highways of up to \$180,000 (not including GST);

AND FURTHER THAT the 2024-2028 Financial Plan Bylaw (764) be amended accordingly.

CARRIED

COMMUNICATIONS

Sunshine Coast Jewish Burial Society dated July 26, 2024

253/24 It was moved and seconded

THAT the communication from Sunshine Coast Jewish Burial Society dated July 26, 2024 be received for information.

CARRIED

Mike Hurley, Chair, Metro Vancouver Board and Sarah Kirby-Yung, Chair, Zero Waste Committee, Metro Vancouver dated July 22, 2024

254/24 It was moved and seconded

THAT the communication from Mike Hurley, Chair, metro Vancouver Board and Sarah Kirby-Young, Chair, Zero Waste Committee, Metro Vancouver dated July 22, 2024 be received for information.

CARRIED

Diane Henley, Co-Founder, Sunshine Coast Bear Alliance dated July 25, 2024

255/24 It was moved and seconded

THAT the communication from Diane Henley, Co-Founder, Sunshine Coast Bear Alliance dated July 25, 2024 be received for information;

AND THAT a letter of support for Sunshine Coast Highway provincial wildlife crossing signage be prepared and sent to the Sunshine Coast Bear Alliance.

CARRIED

Marlene Wells, Union of BC Municipalities dated August 7, 2024

256/24 It was moved and seconded

THAT the communication from Marlene Wells, Union of BC Municipalities dated August 7, 2024 regarding member feedback on protocol with First Nations Leadership Council be received for information.

CARRIED

Silas White, Mayor, Town of Gibsons dated September 5, 2024

257/24 It was moved and seconded

THAT the communication from Silas White, Mayor, Town of Gibsons dated September 5, 2024 regarding request for letter of support for the Town of Gibsons' application for an Age-Friendly Communities grant;

AND THAT a letter of support be provided to the Town of Gibsons regarding their application for an Age-Friendly Communities Grant.

CARRIED

Aleria Ladwig, Blueact Marine Society dated September 4, 2024

258/24 It was moved and seconded

THAT the communication from Aleria Ladwig, Blueact Marine Society dated September 4, 2024 be received for information;

AND THAT Director McMahon be appointed to attend the Climate Faire as a representative of the Sunshine Coast Regional District.

CARRIED

Claire Dewar, Senior Planner, Squamish-Lillooet Regional District

259/24 It was moved and seconded

THAT the communication from Claire Dewar, Senior Planner, Squamish-Lillooet Regional District regarding notification of initiation - minor amendment - Squamish-Lillooet Regional District Regional Growth Strategy Review 2024 be received for information.

CARRIED

BYLAWS

West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024

260/24 It was moved and seconded

THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024* be read a second time.

CARRIED

Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

261/24 It was moved and seconded

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024* be read a second time.

CARRIED

Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.13, 2024

262/24 It was moved and seconded

THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.13, 2024* be read a first, second, and third time.

CARRIED

263/24 It was moved and seconded

THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.13, 2024* be adopted.

CARRIED

Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.14, 2024

264/24 It was moved and seconded

THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.14, 2024* be read a first, second, and third time.

CARRIED

265/24 It was moved and seconded

THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.14, 2024* be adopted.

CARRIED

IN CAMERA

The Board moved In Camera at 1:45 p.m.

266/24 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* - "personal information about an identifiable individual..."; "labour relations or other employee relations"; "information that is prohibited..."; "negotiations and related discussions respecting the proposed provision of a municipal service..."

CARRIED

RELEASE OF ITEMS FROM IN CAMERA

267/24 It was moved and seconded

THAT Tina Perreault be appointed as Interim Chief Administrative Officer, effective September 12, 2024 until further notice.

CARRIED

The Board moved out of In Camera at 3:42 p.m.

ADJOURNMENT

268/24 It was moved and seconded

THAT the Regular Board meeting of September 12, 2024 be adjourned.

CARRIED

The meeting adjourned at 3:42 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair



SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS OF THE COMMITTEE OF THE WHOLE MEETING

September 12, 2024, 9:30 a.m.
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.

PRESENT:

- D. McMahon, Electoral Area E
- J. Gabias, Electoral Area B
- L. Lee, Electoral Area A
- K. Backs, Electoral Area D
- K. Stamford, Electoral Area F
- A. Toth, District of Sechelt
- D. Inkster, District of Sechelt
- S. White, Town of Gibsons
- P. Paul, shíshálh Nation Government District

ALSO PRESENT:

- T. Perreault, GM Corporate Services
- I. Hall, GM Planning and Development
- R. Rosenboom, GM Infrastructure Services
- S. Gagnon, GM Community Services
- S. Reid, Corporate Officer
- L. Mosimann, Recorder

OTHERS:

- J. Waldorf, Manager, Capital Projects
- R. Michael, Fire Chief, Gibsons & District Volunteer Fire Department
- Media 1
- Public 1

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

1. CALL TO ORDER 9:31 a.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda was adopted as presented.

4. REPORTS

4.1 Water Supply Update

Recommendation No. 1 *Water Supply Update*

The Committee of the Whole recommended that the verbal report titled Water Supply Update be received for information.

4.2 Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant Contract Amendment (2337005)

Recommendation No. 2 *Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant Contract Amendment (2337005)*

The Committee of the Whole recommended that the report titled Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant Contract Amendment (2337005) be received for information;

AND THAT the contract with ISL Engineering and Land Services Ltd. be increased by an additional \$100,000 for a total up to contract value of \$350,000 (excluding GST);

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

4.3 Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training

Recommendation No. 3 *Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training*

The Committee of the Whole recommended that the report titled Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training be received for information;

AND THAT a grant application of up to \$160,000 for Fire Department Equipment and Training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND FURTHER THAT the Sunshine Coast Regional District supports the proposed activities identified in the application and is willing to provide overall grant management.

8. ADJOURNMENT

10:09 a.m.

Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 26, 2024

AUTHOR: Brian Kennett, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

- (1) THAT the report titled Placement of Notice on Title be received for information;**
 - (2) 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 I, District Lot 1365, Plan LMP5923, PID 017-913-969, Folio 746.03329.100.**
-

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 unsafe, or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit(s) or an inspection(s) under a bylaw, regulation or enactment which have not been obtained or completed.

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 promote voluntary compliance.

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

DISCUSSION

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

- permits have expired without work being accepted.

1. 3622 McNair FSR, Electoral Area F Lot I, District Lot 1365, Plan LMP5923 PID 017-913-969, Folio 746.03329.100

The subject property is a 2.48-acre parcel located just north of McNair Creek, directly across the Port Mellon Highway from Dogpatch. The parcel is zoned I1 (Industrial One), and site-specific zoning allows for a cannabis production facility as a permitted primary use.

On May 13, 2016, a building permit was issued to the property for alterations and an addition to convert an existing 1,282 m² (13,803 sqft) warehouse building to a cannabis production facility. Due to its size, the building is classified as a Part 3 building under the *BC Building Code* and the permit was issued with reliance upon registered professionals, in the forms of a licensed architect and professional engineers, for all design work and field reviews. This included a coordinating registered professional (CRP) responsible for coordinating all registered professionals involved. Letters of assurance (LOA) were accepted as records of commitments for professional oversight and certification. Construction progressed and several site visits were conducted by Building Officials to monitor progress. The permit expired on May 13, 2022, without work being completed and a new permit was issued to finish the work originally authorized under the first.



On May 2, 2023, the SCRD Building Division received written notification from the CRP of the withdrawal of their services and LOA. Upon receipt, the owners were notified to cease all construction until the services of a replacement CRP could be retained. The second permit expired just over a year later and could not be extended having not received a new LOA.

As per Section 16.7 of *SCRD Building Bylaw No. 687*, a building permit cannot be concluded until all aspects of the permitted work have been both inspected and accepted by the Building Official. As mentioned above, registered professionals are relied upon for coordinating and conducting inspections for Part 3 buildings. In addition, a valid building permit is required whenever work regulated under this bylaw is to be undertaken.

A valid building permit is needed to bring the property into compliance. A permit can only be authorized upon receiving LOA confirming the involvement of all required registered professionals. The owner of the property has been notified of their responsibility to resolve the matter and an authorized agent recently confirmed that the engagement of a replacement CRP is

being pursued. The parcel is currently listed for sale and the photos included in this report are from the MLS listing. The SCRD Building Division is not aware of any life safety issues 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, as summarized above, shows that these properties are in contravention. Staff recommend that notice be registered on Title at the Land Title Office against the above noted properties.

Reviewed by:			
Manager	X - B. Kennett	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO		Other	