



SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING
TO BE HELD ELECTRONICALLY IN ACCORDANCE WITH
MINISTERIAL ORDER M192 AND TRANSMITTED VIA
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

THURSDAY, MARCH 25, 2021

AMENDED AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 11, 2021

Annex A
Pages 1 – 22

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Infrastructure Services Committee recommendation Nos. 1, 2 and 4-6 of March 11, 2021 (*recommendation No. 3 previously adopted*) Annex B
pp 23 – 26
4. Planning and Community Development Committee recommendation Nos. 1-17 of March 18, 2021 Annex C
pp 27 – 31
- 4a. **⇒ADD** Corporate and Administrative Services Committee recommendation Nos. 4 and 6 of March 25, 2021 p 31a
5. **⇒REPLACE** Placement of Notice on Title – Chief Building Official Annex D
pp 32 – 34
6. Request for Exemption to SCRD Noise Control Bylaw No. 597 for Sechelt Landfill Drop-Off Remediation and Construction Project – Corporate Officer Annex E
pp 35 – 36
- 6a. **⇒ADD** COVID-19 Safe Restart Grant for Local Governments – Chief Administrative Officer pp 36a – d
7. Chief Administrative Officer's Report of March 25, 2021 Annex F
pp 37 – 39

COMMUNICATIONS

- | | | |
|----|--|-----------------------|
| 8. | <u>Robin Merriott, Sunshine Coast Highway Society dated January 5, 2021</u>
Regarding the Proposed Construction of a Highway on the Southern Sunshine Coast | Annex G
pp 40 – 42 |
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MOTIONS

BYLAWS

- | | | |
|----|--|-----------------------|
| 9. | <i>Sunshine Coast Regional District Financial Plan Bylaw No. 731, 2021</i>
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1) | Annex H
pp 43 – 83 |
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DIRECTORS’ REPORTS

Verbal

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

Recommendation No. 4 *Pender Harbour and District Chamber of Commerce 2021 Grant Request*

THAT the report titled Pender Harbour and District Chamber of Commerce 2021 Grant Request be received;

AND THAT the 2021 budget request of \$22,650 for the Pender Harbour and District Chamber of Commerce be approved for inclusion Electoral Area A Economic Development [531] in the 2021-2025 Financial Plan as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,650;
- Visitor Information Centre Washrooms \$9,500;
- Visitor Information Booths \$8,000;
- Economic Development \$2,500;

AND FURTHER THAT this recommendation be forwarded to the March 25, 2021 Regular Board meeting.

Recommendation No. 6 *Help Cities Lead Campaign Request for Letter of Endorsement*

THAT the correspondence dated March 10, 2021 from Victoria Mayor Lisa Helps regarding endorsing the Help Cities Lead campaign be received;

AND THAT the letter be deferred to the April 8, 2021 Infrastructure Services Committee meeting for further consideration;

AND FURTHER THAT this recommendation be forwarded to the March 25, 2021 Regular Board meeting.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 25, 2021

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATIONS

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

1. 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 21, DL2394, Plan 13040, Group 1, NWD, PID: 008-737-649, Folio: 746.05524.300;
 - ~~2. AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Strata Lot 12, DL1637, Strata Lot Plan BCS4288, NWD, GRP 1, PID: 028-727-240, Folio: 746.29001.255;~~
 3. 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 11, Block 7, DL1397, Plan VAP4479, NWD, GRP 1, PID: 011-544-406, Folio: 746.03603.000;
 4. 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 35, Block 4, DL1325, Plan 11804, Group 1, NWD, PID: 002-457-326, Folio: 746.02697.275;
 5. 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 7, DL2392, Plan BCP36834, NWD, GRP 1, PID: 027-546-926, Folio: 746.05521.100;
 6. 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 Block 4, Except Part in Reference Plan 2889, DL1362, Plan VAP4777, NWD, GRP 1, PID: 011-319-071 Folio: 746.03286.000.
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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 an inspection 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 owner(s) 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 must 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 list of properties are non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

**1. 5279A Taylor Crescent, Lot 21, DL2394, Plan 13040, Group 1, NWD
PID: 008-737-649, Folio: 746.05524.300
Electoral Area B**

A building permit was issued June 26, 2014 for an addition and alteration to a single-family dwelling. The permit was renewed twice but expired June 26, 2020 without final inspection approval. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

~~**2. 165 Witherby Road, Strata Lot 12, DL1637, Strata Lot Plan BCS4288, NWD, GRP 1
PID: 028-727-240, Folio: 746.29001.255
Electoral Area F**~~

~~A retaining wall and swimming pool were constructed without a valid building permit. To date no permit application has been submitted to the SCRD. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.~~

**3. 13259 Pool Road, Lot 11, Block 7, DL1397, Plan VAP4479, NWD, GRP 1,
PID: 011-544-406, Folio: 746.03603.000
Electoral Area A**

A building permit was issued for the construction of a single-family dwelling July 5, 2016.

