



**SUNSHINE COAST REGIONAL DISTRICT
BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD,
SECHELT, B.C.**



THURSDAY NOVEMBER 26, 2015

AGENDA

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of November 12, 2015

Annex A
Pages 1-10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Chief Administrative Officer's Report Verbal
5. Planning and Development Committee recommendation Nos. 1-21 of November 12, 2015 Annex B
pp 11-17
6. Community Services Committee recommendation Nos. 1-11 of November 19, 2015 Annex C
pp 18-20
7. Chief Building Inspector – Notice on Title Annex D
pp 21-22

MOTIONS

BYLAWS

8. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 675.2, 2015" - **adoption** Annex E
pp 23-24
(Voting–Electoral Area Directors – 1 vote each)

9. "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.160, 2015" - ***adoption***
(Voting–Electoral Area Directors – 1 vote each)

Annex F
p 25

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) (j) and (k) of the *Community Charter*, "labour relations or other employee relations", "information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*", and "negotiations and related discussions respecting the proposed provision of a municipal service..."

UPCOMING MEETING DATES (TO DECEMBER 31, 2015)

SCRD Board, Committee, and Advisory Committee Meetings

| | |
|---|---------------------------|
| Agricultural Advisory Committee | November 24 at 3:30 p.m. |
| Area B Advisory Planning Commission (APC) | November 24 at 7:00 p.m. |
| Area F Advisory Planning Commission (APC) | November 24 at 7:00 p.m. |
| Area A Advisory Planning Commission (APC) | November 25 at 7:00 p.m. |
| Area E Advisory Planning Commission (APC) | November 25 at 7:00 p.m. |
| Corporate and Administrative Services Committee | November 26 at 1:30 p.m. |
| Regular Board | November 26 at 7:30 p.m. |
| Public Wharves Advisory Committee | November 30 at 10:30 a.m. |
| Area D Advisory Planning Commission (APC) | November 30 at 7:00 p.m. |
| Special Corporate and Administrative Services Committee | December 3 at 9:30 a.m. |
| Infrastructure Services Committee | December 3 at 1:30 p.m. |
| Planning and Development Committee | December 10 at 1:30 p.m. |
| Regular Board | December 10 at 7:30 p.m. |
| Corporate and Administrative Services Committee | December 17 at 9:30 a.m. |
| Sunshine Coast Regional Hospital District Board | December 17 at 11:00 a.m. |

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

Please note: Meeting dates are current as of print date (November 20, 2015).



SUNSHINE COAST REGIONAL DISTRICT

November 12, 2015

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

| | | |
|----------------------|-------------------------------|---|
| PRESENT: | Chair | G. Nohr |
| | Directors | M. Lebbell L. Lewis F. Mauro I. Winn |
| ALSO PRESENT: | Chief Administrative Officer | J. Loveys |
| | Manager, Legislative Services | A. Legault |
| | Treasurer | T. Perreault |
| | GM, Planning and Development | S. Olmstead |
| | GM, Infrastructure Services | B. Shoji |
| | Deputy Corp. Officer/Recorder | S. Reid |
| | Media | 2 |
| | Public | 4 |

CALL TO ORDER 7:30 p.m.

AGENDA It was moved and seconded

419/15 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

420/15 THAT the Regular Board meeting minutes of October 22, 2015 be adopted as presented.

CARRIED

PETTITIONS AND DELEGATIONS

Pat Hunt and Anne Titcomb, Co-Chairs, Community Resource Centre, and Sue Jackal from the Seniors Planning Table presented an overview of Progress Plan recommendations that were in alignment with strategic priorities within the SCRD Strategic Plan. The following points were highlighted from the Progress Plan recommendations:

- *Transportation was identified as a key priority. Initiatives that focus on ‘active transportation’ through municipal collaboration and participation in a solutions-focussed ferry lobby group, that includes a spectrum of women, were recommended.*
- *Ensure the child care and employment recommendations within the Progress Plan are considered in the development of the Regional Economic Charter.*
- *A Seniors Planning Table would benefit from the collaboration of other municipal governments to support senior care and services across sectors.*

The Chair thanked the delegation for their presentation.

REPORTS

Directors’ Reports

Directors provided a verbal report of their activities.

Chief Administrative Officer’s Report

CAO Report **It was moved and seconded**

421/15 THAT the Chief Administrative Officer’s report be received.

CARRIED

Corporate **It was moved and seconded**

422/15 THAT Corporate and Administrative Services Committee recommendation Nos. 1-12 of October 22, 2015 be received, adopted and acted upon as follows:

Recommendation No. 1 *Budget Project Status Report – October 2015*

THAT the report titled “Budget Project Status Report – October 2015” be received.

Recommendation No. 2 *3rd Quarter Variance – Corporate General Ledger*

THAT the report titled “Corporate General Ledger Budget Variance Report for Period Ending September 30, 2015” be received.

422/15 cont.

Recommendation No. 3 *3rd Quarter Variance – Regional Solid Waste [350-353]*

THAT the report titled “Regional Solid Waste [350-353] – 3rd Quarter Variance Reporting” be received.

