



SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, APRIL 23, 2020

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 9, 2020

Annex A
Pages 1 – 5

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Planning and Community Development Committee recommendation
Nos. 1-6 of April 9, 2020
4. Infrastructure Services Committee recommendation Nos. 1-4 of
April 16, 2020
5. Building Official – Notice on Title
6. Chief Administrative Officer's Report of April 23, 2020

Annex B
pp 6 - 8

Annex C
pp 9 - 10

Annex D
pp 11 - 12

Verbal

COMMUNICATIONS

MOTIONS

BYLAWS

7. *Sunshine Coast Regional District Sanitary Landfill Site Amendment
Bylaw No. 405.21, 2020*
– **first, second, and third reading**
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2,
Sechelt-6, Gibsons-3, SIGD-1)

Annex E
pp 13 - 14

8. *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.35, 2020* Annex F
 – **first, second, third reading and adoption** p 15
 (Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6)

DIRECTORS' REPORTS Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) and (k) of the *Community Charter* – “labour relations or other employee relations” 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

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to May 16, 2020)

Advisory Planning Commission (Area E)	April 22 at 7:00 pm
Sunshine Coast Regional Hospital District	April 23 at 9:00 am
Corporate and Administrative Services Committee	April 23 at 9:30 am
Regular Board	April 23 at 1:30 pm
Advisory Planning Commission (Area B)	April 28 at 7:00 pm
Advisory Planning Commission (Area F)	April 28 at 7:00 pm
Advisory Planning Commission (Area A)	April 29 at 7:00 pm
Planning and Community Development Committee	May 14 at 9:30 am
Regular Board	May 14 at 1:30 pm

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

Sechelt Library Board Meeting	April 25 at 10:00 am
Local Government Show	May 7 at 7:00 pm
Gibsons and District Public Library Association Board	May 11 at 7:00 pm

Please note: Meeting dates are current as of print date (April 17, 2020).



SUNSHINE COAST REGIONAL DISTRICT

April 9, 2020

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	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	D. Croal

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
Senior Manager, Human Resources	G. Parker
Deputy Corporate Officer / Recorder	J. Hill
Media	0
Public	24

**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 1:32 p.m.

AGENDA It was moved and seconded

139/20 THAT the agenda for the meeting be adopted.

CARRIED

MINUTES

Minutes It was moved and seconded

140/20 THAT the Regular Board meeting minutes of March 26, 2020 be adopted.

CARRIED

Minutes **It was moved and seconded**

141/20 THAT the Special Emergency Board meeting minutes of March 30, 2020 be adopted.

CARRIED

Minutes **It was moved and seconded**

142/20 THAT the Special Emergency Board meeting minutes of March 31, 2020 be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

The Chief Administrative Officer and Senior Manager, Human Resources provided an update on the SCRD's response to date to the Novel Coronavirus (COVID-19).

REPORTS

Corporate **It was moved and seconded**

143/20 THAT Corporate and Administrative Services Committee recommendation Nos. 1-6 of March 26, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *Grants Status Update*

THAT the report titled Grants Status Update be received for information.

Recommendation No. 2 *Financial Closeout of the Chapman Lake Supply Expansion Project*

THAT the report titled Implications of the Financial Closeout of the Chapman Lake Supply Expansion Project be received;

AND THAT a bylaw to repeal *Chapman Lake Water Supply Expansion Loan Authorization Bylaw No. 704* be prepared;

AND FURTHER THAT project expenditures for consulting services totalling \$374,061 be funded from Regional Water Service operating reserves.

Recommendation No. 3 *Budget Project Status Report 2020*

THAT the report titled Budget Project Status Report – March 2020 be received.

143/20 cont.

Recommendation No. 4 *Legislative Assembly of British Columbia – Budget 2021 Consultation*

THAT the correspondence received from the Parliamentary Committees Office, Legislative Assembly of British Columbia regarding Legislative Assembly of British Columbia's Select Standing Committee on Finance and Government Services – Budget 2021 Consultation be received.

Recommendation No. 5 *Union of British Columbia Municipalities – Resolution Process Review*

THAT the correspondence received from the Union of British Columbia Municipalities Executive regarding a review of the resolutions process and measures to be implemented in the immediate term to streamline the process and address the number and repetitiveness of resolutions be received;

AND THAT staff contact the UBCM for clarification on the process for consolidating resolutions to ensure local governments are consulted in advance and that consolidations meet the intent of the resolution as it was initially proposed.

Recommendation No. 6 *The Office of the Ombudsperson – Quarterly Report: October 1— December 31, 2019*

THAT the correspondence received from The Office of the Ombudsperson regarding the Quarterly Report dated October 1 - December 31, 2019 be received.

CARRIEDRaw Water Study
Contract Award**It was moved and seconded**

144/20

THAT the report titled Options for Contract Award Raw Water Reservoir Feasibility Study -Phase 4 be received.

CARRIEDRaw Water Study
Contract Award**It was moved and seconded**

145/20

THAT Option 3 – suspend the Raw Water Reservoir project, in the report titled Options for Contract Award Raw Water Reservoir Feasibility Study - Phase 4 be approved;

AND THAT the contract award for Raw Water Reservoir Feasibility Study - Phase 4 to Integrated Sustainability Consultants Ltd. be cancelled;

AND FURTHER THAT the 2020-2023 Financial Plan be amended accordingly.

DEFEATED

Raw Water Study
Contract Award

It was moved and seconded

146/20

THAT the contract for Raw Water Reservoir Feasibility Study - Phase 4 be awarded to Integrated Sustainability Consultants Ltd. in the amount up to \$239,980 (excluding GST);

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

Director McMahon opposed.

CARRIED

COMMUNICATIONS

BC Ferry Authority

It was moved and seconded

147/20

THAT the correspondence from Sandra A. Stoddart-Hansen, Chair, Board of Directors, BC Ferry Authority, dated March 23, 2020, regarding appointments to the BC Ferry Authority Board of Directors be received;

AND THAT the SCRD write a letter of congratulations to James Wayne Rowe and Marlene Kowalski, the successful appointees to the Board of BC Ferry Authority;

AND FURTHER THAT the SCRD write a letter of gratitude to outgoing Director, Sandra A. Stoddart-Hansen, for her service as Chair, Board of Directors, BC Ferry Authority.

CARRIED

SCRD 2020 Budget

It was moved and seconded

148/20

THAT the correspondence from John R. Henderson, Chair, Sechelt & District Chamber of Commerce, dated March 23, 2020, regarding the SCRD 2020 Budget be received.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board recessed at 2:55 p.m. and reconvened at 3:00 p.m.

The Board moved In Camera at 3:00 p.m.

IN CAMERA

It was moved and seconded

149/20

THAT the public be excluded from attendance at the meeting in accordance with Sections 90(1) (c), (k), (m), and (2) (b) of the *Community Charter* "labour relations or other employee relations", "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", "a matter that, under another enactment, is such that the public may be excluded from the meeting", and "the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...".

CARRIED

The Board moved out of In Camera at 3:33 p.m.

ADJOURNMENT

It was moved and seconded

150/20

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:33 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

April 9, 2020

RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC.

PRESENT*:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Manager, Planning and Development		D. Pady
	Planner 1 / Senior Planner		J. Clark
	Administrative Assistant / Recorder		A. O'Brien
	Public		0
	Media		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 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Planning and Community Development Department 2020 Q1*

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department 2020 Q1 Report be received.

Recommendation No. 2 *Elphinstone Logging Focus communication regarding BCTS Operating Plan (2020-2024)*

The Planning and Community Development Committee recommended that the communication from Ross Muirhead, Lead Forest Campaigner, Elphinstone Logging Focus dated April 8, 2020 regarding the BCTS Operating Plan (2020-2024) be received;

AND THAT the communication from Elphinstone Logging Focus dated April 8, 2020 be forwarded to staff for review and a staff report brought to a Committee prior to the April 23, 2020 Regular Board meeting.

Recommendation No. 3 *BC Timber Sales (BCTS) Operating Plan 2020-2024*

The Planning and Community Development Committee recommended that the report titled BC Timber Sales (BCTS) Operating Plan 2020-2024 be received;

AND THAT the SCR D respond to the BCTS 2020-2024 Operating Plan referral with the following comments:

1. In advance of harvesting proposed blocks, engineering currently-proposed cut blocks or proposing future blocks on Mount Elphinstone, that the proposed areas are reviewed by BCTS for the impact to ground water resources;
 - a. And that the review be completed by qualified experts selected by Local Government water service providers;
2. The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), BCTS and other forest licensees on Mount Elphinstone are invited to collaborate in the development of a Watershed Governance model with two of the objectives being to protect ground water drinking water supply and to improve stormwater management;
3. SCR D is seeking to initiate a process, jointly, with the Ministry of FLNRORD and Ministry of Transportation and Infrastructure, funded by the Province, to complete a stormwater management plan at the watershed scale for Mount Elphinstone;
4. BCTS continue to work collaboratively to mitigate trail impacts:
 - a. BCTS work with SCR D to mitigate impacts to Suncoaster Trail;
 - b. BCTS work with Sunshine Coast Trails Society to inform plans for community trail restoration and safety work;
 - c. BCTS implement public safety measures and communicate forestry activity to recreational users, including signage posted on Suncoaster Trail and all community trails near or through cut blocks;
5. Ensure that both *shíshálh* Nation and Sk̓w̓x̓wú7mesh Nation are consulted and that all harvesting-related activities undertaken comply with the *Heritage Conservation Act*;

AND THAT FLNRORD be requested to provide an update on Provincial cumulative effects and/or landscape level planning approaches and their current or potential future application on the Sunshine Coast;

AND FURTHER THAT SCR D refer this report to *shíshálh* Nation, Sk̓w̓x̓wú7mesh Nation and Ministry of Transportation and Infrastructure for information.

COMMUNICATIONS

Recommendation No. 4 *Communication from Pender Harbour and Area Residents Association - proposed name change: Madeira Park to salalus*

The Planning and Community Development Committee recommended that the correspondence from Peter Robson, Pender Harbour and Area Residents Association & Dave Milligan, Pender Harbour and Area Chamber of Commerce, dated March 11, 2020, regarding proposed name change: Madeira Park to salalus be received.

Recommendation No. 5 *Communication from Pender Harbour and Area Residents Association - proposed dual language signs for portions of the Sunshine Coast*

The Planning and Community Development Committee recommended that the correspondence from Peter Robson, Pender Harbour and Area Residents Association & Dave Milligan, Pender Harbour and Area Chamber of Commerce, dated March 11, 2020, regarding proposed dual language signs for portions of the Sunshine Coast be received.

Recommendation No. 6 *Communication regarding Notice of Comment Period Extension for Proposed Name Changes within the shíshálh Nation swiya*

The Planning and Community Development Committee recommended that the correspondence from Carla Jack, Provincial Toponymist, BC Geographical Names Office, Heritage Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated March 26, 2020, regarding Notice of Comment Period Extension for Proposed Name Changes within the shíshálh Nation swiya be received.

ADJOURNMENT 11:00 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

April 16, 2020

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

PRESENT:	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Town of Gibsons	D. Croal
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers

ALSO PRESENT:	Chief Administrative Officer	D. McKinley
	General Manager, Infrastructure Services	R. Rosenboom
	Administrative Assistant/Recorder	T. Ohlson
	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 9:40 a.m.

AGENDA The agenda was adopted as presented.

DELEGATIONS

Hermann Ziltener and Colleen Clark of Elphinstone Community Association, Reed Road Forest Working Group addressed the Committee regarding preservation of Reed Road Forest.

The Chair thanked Mr. Ziltener and Ms. Clark for their presentation.

REPORTS

Recommendation No. 1 *Impacts of COVID-19 Pandemic on Infrastructure Services
Department Work Plan*

The Infrastructure Services Committee recommended that the report titled Impacts of COVID-19 Pandemic on Infrastructure Services Department Work Plan be received.

Recommendation No. 2 *2020-2021 BC Transit Annual Operating Agreement (AOA)*

The Infrastructure Services Committee recommended that the report titled 2020-2021 BC Transit Annual Operating Agreement (AOA) be received;

AND THAT the Delegated Authorities be authorized to execute the 2020-2021 BC Transit AOA.

The General Manager, Infrastructure Services provided the Committee with a Water Supply Update which included information on snowpack, weather conditions, Water Conservation Stages and anticipated water supply demand.

Recommendation No. 3 *Infrastructure Services Department – 2020 Q1 Report*

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2020 Q1 Report be received.

COMMUNICATIONS**Recommendation No. 4** *Correspondence Regarding Asbestos Contaminated Gypsum*

The Infrastructure Services Committee recommended that the correspondence from the Honourable Minister Heyman regarding asbestos contaminated gypsum be received.

IN CAMERA

The Committee moved In-Camera at 10:59 a.m.

The Committee recessed at 10:59 a.m. and reconvened at 11:13 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) and (k) of the *Community Charter* – “labour relations or other employee relations” 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”.

The Committee moved out of In Camera at 12:05 p.m.

NEW BUSINESS

ADJOURNMENT 12:06 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 23, 2020

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

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

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, District Lot 1312, Plan EPP72892, Group 1, NWD PID 030-234-077.

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 inspections under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the Building Division.

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

The *Community Charter* requires that the Regional District Board 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 following property is non-compliant due to one or more of the following:

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

1. 844 Sullivan Road, Lot 2, District Lot 1312, Plan EPP72892, Group 1, NWD
PID 030-234-077 Folio 746.29001.080
Electoral Area D

Building permits were issued for two buildings to be used as greenhouses in 2018 and both permits have expired without final approval from the SCRD building division. Three additional buildings were also constructed on this property without valid building permits. The owners were notified and to date no building permit applications have been received. The SCRD Building Division is not aware of any life 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 these properties are 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 – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 405.21

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

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.21, 2020*.
2. "*Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405, 1994*" is hereby amended as follows:
 - a) Add a new definition for "Boat" in Section 1 as follows:

"Boat" means water vessel less than 10 metres in length;
 - b) Add a new definition for "Recreational Vehicle" in Section 1 as follows:

"Recreational Vehicle" means a motor vehicle or trailer which includes living quarters designed for accommodation;
 - c) Delete the definition of "Controlled Waste" in Section 1 and replace with a new definition as follows:

"Controlled Waste" means municipal solid waste requiring special handling at the landfill site, and includes but is not limited to waste asbestos, asbestos cement, dead animals, boats, recreational vehicles, and the following construction / demolition wastes: roofing, waste wood, asphalt, concrete, dirt and rocks, acceptable gypsum, vermiculite, vinyl floor tile, sheet vinyl flooring with paper backing, ceiling tiles, textured ceiling, stucco, and cement panels.
 - d) Delete Section 4 b) and replace with a new Section 4 b) as follows:

4. b) No person shall dispose of the following materials in the landfill site:

 - hazardous (including pathogenic & radioactive) wastes;
 - explosive substances;
 - chemicals which may create hazardous working conditions;
 - material hot enough to start combustion;
 - waste oil or petroleum by-products;
 - stumps;
 - land clearing debris;
 - lumber, timber, logs, etc., longer than 3.5 metres;
 - lumber, demolition materials, and timber of more than 0.25 cubic metres in volume and any other material of a like nature from construction projects;
 - fish feed bags;

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.35

A bylaw to amend Sunshine Coast Regional District
Revised Water Rates and Regulations Bylaw No. 422, 1995

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.35, 2020.*
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Replace section 3.1 (b) contained in Schedule J “Water Conservation Stages” with the revised section 3.1 (b) as follows:

3.1 (b) use a hose equipped with a spray-trigger nozzle, a hand-held container, micro-irrigation or drip-irrigation system to water trees, shrubs, and flowers only between the hours of 7:00 am and 8:00 am or 7:00 pm and 8:00 pm any day of the week;

READ A FIRST TIME	this	23 rd	day of	April, 2020
READ A SECOND TIME	this	23 rd	day of	April, 2020
READ A THIRD TIME	this	23 rd	day of	April, 2020
ADOPTED	this	23 rd	day of	April, 2020

CORPORATE OFFICER

CHAIR