The size and location of the building was changed after SCRD received a survey and approved the siting. An application was made to the Board of Variance (BOV) to vary the 7.5 meters set back from the Present Natural Boundary. The BOV approved the variance June 13, 2017 with conditions. To date the conditions have not been met. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**4. 7634 Eureka Place, Lot 35, Block 4, DL1325, Plan 11804, Group 1, NWD
PID: 002-457-326, Folio: 746.02697.275
Electoral Area B**

The construction of an auxiliary building was started without a valid building permit. A building permit application was received but could not be issued without a variance to vary the setbacks to the side property line. To date an application for a variance has not been received by the SCRD. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**5. 9362 Stephens Way, Lot 7, DL2392, Plan BCP36834, NWD, GRP 1
PID: 027-546-926, Folio: 746.05521.100
Electoral Area B**

A building permit was issued August 24, 2018 for the construction of an auxiliary building. The permit has expired without final inspection approval. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**6. 4651 Center Road, Block 4, Except Part in Reference Plan 2889, DL1362,
Plan VAP4777, PID: 011-319-071, Folio: 746.03286.000
Electoral Area A**

A rock retaining wall was constructed without a valid building permit. Part of the wall has failed and to date no building permit application has been received. The SCRD Building Division recommends notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the Building Division 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	X - A. Whittleton	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 25, 2021

AUTHOR: Dean McKinley, Chief Administrative Officer

SUBJECT: COVID-19 SAFE RESTART GRANT FOR LOCAL GOVERNMENTS

RECOMMENDATION(S)

THAT the report titled COVID-19 Safe Restart Grant for Local Governments be received for information;

AND THAT the letter from the Ministry of Municipal Affairs, Deputy Minister Okenge Yuma Morisho, regarding COVID-19 Safe Restart Grant for Local Governments dated March 22, 2021, be received.

BACKGROUND

On March 21, 2021 staff received a letter via email from the Ministry of Municipal Affairs Deputy Minister Okenge Yuma Morisho (Attachment A). For the Sunshine Coast Regional District, the Province provided \$521,000 in November 2020. The Province is now providing an additional **\$241,000** in March 2021, which represents a 46 percent increase over the initial installment. The total of both installments is \$762,000.

DISCUSSION

From a staff perspective, the 2021 budget process has placed the SCRD in a strong position with regards to COVID funding and the financial mitigation of COVID impacts.

Given the timing of this latest funding announcement, it does not allow us a recalibration opportunity in terms of the 2021 budget, however, staff recognize that this funding, which is still below what many municipalities received but nonetheless a welcome infusion, will allow us to examine new opportunities for 2022, including the potential to mitigate potential taxation impacts to residents of the Sunshine Coast as part of the 2022 budget process.

CONCLUSION

The Province is providing an additional \$241,000 to the Sunshine Coast Regional District through the COVID funding grant. This funding will allow new opportunities such as exploring new projects, initiatives and mitigating taxation implications for 2022.

Reviewed by:			
Manager		Finance	X-T. Perreault
GM		Legislative	
CAO		Other	



March 22, 2021

Ref: 265703

Dean McKinley
Chief Administrative Officer
Sunshine Coast Regional District
1975 Field Rd
Sechelt BC V0N 3A1

Dear Dean McKinley:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, the Province of British Columbia announced nearly \$2 billion in joint Federal/Provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink, and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams (Development Services for \$15 million and Strengthening Communities for \$100 million) are application-based funding. For more information on these two funding streams, please visit the following program webpages:

- **Development Services** – <https://www.ubcm.ca/EN/main/funding/lgps/local-government-development-approvals.html>
- **Strengthening Communities** – <https://www.ubcm.ca/EN/main/funding/lgps/strengthening-communities-services.html>

The third stream provides direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grant for Local Governments" and provides \$425 million for local operations impacted by COVID-19. This funding supports local governments as they deal with increased operating costs and lower revenue due to COVID-19.

Of this \$425 million, \$415 million was paid out in November 2020 to local governments and the Province is now in a position to allocate the remaining \$10 million to continue to support local service providers. Of the \$415 million allocated to local governments in November, \$21 million was allocated to regional districts. This amount was relatively small (compared with the allocation to municipalities) because municipalities faced revenue risks and expenses, and the Province and municipalities ensured that regional requisitions would be fully remitted in 2020.

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While the regional tax base was kept whole in 2020, the Province acknowledges that regional districts have developed other COVID-related financial shortfalls and pressures. For this reason, the Province has decided to allocate the \$10 million holdback to the 27 regional districts.

Under section 36 of the *Local Government Grants Regulation*, the amount of the grant to each regional district is set by the Minister of Municipal Affairs. The determination of this amount was based on an allocation formula that applies equally to all regional districts. The allocation is as follows: 20 percent of the holdback will be allocated on total regional population, and the remaining 80 percent was allocated on rural population (i.e. population in electoral areas). This was done in recognition of the additional costs associated with servicing remote rural areas.

For the Sunshine Coast Regional District, the Province provided **\$521,000** in November 2020. The Province is providing an additional **\$241,000** in March 2021, which represents a **46 percent** increase over the initial installment. The total of both installments is **\$762,000**.

Like the November payment, this funding will also ensure regional districts can continue to deliver the services people depend on in their communities. COVID related eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. First, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The second reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the *Local Government Act*. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

For the purpose of reporting, the two payments (November 2020 and March 2021) may be treated as one pooled grant. Thus, a regional district is **not** required to report on the two payments separately.

If you have a questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by telephone at: 778 698-3243.

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Dean McKinley
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The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia.

Sincerely,



Okenge Yuma Morisho
Deputy Minister

pc: Tina Perreault, Chief Financial Officer, Sunshine Coast Regional District
Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch