



# 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, JULY 12, 2018

## AGENDA

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

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of June 28, 2018

Annex A  
Pages 1-13

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PETITIONS AND DELEGATIONS

### COMMUNICATIONS

### REPORTS

3. Directors' Reports Verbal
4. Corporate and Administrative Services Committee recommendation  
Nos. 1-4, 6 and 9-12 of June 28, 2018 (*recommendation Nos. 5, 7 and 8  
previously adopted*) Annex B  
pp 14-17
5. Chief Building Official – Placement of Notice on Title Annex C  
pp 18-20

### MOTIONS

### BYLAWS

6. *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018  
– first, second and third reading  
(Voting – All Directors – 1 vote each)* Annex D  
pp 21-36

### NEW BUSINESS

7. THAT the previously adopted motion (212/18) from the June 28, 2018 Regular Board meeting to delegate the Chair and Alternate Chair to conduct the Public Hearing for *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* scheduled for July 18, 2018 at 7:00 p.m. at Frank West Hall be amended to appoint Director \_\_\_\_\_ as Chair and Director \_\_\_\_\_ as Alternate Chair to conduct the Public Hearing.

**IN CAMERA**

**ADJOURNMENT**

## UPCOMING MEETING DATES (TO JULY 31, 2018)

### SCRD Board, Committee, and Advisory Committee Meetings

Ports Monitoring (POMO) Committee	July 11 at 9:00 am
Planning and Community Development Committee	July 12 at 9:30 a.m.
Regular Board	July 12 at 1:30 p.m.
Roberts Creek (Area D) Advisory Planning Commission	July 16 at 7:00 p.m.
Natural Resources Advisory Committee	July 18 (time to be confirmed)
Infrastructure Services Committee	July 19 at 9:30 a.m.
Policing Committee	July 19 at 1:30 p.m.
Transportation Advisory Committee	July 19 at 2:45 p.m.
Agricultural Advisory Committee (AAC)	July 24 at 3:30 p.m.
Halfmoon Bay (Area B) Advisory Planning Commission	July 24 at 7:00 p.m.
West Howe Sound (Area F) Advisory Planning Commission	July 24 at 7:00 p.m.
Egmont / Pender Harbour (Area A) Advisory Planning Commission	July 25 at 7:00 p.m.
Elphinstone (Area E) Advisory Planning Commission	July 25 at 7:00 p.m.
Corporate and Administrative Services Committee	July 26 at 9:30 a.m.
Regular Board	July 26 at 1:30 p.m.
Sunshine Coast Regional Hospital District	July 26 at 3:00 p.m.

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

Public Hearing – Plowden Eco Lodge (Bylaw No. 310.178)	July 17 at 7:00 p.m.
Public Hearing – Gibsons Ready Mix (Bylaw No. 310.175)	July 18 at 7:00 p.m.
Joint Public Hearing – Densification Strategies to Support Affordable Housing (Bylaw Nos. 675.4, 641.8, 600.8, and 640.2)	July 23 at 7:00 p.m.

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



## SUNSHINE COAST REGIONAL DISTRICT

June 28, 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	B. Milne
Directors	I. Winn K. Julius M. Lebell L. Lewis F. Mauro G. Nohr J. Valeriotte D. Wright

**ALSO PRESENT:**

Chief Administrative Officer	J. Loveys
Sr. Mgr., Administration and Legislative Services	A. Legault
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Infrastructure Services	R. Rosenboom
Deputy Corporate Officer / Recorder	S. Reid
Media	2
Public	2

**CALL TO ORDER**    1:30 p.m.

**AGENDA**            **It was moved and seconded**

197/18                THAT the agenda for the meeting be adopted as amended.

**CARRIED**

### MINUTES

Minutes            **It was moved and seconded**

198/18                THAT the Regular Board meeting minutes of June 14, 2018 be adopted as presented.

**CARRIED**

## PETITIONS AND DELEGATIONS

*April Struthers from the Organizing Against Racism and Hate (OARH) Program presented the Community Response Protocol to Incidents of Racism and Hate. OARH requested that the SCRD: become a signatory to the OARH Critical Incident Protocol; review its Policies for content on discrimination and responses to critical incidents of racism and hate; and consider partnering with OARH by attending the Protocol signing ceremony and dialogue event taking place in late November 2018.*

Community  
Response Protocol    **It was moved and seconded**

199/18                      THAT the delegation materials presented by the Organizing Against Racism and Hate (OARH) Program be received.

**CARRIED**

## REPORTS

### Directors' Reports

*Directors provided a verbal report of their activities.*

CAO Report                **It was moved and seconded**

200/18                      THAT the report titled Chief Administrative Officer's Report be received for information.

**CARRIED**

Planning                    **It was moved and seconded**

201/18                      THAT Planning and Community Development Committee recommendation Nos. 1-4, 6 and 10-21 of June 14, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *BC Ferries Horseshoe Bay Terminal Redevelopment Plan Engagement Delegation*

THAT the BC Ferries Horseshoe Bay Terminal Redevelopment Plan Engagement delegation materials be received.

**Recommendation No. 2**      *Provincial Referral CRN00054 - BC Ferry Services Inc. Langdale Ferry Terminal Pedestrian Walkway*

THAT the report titled Provincial Referral CRN00054 for BC Ferry Services Inc. Langdale Ferry Terminal Pedestrian Walkway - Electoral Area F be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development:

201/18 cont.

1. Subject to the following conditions, SCRCD has no objections to the Province issuing a licence of occupation to BC Ferry Services Inc.:
  - a) The environmental assessment report should be amended to:
    - i. consider potential impacts to spawning fish in the foreshore;
    - ii. consider potential impacts to migrating shore birds;
    - iii. provide a broader description of the best management practices to be used during construction with respect to sediment;
  - b) A public notification system be developed and implemented to inform users of the float serving Keats and Gambier Islands of the work schedule;
  - c) That BC Ferries be encouraged to have direct consultation and engagement with the Island and Mainland residents most directly impacted by the project;
2. BC Ferries submits the project to the Department of Fisheries and Oceans for their review and authorization under the Fisheries Act, 2012; and
3. A Building Permit application is made for the walkway.

**Recommendation No. 3**      *Development Variance Permit Application  
DVP00022 (Pownall)*

THAT the report titled Development Variance Permit Application DVP00022 (Pownall) - Electoral Area A be received;

AND THAT Development Variance Permit Application DVP00022 to vary:

- i) the setback to Hotel Lake, as required in Section 516 (1) (b) of Zoning Bylaw 337,1990, from 30 metres to 15 metres; and
- ii) the setback to the natural boundary of an unnamed watercourse, as required in Section 516 (1) (f) of Zoning Bylaw 337,1990, from 15 metres to 10 metres;

be issued subject to:

- a) covenant registered on title that confirms the addition is one time only and that any further extensions within the 30 metre setback to Hotel Lake will only be permitted if the entire dwelling meets the lake setback; and
- b) completion of a Preliminary Field Reconnaissance.