Recommendation No. 4 *3rd Quarter Variance – Recreation Facilities [616, 617, 620, 621]*

THAT the report titled “Recreation Facilities [616, 617, 620, 621] – 3rd Quarter Variance Report” be received.

Recommendation No. 5 *3rd Quarter Variance – Building Inspection [520]*

THAT the report titled “Building Inspection [520] – 3rd Quarter Variance Reporting” be received.

Recommendation No. 6 *3rd Quarter Variance – Public Transit [310]*

THAT the report titled “Public Transit [310] – 3rd Quarter Variance Reporting” be received.

Recommendation No. 7 *Corporate Software Status and Update*

THAT the report titled “Corporate Software Status and Update” be received;

AND THAT approval be granted to proceed with the retendering for an Enterprise Asset / Work Order Management system for up to \$150,000;

AND FURTHER THAT the 2015 Financial Plan be amended to include the project and to be funded from reserves.

Recommendation No. 8 *2016-2020 Financial Plan Overview*

THAT the report titled “2016-2020 Financial Plan Overview” be received.

Recommendation No. 9 *Legislative Services – 3rd Quarter Activity*

THAT the report titled “Legislative Services – Third Quarter Activity Report” be received.

Recommendation No. 10 *Contracts Between \$20,000 and \$100,000*

THAT the report titled “Contracts Between \$20,000 and \$100,000 – to October 4, 2015” be received.

Recommendation No. 11 *Investments and Reserves*

THAT the report titled “Investments and Reserves as at September 30, 2015” be received.

422/15 cont. **Recommendation No. 12** *Gas Tax Community Works Funding*

THAT the report titled "Gas Tax Community Works Funding" be received.

CARRIED

Special Corporate **It was moved and seconded**

423/15 THAT Special Corporate and Administrative Services Committee recommendation Nos. 1-14 of October 29, 2015 be received, adopted and acted upon as follows:

Recommendation No. 1 *2016 Budget Presentation*

THAT the additional presentation titled "2016 Budget" be received.

Recommendation No. 2 *2016 Proposed Initiatives*

THAT the report titled "2016 Proposed Initiatives" be received.

Recommendation No. 3 *Line Items from 2015 Carry-Forward List*

THAT consideration of removing line items #83 Collective Bargaining Consultant – Contingency Plan and #84 Exempt Compensation Review be deferred pending a staff report to Round 1 Budget Special Corporate and Administrative Services Committee meeting regarding the relevance of these projects.

Recommendation No. 4 *2015 Project Carry-Forward Requests*

THAT the report titled "2015 Project Carry-Forward Requests" be received;

AND THAT the 2015 projects and associated funding, as appropriate, be included in the 2016-2020 Financial Plan;

AND FURTHER THAT staff be authorized to proceed with these projects prior to adoption of the 2016-2020 Financial Plan.

Recommendation No. 5 *Transit [310]*

THAT the report regarding Transit [310] – 2016 Proposed Initiatives be received.

Recommendation No. 6 *Ports [345]*

THAT the report regarding Ports [345] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present a budget proposal for the Ports Major Capital Maintenance project listed on the Ports [345] – 2016 Proposed Initiatives.

423/15 cont.

Recommendation No. 7 *North Pender Harbour Water [365]*

THAT the report regarding North Pender Harbour Water [365] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on North Pender Harbour Water [365] – 2016 Proposed Initiatives:

- Potts Lane Waterline Replacement (Mandatory);
- Pool Road Waterline Replacement (Mandatory);
- Water Rates Study;
- Water Meter Installations Program.

Recommendation No. 8 *South Pender Harbour Water [366]*

THAT the report regarding South Pender Harbour Water [366] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on South Pender Harbour Water [366] – 2016 Proposed Initiatives:

- Air Release Automation System;
- Water Rates Study;
- Water Meter Installations Program.

Recommendation No. 9 *Regional Water [370-379]*

THAT the report regarding Regional Water [370-379] - 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on Regional Water [370-379] – 2016 Proposed Initiatives:

- Well Protection Planning (Mandatory);
- Chapman Lake Syphon;
- Chapman Lake Access Expansion;
- Universal Metering Phase 2 – Rural Areas;
- Pump Station Energy Optimization Upgrades;

423/15 cont.

AND FURTHER THAT prior to deferring the Groundwater Test Drilling Program to the 2017 Financial Plan, staff report to the December 2015 Infrastructure Services Committee Meeting regarding the feasibility of moving this project into the 2016 Budget with options of scope expansion and including required budget and capacity.

Recommendation No. 10 *Regional Solid Waste [350-353]*

THAT the report regarding Regional Solid Waste [350-353] - 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on Regional Solid Waste [350-353] – 2016 Proposed Initiatives:

- Post-Closure Maintenance – Pender Harbour Landfill (Mandatory);
- Halfmoon Bay and Gibsons Landfills Water Sampling Analysis (Mandatory);
- Waste Reduction Initiatives Program;
- Gibsons and Area Green Waste Drop-Off Facility – New Contract Impacts;
- Pender Harbour Transfer Station – New Operations Contract Impacts;
- Islands Clean-up Contract Increases;
- Drainage and Erosion Control – Sechelt Landfill;
- Stormwater and Leachate Management – Sechelt Landfill;
- Landfill Scale Software;
- WildSafe BC;
- Residential Household Hazardous Waste Round-up Event or Program;

AND THAT the project for Construction and Demolition (C&D) waste be deferred to the 2019 Financial Plan;

AND FURTHER THAT the Backyard Composting Campaign be deferred to the 2017 Financial Plan.

423/15 cont.

Recommendation No. 11 *Recreation Facilities [616-621]*

THAT the report regarding Recreation Facilities [616-621] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on Recreation Facilities [616-621] – 2016 Proposed Initiatives:

- Gibsons and Area Community Centre Lighting Retrofit;
- Gibsons and District Aquatic Facility Hot Tub Replacement;
- Gibsons and District Aquatic Facility Extended Closure (due to hot tub replacement) (reduction).

Recommendation No. 12 *Community Parks [650]*

THAT the report regarding Community Parks [650] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on Community Parks [650] – 2016 Proposed Initiatives:

- All Playground Surface Replacements (Mandatory);
- Goodwin House Repairs (Mandatory);
- Coopers Green Park and Hall – Action Items;
- Granthams Hall Renovation;
- Suncoaster Trail Planning;
- Park Furniture Replacement (Katherine Lake Campground, Dan Bosch Park, Cliff Gilker Park);
- Hall Furniture and Appliance Replacement (Chaster Hall, Eric Cardinall, Frank West).

Recommendation No. 13 *Bicycle / Walking Paths [665]*

THAT the report regarding Bicycle / Walking Paths [665] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on Bicycle / Walking Paths [665] – 2016 Proposed Initiatives:

- Roberts Creek Village to Pier – Construction;
- Redrooffs Road – Welcome Beach East – Planning;

423/15 cont.

- Pratt Road Phase 2 – Planning;

AND FURTHER THAT the project for Marine Drive Phase 3 – Construction be deferred to the 2017 Financial Plan.

Recommendation No. 14 *Area A Bicycle / Walking Paths [667]*

THAT the report regarding Area A Bicycle / Walking Paths [667] – 2016 Proposed Initiatives be received;

AND THAT, for 2016 Round 1 Budget discussions, staff present budget proposals for the following projects listed on Area A Bicycle / Walking Paths [667] – 2016 Proposed Initiatives:

- Walking path for Egmont Road (from Waugh Lake past Skookumchuck Park and into Egmont) – Construction;
- Walking path for Garden Bay Road (John Henry's Marina to Garden Bay Lake 250m) - Phase 1 Construction;

AND FURTHER THAT the project for Francis Peninsula Road (Tyner Park to Lagoon Road) – Planning and Design be deferred to the 2017 Financial Plan.

CARRIED

Infrastructure

It was moved and seconded

424/15

THAT Infrastructure Services Committee recommendation Nos. 1-10 of November 5, 2015 be received, adopted and acted upon as follows:

Recommendation No. 1 *2015 Summer Water Conservation Summary*

THAT the Water Conservation Assistant's report dated October 19, 2015 titled "2015 Summer Water Conservation Summary" be received for information.

Recommendation No. 2 *Rainwater Harvesting Incentive Program*

THAT the Sustainability and Education Coordinator's report dated October 15, 2015 titled "Potential for Rainwater Harvesting Incentive Program" be received for information.

Recommendation No. 3 *Bylaw 1021 Amendment*

THAT the Manager Waste Reduction and Recovery's report dated October 9, 2015 titled "Bylaw 1021 Amendment – Residential Refuse Collection Service Area Map" be received for information;

424/15 cont.

AND THAT the SCRD Residential Refuse Collection Service Amendment Bylaw No. 1021.2, 2015 be forwarded to the November 12, 2015 Regular Board meeting in order to receive first, second and third readings.

Recommendation No. 4 *PMAC Resignation*

THAT the Manager Waste Reduction and Recovery's report dated October 19, 2015 titled "Resignation from the Solid Waste Management Plan Monitoring Advisory Committee (PMAC)" be received;

AND THAT the resignation of PMAC Chair Brian Sadler be accepted;

AND FURTHER THAT staff prepare a letter thanking Mr. Sadler for his participation on PMAC and for his leadership as Chair.

Recommendation No. 5 *Plan Monitoring Advisory Committee Minutes (PMAC)*

THAT the Plan Monitoring Advisory Committee meeting minutes of September 29, 2015 be received for information.

Recommendation No. 6 *Advisory Committee Review*

THAT the review of SCRD Advisory Committees be referred to the Corporate and Administrative Services Committee for discussion.

Recommendation No. 7 *Monthly Report for October 2015*

THAT the Administrative Assistant's report titled "Monthly Report for October 2015" be received for information.

Recommendation No. 8 *Beach Debris Clean Up*

THAT the correspondence from Transport Canada dated September 21, 2015 regarding Beach Debris Clean Up be received for information.

Recommendation No. 9 *Custom Transit Registration Process*

THAT the correspondence from BC Transit dated September 28, 2015 regarding Custom Registration Process and proposed considerations for expansion and implementation timing be received for information.

Recommendation No. 10 *Transit Funding Update*

THAT the correspondence from the Ministry of Transportation and Infrastructure dated October 22, 2015 regarding Transit Funding Update be received for information;

AND THAT the Manager of Transit and Fleet's report from the March 27, 2014 Corporate and Administrative Services Committee titled "Local Fuel Tax to help fund Regional Transit Service" be referred to next Infrastructure Services Committee meeting for discussion.

CARRIED

BYLAWS

Bylaw 1021.2 **It was moved and seconded**

425/15 THAT "Sunshine Coast Regional District Refuse Collection Service Amendment Bylaw No. 1021.2, 2015 be read a first time.

CARRIED

Bylaw 1021.2 **It was moved and seconded**

426/15 THAT "Sunshine Coast Regional District Refuse Collection Service Amendment Bylaw No. 1021.2, 2015 be read a second time.

CARRIED

Bylaw 1021.2 **It was moved and seconded**

427/15 THAT "Sunshine Coast Regional District Refuse Collection Service Amendment Bylaw No. 1021.2, 2015 be read a third time.

CARRIED

The Board moved In Camera at 8:08 p.m.

IN CAMERA It was moved and seconded

428/15 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) of the *Community Charter*, "labour relations or other employee relations".

CARRIED

The Board moved out of In Camera at 8:10 p.m.

ADJOURNMENT It was moved and seconded

429/15 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 8:09 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND DEVELOPMENT COMMITTEE
November 12, 2015

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

| | | |
|----------------------|---|---|
| PRESENT: | Chair | I. Winn |
| | Directors | F. Mauro G. Nohr M. Lebbell L. Lewis |
| ALSO PRESENT: | Chief Administrative Officer | J. Loveys |
| | General Manager, Planning and Development | S. Olmstead |
| | Senior Planner | D. Rafael |
| | Senior Planner | A. Allen |
| | Planner | M. Stjepovic (part) |
| | Planning Technician | S. Koberwitz (part) |
| | Recording Secretary | T. Crosby |
| | Public | 12 |
| | Press | 2 |

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

AGENDA The agenda was adopted as amended:

- Move Agenda item #9 to #3;
- Move Agenda item #10 to #4.

DELEGATIONS

Ted Dergousoff – Terminal Forest - COO

Susan Gagnon – CFPA - Vice President of Communications and Research

Andrew Goodison – FP Innovations – Research Manager

Kiel Miller – FP Innovations – Research Manager

Ken Sneddon – Twin Creeks – Owner (arrived after delegation presented)

Franco Caporale – Interfor – Residuals and Pulp Flow Manger

The delegation addressed the Committee regarding disposal of wood waste from log sorting operations on the Sunshine Coast. The purpose of the delegation at this stage is to inform and acknowledge there is problem with hog fuel disposal.

The Chair thanked Franco Caporale and Susan Gagnon for their presentation and noted that once industry has examined options and solutions, the SCR D would be open to further discussions.

Recommendation No. 1 *Presentation and Handouts*

The Planning and Development Committee recommended that the presentation dated November 12, 2015 and titled “SCR D Wood Debris Disposal Meeting” and handouts “BC’s Coastal Forest Industry – A Clear Vision for the Future” be received.

REPORTS

Recommendation No. 2 *Development Variance Permit 337.143 (Green for Saunders)*

The Planning and Development Committee recommended that the staff report dated November 3, 2015 and titled “Development Variance Permit 337.143 (Green for Saunders) for Lot C, District Lot 4695, Plan BCP22397” be received;

AND THAT prior to issuance of Development Variance Permit 337.143, the owner(s) register a covenant on title of the parent parcel to be carried over on to all subdivided properties indicating that if tenure to any portion of the access road is not renewed or is revoked during its term that the acquisition of off-site parking space for water access only subdivisions per Zoning Bylaw 337, or its successor bylaw will be required;

AND FURTHER THAT SCR D staff include into the five year work plan, as a high priority, an application to seek tenure for the road from Garden Bay Road through to the end of the transfer station/landfill.

Recommendation No. 3 *Redevelopment Policy for Mobile Home Parks*

The Planning and Development Committee recommended that the staff report dated September 3, 2015 and titled “Redevelopment Policy for Mobile Home Parks (Areas A to F)” be received;

AND THAT no further action be pursued as the existing Official Community Plans’ policies and zoning bylaws offer sufficient protection to mobile home parks.

Recommendation No. 4 *Draft Planning and Development Department 2016 Work Plan*

The Planning and Development Committee recommended that the staff report dated October 30, 2015 and titled “Draft Planning & Development Department – 2016 Work Plan” be received.

Recommendation No. 5 *Draft Planning and Development Department 2016 Work Plan*

The Planning and Development Committee recommended that staff report to the December 2015 Planning and Development Committee Meeting with an amended Planning and Development Department Work Plan prioritizing projects, within each Strategic Plan 2015-2018 category, in terms of staff capacity and importance and providing recommendations.

Recommendation No. 6 *Crown Referrals – Investigative Permits for Independent Power Projects in Jervis Inlet (Sigma Engineering)*

The Planning and Development Committee recommended that the staff report dated November 5, 2015 and titled “Crown Referrals – Investigative Permits for Independent Power Projects in Jervis Inlet (Sigma Engineering) – Electoral Area A” be received;

AND THAT the Board forward the following comments to the Crown and the applicant regarding each referral:

- A. The following is a preliminary list of values which should be included for consideration by the applicant should they proceed with investigatory works:
 - a) Consultation with *shíshálh* First Nation;
 - b) Project footprint (including, work camp intake structure, penstock pipe, transmission line, road construction, staging areas for spoil) and its impact on wildlife, fish, forests, and slope/ geotechnical stability;
 - c) Fisheries values;
 - d) Jervis Inlet has abundant elk, mountain goats, grizzlies, black bears as well as other wildlife that also attract tourism to our area thus studies need to address wildlife habitat areas such as presence of Ungulate winter range and species at risk;
 - e) Impact on recreation values and tourism as Princess Louisa Inlet, up Jervis Inlet, is a major destination and activities include sport fishing, kayaking and boat anchorage and public use of the area;
 - f) Impact on public access to the area;
 - g) Consultation with the public, and especially with any license or lease holders in the area, to gather information about recreation and other uses of the area;
- B. If any project moves forward then:
 - h) the proponent should apply to rezone the power house location;
 - i) Temporary Use Permit(s) may be required if the project requires facilities such as laydown, storage and some other facilities associated with construction, such as a concrete batch plant; and
 - j) a building permit is required for the powerhouse;
- C. If more than one project moves forward then the proponent(s) shares transmission lines where possible;

AND THAT the applicant is requested to contact SCRD staff to discuss this and any other projects that they are considering within the SCRD area;

AND FURTHER THAT the applicant is invited to be a delegate to a future Planning and Development Committee.

Recommendation No. 7 *Water Metering for Multi-Family Residential Developments*

The Planning and Development Committee recommended that staff report to a future Infrastructure Services Committee meeting regarding a discussion of how the water-use modelling system works and whether individual water metering is required for each unit in a multi-family residential development.

Recommendation No. 8 *District of Sechelt Official Community Plan and Zoning Bylaw Amendment Referral 3360-20 2015-02 on Cowrie Street (Spani)*

The Planning and Development Committee recommended that the staff report dated November 5, 2015 and titled "District of Sechelt Official Community Plan and Zoning Bylaw Amendment Referral 3360-20 2015-02 on Cowrie Street (Spani)" be received;

AND THAT The SCRD Board forward the following comments to the District of Sechelt:

- a) The provision of assisted living and affordable housing is supported;
- b) The proposal has no negative impacts on SCRD's land use policies;
- c) SCRD water supply is available subject to modelling that will determine possible offsite and servicing requirements;
- d) Water metering will be required;
- e) As per Bylaw No 439 Development Cost Charge (Sechelt) a DCC of \$358,050 will apply;
- f) The SCRD recommends the applicant to separate the construction materials into the various types, for example, wood, metal, drywall, in order to increase recycling and reduce waste to landfill and help the SCRD reach it's diversion goals;
- g) Sidewalk on the north side of Cowrie and lighting should be provided to improve pedestrian connectivity and safety for pedestrians and transit users;
- h) If the project moves forward then the developer and District of Sechelt staff should contact the SCRD to discuss potential for accommodating a bus stop as part of the site/road design;
- i) If the project moves forward then the developer and District of Sechelt staff should contact the SCRD to discuss best water consumption practices and incorporation of same into the design;
- j) The SCRD encourages the applicant to consider options for organics, recyclables and pharmaceutical waste collections in the design of the facility in order to reduce organic waste to landfill and assist the SCRD reach its diversion goals;
- k) The SCRD encourages the applicant to consider options for a community garden amenity that includes the ability to compost organics waste to help the SCRD reach it's diversion goals;

AND FURTHER THAT a copy of the SCRD staff report be forwarded to the District of Sechelt.

