



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, MAY 13, 2021

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 22, 2021

Annex A
Pages 1 – 8

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 2-8 and 11 of April 22, 2021 (*recommendation Nos. 1, 9 and 10 previously adopted*) Annex B
pp 9 - 12
4. Special Corporate and Administrative Services Committee recommendation Nos. 1-2 of May 6, 2021 Annex C
pp 13 - 14
5. Placement of Notice on Title – Chief Building Official Annex D
pp 15 – 16
6. Phase Three Water Meter Installations Project Alternative Approval Process – Corporate Officer Annex E
pp 17 – 22

COMMUNICATIONS

MOTIONS

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (j), (k) and (2) (b) 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*”, “negotiations and related discussion respecting the proposed provision of a municipal service” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to June 5, 2021)

Infrastructure Services Committee	May 13 at 9:30 am
Regular Board	May 13 at 2:00 pm
Advisory Planning Commission (Area D)	May 17 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	May 18 at 11:00 am
Natural Resources Advisory Committee – CANCELLED	May 19 at 3:30 pm
Planning and Community Development Committee	May 20 at 9:30 am
Agricultural Advisory Committee	May 25 at 3:30 pm
Advisory Planning Commission (Area B)	May 25 at 7:00 pm
Advisory Planning Commission (Area F)	May 25 at 7:00 pm
Advisory Planning Commission (Area A)	May 26 at 7:00 pm
Advisory Planning Commission (Area E)	May 26 at 7:00 pm
Corporate and Administrative Services Committee	May 27 at 9:30 am
Regular Board	May 27 at 2:00 pm

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

Local Government Show	June 3 at 4:00 pm
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Please note: Meeting dates are current as of print date (May 7, 2021).



SUNSHINE COAST REGIONAL DISTRICT

April 22, 2021

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

PRESENT*:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Deputy Corporate Officer / Recorder		J. Hill
	Media		0
	Public		3

**Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 2:03 p.m.

AGENDA It was moved and seconded

118/21 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

119/21 THAT the Regular Board meeting minutes of April 8, 2021 be adopted.

CARRIED

PRESENTATIONS AND DELEGATIONS

Brian Anderson, Vice Present of Strategy & Community Engagement with BC Ferries provided a presentation regarding a proposed new BC Ferries booking model trial for the Sunshine Coast. Mr. Anderson responded to Directors' questions with respect to the applicability for commercial vehicles, timelines for the trial, reservation booking options, accessibility for seniors, passenger fare collection, the check-in process, and the possibility of a mobile booking app.

Summer Ferry
Service Trial

It was moved and seconded

120/21

THAT the SCRD Board supports BC Ferries' proposed trial of a new booking model to address vehicle accommodation issues for the Langdale/Horseshoe Bay ferry route for the summer of 2021.

CARRIED

REPORTS

Infrastructure

It was moved and seconded

121/21

THAT Infrastructure Services Committee recommendation Nos. 1 and 3-5 of April 8, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Landslide Water Supply Mains Chapman Creek Water Treatment Plant - Update*

THAT the report titled Landslide Water Supply Mains Chapman Creek Water Treatment Plant - Update be received for information;

AND THAT the construction contract for the stabilization of the Water Supply Mains be formally awarded to Arya Engineering Inc. in the amount not to exceed \$173,564 (excluding taxes);

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

AND FURTHER THAT the 2021-2025 Financial Plan be amended to include the contribution from Emergency Management BC in the amount of \$147,000 to the Regional Water Service [370] reducing contribution from Operating Reserves.

Recommendation No. 3 *Infrastructure Services Department – 2021 Q1 Report*

THAT the report titled Infrastructure Services Department – 2021 Q1 Report be received for information.

121/21 cont. **Recommendation No. 4** *Delegation Invitation to Sunshine Coast Tourism*

THAT a representative from the Sunshine Coast Tourism Conservation Project be invited as a delegation to the May 2021 Infrastructure Services Committee meeting.

Recommendation No. 5 *Solid Waste Management Plan Monitoring Advisory Committee Minutes – March 16, 2021*

THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of March 16, 2021 be received for information.

CARRIED

Infrastructure **It was moved and seconded**

122/21 THAT Infrastructure Services Committee recommendation No. 2 of April 8, 2021 be received, adopted and acted upon as amended as follows:

Recommendation No. 2 *Curbside Recycling Questionnaire Results*

THAT the report titled Curbside Recycling Questionnaire Results be received for information;

AND THAT the SCRD consider implementation of Curbside Recycling Collection Services for SCRD Electoral Areas B, D, E and F (Option 1) through the Refuse Collection Service [355];

AND FURTHER THAT staff bring forward a report to a future Committee outlining curbside recycling service delivery options, including two stream vs single stream, the options for blue bins, *and incorporating the concerns raised during the Committee's discussion about diversion tonnage cost recovery and the effects on recycling depot operations.*

CARRIED

Planning **It was moved and seconded**

123/21 THAT Planning and Community Development Committee recommendation Nos. 1, 2, 4-6 and 8 of April 15, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Sunshine Coast Community Solar Association Delegation*

THAT the delegation materials from the Sunshine Coast Community Solar Association be received for information;

123/21 cont

AND THAT staff work with the Sunshine Coast Community Solar Association to explore partnership opportunities to conduct SCR D facility energy studies.

Recommendation No. 2 *Planning and Community Development Department 2021 Q1 Report*

THAT the report titled Planning and Community Development Department 2021 Q1 Report be received for information.

Recommendation No. 4 *BC Liquor and Cannabis Regulation Branch Application (# 008360) for Non-medical Cannabis Store*

THAT the report titled BC Liquor and Cannabis Regulation Branch Application (# 008360) for Non-medical Cannabis Store – Infinity Chill Out Joint be received for information;

AND THAT SCR D respond to LCRB indicating no objection to the application (#008360) for Infinity Chill Out Joint Non-medical Cannabis Store located at 8 – 1057 Roberts Creek Road, Roberts Creek.

Recommendation No. 5 *Frontage Waiver Application FRW00008 (Sunnyside Road)*

THAT the report titled Frontage Waiver Application FRW00008 (Sunnyside Road) be received for information;

AND THAT the required 10% perimeter road frontage for proposed Lot 8 be waived in order to facilitate a proposed 2-lot subdivision of Lot 3 District Lot 909 Group 1 New Westminster District Plan EPP60000.

Recommendation No. 6 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of March 31, 2021*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of March 31, 2021 be received for information.

Recommendation No. 8 *Correspondence from Provincial Toponymist regarding Official Geographical Name Change in shíshálh swiya for Wilson Creek*

THAT the correspondence from Carla Jack, Provincial Toponymist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated March 29, 2021 regarding Official Geographical Name Change in shíshálh swiya for Wilson Creek be received for information.

CARRIED

Planning **It was moved and seconded**
124/21 THAT Planning and Community Development Committee recommendation No. 3 of April 15, 2021 be received, adopted and acted upon as amended as follows:

Recommendation No. 3 *Risk Assessment for Grantham's Community Park*

THAT staff investigate if a Municipal Insurance Association (MIA) risk control study is merited for the Grantham's Community Park water drainage issue *and other Sunshine Coast Regional District areas of interest.*

CARRIED

Planning **It was moved and seconded**
125/21 THAT Planning and Community Development Committee recommendation No. 7 of April 15, 2021 be received, adopted and acted upon as follows:

Recommendation No. 7 *Correspondence from City of Victoria Regarding Help Cities Lead Campaign*

THAT the correspondence from Lisa Helps, Mayor, City of Victoria, dated March 10, 2021 regarding Help Cities Lead Campaign be received for information;

AND THAT the SCR D send a letter of support for the Help Cities Lead campaign;

AND FURTHER THAT the proposed response letter be provided to the April 22, 2021 Regular Board meeting for review prior to being sent.

CARRIED

Planning **It was moved and seconded**
126/21 THAT Planning and Community Development Committee recommendation No. 9 of April 15, 2021 be received, adopted and acted upon as amended as follows:

Recommendation No. 9 *Correspondence from Sunshine Coast Conservation Association*

THAT the correspondence from Suzanne Senger, Executive Director, Sunshine Coast Conservation Association, dated April 12, 2021 regarding Request to extend consultation period on FLNRO draft Order to establish forestry Visual Quality Objectives in the Sunshine Coast Natural Resource District be received for information;

126/21 cont. AND THAT SCRD provide a letter of support to request an extension to the public consultation period for Ministry of Forests, Lands, Natural Resource Operations and Rural Development's draft Order to establish forestry Visual Quality Objectives for logging in the Sunshine Coast Natural Resource District until June 30, 2021;

AND THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be invited to attend as a delegation to the SCRD Board to provide more information on the draft Order to establish forestry Visual Quality Objectives, as soon as possible and prior to the proposed June 30, 2021 deadline;

AND FURTHER THAT the Sunshine Coast Regional District encourage the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand their definition of stakeholders to include local governments.

CARRIED

Corporate

It was moved and seconded

127/21

THAT Corporate and Administrative Services Committee recommendation Nos. 1, 9 and 10 of April 22, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Draft Audited Financial Statements for Year Ended December 31, 2020*

THAT the report titled Sunshine Coast Regional District (SCRD) 2020 Draft Audited Financial Statements, and the following documents, be received for information:

- Final Audit Report to the Board of Directors;
- Draft Independent Auditor's Reports for SCRD;
- Draft Independent Auditor's Reports for Foreshore Leases (Hillside);
- Draft Audited Financial Statements for year ended December 31, 2020;

AND THAT the draft audited Financial Statements for year ended December 31, 2020 be approved as presented.

Recommendation No. 9 *Local Government Development Approvals Grant Program Application*

THAT the report titled Local Government Development Approvals Grant Program Application be received for information;

127/21 cont.

AND THAT the Sunshine Coast Regional District (SCRD) endorses the grant application to the Union of British Columbia Municipalities (UBCM) for the Local Government Development Approvals Grant Program for \$253,000 for the SCRD Planning Enhancement Project;

AND THAT the SCRD indicates to the UBCM a willingness to provide overall grant management;

AND FURTHER THAT a joint letter of support be written by the District of Sechelt and the SCRD for both grant application submissions.

Recommendation No. 10 *Online Accommodation Platform Funding - Affordable Housing Initiatives*

THAT the report titled Online Accommodation Platform Funding – Affordable Housing Initiatives be received for information;

AND THAT the 2019 / 2020 Municipal Regional District Tax / Online Accommodation Platform funds in the amount of \$86,001 be allocated to the Regional Planning Service [500];

AND THAT a proposal be submitted through Sunshine Coast Tourism to Destination BC to engage with an individual or agency to perform as a Regional Housing Coordinator for a fixed period of time and budget;

AND THAT staff explore options for collaboration with the Housing Action Table Steering Committee as part of next steps;

AND FURTHER THAT staff report back to the May 20, 2021 Planning and Community Development Committee on the status of the proposal and next steps for implementation.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS

Letter of Support **It was moved and seconded**

128/21

THAT the SCRD draft letter of support for Help Cities Lead Campaign as referred per Planning and Community Development Committee recommendation No. 7 of April 15, 2021 be received for information;

AND THAT the letter be endorsed by the SCRD Board as presented and forwarded to the applicable Provincial Ministers.

CARRIED

ADJOURNMENT It was moved and seconded

129/21 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:29 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

April 22, 2021

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	G.M., Planning and Community Development		I. Hall (Part)
	G.M., Infrastructure Services		R. Rosenboom (Part)
	S.M., Human Resources		G. Parker (Part)
	Manager, Communication and Engagement		A. Buckley
	Manager, Financial Services		B. Wing (Part)
	Manager, Purchasing and Risk Management		V. Cropp (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		1

**Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 9:41 a.m.

AGENDA The agenda was adopted as amended, as follows:

- ADD COMMUNICATION: Correspondence from the Sunshine Coast Regional Economic Development Organization (SCREDO) dated April 21, 2021 in relation to Item #12.

PRESENTATIONS AND DELEGATIONS

Paul Fripp and Andrew Davies, BDO Canada LLP, addressed the Committee regarding the Sunshine Coast Regional District (SCRD) Final Report - Audit Results, draft Independent Auditor's Reports for SCRD and Foreshore Leases and draft Audited Financial Statements for the year ended December 31, 2020.

The Chair thanked Mr. Fripp and Mr. Davies for their presentation.

REPORTS**Recommendation No. 1** *Draft Audited Financial Statements for Year Ended December 31, 2020*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District (SCRD) 2020 Draft Audited Financial Statements, and the following documents, be received:

- Final Audit Report to the Board of Directors;
- Draft Independent Auditor's Reports for SCRD;
- Draft Independent Auditor's Reports for Foreshore Leases (Hillside);
- Draft Audited Financial Statements for year ended December 31, 2020;

AND THAT the draft audited Financial Statements for year ended December 31, 2020 be approved as presented;

AND FURTHER THAT this recommendation be forwarded to the April 22, 2021 Board Meeting.

The Committee recessed at 10:29 a.m. and reconvened at 10:42 a.m.

Director Siegers left the meeting and Director Tize assumed the Chair at 10:42 a.m.

Recommendation No. 2 *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – April 2021 be received for information.

Director Siegers returned to the meeting at 10:49 a.m. and resumed the Chair at 11:01 a.m.

Recommendation No. 3 *2021 Budget Debrief and 2022-2026 Financial Planning Process*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Budget Debrief and 2022-2026 Financial Planning Process be received;

AND THAT the draft process and timelines for the 2022-2026 Financial Planning Process be approved as presented;

AND FURTHER THAT the 2021 Board Calendar be amended to schedule Special Corporate and Administrative Services Committee meetings on November 1 and 2, 2021 for the purposes of 2022-2026 Financial Planning / 2022 Budget.

Recommendation No. 4 *2021 Union of British Columbia Municipalities Resolutions*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Union of British Columbia Municipalities (UBCM) Resolutions be received;

AND THAT the topics for resolutions to be prepared for the 2021 UBCM Convention be submitted directly to the Chief Administrative Officer prior to the May 27, 2021 Corporate and Administrative Services Committee meeting.

Recommendation No. 5 *Status of Operating and Capital Reserves*

The Corporate and Administrative Services Committee recommended that the report titled Status of Operating and Capital Reserves as at March 31, 2021 be received for information.

Recommendation No. 6 *Gas Tax Community Works Fund Update*

The Corporate and Administrative Services Committee recommended that the report titled Gas Tax Community Works Fund Update be received;

AND THAT a Director workshop be scheduled in advance of 2022 Budget to discuss Gas Tax Community Works Funds utilization strategies and options for projects with multiple contributors.

Recommendation No. 7 *Contracts Between \$50,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from January 1 to March 31, 2021 be received for information.

Recommendation No. 8 *Director Constituency and Travel Expenses*

The Corporate and Administrative Services Committee recommended that the report titled Director Constituency and Travel Expenses for Period Ending March 31, 2021 be received for information.

Recommendation No. 9 *Local Government Development Approvals Grant Program Application*

The Corporate and Administrative Services Committee recommended that the report titled Local Government Development Approvals Grant Program Application be received;

AND THAT the Sunshine Coast Regional District (SCRD) endorses a grant application to the Union of British Columbia Municipalities (UBCM) for the Local Government Development Approvals Grant Program for \$253,000 for the SCR D Planning Enhancement Project;

AND THAT the SCR D indicates to the UBCM a willingness to provide overall grant management;

AND THAT a joint letter of support be written by the District of Sechelt and the SCR D for both application submissions;

AND FURTHER THAT this recommendation be forwarded to the April 22, 2021 Board Meeting.

Recommendation No. 10 *Online Accommodation Platform Funding - Affordable Housing Initiatives*

The Corporate and Administrative Services Committee recommended that the report titled Online Accommodation Platform Funding – Affordable Housing Initiatives be received;

AND THAT the 2019 / 2020 Municipal Regional District Tax / Online Accommodation Platform funds in the amount of \$86,001 be allocated to the Regional Planning Service [500];

AND THAT a proposal be submitted through Sunshine Coast Tourism to Destination BC to engage with an individual or agency to perform as a Regional Housing Coordinator for a fixed period of time and budget;

AND THAT staff explore options for collaboration with the Housing Action Table Steering Committee as part of next steps;

AND THAT staff report back to the May 20, 2021 Planning and Community Development Committee on the status of the proposal and next steps for implementation;

AND FURTHER THAT this recommendation be forwarded to the April 22, 2021 Board Meeting.

COMMUNICATIONS

Recommendation No. 11 *Online Accommodation Platform Funding - Affordable Housing Initiatives*

The Corporate and Administrative Services Committee recommended that the correspondence dated April 21, 2021 from the Executive Director of the Sunshine Coast Regional Economic Development Organization regarding Online Accommodation Platform Funding – Affordable Housing Initiatives be received.

ADJOURNMENT 12:33 p.m.

Committee Chair

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

May 6, 2021

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish (Part)
		District of Sechelt	A. Toth
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		0

**Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 9:32 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 *2021 Electoral Areas' Grant-in-Aid*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Electoral Areas' Grant-in-Aid (GIA) be received.

Director Beamish left the meeting at 9:43 a.m.

IN CAMERA

The Committee moved In-Camera at 9:45 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “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 12:45 p.m.

Recommendation No. 2

The Corporate and Administrative Services Committee recommended that the Electoral Areas’ Grant-in Aid Policy be brought to a future Corporate and Administrative Services Committee for review.

ADJOURNMENT 12:51 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – May 13, 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;

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(1) of the *Community Charter* against the land title of the following property:

- Lot 1, Block 3, DL909, Plan 1275, Group 1, NWD, PID: 014-695-821.
-

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 a property 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 that certain specific conditions exist regarding this property and requesting that a building permit 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 a registered letter to the registered owner of the property 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 SCRD Board adopted the following resolution on February 25, 2021:

055/21 THAT the report titled Placement of Notice on Title be received for information;

AND THAT consideration to file a Notice at the Land Title Office for the property located at Lot 1, Block 3, DL909, Plan 1275, Group 1, NWD, PID: 014-695-821, be deferred to the May 13, 2021 Regular Board meeting to provide additional time for the property to be brought into compliance with SCRD Building division requirements.

The property is 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. 216 Camp Road / 1642 Ocean Beach Esplanade, Electoral Area E
Lot 1, Block 3, DL909, Plan 1275, Group 1, NWD
PID: 014-695-821 Folio: 746 01219.000**

A complaint was received by the SCRD regarding the construction of a small auxiliary building taking place without a valid Building Permit. A site inspection confirmed construction and a Stop Work Order was posted on the property on September 23, 2020. To bring the property into compliance a Building Permit would need to be applied for and issued. The building could also be removed or reduced in size to under 10 square meters. To date, the building exists on the property without a Building Permit. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

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

Reviewed by:			
Manager	X- A. Whittleton	Finance	
GM	X – I. Hall	Legislative	J. Hill - for S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – May 13, 2021

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: PHASE THREE WATER METER INSTALLATIONS PROJECT ALTERNATIVE APPROVAL PROCESS

RECOMMENDATION(S)

1. **THAT the report titled Phase Three Water Meter Installations Project Alternative Approval Process be received for information;**
 2. **AND THAT the deadline for receiving elector responses be July 7, 2021 at 4:30 p.m.;**
 3. **AND THAT the elector response form be established as presented;**
 4. **AND THAT the total number of electors of the area to which the approval process applies (Water Supply and Distribution Service Area) be determined to be 21,208 (10% threshold = 2,120);**
 5. **AND FURTHER THAT participating area approval is to be obtained for the entire Water Supply and Distribution Service Area.**
-

BACKGROUND

The following resolution adopted at the October 8, 2020 Board meeting (in part) directs staff to proceed with an AAP to authorize long term borrowing of up to \$7,250,000 to complete Phase Three of the Water Meter Installations Project:

320/20 **Recommendation No. 1** *Electoral Approval Process for Long-Term Borrowing to Fund Water Meter Installation - Phase 3*

THAT the report titled Electoral Approval Process for Long-Term Borrowing to Fund Water Meter Installation - Phase 3 be received;

AND THAT an electoral approval process by Alternative Approval Process (AAP) with option to move to Assent Vote to authorize long-term borrowing to fund Phase 3 of the water meter installation project be confirmed...

DISCUSSION

The purpose of this report is to approve the recommendations relating to the AAP to set the deadline for receiving elector response forms, approve the elector response form and determine the total number of electors to which the AAP applies (Electoral Areas A, B, D, E, F and the District of Sechelt). Staff also recommend that the Board adopt a resolution stating that participating area approval is to be obtained for/across the entire Water Supply and Distribution

Service Area (vs by individual electoral area or municipality). This resolution must be adopted by at least 2/3 of the votes cast.

Loan Authorization Bylaw No. 730 was given three readings on March 11, 2021. A schedule for an AAP (Attachment A) has been prepared for review and adoption of the deadline for receiving elector response forms, and an elector response form (Attachment B) has been drafted for review and Board approval.

Staff have calculated the total number of electors of the area to which the approval process applies (the Sunshine Coast Regional District Water Supply and Distribution Service Area) at **21,208**. The number of electors was calculated by using the number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on January 28, 2021 (20,880), and adding the number of non-resident property electors currently registered for properties within the Service Area, excluding those property owners who also reside within the Service Area (328). This figure must be adopted by the Board (4th Recommendation). Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total (**2,120**).

Financial Implications

The cost of statutory advertising for the AAP and additional public information advertising and outreach will be funded from the Electoral Approval Process Meters Installation Phase 3 project budget as approved during the 2021 Budget process earlier this year .

Communications Strategy

A communications plan has been developed for the AAP. In addition to statutory advertising, an information package will be prepared prior to the start of the AAP. The information package will include a copy of Loan Authorization Bylaw No. 730 and the AAP formal notice, as well as information on the project including cost implications for long term borrowing. Information packages will be made available at the following locations:

- Online on the SCRD website
- SCRD office (1975 Field Road)

In order to support public participation in this AAP and recognizing the current provincial state of emergency and global pandemic, additional health and safety considerations are being implemented. Specifically:

- Providing a longer timeline for public response. The required statutory timeline to receive elector responses has been extended an additional 9 days, from 30 days to 39 days.
- Ensuring AAP response forms and information packages are available both electronically and also for pick-up at the Field Road Office during regular office hours. Completed forms may be submitted by mail or drop-off at Field Road.
- Enhanced communication efforts beyond the required statutory advertising to ensure public access to information and staff resources. This includes a dedicated project webpage, social media posts, print advertising, virtual information session(s), and ensuring direct access to staff by telephone or email for project-related AAP inquiries.

STRATEGIC PLAN AND RELATED POLICIES

This project supports strategy 2.1 of the 2019-2023 Strategic Plan **Strategic Focus Area for Asset Stewardship** to plan for and ensure year-round water availability now and in the future, and specifically the tactic to “complete development and implementation and plan for community engagement of a water metering program”.

Enhanced communication beyond statutory requirements with respect to the AAP supports the Board’s **Strategic Focus Area for Engagement and Communications**.

CONCLUSION

Local governments wishing to pursue long term debt financing must do so with approval of the electors. Staff have been directed to proceed with an AAP to authorize long term borrowing of up to \$7,250,000 to complete Phase Three of the Water Meter Installations Project which is the final phase of meter installations and involves installing water meters on SCRD water connections in the Sechelt area.

As part of the process, the Board must set the deadline for receiving elector response forms, approve the elector response form and determine the total number of electors to which the AAP applies (Electoral Areas A, B, D, E, F and the District of Sechelt).

If less than 10% of electors within the service area (2,120) sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board may proceed to adopt Loan Authorization Bylaw No. 730.

Staff recommend the Board approve the recommendations relating to the AAP.

Attachments:

Attachment A - Schedule for alternative approval process

Attachment B - Elector response form

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

Attachment A

Schedule for Alternative Approval Process for Phase Three Water Meter Installations - Loan Authorization Bylaw No. 730, 2021

Date	Action
Mar 11	Loan Authorization Bylaw No. 730 receives 3 readings
Mar 22	Bylaw forwarded to Ministry of Municipal Affairs and Housing for approval of the Inspector of Municipalities
May 21	First Notice of AAP published
May 28	Second Notice of AAP published
Jul 7*	Deadline for submission of AAP forms (response time extended to 39 days)
Jul 8	Report on results of AAP at Board
Jul 8	Adopt Bylaw No. 730 if less than 2,120 elector responses submitted
Aug 7	Apply for Certificate of Approval (COA) following 30 day quashing period
Subject to receipt of COA and cash flow requirements	Security Issuing Bylaw
	Apply for Certificate of Approval following 10 day quashing period

- * The statutory deadline for submission of AAP response forms could be set as early as June 28. Staff recommend extending the AAP deadline for an additional 9 days to facilitate an extended timeline for public participation in addition to accommodating scheduling a potential Assent Vote that would take place on Saturday, September 25, 2021 (an assent vote must be within 80 days of the AAP deadline).



SUNSHINE COAST REGIONAL DISTRICT

ELECTOR RESPONSE FORM

Alternative Approval Process for *Water Meter Installations Project Loan Authorization Bylaw No. 730, 2021*

By completing this elector response form, I **OPPOSE** the Regional District Board's intention to adopt *Water Meter Installations Project Loan Authorization Bylaw No. 730, 2021* which authorizes the borrowing of up to \$7,250,000 to be repaid over a period not exceeding 15 years to finance the costs of Phase Three of the Water Meter Installation project, unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the SCR D Water Supply and Distribution Service Area (Electoral Areas A – Egmont/Pender Harbour, B – Halfmoon Bay, D – Roberts Creek, E - Elphinstone, F – West Howe Sound and the District of Sechelt);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Water Meter Installations Project Loan Authorization Bylaw No. 730, 2021* unless a vote is held.

Full Name of Elector _____
(please print)

Signature _____

Address _____

Date _____

Choose one: I am a resident elector (see reverse for eligibility requirements)

I am a non-resident property elector who lives in another community and own property in the service area at:

(address) (see reverse for eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, WEDNESDAY, July 7, 2021.**

Elector Response Forms may only be returned **by mail or delivered in person** Monday through Friday excluding statutory holidays.

Approval of the electors by alternative approval process is obtained if less than **2,120** elector responses are received by the stated deadline. Submit the Elector Response Form to:

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8
Phone: 604-885-6800

Office Hours Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

RESIDENT ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a resident of the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

NON-RESIDENT PROPERTY ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place.
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

NOTE: No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.