201/18 cont.      **Recommendation No. 4**      *Zoning Amendment Bylaw No. 310.178, 2018 (Plowden Eco Lodge)*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018 for Plowden Eco Lodge – Consideration of Second Reading be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be scheduled for 7:00 pm, July 17, 2018, at Eric Cardinal Hall, located at 930 Chamberlin Road, West Howe Sound;

AND FURTHER THAT Director Lebbell be delegated as the Chair and Director Winn be delegated as the Alternate Chair for the Public Hearing.

**Recommendation No. 6**      *Halfmoon Bay OCP Amendment Bylaw 675.4, 2017, Roberts Creek OCP Amendment Bylaw 641.8, 2017, Elphinstone OCP Amendment Bylaw 600.8, 2017 and West Howe Sound OCP Amendment Bylaw 640.2, 2017*

THAT *Halfmoon Bay Official Community Plan Amendment Bylaw No.675.4, 2017, Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017, Elphinstone Official Community Plan Amendment Bylaw No. 600.8, 2017 and West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017* be forwarded to the Board for Second Reading;

AND THAT the bylaws as of the date of the report be considered consistent with the SCRD's 2018-2022 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT staff monitor and report the implementation and densification impacts of the bylaws with respect to the SCRD's 2018-2022 Financial Plan and 2011 Solid Waste Management Plan and the future versions of these Plans;

AND THAT a Public Hearing to consider *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017, Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017, Elphinstone Official Community Plan Amendment Bylaw No. 600.8, 2017 and West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017* be scheduled for July 23, 2018 at 7:00 p.m. in the SCRD Board Room, located at 1975 Field Road, Sechelt, BC;

AND THAT Director Winn be delegated as the Chair and Director Lebbell be delegated as the Alternate Chair for the Public Hearing;

AND FURTHER THAT the revised Densification Strategies to Support Affordable Housing, if adopted by the Board, be incorporated into the *Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017* for consideration at Second Reading.

201/18 cont.

**Recommendation No. 10** *Provincial Referral 102115507 - 001 for a Private Moorage (Stoddard)*

THAT the report titled Provincial Referral 102115507 - 001 for a Private Moorage (Stoddard) – Electoral Area A be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development:

1. Subject to the following conditions, SCRD has no objections to the proposed tenure for residential private moorage fronting Eagle Island, Provincial Referral 102115507 - 001
  - a) SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
  - b) Critical Habitat including eelgrass beds in or near the tenure area should be identified by field study and protected;
  - c) Water quality should not be impacted by maintenance or construction activities, materials, or fuel storage;
  - d) Public access should be maintained for shellfish harvesting, as well as for recreational boating and emergency refuge. Docks and associated tenure areas should be designed to maintain public access along the foreshore and emergency refuge;
  - e) Ensure that shíshálh Nation are consulted and that all harvesting-related activities undertaken comply with the *Heritage Conservation Act*;
  - f) The proponent should implement both Provincial and shíshálh Nation's Best Management Practices for building and maintaining moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems.

**Recommendation No. 11** *Provincial Referral 102850995 – 002 for a Private Moorage Baker Bay (Johnston)*

THAT the report titled Provincial Referral 102850995 – 002 for a Private Moorage Baker Bay (Johnston) – Electoral Area A be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development:

1. Subject to the following conditions, SCRD has no objections to the proposed tenure for residential Private Moorage fronting Baker Bay, Provincial Referral 102850995 – 002
  - a) SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;



201/18 cont.

- b) Critical Habitat including eelgrass beds in or near the tenure area should be identified by field study and protected;
- c) Water quality should not be impacted by maintenance or construction activities, materials, or fuel storage;
- d) Public access should be maintained for shellfish harvesting, as well as for recreational boating and emergency refuge. Docks and associated tenure areas should be designed to maintain public access along the foreshore and emergency refuge;
- e) Ensure that shíshálh Nation are consulted and that all harvesting-related activities undertaken comply with the *Heritage Conservation Act*;
- f) The proponent should implement both Provincial and shíshálh Nation's Best Management Practices for building and maintaining moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems;
- g) SCRD notes a subdivision application for this property and potential access challenges for proposed Lot 2. Best Management Practices recommend a shared moorage facility supported by an easement over Lot 1 for the future owner of Lot 2 to access their land.

**Recommendation No. 12**    *Development Variance Permit Application DVP00032 (Pender Harbour Resort and Marina)*

THAT the report titled Development Variance Permit Application DVP00032 (Pender Harbour Resort and Marina) - Electoral Area A be received;

AND THAT Development Variance Permit DVP00032 to vary the exterior side parcel line setback from 5.0 metres to 1.5 metres, per Section 811.2 of Zoning Bylaw No. 337, be issued, subject to:

1. The Ministry of Transportation and Infrastructure issuing a non-encroachment permit for the building to be sited within 4.5 metres of a public road allowance;
2. Submission of a report prepared by a professional engineer, addressing geotechnical hazards include coastal slopes and coastal flooding;
3. Consideration of comments received from the shíshálh Nation within the 60 day referral period;
4. Ensuring that adequate internal access for fire protection is provided; and
5. The variance is issued one-time only for the construction of a new cottage.

201/18 cont.      **Recommendation No. 13**    *Agricultural Advisory Committee Minutes of April 24, 2018*

THAT the Agricultural Advisory Committee (AAC) minutes of April 24, 2018 be received;

AND THAT Recommendation No. 4 from the April 24, 2018 AAC Committee minutes be adopted and acted upon as follows:

**Recommendation No. 4**    *Review of Zoning Bylaw 310 – Electoral Areas B-F*

The Agricultural Advisory Committee recommended that a formal invitation be sent to Agricultural Land Commission (ALC) staff to provide an update on recent policy changes, familiarize with ALC roles and direction to assist the AAC in providing feedback for the Zoning Bylaw 310 update;

AND THAT the SCR D include the link to the ALC guidebook on bylaw development in next month's meeting agenda package.

**Recommendation No. 14**    *Agricultural Advisory Committee Minutes of May 22, 2018*

THAT the Agricultural Advisory Committee (AAC) minutes of May 22, 2018 be received;

**Recommendation No. 15**    *Natural Resource Advisory Committee Minutes of May 16, 2018*

THAT the Natural Resource Advisory Committee (NRAC) minutes of May 16, 2018 be received;

AND THAT Recommendation No. 2 from the May 16, 2018 NRAC Committee minutes be adopted and acted upon as follows:

**Recommendation No. 2**    *BC Timber Sales Operations 2018-2022*

The Natural Resource Advisory Committee recommended that the SCR D staff invite BCTS to attend a future NRAC meeting.