Recommendation No. 9 *District of Sechelt Official Community Plan and Zoning Bylaw Amendment Referral 3360-20 2015-04 and 3370-2015-03 (Trail Bay Estates – Clayton)*

The Planning and Development Committee recommended that the staff report dated November 5, 2015 and titled “District of Sechelt Official Community Plan and Zoning Bylaw Amendment Referral 3360-20 2015-04 and 3370-2015-03 (Trail Bay Estates – Clayton)” be received;

AND THAT The SCR D Board forward the following comments to the District of Sechelt:

- a) The provision of assisted living housing is supported;
- b) The proposal has no negative impacts on SCR D’s land use policies;
- c) SCR D water supply is available subject to modelling that will determine possible offsite and servicing requirements;
- d) Water metering will be required;
- e) As per Bylaw No 439 Development Cost Charge (Sechelt) a DCC of \$186,450 will apply;
- f) The SCR D recommends that the applicant separate the construction materials into the various types, for example, wood, metal, drywall, in order to increase recycling and reduce waste to landfill and help the SCR D reach it’s diversion goals;
- g) Sidewalk on the north side of Cowrie and lighting should be provided to improve pedestrian connectivity and safety for pedestrians and transit users;
- h) If the project moves forward then the developer and District of Sechelt staff should contact the SCR D to discuss potential for accommodating a bus stop as part of the site/road design;
- i) If the project moves forward then the developer and District of Sechelt staff should contact the SCR D to discuss best water consumption practices and incorporation of same into the design;
- j) The SCR D encourages the applicant to consider options for organics, recyclables and pharmaceutical waste collections in the design of the facility in order to reduce organic waste to landfill and assist the SCR D reach its diversion goals;
- k) The SCR D encourages the applicant to consider options for a community garden amenity that includes the ability to compost organics waste to help the SCR D reach its diversion goals;

AND FURTHER THAT a copy of the SCR D staff report be forwarded to the District of Sechelt.

The Committee recessed at 3:01 p.m. and reconvened at 3:12 p.m.

Recommendation No. 10 *Development Permit with a Variance No. D-137 (Mullock for Schober)*

The Planning and Development Committee recommended that the staff report dated October 30, 2015 and titled “Development Permit with a Variance No. D-137 (Mullock for Schober)” be received;

AND THAT Development Permit with a Variance No. D-137 be denied.

Recommendation No. 11 *Update on Development Permit with Variance A-40 (Porter)*

The Planning and Development Committee recommended that the staff report dated October 26, 2015 and titled “Update on Development Permit with Variance A-40 (Porter), Ruby Lake, Pender Harbour” be received;

AND THAT Development Permit with Variance A-40 be issued, based on the October 22, 2015 revised site plan showing that the additions comply with the maximum of 28 square metres of additions allowed by Section 4.17 of the Egmont/Pender Harbour Official Community Plan.

Recommendation No. 12 *Building Department Revenue 3rd Quarter 2015*

The Planning and Development Committee recommended that the staff report dated October 5, 2015 and titled “Building Department Revenue 3rd Quarter 2015” be received.

Recommendation No. 13 *Planning and Development Division Monthly Report October 2015*

The Planning and Development Committee recommended that the report dated October 2015 and titled “Planning and Development Division Monthly Report October 2015” be received.

Director Winn passed the Chair to Director Mauro at 3:26 p.m.

Recommendation No. 14 *Persephone’s Brewing Company Agricultural Land Commission Application*

The Planning and Development Committee recommended that staff report to the January 2016 Planning and Development Committee meeting with the status of the ALR F-49 Persephone’s Brewing Company’s Agricultural Land Commission application as it relates to SCRD bylaws;

AND THAT the report include:

- 1) a summary of the discussions and actions items from the meeting with Persephone’s Brewing Company, as noted in the Planning and Development Division Monthly Report – October 2015, related to the non-farm uses associated with the brewery, as previously expressed at AAC and APC meetings; and
- 2) a summary of any SCRD bylaw infractions.

Director Winn resumed the Chair at 3:43 p.m.

MINUTES

Recommendation No. 15 *Regional Economic Development Steering Committee Meeting Notes of October 21, 2015 and Terms of Reference*

The Planning and Development Committee recommended that the Regional Economic Development Steering Committee Meeting Notes of October 21, 2015 and Terms of Reference be received.

Recommendation No. 16 *Agricultural Advisory Committee – Terms of Reference*

The Planning and Development Committee recommended that there be a review of the Agricultural Advisory Committee Terms of Reference.

The Committee recessed at 3:56 p.m. and reconvened at 4:04 p.m.

Recommendation No. 17 *Agricultural Advisory Committee Minutes of September 30, 2015 and October 27, 2015*

The Planning and Development Committee recommended that the Agricultural Advisory Committee Minutes of September 30, 2015 and October 27, 2015 be received;

AND THAT Recommendation No. 1 from the Agricultural Advisory Committee Minutes of October 27, 2015 be adopted and acted upon:

Recommendation No. 1

That the Sunshine Coast Regional District Board evaluates the use of advertising to educate the residents of the Sunshine Coast to reduce their water usage, in particular on watering lawns.

Recommendation No. 18 *Egmont/Pender Harbour (Area A) APC Minutes September 30, 2015 and October 28, 2015*

The Planning and Development Committee recommended that the Egmont/Pender Harbour (Area A) APC Minutes of September 30, 2015 and October 28, 2015 be received.

Recommendation No. 19 *Halfmoon Bay (Area B) APC Minutes September 29, 2015 and October 27, 2015*

The Planning and Development Committee recommended that the Halfmoon Bay (Area B) APC Minutes of September 29, 2015 and October 27, 2015 be received.

Recommendation No. 20 *Elphinstone (Area E) APC Minutes – September 30, 2015*

The Planning and Development Committee recommended that the Elphinstone (Area E) APC Minutes of September 30, 2015 be received.

Recommendation No. 21 *West Howe Sound (Area F) APC Minutes – September 29, 2015*

The Planning and Development Committee recommended that the West Howe Sound (Area F) APC Minutes of September 29, 2015 be received.

ADJOURNMENT 4:16 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
COMMUNITY SERVICES COMMITTEE
November 19, 2015**

RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, B.C.

| | | |
|----------------------|---|--|
| PRESENT: | Chair | S. White |
| | Directors | G. Nohr M. Morton (Alt.) L. Lewis F. Mauro B. Milne I. Winn |
| ALSO PRESENT: | Chief Administrative Officer | J. Loveys |
| | Parks Services Manager | C. Mortensen |
| | Recreation Program Coordinator | R. Lovig |
| | Alternate Director, District of Sechelt | A. Lutes |
| | Recording Secretary | T. Crosby |
| | Public | 2 |
| | Media | 1 |

CALL TO ORDER 1:30 p.m.

AGENDA The agenda was adopted as amended.

Recommendation No. 1 *Parks and Recreation Quarterly Reports*

The Community Services Committee recommended that the Parks and Recreation Services Quarterly reports be received.

Director Lewis joined the meeting at 1:33 p.m.

Recommendation No. 2 *Community Development Workshop Notes*

The Community Services Committee recommended that the report from the Manager, Recreation Services regarding the June 16 and 17, 2015 Community Development Workshop Notes be received.

Recommendation No. 3 *Roberts Creek Community School Community Use Room Agreement*

The Community Services Committee recommended that the report titled “Roberts Creek School Community Use Room Agreement” be received;

AND THAT the Corporate Officer and Chair be authorized to sign an extension of the Agreement between the Sunshine Coast Regional District and School District No. 46 for the Roberts Creek School Community Use Room for the 2015/2016 school year.

Recommendation No. 4 *Recreation and Parks Services Advisory Committee Minutes*

The Community Services Committee recommended that the Recreation and Parks Services Advisory Committee minutes of October 29, 2015 be received.

Recommendation No. 5 *Dakota Ridge Advisory Committee Minutes*

The Community Services Committee recommended that the Dakota Ridge Advisory Committee minutes of November 4, 2015 be received.

Recommendation No. 6 *Sunshine Coast Emergency Program Planning Committee Minutes*

The Community Services Committee recommended that the Sunshine Coast Emergency Program Planning Committee minutes of September 30, 2015 and October 28, 2015 be received.

Recommendation No. 7 *Sunshine Coast Policing Committee Minutes*

The Community Services Committee recommended that the Sunshine Coast Policing Committee minutes of September 14 and November 2, 2015 be received;

AND THAT Recommendation No. 5 from November 2, 2015 Sunshine Coast Policing Committee Minutes be adopted and acted upon:

Recommendation No. 5 *Policing Committee Options*

The Sunshine Coast Policing Committee recommended that the status quo for Sunshine Coast Policing Committee meetings for 2016 remain in effect.

CORRESPONDENCE

Recommendation No. 8 *Recreation Programming Area A Quarterly Report*

The Community Services Committee recommended that the Pender Harbour Community School SCRDR Recreation Programming for Pender Harbour Area A Quarterly Report for July-September 2015 be received.

Recommendation No. 9 *Youth Action and Awareness Committee Minutes*

The Community Services Committee recommended that the Youth Action and Awareness Committee minutes of September 25, 2015 be received.

Recommendation No. 10 *Network BC*

The Community Services Committee recommended that the correspondence from Network BC regarding a meeting with the Sunshine Coast Regional District at the Union of British Columbia Municipalities 2015 Annual Convention received.

Recommendation No. 11 *Climate Change Workshop*

The Community Services Committee recommended that the correspondence from LANARC Consultants Ltd on behalf of Natural Resources Canada and partners regarding an invitation to attend a “Climate Change Adaption on the BC Coast” workshop be received.

ADJOURNMENT 2:04 p.m.

SCRD STAFF REPORT

DATE: November 20, 2015
TO: Sunshine Coast Regional District Board – November 26, 2015
FROM: Paul Preston, Chief Building Inspector
SUBJECT: Placement of Notice on Title

RECOMMENDATIONS

THAT the Building Inspector's report regarding Building Division files requiring placement of a Notice on Title be received;

1. AND THAT the Manager of Legislative Services be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of **District Lot 2081, Group 1, NWD**
PID 015-919-234

BACKGROUND

Section 57.1 of the *Community Charter* allows for a notice to be registered against the title where Building or Bylaw regulations have been contravened, if the Building Inspector discovers that something was done with respect to a building or structure or construction of same that required a Permit or inspection under a Bylaw regulation or enactment and a permit was not obtained or the inspection was not satisfactorily completed.

This report lists a property where structures have been constructed and permits have not been procured or inspections have not been completed to the satisfaction of the Building Division. A minimum of three letters are generally sent in these cases advising the registered owners that certain specific situations exist regarding their property and the Bylaw Compliance Officer has requested that building permits be obtained and completed in each case. The third of these letters was sent by the Chief Building Inspector requesting compliance.

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

DISCUSSION

Report of properties with permits applied for or issued but no inspections called or construction has taken place without a valid permit:

1. Thormanby Island, **District Lot 2081, Group 1, NWD**
PID 015-919-234
Electoral Area B

A building permit was issued for a single storey wood frame addition to a cabin on July 30th, 2013. The cabin is located on Site 2 of the above noted property. Construction had started prior to permit issue and has progressed without the required inspections being carried out. The permit expired on July 30th, 2015 without final approval from the SCRD building department. The SCRD building department are not aware of any life safety issues at this time and recommend that notice be placed on title.

End of list

Respectfully submitted

Paul Preston, *RBO*
Chief Building Inspector

**SUNSHINE COAST REGIONAL DISTRICT
ZONING AMENDMENT BYLAW No. 675.2, 2015**

A bylaw to amend the "Halfmoon Bay Official Community Plan Bylaw No. 675, 2013".

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 the "Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.2, 2015".

PART B – AMENDMENT

2. Section '9.b. Residential Land Use Policies' be amended by adding the following text:

9.33 Subject to a rezoning application, the minimum parcel area may be reduced to provide for subdivision of a single parcel without amendment to this Plan:

- 1) Where there had been a significant change, such as the introduction of SCRD water supply service, to the property since the OCP was adopted;

or

- 2) Subject to the following conditions:

- (a) The parcel is zoned and of sufficient area to allow for two dwellings;
- (b) The parcel must be at least twice the area of the average parcel in the neighbourhood. Calculation of the average area shall not include the subject parcel. The neighbourhood:
 - (i) is those properties with the same Official Community Plan land use designation,
 - (ii) is within the same zone and subdivision district as set out in *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987*;
 - (iii) is within 150 metres of the subject property's parcel boundary; and
 - (iv) does not include bare land strata properties.
- (c) Waste water treatment/septic fields provision meets Ministry of Health requirements as demonstrated in a report provided by a qualified professional;
- (d) Meet the requirements set out in section 402 and 403 of *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* regarding minimum contiguous area;
- (e) The subject property is to be connected to the SCRD water supply service if provided.

- 3) Each parcel created by the subdivision will be limited to one single-family

dwelling in addition to other uses permitted in *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987.*

PART C - ADOPTION

| | | | | |
|---|------------------|--------|---------|------|
| PURSUANT TO SECTION 879 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this | 23 rd | DAY OF | APRIL | 2015 |
| READ A FIRST TIME this | 23 rd | DAY OF | APRIL | 2015 |
| READ A SECOND TIME AS AMENDED this | 9 th | DAY OF | JULY | 2015 |
| CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS AND THE 10-YEAR WATER PLAN PURSUANT TO SECTION 882 OF THE <i>LOCAL GOVERNMENT ACT</i> this | 9 th | DAY OF | JULY | 2015 |
| PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this | 30 th | DAY OF | JULY | 2015 |
| READ A THIRD TIME this | 8 th | DAY OF | OCTOBER | 2015 |
| ADOPTED this | | DAY OF | MONTH | YEAR |

Corporate Officer

Chair

**SUNSHINE COAST REGIONAL DISTRICT
ZONING AMENDMENT BYLAW No. 310.160, 2015**

A bylaw to amend the "Sunshine Coast Regional District Zoning Bylaw No. 310, 1987".
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 the "Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.160, 2015".

PART B – AMENDMENT

2. Section 406 be amended by inserting the following before section 406 (7):
“(6A) Site Specific Exemptions
Despite section 406 (6) on Lot 3, District Lot 2309, Plan VAP10602, PID 009-362-207:
 - a) the maximum permitted density shall be 3000 square metres;
 - b) the absolute minimum parcel size shall be 2000 square metres.”
3. Section 611 be amended by:
 - a) renumbering Sections 611.4 to 611.9 as 611.5 to 611.10;
 - b) inserting the following:

“Site Specific Uses

611.4 Despite sections 611.2 and 611.3(1) on Lot 3, District Lot 2309, Plan VAP10602, PID 009-362-207, or any subsequently created parcels, only one single family dwelling per parcel shall be permitted;”

PART C - ADOPTION

| | | | | |
|---|------------------|--------|---------|------|
| READ A FIRST TIME this | 23 rd | DAY OF | APRIL | 2015 |
| READ A SECOND TIME this | 9 th | DAY OF | JULY | 2015 |
| PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this | 30th | DAY OF | JULY | 2015 |
| READ A THIRD TIME this | 8th | DAY OF | OCTOBER | 2015 |
| ADOPTED this | | DAY OF | MONTH | YEAR |

Corporate Officer

Chair