



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, APRIL 12, 2018

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 22, 2018

Annex A
Pages 1-16

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Corporate and Administrative Services Committee recommendation Nos. 1-9 of March 22, 2018 Annex B
pp 17-18

MOTIONS

5. THAT the resignation of Barry Morrow from the Roberts Creek Advisory Planning Commission be received;

AND THAT Danise Loftstrom be appointed to the Roberts Creek Advisory Planning Commission for the remainder of the term expiring January 2019.

BYLAWS

6. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017 – adoption*
(Voting – Electoral Area Directors – 1 vote each) Annex C
pp 19-20

- | | | |
|----|--|---------------------|
| 7. | <p><i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.172, 2017 – adoption</i>
 (Voting – Electoral Area Directors – 1 vote each)</p> | Annex D
pp 21-22 |
| 8. | <p><i>Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.20, 2018</i>
 – receipt of staff report
 – first, second and third reading
 (Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)</p> | Annex E
pp 23-26 |

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES (TO APRIL 30, 2018)

SCRD Board, Committee, and Advisory Committee Meetings

Planning and Community Development Committee	April 12 at 9:30 a.m.
Regular Board	April 12 at 1:30 p.m.
Roberts Creek (Area D) Advisory Planning Commission	April 16 at 7:00 p.m.
Infrastructure Services Committee	April 19 at 9:30 a.m.
Policing Committee	April 19 at 1:30 p.m.
Transportation Advisory Committee	April 19 at 2:45 p.m.
Agricultural Advisory Committee (AAC)	April 24 at 3:30 p.m.
Halfmoon Bay (Area B) Advisory Planning Commission	April 24 at 7:00 p.m.
West Howe Sound (Area F) Advisory Planning Commission	April 24 at 7:00 p.m.
Pender Harbour / Egmont (Area A) Advisory Planning Commission	April 25 at 7:00 p.m.
Elphinstone (Area E) Advisory Planning Commission	April 25 at 7:00 p.m.
Regional Hospital District	April 26 at 9:00 a.m.
Corporate and Administrative Services Committee	April 26 at 9:30 a.m.
Regular Board	April 26 at 1:30 p.m.

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

Public Information Meeting – Garden Bay Mountain Retreat Centre	April 7 at 2:00 p.m.
Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting and Convention	April 13-15
Public Information Meeting – Plowden Eco Lodge	April 16 at 7:00 p.m.

Please note: Meeting dates are current as of print date (April 6, 2018).



SUNSHINE COAST REGIONAL DISTRICT

March 22, 2018

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	I. Winn
	Directors	G. Nohr F. Mauro M. Lebell L. Lewis D. Wright J. Valeriotte A. Lutes (Alt)
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	S. Reid
	Media	1
Public	3	

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

101/18 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

102/18 THAT the Regular Board meeting minutes of March 8, 2018 be adopted as presented.

CARRIED

REPORTS

Directors' Reports

Directors provided a verbal report of their activities.

CAO Report **It was moved and seconded**

103/18 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

Round 2 Budget **It was moved and seconded**

104/18 THAT Special Corporate and Administrative Services Committee (Round 2 Budget) recommendation Nos. 1-24 of March 5, 2018 be received, adopted and acted upon as follows:

Recommendation No. 1 *Final 2017 Project Carry-Forwards*

THAT the report titled Final 2017 Project Carry-Forwards be received;

AND THAT any remaining ongoing 2017 projects and associated funding be included in the 2018-2022 Financial Plan as presented.

Recommendation No. 2 *2017 Final Surplus / Deficit*

THAT the report titled 2017 Surplus / Deficits be received;

AND THAT the 2017 surpluses be allocated per the Board's Financial Sustainability Policy as detailed in Attachment A of the staff report;

AND THAT the following 2017 deficits be funded from operating reserves:

- [115] Human Resources - \$20,185
- [210] Gibsons and District Fire Protection - \$3,723
- [312] Fleet Maintenance - \$12,044
- [350] Regional Solid Waste - \$64,710
- [381] Greaves Road Waste Water Plant - \$3,028
- [384] Jolly Roger Waste Water Plant - \$11,670
- [385] Secret Cove Waste Water Plant - \$8,539
- [388] Langdale Waste Water Plant - \$17,506
- [389] Canoe Road Waste Water Plant - \$2,714
- [504] Rural Planning Services - \$34,921
- [630] School Facilities Joint Use - \$1,258
- [670] Regional Recreation Programs - \$8,186;

104/18 cont. AND THAT the 2017 Public Transit deficit of \$40,069 be funded by 2018 taxation;

AND FURTHER THAT the 2017 Building Maintenance Services deficit of \$35,327 be funded by 2018 internal recoveries.