**Recommendation No. 16**    *Area A APC Minutes of May 30, 2018*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of May 30, 2018 be received.

**Recommendation No. 17**    *Area B APC Minutes of May 22, 2018*

THAT the Halfmoon Bay Advisory Planning Commission minutes of May 22, 2018 be received.

201/18 cont.

**Recommendation No. 18** *Area D APC Minutes of May 30, 2018*

THAT the Roberts Creek Advisory Planning Commission minutes of May 30, 2018 be received.

**Recommendation No. 19** *Area E APC Minutes of March 28, 2018*

THAT the Elphinstone Advisory Planning Commission minutes of March 28, 2018 be received.

**Recommendation No. 20** *Area F APC Minutes of May 22, 2018*

THAT the West Howe Sound Advisory Planning Commission minutes of May 22, 2018 be received.

**Recommendation No. 21** *Correspondence from Minister of Environment and Climate Change regarding BURNCO Aggregate Mine Project*

THAT the correspondence from Hon. Catherine McKenna, M.P., Minister of Environment and Climate Change dated May 16, 2018, regarding BURNCO Aggregate Mine Project be received.

**CARRIED**

Infrastructure

**It was moved and seconded**

202/18

THAT Infrastructure Services Committee recommendation Nos. 1-5 of June 21, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Splash n Shine Stage 3 Water Restrictions Exemption*

THAT the report titled Splash n Shine Carwash Stage 3 Water Restrictions Exemption be received;

AND THAT the 2018 Board approved Drought Management Plan remains in effect.

**Recommendation No. 2** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017 (Gibsons Ready Mix, Gilmour Road)*

THAT the report titled *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017 (Gibsons Ready Mix, Gilmour Road)* – Electoral Area E, be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing be scheduled for July 18, 2018 at 7:00 p.m. at Frank West Hall, located at 1224 Chaster Road, Elphinstone;

202/18 cont.

AND THAT prior to the Public Hearing a covenanted agreement be prepared that requires prior to operation of the concrete batch plant:

- a. installation of an approved water supply, including provision for firefighting; and
- b. receipt and approval by the Regional District of a dust management plan;

AND FURTHER THAT the applicant be required to investigate groundwater supply options prior to Third Reading of the Bylaw.

**Recommendation No. 3**      *Regional Growth Strategy – Options Report*

THAT the report titled Regional Growth Strategy - Options Report be received;

AND THAT the report be provided to all local government and First Nations Councils with context and a clear request for response to the Sustainable Land Use Principles document;

AND THAT local government staff meet to discuss opportunities to collaborate and streamline administrative processes;

AND FURTHER THAT this report be forwarded to the Sunshine Coast Regional District Board following the October 2018 local government elections for their consideration and direction.

**Recommendation No. 4**      *UBCM Resolution – Medical Cannabis*

THAT the report titled Union of British Columbia Municipalities (UBCM) Resolution – Medical Cannabis be received;

AND THAT the resolution on Medical Cannabis be approved and submitted to UBCM for consideration at the 2018 Convention as follows:

WHEREAS medical cannabis production in residential areas often generate neighbourhood concerns about safety and nuisance complaints related to odours;

AND WHEREAS Health Canada lacks the resources to conduct routine inspections to address compliance and related nuisances to minimize the negative impact and risk to communities, while safety issues fall to local governments to address:

THEREFORE BE IT RESOLVED THAT the Access to Cannabis for Medical Purposes Regulation be revised to make the installation, operation and maintenance of ventilation systems that mitigate odour nuisances a condition of medical cannabis production licences (including designated person or registered person licences); and ensure that Health Canada inspectors have the authority to enter residences where production is taking place and that the federal government provide adequate resources to support Health Canada in conducting regular inspections to ensure compliance and neighbourhood safety.

202/18 cont.      **Recommendation No. 5**      *Cannabis – SCRD Land Use Regulations*

THAT the presentation titled Cannabis: SCRD Land Use Regulations be received;

AND THAT the topic of Cannabis Land Use Regulations be added to the next available Committee meeting for discussion, along with information on the status of the Squamish Lillooet Regional District and Comox Valley Regional District bylaws including their rationale for pursuing the proposed amendments.

**CARRIED**

Infrastructure      **It was moved and seconded**

203/18      THAT Infrastructure Services Committee recommendation No. 6 of June 21, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 6**      *Correspondence Regarding SCREDO Request*

THAT the correspondence from David Chisholm, Chair, Sunshine Coast Regional Economic Development Organization, dated April 27, 2018 regarding request to include SCREDO on major development application referrals, be received;

AND THAT a response be sent to SCREDO indicating they will be included in the referral process on major development for informational purposes;

AND THAT the Regional Growth Strategy report be forwarded to SCREDO for information.

**CARRIED**

Corporate      **It was moved and seconded**

204/18      THAT Corporate and Administrative Services Committee recommendation Nos. 7 and 8 of June 28, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 7**      *Financial Reporting Requirements Statement of Financial Information – Year Ended December 31, 2017*

THAT the report titled Financial Reporting Requirements Statement of Financial Information, Year Ended December 31, 2017 be received;

AND THAT the Statement of Financial information for the year ended December 31, 2017 be approved as presented.

**Recommendation No. 8**      *Modernization of Local Government Act*

THAT the report titled UBCM Resolution – Modernization of *Local Government Act* be received;

204/18 cont. AND THAT the draft resolution be approved and submitted to UBCM prior to the June 30, 2018 deadline as follows:

WHEREAS a review of the *Local Government Act* was intended to be undertaken after the *Community Charter* came in to force in 2004;

AND WHEREAS, while a review of election financing rules and a statute revision that updates style and language have taken place, a comprehensive review of the *Local Government Act* has not been done:

THEREFORE BE IT RESOLVED THAT the Ministry of Municipal Affairs and Housing be requested to initiate a comprehensive review of the *Local Government Act* to ensure it meets modern needs and addresses the issue of equity between municipalities and regional districts (e.g. scope of regulatory authority, requirements for service establishment, etc.).

**CARRIED**

Corporate **It was moved and seconded**

205/18 THAT Corporate and Administrative Services Committee recommendation No. 5 of June 28, 2018 be received, adopted and acted upon as follows:

**Recommendation No. 5** *Investing in Canada Infrastructure Program Grant Application*

THAT the report titled Investing in Canada Infrastructure Program (ICIP) Grant Application be received;

AND THAT an application be submitted for the Chapman Lake Supply Expansion Project through the ICIP – Green Infrastructure: Environmental Quality Sub-Stream;

AND FURTHER THAT the Board commits to its share of funding through elector approved borrowing of up to \$5,000,000 under Loan Authorization Bylaw No. 704.

*Directors Lewis, Wright and Milne opposed*

**DEFEATED**

**BYLAWS**

Bylaw 310.178 **It was moved and seconded**

206/18 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.178, 2018* be read a second time.

**CARRIED**

Bylaw 640.2           **It was moved and seconded**

207/18                THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017* be read a second time.

**CARRIED**

Bylaw 600.8           **It was moved and seconded**

208/18                THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.8, 2017* be read a second time.

**CARRIED**

Bylaw 641.8           **It was moved and seconded**

209/18                THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017* be read a second time.

**CARRIED**

Bylaw 675.4           **It was moved and seconded**

210/18                THAT *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017* be read a second time.

**CARRIED**

Bylaw 310.175       **It was moved and seconded**

211/18                THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* be read a second time.

**CARRIED**

Public Hearing       **It was moved and seconded**

212/18                THAT Director Mauro be delegated Chair and Director Winn be delegated Alternate Chair to conduct the Public Hearing for *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* scheduled for July 18, 2018 at 7:00 p.m. at Frank West Hall, located at 1224 Chaster Road, Elphinstone.

**CARRIED**

*The Board moved In Camera at 2:24 p.m.*

**IN CAMERA**

**It was moved and seconded**

213/18

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (i) and (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements...”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**CARRIED**

*The Board moved out of In Camera at 2:33 p.m.*

Contract Award

**It was moved and seconded**

214/18

THAT the Groundwater Investigation Phase 2 RFP 18 341 contract be awarded to Associated Environmental in the amount of \$263,401 (plus GST);

AND THAT the delegated officials be authorized to execute the contract.

**CARRIED**

Contract Award

**It was moved and seconded**

215/18

THAT the North and South Pender Harbour Watermain Replacement contract be awarded to BA Blacktop in the amount of \$2,534,173.37 (plus GST);

AND THAT the delegated officials be authorized to execute the contract.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

216/18

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:33 p.m.

Certified correct

\_\_\_\_\_  
Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair



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

**June 28, 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

<b>PRESENT:</b>	Chair	F. Mauro
	Directors	I. Winn G. Nohr M. Lebbell L. Lewis D. Wright B. Milne J. Valeriote K. Julius
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Administrative Assistant / Recorder	T. Crosby
	Media	2
	Public	2

**CALL TO ORDER**                      9:30 a.m.

**AGENDA**                                The agenda was adopted as amended, as follows:

- NEW BUSINESS: VERBAL - Director Nohr - Rural Areas' Grant-in-Aid for Vaucroft Improvement District.

**REPORTS**

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

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report be received.

**Recommendation No. 2**        *Proposed Board Procedures Bylaw No. 717*

The Corporate and Administrative Services Committee recommended that the report titled Proposed Board Procedures Bylaw No. 717 be received;

AND THAT Section 14 (2) be amended to read “(2) In accordance with Section 117 of the Charter and 205 of the Act, Members keep in camera any record or other matter held in confidence by the Board, unless specifically authorized by a resolution of the Board”;

AND FURTHER THAT Bylaw No. 717, as amended, be forwarded to the Board for three readings.

*The Committee recessed at 10:53 a.m. and reconvened at 11:01 a.m.*

**Recommendation No. 3**      *Recalculated Apportionment Options for Transit Service*

The Corporate and Administrative Services Committee recommended that the report titled Recalculated Apportionment Options for Transit Service be received.

**Recommendation No. 4**      *Directors’ Remuneration Review*

The Corporate and Administrative Services Committee recommended that the report titled Directors’ Remuneration Review be received;

AND THAT Directors’ remuneration be increased to offset the loss of the 1/3 tax exemption, effective January 2019;

AND THAT an amendment to Bylaw 636 be drafted for the Board’s consideration prior to October 2018;

AND FURTHER THAT the development of the Director Remuneration Policy be included as part of the 2019 workplan.

**Recommendation No. 5**      *Investing in Canada Infrastructure Program Grant Application*

The Corporate and Administrative Services Committee recommended that the report titled Investing in Canada Infrastructure Program (ICIP) Grant Application be received;

AND THAT an application be submitted for the Chapman Lake Supply Expansion Project through the ICIP – Green Infrastructure: Environmental Quality Sub-Stream;

AND THAT the Board commits to its share of funding through elector approved borrowing of up to \$5,000,000 under Loan Authorization Bylaw No. 704;

AND FURTHER THAT this recommendation be forwarded to the June 28, 2018 Board meeting.

*Directors Lewis, Wright and Milne opposed.*

**Recommendation No. 6**      *2017 Sunshine Coast Regional District Corporate Annual Report*

The Corporate and Administrative Services Committee recommended that the report titled 2017 Sunshine Coast Regional District (SCRD) Corporate Annual Report be received;

AND THAT the 2017 Corporate Annual Report be approved for distribution.

**Recommendation No. 7**     *Financial Reporting Requirements Statement of Financial Information – Year Ended December 31, 2017*

The Corporate and Administrative Services Committee recommended that the report titled Financial Reporting Requirements Statement of Financial Information, Year Ended December 31, 2017 be received;

AND THAT the Statement of Financial information for the year ended December 31, 2017 be approved as presented;

AND FURTHER THAT this recommendation be forwarded to the June 28, 2018 Regular Board meeting.

**Recommendation No. 8**     *Modernization of Local Government Act*

The Corporate and Administrative Services Committee recommended that the report titled UBCM Resolution – Modernization of *Local Government Act* be received;

AND THAT the draft resolution be approved and submitted to UBCM prior to the June 30, 2018 deadline as follows:

WHEREAS a review of the *Local Government Act* was intended to be undertaken after the *Community Charter* came in to force in 2004;

AND WHEREAS, while a review of election financing rules and a statute revision that updates style and language have taken place, a comprehensive review of the *Local Government Act* has not been done:

THEREFORE BE IT RESOLVED THAT the Ministry of Municipal Affairs and Housing be requested to initiate a comprehensive review of the *Local Government Act* to ensure it meets modern needs and addresses the issue of equity between municipalities and regional districts (e.g. scope of regulatory authority, requirements for service establishment, etc.).

AND FURTHER THAT this recommendation be forwarded to the June 28, 2018 Regular Board meeting.

**Recommendation No. 9**     *siyaya Reconciliation Project – Financial Assistance Request*

The Corporate and Administrative Services Committee recommended that the report titled siyaya Reconciliation Project – Financial Assistance Request be received;

AND THAT the siyaya Reconciliation Project be supported to a total of \$7,500 allocated as follows:

- Area A Rural Areas' Grant-in-Aid [121] \$2,000;
- Area B Rural Areas' Grant-in-Aid [122] \$2,000;
- Area D Rural Areas' Grant-in-Aid [127] \$2,000;
- Area E Rural Areas' Grant-in-Aid [128] \$500;
- Greater Gibsons Community Participation [126] \$1,000;

AND FURTHER THAT the siyaya Reconciliation Project be encouraged to apply to the 2019 Rural Areas' Grant-in-Aid program.

**Recommendation No. 10**    *Youth Programs and Restorative Justice Grants*

The Corporate and Administrative Services Committee recommended that the report titled Youth Programs and Restorative Justice Grants be received for information.

**COMMUNICATIONS****Recommendation No. 11**    *Environmental Quality Program*

The Corporate and Administrative Services Committee recommended that the correspondence from Pamela Goldsmith-Jones, Member of Parliament, West Vancouver-Sunshine Coast – Sea to Sky Country regarding an Environmental Quality Program be received.

**NEW BUSINESS****Recommendation No. 12**    *Vaucroft Improvement District – Rural Areas’ Grant-in-Aid*

The Corporate and Administrative Services Committee recommended that a letter be sent to Vaucroft Improvement District to encourage a 2018 Rural Areas’ Grant-in-Aid application be submitted for an alternative project;

AND THAT staff arrange a meeting with the Vaucroft Improvement District.

*The Committee recessed at 11:57 a.m. and reconvened at 11:59 a.m.*

**IN CAMERA**

*The Committee moved In-Camera at 11:59 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (b) and (k) of the *Community Charter* – “personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In Camera at 12:18 p.m.*

**ADJOURNMENT**                      12:18 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – July 12, 2018  
**AUTHOR:** Allen Whittleton, Chief Building Official  
**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### RECOMMENDATION(S)

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

**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 16, District Lot 3971, Plan 16896, PID 007-337-051;**

**AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 5, District Lot 904, Plan 4213, PID 011-749-318;**

**AND FURTHER THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 60, District Lot 1362, Plan 14692, PID 007-755-732.**

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### BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists properties where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or inspections under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered owners that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board pass a resolution to place a Notice on Title. The Corporate Officer 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.

## DISCUSSION

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

- Permits applied for / or issued but not all required inspections have been approved.
- Construction has taken place without a valid permit.

1. 5961 Dubois Road, **Lot 16, District Lot 3971, Plan 16896, PID 007-337-051**  
**Electoral Area A**

An application was made to convert a Single Family Dwelling to an Auxiliary Building and to convert an Auxiliary Building to a Single Family Dwelling. Construction was started but the required documentation was not submitted to allow permit issuance. The SCRD Building Division is not aware of any life safety issues at this time and recommend notice be placed on title.

2. 801 Highland Road, **Block 5, District Lot 904, Plan 4213, PID 011-749-318**  
**Electoral Area D**

A building permit was issued in 2008 for the construction of a Single Story Auxiliary Building (garage). The permit was renewed twice and upgraded to add a second story. After the 6-year permit cycle was complete, a new permit was issued to complete the project. Revised drawings were requested on several occasions as the scope of the project exceeded what had been approved.

A Stop Work Order was posted and remains in place. When revised drawings were received and reviewed, the building was determined to exceed the allowable floor space permitted in SCRD Bylaw 310 for an Auxiliary Building. In August 2017, SCRD presented several options to the Owner to bring the property into compliance with the SCRD Bylaws but to date no action has been taken.

The SCRD Building Division recommends notice be placed on title.

3. 4424 Francis Peninsula Road, **Lot 60, District Lot 1362, Plan 14692,**  
**PID 007-755-732**  
**Electoral Area A**

A building permit was issued for an addition to a Single Family Dwelling in February of 2002. Work was started and the permit has expired without final inspection approval. The SCRD Building Division is not aware of any life safety issues at this time and recommend notice be placed on title.

## STRATEGIC PLAN AND RELATED POLICIES

N/A

**CONCLUSION**

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a building official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the building division that is summarized above show that these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted properties.

Reviewed by:			
Manager		Finance	
GM	X - I. Hall	Legislative	X – S. Reid
CAO	X – J. Loveys	Other	

## SUNSHINE COAST REGIONAL DISTRICT

### Bylaw No. 717

A bylaw to provide for the procedures of Board meetings and Committees of the Board

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# SUNSHINE COAST REGIONAL DISTRICT

## Bylaw No. 717

A bylaw to provide for the procedures of Board meetings and Committees of the Board

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

### PART 1 – INTRODUCTION

#### 1. Citation

This bylaw may be cited as the *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018*.

#### 2. Definitions

In this bylaw:

“**Act**” means the *Local Government Act*;

“**Board**” means the Board of the Sunshine Coast Regional District;

“**Board Chair**” means the member of the Board elected as Chair pursuant to section 215 of the Act;

“**Chair**” means the person presiding at a meeting of the Board, of a committee of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“**Charter**” means the *Community Charter*;

“**Committee**” means a committee of the Board, but does not include the Committee of the Whole;

“**Committee of the Whole**” means all the members of the Board present at a meeting sitting in committee;

“**Corporate Officer**” means the officer of the Regional District assigned the responsibility of corporate administration pursuant to section 236 of the Act;

“**Delegation**” means an individual or organization that has requested or been invited to address the Board, or a committee about a specific issue;

“**Holiday**” has the same meaning as prescribed by the *Interpretation Act*;

“**Meeting**” means a meeting of the Board, unless the context directs otherwise;

“**Member**” means a member of the Board, whether a municipal director or an electoral area director, and includes their alternates when acting in the place of a director.

“**Public Notice Posting Place**” means the notice board in the lobby of the Regional District’s Administration office.

“**Regional District**” means the Sunshine Coast Regional District;

“**Regional District’s Administration office**” means the Regional District offices located at 1975 Field Road, Sechelt, British Columbia;

“**Special Meeting**” means a Board meeting other than a regular meeting or an adjourned meeting.

### **3. Application of Rules of Procedure**

- (1) The provisions of this bylaw govern the proceedings of the Board and all Standing and Select Committees of the Board, as applicable.
- (2) In cases not provided for under this Bylaw, the most recent edition of The Newly Revised Robert’s Rules of Order applies to the proceedings of the Board and all Standing and Select Committees of the Board to the extent that those rules are applicable and not inconsistent with provisions of this Bylaw, the Act or the Charter.
- (3) Where a conflict between this bylaw and the Act arises, the Act will apply.

## **PART 2 - BOARD MEETINGS**

### **4. Time and Location of Meetings**

- (1) Regular meetings of the Board must take place at the Regional District’s Administration office except as the Board may otherwise decide from time to time, by resolution.
- (2) Regular meetings of the Board will be held on the second and fourth Thursday of each month commencing at 1:30 p.m. except as the Board may otherwise decide, from time to time, by resolution. In the event that the date of a Regular meeting falls on a Holiday, the meeting may be cancelled or rescheduled by Board resolution.
- (3) Regular meetings of the Board must be adjourned no later than three (3) hours from the scheduled time to call to order, unless otherwise determined by a two-thirds vote of the Members present.

### **5. Notice of Regular Meetings**

- (1) No later than the last Board meeting in November, the Corporate Officer must prepare an annual schedule of regular Board, Standing Committee and Select Committee

meetings including the dates, time and place of meetings, and must make the schedule of meetings available to the public by posting it at the Public Notice Posting Place.

- (2) The Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the agenda outline to the Public Notice Posting Place;
  - (b) posting a copy of the agenda on the Regional District's website, unless prevented due to technical issues.
- (3) Where revisions are necessary to the annual schedule of regular meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time, and place or cancellation of a regular meeting.

## **6. Notice of Special Meetings**

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Board Members under section 220(3) of the Act, the Corporate Officer must:
  - (a) give advance public notice of the time, place and date of the meeting by way of a notice posted to the Public Notice Posting Place; and
  - (b) give notice of the special meeting in accordance with section 220(2) of the Act.
- (2) Where a special meeting is called and where notice may be waived by a unanimous vote under section 220(3) of the Act, the Corporate Officer must use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting to the Public Notice Posting Place.

## **7. Inaugural Meeting**

- (1) The Inaugural meeting will be held at the first meeting of the Board after November 1 in each year.
- (2) The Corporate Officer will preside at the inaugural meeting until such time as the Chair has been elected.

## **8. Election of Chair and Vice Chair**

- (1) At each Inaugural meeting the Corporate Officer will call for nominations for Chair and will conduct a vote by secret ballot in which the Member receiving the majority of votes of those Members present will be elected Chair. Each Member present will have one vote. If only one candidate is nominated, that candidate will be declared elected by acclamation.
- (2) The Corporate Officer will call for nominations three (3) times. Nominations need not be seconded but a candidate must consent to the nomination.

- (3) A Member who is absent from the meeting may be nominated provided that their written consent to the nomination has been delivered to the Corporate Officer prior to the meeting.
- (4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of three (3) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination.
- (5) In the case of an election by voting, ballots will be collected by the Corporate Officer or designate and counted together with the Chief Administrative Officer or designate. The outcome of the ballot count will be announced to the Board by the Corporate Officer and the candidate receiving the majority of votes of those Members present will be declared elected.
- (6) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring the disclosure is passed.
- (7) Once a candidate has been declared elected, the Corporate Officer must destroy the ballots.
- (8) In the event of a tie vote between two or more candidates, voting will be repeated with all names on the ballot unless a candidate withdraws, until a candidate with a majority of votes emerges. In the event of two (2) tie votes, each candidate will be given an additional opportunity of up to five (5) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. In the event of a third tie vote, the Board must pass a resolution to either determine the election of the Chair by the drawing of lots or further repeating the voting to break the tie until a candidate with a majority of votes emerges.
- (9) The newly elected or acclaimed Chair will preside over the election process for the Vice-Chair of the Board and must follow the same procedures set out for the election of the Chair. The Vice-Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair conferred by the Act and is subject to all the rules applicable to the Chair.

## **9. Quorum and Opening Procedures**

- (1) The quorum for a meeting of the Board will be a majority of all Members.
- (2) At the scheduled time for commencement of the meeting, the Chair will determine that a quorum is present before proceeding to the business of the meeting.
- (3) If the Chair is not in attendance within fifteen (15) minutes after the scheduled time for a meeting, the Vice-Chair must take the Chair and call the Members to order, or if the Vice-Chair is absent, the Corporate Officer must call the Members to order and, if a quorum is present, the Members must appoint an acting Chair who will preside during the meeting or until the arrival of the Chair or Vice-Chair. A person appointed as acting Chair has all the authority and is subject to the same rules as the Chair.

- (4) If there is no quorum present within thirty (30) minutes after the time scheduled for a meeting, the Corporate Officer will record in the minute book the names of the Members present and the meeting will stand adjourned until the next day of meeting or until another meeting has been called in accordance with this bylaw.

### **PART 3 - BOARD PROCEEDINGS**

#### **10. Agenda**

- (1) The Corporate Officer will prepare an agenda before every regular meeting of the Board, approved by the Chief Administrative Officer or the Chief Administrative Officer's designate, setting out all items for consideration at that meeting and will circulate a copy to each Member at least three (3) days before the meeting.
- (2) At a meeting, other than a regular meeting
  - (a) the agenda will be governed by the specific purpose or purposes for which the special meeting was called; and
  - (b) the order of business will proceed according to the Order of Proceedings and Business set out in section 11 of this bylaw whenever possible.

#### **11. Order of Proceedings and Business**

- (1) The order of business at all Regular Board meetings of the Regional District will be as follows:
  - (a) Call to Order;
  - (b) Adoption of Agenda;
  - (c) Adoption of Minutes of Board Meetings;
  - (d) Business arising from the Minutes and Unfinished Business;
  - (e) Presentations and Delegations;
  - (f) Reports (including the following)
    - i. Committee Recommendations
    - ii. Staff Reports
    - iii. Chief Administrative Officer's Report
  - (g) Communications;
  - (h) Motions for Which Notice Has Been Given;
  - (i) Bylaws;
  - (j) Directors' Reports
  - (k) New Business;
  - (l) In Camera;
  - (m) Adjournment.
- (2) The order of business may be modified at any Regular Board meeting at the discretion of the Chair or by a two-thirds vote of the Members present.

## 12. Delegations

- (1) Requests to appear before a regular meeting of the Board or a Committee of the Board must be addressed to the Corporate Officer and received in writing two weeks before the meeting. The request must specify the names of persons wishing to speak to the Board, the subject matter, and must identify any action that may be requested of the Board.
- (2) Notwithstanding section 12(1), the Chair may grant a delegation not listed on the agenda an opportunity to be heard on a subject matter related to an agenda item provided the Chair is satisfied that circumstances prevented the delegation from giving advance notice of their request to appear before the Board or Committee.
- (3) A delegation must appoint a speaker, or at the discretion of the Board, more than one speaker. A delegation will be limited to a maximum of ten (10) minutes to present, unless agreed to by a two-thirds vote of those Members present.
- (4) Delegations from invited parties, senior government staff or related agencies from outside the Sunshine Coast may:
  - (a) have the ten (10) minute maximum time limit extended;
  - (b) have a special meeting arranged for the sole purpose of receiving the presentation;
  - (c) have the delegation limit for that particular meeting reduced to one.
- (5) The Chair may deny a delegation the right to address the Board or a Committee if in the Chair's opinion, the delegation is acting in an improper, disruptive or disrespectful manner.

## 13. Attendance of Public at Meetings

- (1) Except where the provisions of section 90 of the Charter apply, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 90 of the Charter.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the Charter, including without limitation:
  - (a) Commissions;
  - (b) Advisory Committees;
  - (c) Board of Variance;
  - (d) Parcel Tax Roll Review Panel;
  - (e) Standing and Select Committees;
  - (f) Committee of the Whole.

- (4) Despite section 13(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body referred to in section 13(3) of this bylaw in accordance with section 226(1)(b) of the Act.

#### **14. Closed Meetings**

- (1) A Member must not disclose the proceedings of a closed meeting to the public unless a resolution has been passed to allow disclosure.
- (2) In accordance with Section 117 of the Charter and 205 of the Act, Members must keep in confidence any record or other matter held in confidence by the Board, unless specifically authorized by a resolution of the Board.
- (3) As soon as practicable, the Corporate Officer must review and determine whether to seek a Board resolution for the release of closed minutes and related information that would no longer undermine the reason for discussing it in a closed meeting.
- (4) Board Members, or Alternate Directors sitting in a Board Member's absence, are the only persons permitted to participate in discussion at a closed meeting unless otherwise approved by a majority of the Board Members present.

#### **15. Minutes**

- (1) Minutes of the proceedings of the Board must be:
  - (a) legibly recorded in the format established by the Corporate Officer;
  - (b) certified as correct by the Corporate Officer, and
  - (c) signed by the Chair or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of a Board Committee meeting must be legibly recorded in the format established by the Corporate Officer and signed by the Chair or other Member presiding at the meeting.

#### **16. Participation in Meetings Electronically**

- (1) While it is preferable for Members to attend in person, Members may participate in a Board or Committee meeting by means of electronic or other communication facilities if the Member is unable to be present at the meeting location for reasons pertaining to absence from the Regional District, health reasons or poor travel conditions.
- (2) A Member participating in a meeting under this section is deemed to be present at the meeting.
- (3) Meetings may be conducted by either audio only or a combination of audio and visual means but must be conducted in a manner which allows the public to hear, or watch and hear the proceedings unless the meeting is closed to the public under the authority of section 90 of the Charter.



- (4) The Member presiding over a meeting must be physically present. In the event the designated Chair opts to participate electronically, the Vice Chair must assume the chair. In the absence of the Vice Chair, the Members present must elect a presiding Member for that meeting.
- (5) A quorum of the Board must be physically present in the designated meeting location identified in the public notice.
- (6) A Member participating by audio means only must indicate their vote verbally.
- (7) If any portion of the meeting is closed to the public under the authority of section 90 of the Charter, the Member who is requesting to participate electronically must state that they have assured adequate privacy for the closed portion of the meeting.
- (8) Although the Regional District will make every effort to accommodate electronic participation in meetings as required, nothing in this bylaw will be construed to guarantee any Member electronic access to a Regional District meeting. Electronic participation in meetings will be restricted by equipment capacity.

#### **17. Chair and Presiding Officers**

- (1) The Chair, if present, will preside at meetings of the Board and preserve order and decorum and rule on all points of order. The ruling of the Chair is subject to an appeal to the Board without debate.
- (2) The preservation of order at meetings and appeals from rulings on points of order are governed by section 226(3) of the Act.
- (3) The Vice Chair will preside in the absence of the Chair or when the Chair vacates the chair.
- (4) In the event that neither the Chair nor the Vice Chair is present, the Members present must elect a presiding Member for that meeting.

#### **18. Debate and Conduct**

- (1) No Member, staff person or other person may speak until recognized by the Chair.
- (2) Every Member must address the Chair before speaking to any question or motion.
- (3) Members will address the Chair as "Chair \_\_\_\_\_" and will refer to each other as "Director \_\_\_\_\_".
- (4) Members speaking at a Board meeting must:
  - (a) use respectful and courteous language;
  - (b) not use offensive gestures or signs, or make a disturbance;
  - (b) not leave the Member's seat or make any noise or disturbance while a vote is being taken and until the result is declared;

- (c) not interrupt another Member who is speaking, except to raise a point of order;
  - (d) adhere to the rules of the Board and must not resist a decision of the Board or Chair on questions of order or practice or interpretation of the rules of the Board.
- (5) A Member's interaction with staff, the public and other Members must be respectful at all times.
- (6) If the Chair considers that a Member is acting contrary to sections 18(4) or (5), or is otherwise acting improperly, the Chair may order the Member to leave the meeting, and on refusing to do so may, on the order of the Chair, be removed from the meeting by a peace officer.
- (7) If a Member offending sections 18(4) and (5) apologizes to the Board, the Board may, by majority vote, permit the Member to immediately resume the Member's seat.
- (8) A Member who has made a substantive motion to the Board will be allowed a reply.
- (9) A Member may speak to a question, or speak in reply, for no longer than five (5) minutes unless approved by a majority vote of members present.
- (10) Once a question is called by the Chair, no Member may speak to the question, or make any other motion until after the result of the vote has been declared. The decision of the Chair to call the question is conclusive.

## 19. Motions

- (1) Motions must be worded in affirmative terms.
- (2) A motion that has been seconded will be read by the Chair or Corporate Officer before debate, if requested.
- (3) Amendments to a motion must be decided upon before the main question is put to a vote.
- (4) Only one amendment will be allowed to an amendment. Amendments must be voted on in the reverse order to that in which they are moved.
- (5) A motion to commit the subject matter to a Committee, until it is decided, will preclude all amendments of the main question.
- (6) Any Member may bring before the Board any new matter, other than a point of order or privilege, by way of a written motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and will be dealt with as provided by section 19(7).
- (7) Any Member may give notice of a motion to the Board by:
  - (a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer must, upon the Member being

acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and must add the motion to the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose; or

- (b) providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for said meeting.

## **20. Reconsideration of an Adopted Bylaw, Resolution or Proceeding**

- (1) The Chair may require Board reconsideration of a matter in accordance with section 217 of the Act and section 131 of the Charter.
- (2) Without limiting the authority of the Chair to reconsider a matter, and subject to section 20(4), any Member, other than the Chair, may propose Board reconsideration of a matter after a vote has been taken on a motion if the Member voted in the majority and reconsideration of the motion is moved at the same meeting.
- (3) A motion to reconsider requires two-thirds of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the Act.
- (4) A matter may not be reconsidered if the matter has:
  - (a) been acted upon by any officer, employee or agent of the Regional District;
  - (b) had the approval or assent of electors and been adopted;
  - (b) been reconsidered under the Act or section 20(2) of this bylaw.

## **21. Voting**

- (1) Voting rules will be in accordance with the Act.
- (2) The Chair or presiding officer must vote at the same time as the other Members.
- (3) All votes pertaining to Board or Committee business must be taken by a show of hands of all Members, unless otherwise required under Section 16, and the Chair must declare the motion carried or defeated as the case may be.
- (4) A Member who is present at the meeting and who abstains from voting or does not indicate their vote on the question by raising their hand will be deemed to have voted in the affirmative.
- (5) On any question where the number of votes are equal, the question is defeated.
- (6) The names of those who vote for and those who vote against the question will be recorded in the minutes whenever a Member calls for a recorded vote, and in cases required by law.

- (7) When the question under consideration contains distinct propositions, a separate vote on each proposition must be taken if requested by a Member who is entitled to vote on the question.

## **PART 4 – RESOLUTIONS AND BYLAWS**

### **22. Resolutions**

- (1) A resolution may be introduced at a Board meeting by a Member in accordance with section 19 of this Bylaw.
- (2) The Chair or other Member at a Board or Committee meeting may require a Member introducing a lengthy motion to provide the resolution in writing to the Corporate Officer.

### **23. Bylaws**

- (1) No bylaw will be adopted until it has been read three times.
- (2) The title of the bylaw will be read by the Chair or Corporate Officer at each reading of the bylaw, unless a majority of the Members require that it be read in full.
- (3) Where the Act requires that a public hearing be held it must be held after first reading and before third reading of the bylaw.
- (4) A bylaw may be adopted at the same meeting at which it has passed third reading, by or through a motion carried in accordance with section 228 of the Act.
- (5) A Member may request that the whole or any part of the bylaw be read again before the motion for adoption is called.
- (6) If a bylaw requires statutory approval, consent or assent, it must not be adopted until the approval, consent or assent has been obtained, unless the applicable statute or the Letters Patent provide otherwise.
- (7) The Corporate Officer is authorized to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw will have the same status as if the Board had corrected the same.
- (8) A copy of every adopted bylaw must be signed by the Chair and the Corporate Officer and be placed, by the Corporate Officer, in the Regional District's records for safekeeping, having endorsed upon it:
  - (a) the Regional District's corporate seal;
  - (b) the dates of its readings and adoption; and,
  - (c) the date of any ministerial approval or approval of the electorate if applicable.

## **PART 5 – COMMITTEES**

### **24. Establishment of Committees**

- (1) Select and Standing Committees may be established in accordance with section 218 of the Act.
- (2) The Board Chair may establish Standing Committees for matters the Chair considers would be better dealt with by committee and may appoint members to those Committees.
- (3) The Board may appoint Select Committees to consider or inquire into any matter and report its finding and opinions to the Board.
- (4) The Board may establish Advisory Committees to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within Board approved Terms of Reference.

### **25. Notice of Committee Meetings**

- (1) Notice of Standing and Select Committee meetings will be provided in accordance with Notice of Regular meetings (section 5) and Notice of Special meetings (section 6) of this bylaw.
- (2) Notice of Advisory Committee meetings will be provided by way of a notice posted at the Public Notice Posting Place indicating the time, date and place of the meeting.
- (3) The regular meeting schedule for Standing and Select Committees may be altered from time to time by Board resolution.
- (4) A meeting of a Standing or Select Committee may be cancelled by the Chief Administrative Officer in consultation with the Committee Chair and Vice Chair.

### **26. Attendance at Committee Meetings**

- (1) Members of the Board who are attending a meeting of a Standing, Select or Advisory Committee of which they are not a member may take part in any discussion or debate by permission of a majority vote of the Members of the Committee but may not vote.

### **27. Duties of Committees**

- (1) The general duties of the Standing and Select Committees of the Board are:
  - (a) to consider and report to the Board on all matters referred to them by the Board Chair or the Board or coming within their purview, and to recommend action to the Board in relation to those matters; and

- (b) to carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to a Committee, and to report its action as specified in the instruction of the Board; and
  - (c) to carry out the duties and follow the procedure established by the Board.
- (2) The general duties of the Advisory Committees of the Board are to provide advice and recommendations to the Board on specific matters, as determined by the Committee's Terms of Reference, and to carry out the duties and follow the procedure established by the Board.

## **28. Quorum and Opening Procedures for Committee Meetings**

- (1) The provisions set out in Section 9 of this bylaw apply to determining quorum and to the opening procedures for meetings of Standing and Select Committees of the Board.

## **29. Committee Rules of Procedure**

- (1) Subject to subsection (2), the following provisions of this bylaw apply to the conduct of meetings for Standing and Select Committees of the Board:
- (a) Part 1 – Section 3 (Application of Rules of Procedure);
  - (b) Part 2, Sections 5 (Notice of Regular Meetings), 6 (Notice of Special Meetings), and 9 (Quorum and Opening Procedures); and
  - (c) Part 3 – Board Proceedings.
- (2) Despite sections 21(1) and 21(7), with respect to voting in Standing or Select Committees, where an Electoral Area or Municipality does not participate in a service, all Members may partake in the debate on recommendations respecting the service, but only Members participating in the service may move, second or vote on recommendations, unless there is only one participating area in a service, in which case all Members may move, second and vote on recommendations respecting the service.
- (3) The following provisions of this bylaw apply to the conduct of meetings for Advisory Committees:
- (a) Part 1 – Section 3 (Application of Rules of Procedure);
  - (b) Part 3 – Section 11 (Order of Proceedings and Business), 13 (Attendance of Public at Meetings), 17 (Chair and Presiding Officers) and 19 (Motions);

## **30. Reports to Board**

- (1) A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.

**PART 6 – GENERAL**

**31. General**

- (1) If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
- (2) The rules of the Board must be observed in proceedings of the Sunshine Coast Regional Hospital District Board and Standing and Select Committees of the Board as far as may be applicable.

**PART 7 – AMENDMENTS**

**32. Amendments**

This bylaw must not be amended except by bylaw passed at a regular meeting of the Regional District, pursuant to a notice in writing mailed to each Member under section 225(2) of the Act.

**PART 8 – REPEAL**

**33. Repeal**

*Sunshine Coast Regional District Procedure Bylaw No. 474, 1999, and amendments thereto, are hereby repealed.*

READ A FIRST TIME	this	12 <sup>th</sup> day of	July, 2018
READ A SECOND TIME	this	12 <sup>th</sup> day of	July, 2018
READ A THIRD TIME	this	12 <sup>th</sup> day of	July, 2018
ADOPTED	this	day of	

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR