



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, SEPTEMBER 14, 2017

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of July 27, 2017

Annex A
Pages 1-10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

REPORTS

3. Directors' Reports Verbal
4. Chief Administrative Officer's Report Annex B
pp 11-12
5. Corporate and Administrative Services Committee recommendation
Nos. 1-14 and 16 of July 27, 2017 (*recommendation Nos. 15 and 17
previously adopted*) Annex C
pp 13-17
6. Chief Building Official – Notice on Title Annex D
pp 18-19

MOTIONS

BYLAWS

7. *Sunshine Coast Regional District Delegation Bylaw No. 710, 2017
– first, second, third reading and adoption*
(Voting – All Directors – 1 vote each – requires 2/3 majority) Annex E
pp 20-25

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

UPCOMING MEETING DATES (TO OCTOBER 15, 2017)

SCRD Board, Committee, and Advisory Committee Meetings

Regional Hospital District	September 11 at 9:30 a.m.
Area E Advisory Planning Commission (APC)	September 13 at 5:30 p.m.
Planning and Community Development Committee	September 14 at 9:30 a.m.
Regular Board	September 14 at 1:30 p.m.
Area D Advisory Planning Commission (APC)	September 18 at 7:00 p.m.
Infrastructure Services Committee	September 21 at 9:30 a.m.
Corporate and Administrative Services Committee	September 21 at 1:30 p.m.
Planning and Community Development Committee	October 12 at 9:30 a.m.
Regular Board	October 12 at 1:30 p.m.

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

Public Hearing – Bylaw 641.7 and 310.172, Roberts Creek Community Hall	September 12 at 7:00 p.m.
Union of BC Municipalities (UBCM) Convention, Vancouver	September 25 to 29
Howe Sound Community Forum, Camp Elphinstone	October 13 at 10:30 a.m.

Please note: Meeting dates are current as of print date (September 8, 2017).



SUNSHINE COAST REGIONAL DISTRICT

July 27, 2017

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	F. Mauro
	Directors	M. Lebbell L. Lewis J. Valeriote I. Winn K. Julius B. Smith (Alt) D. Inkster

ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services / Regional Engineer	M. Day
	Acting Chief Building Official	A. Whittleton (Part)
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	3

CALL TO ORDER 1:33 p.m.

AGENDA **It was moved and seconded**

237/17 THAT the agenda for the meeting be adopted as amended to include:

- Letter of Support for Royal Canadian Marine Search and Rescue, Pender Harbour

CARRIED

MINUTES

Minutes **It was moved and seconded**

238/17 THAT the Regular Board meeting minutes of July 13, 2017 be adopted as presented.

CARRIED

REPORTS

Directors' Reports

Director Inkster joined the meeting at 1:38 p.m.

Directors provided a verbal report of their activities.

CAO Report **It was moved and seconded**

239/17 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

Planning **It was moved and seconded**

240/17 THAT Planning and Community Development Committee recommendation Nos. 1, 3-6, 8, 10, 12 and 14-18 of July 13, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Planning & Community Development Department 2017 Q2 Report*

THAT the report titled Planning and Community Development Department - 2017 Q2 Report be received.

Recommendation No. 3 *Roberts Creek Official Community Plan Amendment Bylaw 641.6, 2017 and Sunshine Coast Regional District Zoning Amendment Bylaw 310.167, 2017*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.6 and Zoning Amendment Bylaw 310.167 for a Camping and Temporary Accommodation Establishment – Consideration for Second Reading and Public Hearing be received;

AND THAT the *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017* be forwarded to the Board for Second Reading;

AND THAT Roberts Creek Official Community Plan Amendment Bylaw 641.6, 2017 is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT the *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be forwarded to the Board for Second Reading;

AND THAT a public hearing to consider *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be scheduled for 7:00 pm, Tuesday, September 12, 2017, at Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek;

240/17 cont.

AND FURTHER THAT Director Lewis be delegated as the Chair and Director Lebbell be delegated as the Alternate Chair for the public hearing.

Recommendation No. 4 *Roberts Creek Official Community Plan Amendment Bylaw 641.7, 2017 and Sunshine Coast Regional District Zoning Amendment Bylaw 310.172, 2017*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.7 and Zoning Amendment Bylaw 310.172 for an Artisan Craft Distillery – Consideration for Second Reading and Public Hearing be received;

AND THAT the Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017 be forwarded to the Board for Second Reading;

AND THAT Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017 is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT the Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.172, 2017 be forwarded to the Board for Second Reading;

AND THAT a public hearing to consider Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.172, 2017 be scheduled for 7:00 pm, Tuesday, September 12, 2017, at the Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek;

AND FURTHER THAT Director Lewis be delegated as the Chair and Director Lebbell be delegated as the Alternate Chair for the public hearing.

Recommendation No. 5 *Development Variance Permit DVP00014 (Graham)*

THAT the report titled Development Variance Permit DVP00014 (Graham) - Electoral Area E be received;

AND THAT Development Variance Permit DVP00014 to vary Section 502.8 (a) and (b) of Zoning Bylaw No. 310, 1987, from 55 square metres to 91 square metres, be issued, as it provides benefit to affordable housing in the area.

Recommendation No. 6 *Development Variance Permit DVP00017 (Nichol)*

THAT the report titled Development Variance Permit DVP00017 (Nichol) - Electoral Area A be received;

240/17 cont.

AND THAT Development Variance Permit DVP00017 to vary Section 601.4 of Zoning Bylaw No. 337, 1990, from 6.0 metres to 4.5 metres, be issued, as it provides benefit to affordable housing in the area, subject to:

1. Support from the Egmont/Pender Harbour Advisory Planning Commission.
2. No objections from nearby residents within the notification period.
3. Addressing any comments from the *shíshálh* Nation received within the 60 day referral period.

Recommendation No. 8 *Amendment of Boundaries of Notation of Interest Crown File 2404546*

THAT the report titled Amendment of Boundaries of Notation of Interest Crown File 2404546 be received;

AND THAT subject to maintaining the remainder of the Notation of Interest the SCRD respond, with support, to the Ministry of Forests, Lands and Natural Resource Operations for the proposed boundary amendments of the Notation of Interest over Sechelt, Salmon and Narrows Inlets to exclude the three identified parcels subject to the reconciliation agreement with the *shíshálh* Nation.

Recommendation No. 10 *Private Moorage Referrals in Secret Cove (Pope for Brynelsen)*

THAT the photograph depicting a satellite image of the docks provided by the owner concerning the Private Moorage Crown Referrals in Secret Cove (Pope for Brynelsen) be received.

Recommendation No. 12 *Pender Harbour Music Society Lease Agreement Renewal*

THAT the report titled Pender Harbour Music Society Lease Agreement Renewal – Electoral Area A be received;

AND THAT the Chair and Corporate Officer be authorized to execute the Pender Harbour Music Society Lease Agreement renewal for a five-year term for District Lot 1023.

Recommendation No. 14 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of June 20, 2017*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission (APC) meeting minutes of June 20, 2017 be received.

240/17 cont. **Recommendation No. 15** *Roberts Creek (Area D) APC Meeting Minutes of June 19, 2017*

THAT the Roberts Creek (Area D) Advisory Planning Commission (APC) meeting minutes of June 19, 2017 be received.

Recommendation No. 16 *Elphinstone (Area E) APC Meeting Minutes of June 28, 2017*

THAT the Elphinstone (Area E) Advisory Planning Commission (APC) meeting minutes of June 28, 2017 be received.

Recommendation No. 17 *West Howe Sound (Area F) APC Meeting Minutes of June 27, 2017*

THAT the West Howe Sound (Area F) Advisory Planning Commission (APC) meeting minutes of June 27, 2017 be received.

Recommendation No. 18 *National Park within Skwxwú7mesh Nation Territory*

THAT the correspondence from Chief Bill Williams, Intergovernmental Relations, Natural Resources and Revenue, Skwxwú7mesh Nation, regarding new national park within Skwxwú7mesh Nation territory dated June 9, 2017 be received.

CARRIED

Planning **It was moved and seconded**

241/17 THAT Planning and Community Development Committee recommendation No. 2 of July 13, 2017 be received, adopted and acted upon as amended, as follows:

Recommendation No. 2 *Referral for Exclusion from the Agricultural Land Reserve*

THAT the report titled Referral for Exclusion from the Agricultural Land Reserve – Electoral Area E be received;

AND THAT exclusion be supported subject to a report completed by a Professional Agrologist determining the land is not suitable for agriculture;

AND THAT the SCRD request a copy of the Professional Agrologist report on the referral when it becomes available;

AND THAT the SCRD Board resolution and the Professional Agrologist report on this referral be sent to the Agricultural Land Commission for a final decision.

CARRIED

Infrastructure

It was moved and seconded

242/17

THAT Infrastructure Services Committee recommendation Nos. 1-9 of July 20, 2017 be received, adopted and acted upon as follows:

Recommendation No. 1 *Well Protection Plan*

THAT the report titled Well Protection Plan be received;

AND THAT recommendations from the Well Protection Plan be brought forward to the 2018 Budget process.

Recommendation No. 2 *Regional Organics Diversion Strategy*

THAT a staff report integrating the organics strategy with the current workplan be provided in Q3 2017.

Recommendation No. 3 *Ban on Residential Organics*

THAT staff report on a possible landfill ban on residential organics in 2020 or beyond.

Recommendation No. 4 *Compost Coaching and Food Waste Reduction Programs*

THAT staff report on an Organics Strategy Implementation Plan in Q4 2017;

AND THAT Compost Coaching and Food Waste Reduction Programs be considered for inclusion in 2018 Budget deliberations;

AND FURTHER THAT consideration be given to partnerships with stakeholders for the implementation of on-site Compost Coaching.

Recommendation No. 5 *Wild Animal Welfare Best Practices*

THAT forthcoming staff reports and communication plans identify rural best practices with regards to wild animal welfare for both backyard composting and curbside pickup.

Recommendation No. 6 *Curbside Pickup Feasibility – Opt In/Out*

THAT staff report on the feasibility of individual properties opting in or out of curbside pickup.

Recommendation No. 7 *Draft Regional Organics Diversion Strategy*

THAT the report titled Draft Regional Organics Diversion Strategy be received;

AND THAT the Draft Regional Organics Diversion Strategy be adopted;

242/17 cont.

AND THAT the strategy be maintained in draft form until an implementation plan is developed and approved;

AND FURTHER THAT recommendations from the Draft Regional Organics Diversion Strategy that require funding be brought forward to the 2018 and 2019 budgets.

Recommendation No. 8 *Public Engagement Results – Organic Waste Diversion Questionnaire*

THAT the report titled Public Engagement Results – Organic Waste Diversion Questionnaire be received.

Recommendation No. 9 *Infrastructure 2nd Quarter Report*

THAT the report titled Infrastructure Services Department 2017 2nd Quarter Report be received.

CARRIED

Corporate

It was moved and seconded

243/17

THAT Corporate and Administrative Services Committee recommendation Nos. 15 and 17 of July 27, 2017 be received, adopted and acted upon as follows:

Recommendation No. 15 *Policing Priorities for 2017/2018*

THAT the report titled Policing Priorities for 2017/2018 be received;

AND THAT the Sunshine Coast Regional District Board confirm the following policing priorities for the fiscal year 2017/2018:

- Road Safety (including speeding and prank driving);
- Marijuana Grow Operations (including odor);
- Police Visibility;
- Property Theft;
- Fentanyl;
- Youth Outreach;

AND FURTHER THAT correspondence with respect to the 2017/2018 Policing Priorities be sent to the RCMP.

Recommendation No. 17 *Rural Areas' Grant-in-Aid Request from Elphinstone Electors' Association*

THAT the report titled Request for Rural Areas' Grant-in-Aid from Elphinstone Electors' Association for Celebration Block Party be received;

243/17 cont. AND THAT the request of \$650 for the “Happy 50th Birthday Elphinstone and the SCRD” party be funded from Electoral Area E Rural Areas’ Grant-in-Aid (5200-SP100038).

CARRIED

Notice on Title **It was moved and seconded**

244/17 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 18, Block 3, District Lot 1330, Plan 11394, PID 009-073-761.

CARRIED

BYLAWS

Bylaw 641.6 **It was moved and seconded**

245/17 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017* be read a second time.

CARRIED

Bylaw 310.167 **It was moved and seconded**

246/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017* be read a second time.

CARRIED

Bylaw 641.7 **It was moved and seconded**

247/17 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.7, 2017* be read a second time.

CARRIED

Bylaw 310.172 **It was moved and seconded**

248/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.172, 2017* be read a second time.

CARRIED

Bylaw 432.25 **It was moved and seconded**

249/17 THAT *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.25, 2016* be adopted.

CARRIED

Bylaw 337.87 **It was moved and seconded**

250/17 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.87, 2016* be adopted.

CARRIED

NEW BUSINESS

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

251/17 THAT the SCRD provide a letter of support to Royal Canadian Marine Search and Rescue, Pender Harbour, for their grant applications.

CARRIED

The Board moved In Camera at 2:18 p.m.

IN CAMERA It was moved and seconded

252/17 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e) and (k) of the *Community Charter* - "personal information about an identifiable individual..."; "the acquisition, disposition or expropriation of land or improvements..." and "negotiations and related discussions respecting the proposed provision of a municipal services...".

CARRIED

The Board moved out of In Camera at 3:15 p.m.

Board of Variance **It was moved and seconded**

253/17 THAT Mr. Terry Davies, Ms. Krista Engelland and Ms. Nora Jessome be appointed to the Board of Variance for a three-year term.

CARRIED

Coopers Green Hall **It was moved and seconded**

254/17 THAT the Coopers Green Park – Hall and Parking Design Plans project budget be increased from \$100,000 to \$115,000 and funded from Area B Gas Tax Community Works Fund;

AND THAT the 2017-2021 Financial Plan be amended accordingly;

254/17 cont. AND FURTHER THAT the Professional Services for Coopers Green Hall Replacement Design contract be awarded to Principle Architecture for up to \$104,559.

CARRIED

ADJOURNMENT It was moved and seconded

255/17 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:15 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 14, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION(S)

THAT the report titled **Chief Administrative Officer's Report** be received for information.

BACKGROUND

This report provides information on the activities of the Chief Administrative Officer (CAO).

DISCUSSION

Administration:

With the fall season here, the celebration of the SCRD's 50th Anniversary is focused on the remaining events and activities:

- A dedicated webpage: <http://www.scrd.ca/50th-anniversary>.
The webpage contains historical information as well as a glimpse of changing properties through time created by the SCRD Mapping Division.
- A time capsule is in the front lobby of the SCRD offices and seeking input on potential items and artifacts. An event is scheduled for Thursday, October 19 and more details will be forthcoming.

The CAO met with a number of community partners and residents throughout August. Staff strive to be approachable, listen and assist in resolving issues.

The Senior Leadership Team (SLT) met numerous times throughout August to discuss and plan the internal 2018 operating and capital budget process. SLT focused on the work already established in the asset management plan and linking Annual Maintenance Plans to SCRD infrastructure to ensure service delivery and compliance.

SCRD Staff Development and Engagement:

- A Leadership Forum scheduled for Tuesday, September 26 is focused on the 2018 budget process and the tools to support staff.
- SCRD Human Resources has launched a new online training platform for staff. There are a number of courses related to a wide range of topics with a focus on health and safety, personal and team development and high performance organizations.

External Engagements:

- CAOs are scheduled to meet on September 22, 2017.
- Attending Union of BC Municipalities (UBCM) Convention September 25-29, 2017 in Vancouver.

STRATEGIC PLAN AND RELATED POLICIES

The Strategic Plan is a key document for the CAO's office and provides the overall administrative guidance for the business of the SCRD.

Strategic Priority: Ensure Fiscal Sustainability

Strategic Priority: Embed Environmental Leadership

Strategic Priority: Support Sustainable Economic Development

Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations

Strategic Priority: Facilitate Community Development

Strategic Priority: Enhance Board Structures and Processes

Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers

Strategic Priority: Enhance Board Structures and Processes

CONCLUSION

The CAO provides a written report summarizing key initiatives which align to the priorities of the Strategic Plan and Board's direction.

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

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

July 27, 2017

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

PRESENT:	Chair	I. Winn
	Directors	F. Mauro M. Lebbell B. Smith (Alt.) J. Valeriote L. Lewis D. Inkster K. Julius
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Planning and Community Development	I. Hall
	G.M., Infrastructure Services / Regional Engineer	M. Day
	Sr. Mgr., Human Resources	G. Parker (part)
	Administrative Assistant / Recorder	T. Crosby
	Media	2
	Public	10

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PETITIONS and DELEGATIONS

Karen Careless and Len Hartley, Granthams Hall Steering Committee addressed the Committee regarding funding for the Granthams Hall rehabilitation project.

The Chair thanked Ms. Careless and Mr. Hartley for their presentation.

REPORTS

Recommendation No. 1 *Granthams Hall Rehabilitation Project*

The Corporate and Administrative Services Committee recommended that the report titled Granthams Hall Rehabilitation Project Update and Funding Plan be received;

AND THAT Granthams Hall Rehabilitation project budget be increased by \$338,600 to \$405,000 funded through:

- Short Term Borrowing of up to \$100,000;
- Independent Power Projects (IPP) community benefits funds of up to \$100,000;
- Area F Gas Tax Community Works Funds of up to \$138,600 in addition to the \$66,400 previously committed;

AND THAT the 2017-2021 Financial Plan be amended accordingly;

AND THAT if grant funding is successful it will be used to offset any funding required from the Community Parks [650] function;

AND FURTHER THAT staff report back in November 2017 to confirm the final funding mix pending notification of outstanding grant applications.

Director Lebbell opposed.

The Committee recessed at 10:21 a.m. and reconvened at 10:26 a.m.

Director Julius left the meeting at 10:26 a.m. and returned to the meeting at 10:28 a.m.

Recommendation No. 2 *Request to Waive Civic Addressing Fee*

The Corporate and Administrative Services Committee recommended that the report titled Request to Waive Civic Addressing Fee (Bylaw 673) be received;

AND THAT the request to waive the civic address fee for the property on Lamb Islets be denied.

Director Winn opposed.

Recommendation No. 3 *Corporate Software Projects Update*

The Corporate and Administrative Services Committee recommended that the report titled Corporate Software Projects Update be received;

AND THAT the Consulting Services for the Corporate Software Replacement (Project OO100 SP100364) be reallocated for Information Technology overtime in the amount of \$13,418.

Recommendation No. 4 *Corporate General Ledger Budget Variance*

The Corporate and Administrative Services Committee recommended that the report titled Corporate General Ledger Budget Variance Report for period ending June 30, 2017 be received for information.

Recommendation No. 5 *Regional Solid Waste [350-352] Variance Report*

The Corporate and Administrative Services Committee recommended that the report titled Regional Solid Waste [350-352] Variance Report for period ending June 30, 2017 be received for information.

Recommendation No. 6 *Recreation Facilities [615] Variance Report*

The Corporate and Administrative Services Committee recommended that the report titled Recreation Facilities [615] Variance Report for period ending June 30, 2017 be received for information.

Recommendation No. 7 *Building Inspection [520] Variance Report*

The Corporate and Administrative Services Committee recommended that the report titled Building Inspection [520] Variance Report for period ending June 30, 2017 be received for information.

Recommendation No. 8 *Public Transit [310] Variance Report*

The Corporate and Administrative Services Committee recommended that the report titled Public Transit [310] Variance Report for period ending June 30, 2017 be received for information.

Recommendation No. 9 *2018-2022 Financial Plan Timetable and Process*

The Corporate and Administrative Services Committee recommended that the report titled 2018-2022 Financial Plan Timetable and Process be received;

AND THAT the proposed 2018 Financial Plan process and timetable be approved as presented.

Recommendation No. 10 *Long Term Debt*

The Corporate and Administrative Services Committee recommended that the report titled Long Term Debt as at June 30, 2017 be received for information.

Recommendation No. 11 *Corporate and Administrative Services – Semi-Annual Report*

The Corporate and Administrative Services Committee recommended that the report titled Corporate and Administrative Services – Semi-Annual Report for 2017 be received for information.

Recommendation No. 12 *Delegation Bylaw*

The Corporate and Administrative Services Committee recommended that the report titled Delegation Bylaw be received;

AND THAT Sunshine Coast Regional District Delegation Bylaw No 710, 2017 be forwarded to a future Board meeting for readings.

Recommendation No. 13 *Board Administration Policy*

The Corporate and Administrative Services Committee recommended that the report titled Board Administration Policy be received;

AND THAT the Board Administration Policy be approved as amended, as follows:

- Section 1.2 “...meeting will notify the Chief Administrative Officer and Board of their impending absence...”.

Recommendation No. 14 *Sunshine Coast Policing Committee Minutes of July 20, 2017*

The Corporate and Administrative Services Committee recommended that the minutes of the July 20, 2017 Policing Committee meeting be received.

Recommendation No. 15 *Policing Priorities for 2017/2018*

The Corporate and Administrative Services Committee recommended that the report titled Policing Priorities for 2017/2018 be received;

AND THAT the Sunshine Coast Regional District Board confirm the following policing priorities for the fiscal year 2017/2018:

- Road Safety (including speeding and prank driving);
- Marijuana Grow Operations (including odor);
- Police Visibility;
- Property Theft;
- Fentanyl;
- Youth Outreach;

AND THAT this recommendation be forwarded to the July 27, 2017 Regular Board meeting for adoption;

AND FURTHER THAT correspondence with respect to the 2017/2018 Policing Priorities be sent to the RCMP.

Recommendation No. 16 *Contracts Between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$20,000 and \$100,000 - to July 9, 2017 be received for information.

Recommendation No. 17 *Rural Areas' Grant-in-Aid Request from Elphinstone Electors' Association*

The Corporate and Administrative Services Committee recommended that the report titled Request for Rural Areas' Grant-in-Aid from Elphinstone Electors' Association for Celebration Block Party be received;

AND THAT the request of \$650 for the “Happy 50th Birthday Elphinstone and the SCRD” party be funded from Electoral Area E Rural Areas' Grant-in-Aid (5200-SP100038);

AND FURTHER THAT this recommendation be forwarded to the July 27, 2017 Regular Board meeting for adoption.

The Committee recessed at 11:39 a.m. and reconvened at 11:42 a.m.

IN CAMERA

The Committee moved In-Camera at 11:43 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (g) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “litigation or potential litigation affecting the municipality” 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 11:54 a.m.

ADJOURNMENT

11:54 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 14, 2017

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION

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(1) of the *Community Charter* against the land title of Strata Lot 21, District Lot 2979, Strata Plan BCS1539, Group 1, NWD, PID 026-954-273.

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 SCRD 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 must pass a resolution to place a Notice on Title. The Corporate Officer has sent a registered letter to the registered owners 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 property listed 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. 2658 Channel View Road, **Strata Lot 21, District Lot 2979, Strata Plan BCS1539, Group 1, NWD**
PID 026-954-273
Electoral Area F

Construction of a Single Family Dwelling was discovered by one of the SCRD Building Inspectors in 2009 without a Building Permit in place. The Building Permit was issued for the Dwelling in June 2011 and after two renewals, expired in June 2017 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 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	X – S. Reid
CAO	X – J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 710

A Bylaw to delegate powers, duties and functions to Regional District officers and employees

WHEREAS under sections 263(1)(e) and 230(1) of the *Local Government Act* the Board may, by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to delegate to its officers and employees certain powers, duties and functions;

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

1. Citation

This Bylaw may be cited as *Sunshine Coast Regional District Delegation Bylaw No. 710, 2017*.

2. Definitions

In this bylaw

- (a) "Act" means the *Local Government Act*;
- (b) "Board" means the Board of the Regional District;
- (c) "Chair" means the Chair of the Regional District Board;
- (d) "Regional District" means the Sunshine Coast Regional District.

3. Scope of Bylaw

For clarity, subject to the Act, unless a power, duty or function of the Board has been expressly delegated by this Bylaw or another Regional District bylaw, all of the powers, duties and functions of the Board remain with the Board.

4. Delegation Includes Deputy

- 4.1 A delegation of a power, duty or function under this bylaw includes a delegation to a person who is from time to time, acting on behalf of the delegate.
- 4.2 For certainty, a delegation of authority under subsection 4.1 includes a delegation to a person appointed to a position held on an interim basis.

5. No Delegation by a Delegate

Except as otherwise provided, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

6. Authority for Goods and Services

6.1 Persons holding the positions listed in Column 1 of Schedule “A” may, on behalf of and for the benefit of the Regional District, approve expenditures to acquire goods or services, and negotiate, enter into and execute agreements for that purpose, subject to:

(a) expenditure limits set out in Column 2 of Schedule “A”;

(b) expenditure limits for their respective departmental budgets;

(c) availability of funds pursuant to the current financial plan; and

(d) restrictions and requirements established in the Act, this Bylaw or another enactment.

6.2 All components of a particular contract for goods or services to be provided to the Regional District, including any series of contracts or transactions pertaining to the same subject matter, will be considered together in determining the value of an expenditure.

6.3 All expenditures must be consistent with current purchasing policies of the Regional District.

6.4 In the absence of the budget manager or where operationally required, the Chief Administrative Officer, the Chief Financial Officer and the Deputy Financial Officer are delegated the authority to purchase goods or services for any department of the Regional District, subject to the limits contained in Subsection 6.1.

6.5 A report outlining all contracts entered into between \$50,000 and \$100,000 will be provided to the Corporate and Administrative Services Committee quarterly.

7. Planning Approval Delegation

7.1 The Board hereby delegates to the Manager, Planning and Development and, as an alternate, the General Manager, Planning and Community Development, the following powers and related duties and functions:

(a) to issue development permits under Section 489 of the Act that deal with the protection of development from hazardous conditions pursuant to Section 488 (1) (b) of the Act, except any permit that involves a zoning bylaw variance;

- (b) to issue development permits under Section 489 of the Act that deal with protection of the natural environment, its ecosystems and biological diversity pursuant to Section 488.1 (1)(a) of the Act;
 - (c) to amend development permits that deal with form and character involving non-substantive design modifications, having no bearing or impact on the permitted location, setback, height, shape size, floor area or parcel coverage of a building or structure;
 - (d) to amend development variance permits to allow for minor, non-substantive design modifications, that would have no bearing or impact on the permitted location, setback, height, shape, size, floor area or parcel coverage of a building or structure;
 - (e) to issue tree cutting permits for areas designated by bylaw as tree cutting permit areas pursuant to Section 500 of the Act; and
 - (f) to approve strata conversions of previously occupied buildings under Section 242(10) of the *Strata Property Act* consistent with Board policies.
- 7.2 A decision under Subsection 7.1 is subject to a right of the land owner to reconsideration by the Board.
- 7.3 A report outlining all permits issues will be provided to the Planning and Community Development Committee on a quarterly basis.

8. Land and Land Use Agreement Delegation

- 8.1 The Board hereby delegates the following powers, and related duties and functions to the Chief Administrative Officer and the Corporate Officer acting jointly on behalf of the Regional District:
- (a) to accept and execute for registration in the Land Title Office a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
 - (b) to execute a discharge of a restrictive covenant referred to in subsection (a) which is no longer required or is to be modified or replaced;
 - (c) to acquire and execute for registration in the Land Title Office a statutory right of way or easement in connection with the operation of sewer, water or drainage works;
 - (d) to execute a discharge of a statutory right of way or easement referred to in subsection (c) which is no longer required by the Regional District or is to be modified or replaced; and
 - (e) to accept and execute servicing and latecomer agreements.

9. Defending Legal Proceedings

The Chief Administrative Officer may instruct legal counsel to defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the Regional District.

10. Signing Authority

10.1 Despite any other provision of this Bylaw, the following types of documents must be executed by the Chair and Corporate Officer:

- (a) any agreement for the purchase of goods or services having a value in excess of \$100,000;
- (b) any agreement between the Regional District and the federal government, provincial government, or any local government or school district, other than a Memorandum of Understanding;
- (c) any agreement specifically approved by a resolution of the Board; and
- (d) all Bylaws and Board meeting minutes.

10.2 The Corporate Officer may enter into and sign agreements respecting the Regional District's activities, works or services consistently with Board policies, delegated expenditure limits and the approved annual financial plan, including but not limited to:

- (a) agreements, minutes or other documents relating to functions within the area or responsibility of the Corporate Officer;
- (b) any agreement or other document of the Regional District, including all those types of agreements and other documents for which signing authority is granted to other Officers and Employees under this Bylaw.

10.3 The Chief Administrative Officer may enter into and sign agreements respecting the Regional District's activities, works or services consistently with Board policies, delegated expenditure limits and the approved annual financial plan, including but not limited to:

- (a) Collective agreements between the Regional District and its Employee Group and Union(s);
- (b) Memoranda of Agreement or Memoranda of Understanding between the Regional District and its Employee Group, Union, or the Labour Relations Board;
- (c) Agreements or other documents relating to functions within the area of responsibility of the Chief Administrative Officer;

- (d) any agreement or other document of the Regional District, including all those types of agreements and other documents for which signing authority is granted to other Officers and Employees under this Bylaw.
- 10.4 The Chief Financial Officer may enter into and sign agreements respecting the Regional District's activities, works or services consistently with Board policies, delegated expenditure limits and the approved annual financial plan, including but not limited to:
- (a) borrowing, raising money, banking, taxation, assessment, damage claims, consulting contracts and the Municipal Finance Authority;
- (b) grant applications and agreements respecting the receipt and use of grants; and
- (c) functions under the responsibility of the Corporate Services Department.
- 10.5 All other documents to which the Regional District is a party will be signed by the Chair and Corporate Officer and sealed with the corporate seal once the Board has approved the document by bylaw or resolution, unless by law the signatures and seal are not required.
11. Repeal

Sunshine Coast Regional District Delegation Bylaw No. 532, 2003 and amendments thereto are hereby repealed.

READ A FIRST TIME	this	14 th	day of September, 2017
READ A SECOND TIME	this	14 th	day of September, 2017
READ A THIRD TIME	this	14 th	day of September, 2017
ADOPTED BY TWO THIRDS OF THE VOTES CAST	this	14 th	day of September, 2017

CORPORATE OFFICER

CHAIR

Sunshine Coast Regional District Delegation Bylaw No. 710**Schedule “A”****Expenditure limits by position**

1. Position with Regional District	2. Expenditure Limit
Chief Administrative Officer	\$100,000
General Managers and Senior Managers	\$50,000
Managers	\$25,000

*Amounts in Column 2 are exclusive of taxes.