Recommendation No. 3 *Information Technology [117] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [117] Information Technology be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – 5 Year Capital Plan – Base Budget Increase - Replacement of Information Technology Equipment, \$50,000 funded from Support Services;

AND FURTHER THAT the budget for [117] Information Technology be moved to adoption in the 2018 Budget as presented.

Recommendation No. 4 *Gibsons and District Fire Protection [210] - 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [210] Gibsons and District Fire Protection be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 4 – Replace Fire Prevention Officer Vehicle, \$75,000 funded from Reserves;

AND FURTHER THAT the budget for [210] Gibsons and District Fire Protection be moved to adoption in the 2018 Budget as presented.

Recommendation No. 5 *Sunshine Coast Emergency Planning [222] - 2018 R2 Budget Proposals*

THAT the report titled 2018 R2 Budget Proposal for [222] Sunshine Coast Emergency Planning be received;

AND THAT that the following budget proposals be incorporated into the 2018 Budget:

- Budget Proposal 1 – Community Emergency Preparedness Fund – Emergency Social Services, \$24,400 funded through UBCM Local Government Services Program grant;
- Budget Proposal 2 – Community Emergency Preparedness Fund – Emergency Operation Centres and Training, \$23,467 funded through UBCM Local Government Services Program grant (pending);

104/18 cont.

AND FURTHER THAT the budget for [222] Sunshine Coast Emergency Planning be moved to adoption in the 2018 Budget as amended.

Recommendation No. 6 *Regional Solid Waste [350-352] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [350-352] Regional Solid Waste be received;

AND THAT Budget Proposal 2 – Asset Inventory and Condition Assessment for Sechelt Landfill and Pender Harbour Transfer Station incorporated in Round 1 at \$40,000 funded from Reserves, be abandoned;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 5 – [350] Islands Clean-Up Service Expansion \$31,000 funded through Taxation;

AND FURTHER THAT the budgets for [350-352] Regional Solid Waste be moved to adoption in the 2018 Budget as amended.

Recommendation No. 7 *Regional Water Service [370] – 2018 R2 Budget Proposals*

THAT the report titled 2018 R2 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget, as amended:

- Budget Proposal 3 – Regional Water Storage Capacity, \$200,000 funded from Development Cost Charges (DCC's).

Recommendation No. 8 *Regional Water Service [370] – 2018 R2 Budget Proposals*

THAT the following budget proposals be incorporated into the 2018 Budget:

- Budget Proposal 4 – Groundwater Investigation – Stage 2 – Test Drilling Program, \$325,000 funded from Reserves;
- Budget Proposal 5 – Universal Water Meter Installations – Phase 3 – District of Sechelt, \$5,896,550 funded through Long Term Debt;

AND THAT the budget for [370] Regional Water Service be moved to adoption in the 2018 Budget as amended.

104/18 cont.

Recommendation No. 9 *Ports Services [345] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [345] Ports Services be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 2 - Vaucroft Capital Works, \$450,000 funded through Short Term Debt;

AND FURTHER THAT the budget for [345] Ports Services be moved to adoption in the 2018 Budget as presented.

Recommendation No. 10 *Hillside Development Project [540] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [540] Hillside Development Project be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – Hillside Development Project – Investment Attraction Analysis, \$60,000 funded through potential Grant and Reserves;

AND FURTHER THAT the budget for [540] Hillside Development Project be moved to adoption in the 2018 Budget as amended.

Recommendation No. 11 *Community Recreation [615] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [615] Community Recreation be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget, as amended:

- Budget Proposal 2 – Sunshine Coast Arena – Water Efficiency Plan, \$25,000 funded from Reserves and / or potential Grant;

AND FURTHER THAT the budget for [615] Community Recreation be moved to adoption in the 2018 Budget as amended.

Recommendation No. 12 *Community Parks [650] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [650] Community Parks be received;

104/18 cont.

AND THAT the following budget proposal be incorporated into the 2018 Budget, as amended:

- Budget Proposal 2 – Sunshine Coast Regional District Sports Fields Potable Water Use Reduction, \$30,000 funded from Reserves;

AND FURTHER THAT the budget for [650] Community Parks be moved to adoption in the 2018 Budget as amended.

Recommendation No. 13 *Regional Recreation Programs [670] – 2018 R2 Budget Proposal*

THAT the report titled 2018 R2 Budget Proposal for [670] Regional Recreation Programs be received;

AND THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – Base Budget Adjustment, \$1,240 funded through Taxation;

AND FURTHER THAT the budget for [670] Regional Recreation Programs be moved to adoption in the 2018 Budget as amended.

Recommendation No. 14 *Sechelt Public Library - 2018 Budget Special Project Requests*

THAT the Sechelt Public Library 2018 Special Project funding requests in the amount of \$262,274 be denied by Electoral Areas A, B and D.

Recommendation No. 15 *Pender Harbour Health Centre*

THAT the report titled Pender Harbour Health Centre amended 2018 Budget Special Project Submission be received;

AND THAT the Pender Harbour Health Centre Special Capital Project request for lobby flooring of \$12,000 funded from Reserves, be incorporated into the 2018 Budget;

AND FURTHER THAT the budget form Pender Harbour Health Centre [410] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 16 *Pender Harbour Reading Centre*

THAT the 2018 budget submission of \$2,000 for the Pender Harbour Reading Centre be incorporated into the 2018 Budget for Egmont / Pender Harbour Library Service [643];

AND THAT the budget for Egmont / Pender Harbour Library Service [643] be moved to adoption in the 2018 Budget as presented.

104/18 cont.

Recommendation No. 17 *Rural Areas' Grant-In-Aid [121-129] – 2018 Summary*

THAT, for Area A Egmont / Pender Harbour [121], the 2017 surplus of \$6,296 and a reduction in discretionary funding of \$1,000 to \$19,000 be used to offset taxation and the budget for Area A Grant-in-Aid [121] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area B Halfmoon Bay [122], the 2017 surplus be added to discretionary funding for a total of \$21,564 and the budget for Area B Grant-in-Aid [122] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area E and F Elphinstone / West Howe Sound Grant-in-Aid [123], discretionary funding be reduced to \$6,685 with \$4,000 allocated to offset taxation and the budget for Area E and F Elphinstone / West Howe Sound Grant-in-Aid [123] be moved to adoption in the 2018 Budget as amended;

AND THAT for Community Schools Grant-in-Aid [125], the 2017 surplus of \$478 be used to offset taxation and the budget for Community Schools Grant-in-Aid [125] be moved to adoption in the 2018 Budget as amended;

AND THAT for Greater Gibsons Community Participation (GGCP) [126], the 2017 surplus of \$17,244 and a reduction in discretionary funding of \$15,000 to \$10,000 be used to offset taxation and the budget for GGCP Grant-in-Aid [126] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area D Roberts Creek [127], \$3,000 of the 2017 surplus be used to offset taxation and the remaining surplus of \$2,697 be added to discretionary for a total of \$26,697 and the budget for Area D Grant-in-Aid [127] be moved to adoption in the 2018 Budget as amended;

AND THAT for Area E Elphinstone [128], \$1,706 of the 2017 surplus be added to discretionary for a total of \$10,706 and the remaining \$3,000 surplus be used to offset taxation and the budget for Area E Grant-in-Aid [128] be moved to adoption in the 2018 Budget as amended;

AND FURTHER THAT for Area F West Howe Sound [129], the 2017 surplus of \$8,930 be used to offset taxation and the budget for Area F Grant-in-Aid [129] be moved to adoption in the 2018 Budget as presented.

Recommendation No. 18 *Economic Development [531]*

THAT for [531] Economic Development Area A, the remaining discretionary amount be reduced to \$3,000 and the total of \$17,744.35 be used to offset taxation and the budget for Area A Economic Development [531] be moved to adoption in the 2018 Budget as amended.

104/18 cont.

Recommendation No. 19 *Economic Development [532]*

THAT for [532] Economic Development Area B, the 2017 surplus of \$7,096 be used to offset taxation and the budget for Area B Economic Development [532] be moved to adoption in the 2018 Budget as presented.

Recommendation No. 20 *Economic Development [533]*

THAT for [533] Economic Development Area D, the 2017 surplus of \$4,770.67 be used to offset taxation and the budget for Area D Economic Development [533] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 21 *Economic Development [534]*

THAT for [534] Economic Development Area E, the 2017 surplus of \$18,154.10 be used to offset taxation and the budget for Area E Economic Development [534] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 22 *Economic Development [535]*

THAT for [535] Economic Development Area F, the remaining discretionary amount be reduced to \$5,000 and the total of \$12,954.75 be used to offset taxation and the budget for Area F Economic Development [535] be moved to adoption in the 2018 Budget as amended.

Recommendation No. 23 *Roberts Creek Community Library [646]*

THAT the contribution from Electoral Area D to [640] Gibsons and District Public Library be increased to \$69,435 with Electoral Areas E, F and Town of Gibsons contributions adjusted accordingly;

AND THAT the Roberts Creek Community Library [646] be moved to adoption as amended.

Recommendation No. 24 *Moving Functions to Adoption*

THAT all functions be moved to adoption in the 2018 Budget.

CARRIED

Planning

It was moved and seconded

105/18

THAT Planning and Community Development Committee recommendation Nos. 1-4 and 7-9 of March 8, 2018 be received, adopted and acted upon as follows:

Recommendation No. 1 *Regional Groundwater Task Force – Consultation Report*

THAT the report titled Regional Groundwater Task Force – Consultation Report be received for information.

105/18 cont.

Recommendation No. 2 *Keats Island Park Dedication Update
District Lot 696*

THAT the report titled Keats Island Park Dedication Update District Lot 696 be received;

AND THAT the SCRD respond to Islands Trust indicating no objection to the Nature Area Community Park (P1) zoning for the future Keats Landing Park dedication.

Recommendation No. 3 *OCP Amendments to Support Housing
Densification*

THAT the report titled OCP Amendments to Support Housing Densification - Analysis of Public Consultation Input and Considerations for Second Reading be received;

AND THAT reference to the term “low-rise apartment” be replaced by “multi-unit building” within Densification Strategies to Support Affordable Housing Policy (b) of the proposed OCP Amendment bylaws;

AND FURTHER THAT consideration of the OCP Amendments to Support Housing Densification be postponed to a future Standing Committee meeting.

Recommendation No. 4 *Short Term Rental Policy Options*

THAT the report titled Short Term Rental Policy Options be received;

AND THAT a report be provided to a Standing Committee in Q4 with draft bylaw amendments that include:

i) Definition of Short Term Rental (STR) in Zoning Bylaw No. 310 and Zoning Bylaw No. 337;

ii) Consideration of Temporary Use Permits (TUP) for STR with regulations to be noted in the general use provisions of the Zoning Bylaws;

iii) Proposed fines for “unauthorized Bed & Breakfast or Short Term Rental establishments” in *Municipal Ticket Information (MTI) Bylaw No. 558* and *Bylaw Notice Enforcement (BEN) Bylaw No. 638*.

Recommendation No. 7 *Agricultural Advisory Committee Minutes -
January 23, 2018*

THAT the Agricultural Advisory Committee minutes of January 23, 2018 be received.

105/18 cont. **Recommendation No. 8** *Correspondence from MoTI regarding UBCM Meeting Thank you*

THAT the correspondence from Hon. Claire Trevena, Minister of Transportation and Infrastructure, regarding UBCM Meeting Thank You dated January 25, 2018, be received;

AND THAT the SCRD respond to the Minister of Transportation and Infrastructure letter dated January 25, 2018, expressing appreciation for the opportunity to work with the Province and other Regional Districts to develop frameworks to enable shared goals with respect to sidewalks and bike paths in the right-of-way.

Recommendation No. 9 *Correspondence regarding BCEAO regarding SCRD Comments on EA process for BURSCO project*

THAT the correspondence from Kevin Jardine, Associate Deputy Minister, BC Environmental Assessment Office regarding Environmental Assessment Office reply to SCRD Comments on Environmental Assessment process for the BURSCO project, dated February 28, 2018 be received.

CARRIED

Infrastructure **It was moved and seconded**

106/18 THAT Infrastructure Services Committee recommendation Nos. 2-8 of March 15, 2018 be received, adopted and acted upon as follows:

Recommendation No. 2 *Drought Management Plan 2017 Review*

THAT the report titled Drought Management Plan 2018 Review be received;

AND THAT a 2018 Drought Management Plan Implementation Report be brought to the April 19, 2018 Infrastructure Services Committee.

Recommendation No. 3 *SCRD Zoning Amendment Bylaw No 310.173, 2017 (BC Ferries)*

THAT the report titled *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017 (BC Ferries) Public Hearing – Electoral Area F* be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017* be forwarded to the Board for Third Reading;

AND FURTHER THAT the following conditions be met before the bylaw be considered for adoption:

106/18 cont.

1. an agreement be concluded with BC Ferries regarding Lot 7, District Lot 1401, Plan VAP14295 to resolve:
 - i. Access to the Langdale well; and
 - ii. BC Ferries' use of part of the parcel for parking;
2. Ministry of Transportation and Infrastructure approval pursuant to Section 52 of the *Transportation Act*.

Recommendation No. 4 *Transportation Advisory Committee Minutes*

THAT the Transportation Advisory Committee Minutes of January 18, 2018 be received.

Recommendation No. 5 *Appointment of Chief and Deputy Chief Election Officers*

THAT the report titled Appointment of Chief and Deputy Chief Election Officers be received;

AND THAT pursuant to Section 58 (1) and (2) of the *Local Government Act* Angie Legault be appointed Chief Election Officer for conducting the 2018 general local elections with the power to appoint other election officials as required for the administration and conduct of the 2018 general local elections;

AND FURTHER THAT Sherry Reid be appointed Deputy Chief Election Officer for the 2018 general local elections.

Recommendation No. 6 *Speaking to Resolutions at the 2018 AVICC AGM & Convention*

THAT the report titled Speaking to Resolutions at the 2018 Association of Vancouver Island Coastal Communities (AVICC) Annual General Meeting and Convention be received;

AND THAT the following Directors speak to the Sunshine Coast Regional District Resolutions at the 2018 AVICC Annual General Meeting and Convention:

1. Director(s) Valeriote / Nohr - BC Ferries Medical Priority Loading
2. Director Nohr - Re-evaluation of Resolutions by the Province
3. Director(s) Lebbell / Mauro - Watershed Governance Model
4. Director Valeriote - Cycling Infrastructure Funding

106/18 cont.

Recommendation No. 7 *Correspondence Regarding GVS&DD
Commercial Waste Hauler Licensing Bylaw*

THAT the correspondence from Greg Moore, Chair, Metro Vancouver, dated January 18, 2018, regarding *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017* be received.

Recommendation No. 8 *Correspondence Regarding SCRD
Groundwater Investigation*

THAT the correspondence from Emanuel Machado, CAO, Town of Gibsons, dated November 21, 2017, regarding SCRD Groundwater Investigation be received.

CARRIED

Infrastructure

It was moved and seconded

107/18

THAT consideration of Infrastructure Services Committee Recommendation No. 1 of March 15, 2018 be postponed to the April 19, 2018 Infrastructure Services Committee meeting as follows:

Recommendation No. 1 *Regional Groundwater Task Force –
Next Steps*

THAT the report titled Regional Groundwater Task Force – Next Steps be received;

AND THAT the SCRD proceed with Phase 2 of the Groundwater Investigation Project and that staff bring forward a future report with the results;

AND THAT the SCRD exchange information with local governments and other potentially affected parties on Phase 2 Test Drilling with respect to monitoring results;

AND THAT the SCRD collaborate on a framework with the Town of Gibsons to establish a Groundwater Management Zone related to the Gibsons Aquifer and that staff bring forward a future report;

AND THAT the SCRD establish a working group with infrastructure staff from all four local governments to discuss upcoming projects and opportunities for collaboration;

AND FURTHER THAT the Mahan well drilling be delayed until such time as data is available from the other three well sites.

CARRIED

BYLAWS

Bylaw 716 **It was moved and seconded**

108/18 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 716, 2018* be read a first time.

CARRIED

Bylaw 716 **It was moved and seconded**

109/18 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 716, 2018* be read a second time.

CARRIED

Bylaw 716 **It was moved and seconded**

110/18 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 716, 2018* be read a third time.

CARRIED

Bylaw 716 **It was moved and seconded**

111/18 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 716, 2018* be adopted.

CARRIED

Bylaw 310.173 **It was moved and seconded**

112/18 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017* be read a third time.

CARRIED

NEW BUSINESS

The Board moved In Camera at 2:30 p.m.

IN CAMERA It was moved and seconded

113/18 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (b), (c) and (k) of the *Community Charter* – “personal information about an identifiable individual who is being considered for a municipal award or honour...”, “labour relations or other employee relations...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 2:38 p.m.

Goodwin House It was moved and seconded

114/18 THAT staff proceed with planning for Options 1 and 2 (basic repairs and planned demolition in 2018) for Goodwin House and prepare a 2018 budget proposal;

AND THAT staff develop a park monitoring plan for Shirley Macey Park and Eric Cardinall Hall that includes consideration of Option 3 (concrete pad for mobile home) and report back to a Committee in Q4;

AND FURTHER THAT a flexible, one-year caretaking contract extension be negotiated which coordinates with the caretaker's housing transition.

CARRIED

Shirley Macey Park It was moved and seconded

115/18 THAT the proposed Shirley Macey Park monitoring plan be implemented in 2018.

CARRIED

Proposed Initiatives It was moved and seconded

116/18 THAT for 2018 Round 1 In Camera Budget, staff present budget proposals for the following projects:

- [113] – Finance Temporary (0.4 FTE)
- [115] – Human Resources Health and Safety Program (0.6 FTE)
- [117] – New Information Technology Support (1.0 FTE)
- [370] – New Water and Energy Projects Position (1.0 FTE)
- [370] – New Manager, Capital Projects Position (1.0 FTE)
- [615] – Refrigeration Plant Monitoring Standby at Gibsons and Area Community Centre and Sunshine Coast Arena - Base Operating Budget Increase
- [650] – Regional Parks – Demolition of Goodwin House.

CARRIED

Round 1 Budget It was moved and seconded

117/18 THAT the following budget proposals be incorporated into the 2018 Round 2 Budget:

- Budget Proposal 1 – Temporary Finance Support (0.4 FTE), \$24,500 funded through Support Services

117/18 cont.

- Budget Proposal 1 – Enhanced Occupational Health and Safety Program (0.6 FTE), \$75,000 funded through Support Services
- Budget Proposal 1 – Information Technology Support (1.0 FTE), \$83,500 funded through Support Services
- Budget Proposal 1 – Water and Energy Projects Position (1.0 FTE), \$62,200 funded from User Fees
- Budget Proposal 2 – Manager, Capital Projects Position (1.0 FTE), \$92,600 funded from Reserves and User Fees
- Budget Proposal 1 – Refrigeration Plant Monitoring at Gibsons and Area Community Centre and Sunshine Coast Arena, \$31,000 funded through Taxation;

AND THAT the following budget proposal be referred to 2018 Round 2 Budget with potential implications to fund from Reserves:

- Budget Proposal 1 – Demolition of Goodwin House, \$33,000 funded through Taxation.

CARRIED

Support Service
Allocations

It was moved and seconded

118/18

THAT staff report to 2018 Round 2 Budget with the impact of the proposed Finance, Human Resources and Information Technology FTE increases on Support Services and taxation.

CARRIED

Budget Functions

It was moved and seconded

119/18

THAT the following functions be moved to adoption in the 2018 Budget as presented: Finance [113], Information Technology [117] and Human Resources [115].

CARRIED

Community Parks

It was moved and seconded

120/18

THAT the following budget proposal be incorporated into the 2018 Budget:

- Budget Proposal 1 – Demolition of Goodwin House, \$33,000 funded from Reserves;

AND THAT the budget for [650] Community Parks be moved to adoption as amended.

CARRIED

ADJOURNMENT It was moved and seconded

121/18 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:38 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

March 22, 2018

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	F. Mauro
	Directors	I. Winn G. Nohr M. Lebbell J. Valeriotte L. Lewis D. Wright A. Lutes (Alt.)
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr. Mgr., Administration and Legislative Services	A. Legault
	Administrative Assistant / Recorder	T. Crosby
	Media	0
	Public	0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that the report titled Review of Proposed Board Procedures Bylaw be received.

Recommendation No. 2 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that Section 8(4) – Election of Chair and Vice Chair be amended to provide for an additional opportunity for candidates to address the Board for up to five (5) minutes in the event of two tie votes.

Recommendation No. 3 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that Section 11 – Order of Proceedings and Business be amended to place Directors' Reports between Bylaws and New Business.

Recommendation No. 4 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that staff consider wording for Section 14 – Closed meetings to provide clarity regarding the disclosure of proceedings of a closed meeting to the public and to member municipal councils.

The Committee recessed at 10:42 a.m. and reconvened at 10:50 a.m.

Recommendation No. 5 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that Section 16 (5) – Participation in Meetings Electronically be amended to reflect that a quorum of the Board must be physically present at the meeting location provided in the public notice;

AND THAT that staff report on participation in meetings electronically in relation to special or emergency meetings.

Recommendation No. 6 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that Section 18 - Debate and Conduct be amended as follows:

- (3) Change “Mr. or Madam Chair” to “Chair _____”;
- (4a) Change to “use respectful and courteous language”;
- (10) Delete;
- (11) Delete.

Recommendation No. 7 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that Section 29(2) – Committee Rules of Procedure be replaced with the wording contained in Section 13 of Bylaw 474 (Voting).

Director Valeriote opposed

Recommendation No. 8 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that Section 31 – Committee of the Whole Procedures be removed from the proposed Board Procedures Bylaw.

Recommendation No. 9 *Proposed Board Procedures Bylaw*

The Corporate and Administrative Services Committee recommended that a revised draft Board Procedures bylaw be presented at a future Committee meeting.

ADJOURNMENT 11:58 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 641.7

A bylaw to amend *Roberts Creek Official Community Plan Bylaw No. 641, 2012*

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 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017*.

PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2012* is hereby amended as follows:

Insert the following sub-section immediately following Section 17.15:

“17.16 Notwithstanding Section 17.12, a small-scale distillery, meadery or cidery with a gross floor area of not more than 100 m² is permitted on Lot 15 District Lot 1311 Plan 4216.”

PART C – ADOPTION

READ A FIRST TIME this 25TH DAY OF MAY, 2017

PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this 25TH DAY OF MAY, 2017

READ A SECOND TIME this 27TH DAY OF JULY, 2017

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this 27TH DAY OF JULY, 2017

PUBLIC HEARING HELD PURSUANT TO
THE LOCAL GOVERNMENT ACT this

12TH DAY OF SEPTEMBER, 2017

READ A THIRD TIME this

26TH DAY OF OCTOBER, 2017

ADOPTED this

DAY OF MONTH YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT**BYLAW NO. 310.172**

A bylaw to amend *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 *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.172, 2017*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:

Inserting the following section immediately following Section 1001.8:

Site Specific Uses

- 1001.9 A distillery, meadery or cidery licensed under the *BC Liquor Control and Licensing Act* and associated sale, tasting and on-site tour are permitted on Lot 15 District Lot 1311 Plan 4216, subject to the following provisions:
1. Tasting and on-site tours shall be conducted in accordance with the terms and conditions of the liquor license for the distillery.
 2. Third-party commercial events or assembly associated with the distillery: not permitted
 3. Maximum building height: 4.5 m
 4. Maximum building gross floor area: 100 m²
 5. Minimum setback from any lot line: 7.5 m
 6. Minimum number of parking spaces for distillery and associated uses: 11
 7. Outdoor storage: not permitted
 8. Tasting and retail room:
 - a. Maximum floor area: 18 m²
 - b. Maximum seating capacity: 8 persons
 9. Outdoor tasting: not permitted

PART C – ADOPTION

READ A FIRST TIME this 25TH DAY OF MAY, 2017

READ A SECOND TIME this 27TH DAY OF JULY, 2017

PUBLIC HEARING HELD PURSUANT TO
THE *LOCAL GOVERNMENT ACT* this 12TH DAY OF SEPTEMBER, 2017

READ A THIRD TIME this 26TH DAY OF OCTOBER, 2017

ADOPTED this DAY OF MONTH YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 12, 2018

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **BYLAW 405 FEE SCHEDULE AMENDMENT - UPDATE**

RECOMMENDATION(S)

THAT the report titled Bylaw 405 Fee Schedule Amendment - Update be received.

BACKGROUND

At the March 8, 2018 Board Meeting the following recommendation was adopted (in part):

089/18 **Recommendation #10** *Tipping Fee Review*

...AND THAT the Proposed Tipping Fees be approved and incorporated in an amendment to Bylaw 405.

DISCUSSION

While staff were preparing the Bylaw amendment to incorporate the approved Tipping Fees per resolution 089/18, two additional changes were made.

Vehicles are not accepted at the Pender Harbour site since the conversion to a Transfer Station.

Expanded polystyrene (Styrofoam) and expanded polyethylene (meat trays) are included in the Recycle BC Program and as such, there are no fees for this material.

Staff have removed these materials from the Fee Schedule.

STRATEGIC PLAN AND RELATED POLICIES

This report is in support of the Strategic Priority of Ensure Fiscal Sustainability as well as the Solid Waste Management Plan.

CONCLUSION

While updating the Fee Schedule for Bylaw 405 per Board Recommendation 089/18, staff identified two fees that are no longer applicable. Staff have removed them from the Fee Schedule.

Reviewed by:			
Manager		Finance	
GM		Legislative	X- A. Legault
CAO	X- J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 405.20

A bylaw to amend *Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994*

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

1. This bylaw may be cited as *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.20, 2018*.
2. *Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994* is hereby amended as follows:
 - a) Delete Schedule “B” in its entirety and replace with the revised Schedule “B” attached hereto.
3. This bylaw comes into force and effect on June 1, 2018.

READ A FIRST TIME	this	12 th	day of	April, 2018
READ A SECOND TIME	this	12 th	day of	April, 2018
READ A THIRD TIME	this	12 th	day of	April, 2018
ADOPTED	this		day of	

CORPORATE OFFICER

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 405
"SCHEDULE B"**

LANDFILL SITE FEES

The following fees will be levied for waste delivered to the landfill sites

- 1) **Municipal Solid Waste** (excluding Recyclable Materials & Controlled Waste) \$150 per tonne

- 2) **Recyclable Materials:**
 - a) Yard and Garden Waste:
 - i) Residential Self Haul Loads Less Than 5 Tonnes NO CHARGE
 - ii) Commercial Loads \$86 per tonne
 - iii) Loads 5 Tonnes Or More \$45 per tonne

 - b) Metal:
 - i) Scrap & White Goods \$70 per tonne
 - ii) Propane Tanks
 - up to 1 lb (camp size) \$0.50
 - over 1 lb up to 25 lbs \$2.00
 - over 25 lbs up to 100 lbs \$5.50
 - iii) With Freon (fridges etc) **the greater of \$40 per unit** **OR** \$70 per tonne
OR \$115 per tonne

 - c) Tires:

i)	Passenger	rim removed	\$3	on rim	\$8	OR	\$215 per tonne
ii)	Medium Truck	rim removed	\$18	on rim	\$36	OR	\$315 per tonne
iii)	OTR	rim removed	\$240	on rim	\$480	OR	\$665 per tonne

 - d) Paint & Product Care Products (accepted **ONLY** at Sechelt Landfill) NO CHARGE

 - e)
 - i) Mattress or Boxspring – DRY (or only surface damp) \$10.00 per mattress or boxspring
 - ii) Mattress – WET \$15.00 per mattress
 - iii) Mattress or Boxspring – if 5 or more \$35.00 per mattress or boxspring
 - iv) Crib Mattress \$5.00 per crib mattress

- 3) **Controlled Waste:**
 - a) Separated Construction / Demolition Waste
 - i) Dirt & Rocks \$105 per tonne
 - ii) Clean Wood, C&D (misc) \$170 per tonne
 - iii) Roofing Material \$190 per tonne
 - iv) Treated/Dirty Wood Waste \$265 per tonne
 - v) Acceptable Gypsum \$265 per tonne
 - vi) Asphalt, Concrete \$275 per tonne

- vii) Asbestos, Asbestos Cement and Asbestos-Containing Materials (including but not limited to vermiculite, vinyl floor tile, sheet vinyl flooring with paper backing, ceiling tiles, textured ceiling, stucco, cement panels and roofing) \$275 per tonne
 - b) Dead Animals \$275 per tonne
- 4) **All Non-Separated Waste** two times the regular/separated fee
PLUS an additional \$100 per hour
for separation done by landfill personnel
- 5) All charges referred to in Sections 1 through 3 are subject to a \$5 minimum charge.
- 6) All loads of municipal solid waste – except residential curbside pickup – containing non-separated controlled waste or recyclable materials will be assessed a tipping fee which is two times the regular fee of the most expensive material in the load. This fee will be charged for the entire load.
- 7) All charges referred to in Sections 4 and 6 are subject to a \$10 minimum charge.
- 8) The weight of materials delivered to the landfill site, on which fees are based, will be determined by:
 - a) Measuring the weight on the scale provided at the landfill site; **or**
 - b) In the event that the scale provided is not operational, weight will be estimated by the landfill Attendant employed by the Sunshine Coast Regional District.
- 9) All charges referred to in Sections 1 through 8 will be rounded up or down to the nearest quarter of a dollar.