



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 28, 2023

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of September 14, 2023

Annex A
Pages 3 - 8

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendation Nos. 1-15 of September 14, 2023
4. Placement of Notice on Title – Chief Building Official
(Voting – All Directors – 1 vote each)
5. Office of the CAO Monthly Report

Annex B
pp 9 - 12

Annex C
pp 13 - 17

Verbal

COMMUNICATIONS

MOTIONS

BYLAWS

6. *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.44, 2023*
- first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6 – motion for adoption requires at least 2/3 of the votes cast)

Annex D
pp 18 - 23

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

September 14, 2023

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

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Community Services		S. Gagnon
	GM, Corporate Services		T. Perreault
	GM, Planning and Development		I. Hall (in part)
	Senior Manager, Human Resources		G. Parker (in part)
	Manager, Capital Projects		B. Shoji (in part)
	Manager, Facility Services		A. van Velzen (in part)
	Manager, Strategic Initiatives (Acting)		G. Starsage (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Alternate Director for Area A		C. Alexander
	Media		0
	Public		2

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 1:31 p.m.

AGENDA It was moved and seconded

260/23 THAT the agenda for the meeting be adopted as amended by striking out "Directors' Reports".

CARRIED

MINUTES

Minutes It was moved and seconded

261/23 THAT the Regular Board meeting minutes of July 27, 2023 be adopted.

CARRIED

REPORTS

COW

It was moved and seconded

262/23

THAT Committee of the Whole recommendation Nos. 4-9 of July 27, 2023 be received, adopted and acted upon as follows:

Recommendation No. 4 *Solutions for Facilities on the Sunshine Coast at Stage 4 Water Restrictions*

THAT staff report to a future Committee of the Whole with options and actions pertaining to all the facilities' water usage on the Sunshine Coast during Stage 4 water restrictions.

Recommendation No. 5 *2022 Solid Waste Regional Diversion – Annual Update*

THAT the report titled 2022 Solid Waste Regional Diversion – Annual Update be received for information.

Recommendation No. 6 *Planning and Development Department Q2 Report*

THAT the report titled Planning and Development Department Q2 Report be received for information.

Recommendation No. 7 *Corporate and Administrative Services – Semi Annual Report*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for January to June 2023 be received for information.

Recommendation No. 8 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2023 be received for information.

Recommendation No. 9 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from April 1, 2023 to June 30, 2023 be received for information.

CARRIED

Dam Safety
Contract

It was moved and seconded

263/23

THAT the report titled Request for Proposal 2337006 Contract Award for Dam Safety Improvements and Upgrades to Chapman, Edwards, and McNeill Lakes be received for information;

AND THAT a contract be awarded to Jim Dent Construction Ltd., in the amount of up to \$1,475,150 (excluding GST);

263/23 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

CARRIED

GACC HVAC
Contract

It was moved and seconded

264/23 THAT the report titled RFP 2361306 HVAC Unit Replacement at GACC - Contract Award be received for information;

AND THAT a contract to provide HVAC Unit Replacement at GACC be awarded to Entity Mechanical Ltd. in the amount of up to \$355,700 (excluding GST);

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

CARRIED

COMMUNICATIONS

Howe Sound
Community Forum

It was moved and seconded

265/23 THAT the correspondence from Ruth Simons, President, Howe Sound Biosphere Region Initiative Society dated August 30, 2023 regarding the Howe Sound Community Forum and Átl'ka7tsem and Howe Sound Biosphere Region Updates be received for information.

CARRIED

VICC-CSWCE
Terms of Reference

It was moved and seconded

266/23 THAT the correspondence from Ben Geselbracht, 1st Vice-President, Association of Vancouver Island and Coastal Communities (AVICC), dated August 21, 2023 regarding Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE) be received for information;

AND THAT the VICC-CSWCE Terms of Reference be approved.

CARRIED

VICC-CSWCE
Appointments

It was moved and seconded

267/23 THAT Director McMahon be appointed as the SCRDC representative to Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE);

AND THAT Director Toth be appointed as the SCRDC alternate representative to VICC-CSWCE.

CARRIED

MOTIONS**Water Regulations It was moved and seconded**

268/23 WHEREAS Stage 4 water conservation regulations came into effect on September 8th, and the 2-week exemption period for commercial farms to water food crops will end on September 22nd;

AND WHEREAS commercial farms face potential crop failure and soil erosion should farmers not be able to irrigate their crops after the 2-week exemption period, leading to a reduction in food security on the Sunshine Coast;

AND WHEREAS *SCRD Water Rates and Regulations Bylaw No. 422* already has a provision in sections 19.8 and 19.9 that allows the SCRD to temporarily prohibit the use of water for high volume commercial purposes should an emergency impact the ability for the Regional District to supply treated drinking water for essential uses;

AND WHEREAS the addition of Church Rd well in 2023 has increased our water resiliency;

AND WHEREAS the issue of sustainable water supply for commercial farms is complex and will require additional time and resources;

AND WHEREAS temporary relief is sought while a more permanent solution for commercial farm water use is developed;

THEREFORE BE IT RESOLVED THAT Schedule J of *SCRD Water Rates and Regulations Bylaw No. 422* be temporarily amended to provide commercial farms an exemption from Stage 4 water conservation regulations for food crops in 2023 and 2024.

CARRIED

Sechelt MoTI It was moved and seconded
Office Staffing

269/23 THAT the SCRD write to the Ministry of Transportation and Infrastructure with an urgent request that the staffing level of the Sechelt Office be increased to a minimum of two staff.

CARRIED

APC Resignation It was moved and seconded

270/23 THAT the resignation of Rod Moorcroft from the Elphinstone Advisory Planning Commission (Area E) be received.

CARRIED

The Board recessed at 2:09 p.m. and reconvened at 2:30 p.m.

The Board moved In Camera at 2:30 p.m.

IN CAMERA**It was moved and seconded**

271/23

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (j), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “law enforcement ...”, “litigation or potential litigation...”, “the receipt of advice that is subject to solicitor-client privilege...”, “information that is prohibited ... under section 21 of FOIPPA...”, “negotiations and related discussions 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...”.

CARRIED

The Board moved out of In Camera at 3:23 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Recycling Depot
Contract

It was moved and seconded

272/23

THAT the Contract with Gibsons Recycling Depot for the South Coast Recycling services be extended for up to an additional two years for a total of \$2,230,836 combining the residential packaging and paper product (PPP) collection and the book recycling costs.

CARRIED

Recycling Depot
Contract

It was moved and seconded

273/23

THAT the 2023-2027 Financial Plan be amended accordingly for the Contract with Gibsons Recycling Depot for the South Coast Recycling services to extend the term for up to an additional two years for a total of \$2,230,836 combining the residential packaging and paper product (PPP) collection and the book recycling costs.

Director Backs opposed.

CARRIED**ADJOURNMENT**

274/23

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:24 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE**

September 14, 2023

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F Town of Gibsons District of Sechelt	L. Lee J. Gabias K. Backs D. McMahon K. Stamford S. White D. Inkster
ALSO PRESENT:	Chief Administrative Officer Corporate Officer Chief Financial Officer General Manager, Community Services General Manager, Planning and Development Utility Operations Superintendent Coordinator, Emergency Management Program Senior Bylaw Officer Manager, Planning and Development Planner II Manager, Protective Services Fire Chief, GDVFD Alternate Director, Area A Alternate Director, District of Sechelt Recording Secretary Media Public		D. McKinley S. Reid T. Perreault S. Gagnon I. Hall C. Abbott (part) N. Hughes (part) K. Kirkpatrick (part) J. Jackson (part) C. Humphries (part) M. Treit (part) R. Michael (part) C. Alexander J. Henderson (part) L. Mosimann 1 9 (part)

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 9:34 a.m.

AGENDA The agenda was adopted as presented.

REPORTS**Recommendation No. 1** *Water Supply Update*

The Committee of the Whole recommended that the presentation titled Water Supply Update be received for information.

Chair Toth provided an opportunity for questions from the gallery.

The Committee recessed at 10:25 a.m. and reconvened at 10:31 a.m.

Recommendation No. 2 *Emergency Preparedness Update*

The Committee of the Whole recommended that the presentation titled Emergency Preparedness Update be received for information.

Recommendation No. 3 *Impacts of Operating Emergency Operation Centers to the Sunshine Coast Regional District*

The Committee of the Whole recommended that the report titled Impacts of Operating Emergency Operation Centers to the Sunshine Coast Regional District be received for information.

Recommendation No. 4 *Sunshine Coast Regional District Bylaw Enforcement Policy Revisions*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Bylaw Enforcement Policy Revisions be received for information;

AND THAT the Bylaw Enforcement Policy be adopted as presented.

Recommendation No. 5 *Frontage Waiver FRW00021 (10584 Wood Bay Ridge Road) – Electoral Area B*

The Committee of the Whole recommended that the report titled Frontage Waiver FRW00021 (10584 Wood Bay Ridge Road) – Electoral Area B be received for information;

AND THAT the requirement for a minimum 10% of the lot perimeter to front on the highway for proposed Lot 38 be waived.

Recommendation No. 6 *Telus Next Generation 911 Service Agreement*

The Committee of the Whole recommended that the report titled Telus Next Generation 911 Service Agreement be received for information;

AND THAT the delegated authorities be authorized to execute the Next Generation 911 Service Agreement with TELUS for five years;

AND THAT the Sunshine Coast Regional District accept the Union of British Columbia Municipalities Next Generation 911 grant valued at \$45,000;

AND FURTHER THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions.

Recommendation No. 7 *Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training*

The Committee of the Whole recommended that the report titled Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training be received for information;

AND THAT a grant application of up to \$120,000 for Fire Department equipment and training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND FURTHER THAT the Sunshine Coast Regional District supports the current proposed activities identified in the application and is willing to provide overall grant management.

Recommendation No. 8 *Request for Proposal 2322202 Hazard, Risk and Vulnerability Analysis Contract Award*

The Committee of the Whole recommended that the report titled Request for Proposal 2322202 Hazard, Risk and Vulnerability Analysis (HRVA) Contract Award be received for information;

AND THAT the contract to provide a HRVA be awarded to KPMG in the amount of up to \$58,000 (excluding GST);

AND THAT the project budget for the contract of the HRVA be increased from \$50,000 to \$58,000 with the additional \$8,000 + GST funded from Local Government Climate Action Program funds;

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

AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.

Recommendation No. 9 *Community Services Department 2023 Q2 Report*

The Committee of the Whole recommended that the report titled Community Services Department 2023 Q2 Report be received for information.

Recommendation No. 10 *Egmont/Pender Harbour (Area A) Advisory Planning Commission Meeting Minutes of July 26, 2023*

The Committee of the Whole recommended that the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of July 26, 2023 be received for information.

Recommendation No. 11 *Halfmoon Bay (Area B) Advisory Planning Commission Meeting Minutes of July 25, 2023*

The Committee of the Whole recommended that the Halfmoon Bay Advisory Planning Commission meeting minutes of July 25, 2023 be received for information.

Recommendation No. 12 *Roberts Creek (Area D) Advisory Planning Commission Meeting Minutes of July 17, 2023*

The Committee of the Whole recommended that the Roberts Creek Advisory Planning Commission meeting minutes of July 17, 2023 be received for information.

Recommendation No. 13 *Elphinstone (Area E) Advisory Planning Commission Meeting Minutes of July 26, 2023*

The Committee of the Whole recommended that the Elphinstone Advisory Planning Commission meeting minutes of July 26, 2023 be received for information.

Recommendation No. 14 *West Howe Sound (Area F) Advisory Planning Commission Meeting Minutes of July 25, 2023*

The Committee of the Whole recommended that the West Howe Sound Advisory Planning Commission meeting minutes of July 25, 2023 be received for information.

MOTIONS

The Committee of the Whole discussed the motion brought forward regarding a compensation policy for Advisory Committees.

Recommendation No. 15 *Compensation Policy for Advisory Committees*

The Committee of the Whole recommended that staff research a new compensation policy for Advisory Committees that meet during business hours (including the Gibsons and District Fire Commission) with the goal of making the Advisory Committees more diverse, inclusive, and representative of the residents of the Sunshine Coast.

Director White opposed

The following proposed motion was defeated:

THAT the SCRD offer a per meeting stipend of \$150 to members of the Accessibility Advisory Committee, excepting those who represent organizations where they are employed.

ADJOURNMENT 11:48 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 28, 2023

AUTHOR: Brian Kennett, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

- (1) **THAT the report titled Placement of Notice on Title be received for information;**
 - (2) **AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 1, District Lot 6890, Plan EPP112876, PID 031-640-851, Folio 746.06921.210;**
 - (3) **AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 3, District Lot 4663, Plan LMP36842, PID 024-054-232, Folio 746.06478.013;**
 - (4) **AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 18, Block A, District Lot 809, Plan VAP12209, PID 008-565-821, Folio 746.00718.050;**
 - (5) **AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 4, District Lot 6591, Plan VAP16146, PID 007-537-174, Folio 746.06870.020;**
 - (6) **AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 65, District Lot 1023, Plan VAP7238, PID 004-802-900, Folio 746.01797.000;**
 - (7) **AND FURTHER THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 4, Block U, District Lot 1638, Plan VAP15340, PID 007-692-153, Folio 746.05067.040.**
-

BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District bylaw,

Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

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

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

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all 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 whether 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 listed properties are non-compliant due to one or more of the following:

- construction has taken place without a valid permit.
- permits have expired without required inspections and/or final approval.

1. 11630 Sunshine Coast Highway, Electoral Area A Lot 1, District Lot 6890, Plan EPP112876, NWD PID 031-640-851, Folio 746.06921.210

The subject property is a 4.74-acre parcel located in Middlepoint, northeast of the intersection of Sunshine Coast Highway and Middlepoint Road.

A building permit for the construction of a 1690 sqft. single-family dwelling was issued to the property on June 17, 2016. A final inspection was conducted on July 30, 2021. The inspection identified outstanding documentation and as a result, final approval was not granted. The building permit later expired on June 17, 2022, without the SCRD Building Division having received the requested documentation.

SCRD Building Bylaw No. 687 requires that a new building permit be obtained where a building permit has expired without final inspection approval. It also prohibits the occupancy of a building until the Building Official has given written authorization.

In order to bring the property into compliance, the owner would need to apply for, and be issued a new building permit and submit the outstanding documentation to complete work started under the previous permit. The owner has been notified of this requirement on several occasions but has not yet submitted the necessary application. The SCRD Building Division is not aware of any life safety issues and recommends the placement of a notice on title.

**2. 8053 Birch Way, Electoral Area B
Lot 3, District Lot 4663, Plan LMP36842, NWD
PID 024-054-232, Folio 746.06478.013**

The subject property is a 4.4-acre parcel situated in Halfmoon Bay, abutting the Sunshine Coast Highway just north of Leaning Tree Road.

A building permit was issued on August 29, 2018, to finish the construction of a 2-storey 2300 sqft. single-family dwelling originally constructed under 2 previous permits dating back to 2006. Prior to the issuance of the most recent permit, a Building Official conducted an inspection which identified physical deficiencies in addition to outstanding documentation. The permit was extended once, no additional inspections were requested by the owner, and the permit eventually expired on August 29, 2022, having not been extended for an additional 2 years.



As per Section 16.7 of *SCRD Building Bylaw No. 687*, final authorization of a building permit shall not be issued until all aspects of the work requiring inspection have been both inspected and accepted by the Building Official. In addition, a valid building permit is required whenever work regulated under this bylaw is to be undertaken.

In order to bring the property into compliance, a building permit extension would need to be applied for and issued. The building permit could eventually be concluded if all required inspections have been conducted and approved to the satisfaction of the Building Official under an active permit. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

**3. 3030 & 3028 Lower Road, Electoral Area D
Lot 18, Block A, District Lot 809, Plan VAP12209, NWD
PID 008-565-821, Folio 746.00718.050**

The subject property is a 0.91-acre parcel located on the high side of Lower Road, directly north of Roberts Creek beach.

A building permit was issued on December 3, 2018, for the construction of a 1730 sqft. second single-family dwelling on the property. Construction commenced, and all required inspections were conducted with the exception of the final. The permit was extended once and the permit eventually expired on December 3, 2022, having not been extended for an additional 2 years.

As per Section 16.7 of *SCRD Building Bylaw No. 687*, final authorization of a building permit shall not be issued until all aspects of the work requiring inspection have been both inspected and accepted by the Building Official. In addition, a valid building permit is required whenever work regulated under this bylaw is to be undertaken.

In order to bring the property into compliance, a building permit extension would need to be applied for and issued. The building permit could eventually be concluded if all required inspections have been conducted and approved to the satisfaction of the Building Official under an active permit. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

**4. 6676 Egmont Road, Electoral Area A
Lot 4, District Lot 6591, Plan VAP16146, NWD
PID 007-537-174, Folio 746.06870.020**

The subject property is a 0.83-acre parcel located in Egmont, next to the public parking area for the Skookumchuck Trail.

A building permit was issued on May 5, 2021, for the construction of a 960 sqft. garage on the property. Construction commenced and inspections were conducted by a Building Official, the last being a framing inspection on October 5, 2021. No additional inspections were requested by the owner and the permit expired on May 5, 2023, having not been extended for an additional 2 years.



As per Section 16.7 of *SCRD Building Bylaw No. 687*, final authorization of a building permit shall not be issued until all aspects of the work requiring inspection have been both inspected and accepted by the Building Official. In addition, a valid building permit is required whenever work regulated under this bylaw is to be undertaken.

In order to bring the property into compliance, a building permit extension would need to be applied for and issued. The building permit could eventually be concluded if all required inspections have been conducted and approved to the satisfaction of the Building Official under an active permit. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

**5. 4963 Sangster Road, Electoral Area A
Block 65, District Lot 1023, Plan VAP7238, NWD
PID 004-802-900, Folio 746.01797.000**

The subject property is a 0.98-acre parcel located along the Pender Harbour shoreline, directly adjacent to the Painted Boat Resort. The property is zoned C2 (Tourist Commercial), which permits campgrounds as use.

On July 26, 2022, it came to the attention of the SCRD Building Division that approximately 11 buildings and structures had been constructed on the property without valid building permits. These included both unenclosed and enclosed buildings constructed to shelter, and/or house decks and recreational vehicles.



In accordance with *SCRD Building Bylaw No. 687*, buildings greater than 10 m² in building area require valid permits in advance of construction. The owners of the property were advised to prepare and submit building permit applications accordingly.

In order to bring the property into compliance, building permits would need to be applied for and issued. In support of working towards compliance, Building Officials have met with the owners to discuss the required documentation on several occasions but, to date, permit applications have not been received. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

**6. 8936 Redrooffs Road, Electoral Area B
Lot 4, Block U, District Lot 1638, Plan VAP15340, NWD
PID 007-692-153, Folio 746.05067.040**

The subject property is a 0.43-acre parcel located on the east side of Redrooffs Road, in between Coopers Green Park and the Halfmoon Bay Fire Hall.

It came to the attention of the SCRD Building Division that a deck, attached to the existing single-family dwelling on the property, was being constructed without a valid permit. A Stop Work Order was posted on June 14, 2023, and the owner was notified to prepare and submit a building permit application.



The addition or re-construction of a deck with a walking surface greater than 0.6m above grade is subject to a building permit in accordance with *SCRD Building Bylaw No. 687*.

In order to bring the property into compliance, a building permit would need to be applied for and issued. A building permit application has not yet been received. The SCRD Building Division is not aware of any life safety issues 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 shows that these properties are in contravention. Staff recommend that Notice be registered on Title at the Land Title Office against the above noted properties.

Reviewed by:			
Manager	X – B. Kennett	Finance	
GM	X – I. Hall	Legislative	X – J. Hill
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.44

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. 422.44, 2023*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Delete Schedule "J" in its entirety and replace with the revised Schedule "J" attached hereto.

READ A FIRST TIME	this	28 th	day of	September, 2023
READ A SECOND TIME	this	28 th	day of	September, 2023
READ A THIRD TIME	this	28 th	day of	September, 2023
ADOPTED	this	28 th	day of	September, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE “J”

Water Conservation Stages

1.0 STAGE 1 - Water Supply Conditions: “Normal”

1.1 During Stage 1 a person may:

- (a) use a sprinkler to water trees, shrubs, flowers or food producing plants and trees only during the following scheduled times:
 - i. on a property with an even numbered address on Tuesday, Thursday and Sunday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm; and
 - ii. on a property with an odd numbered address on Monday, Wednesday and Saturday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm;
- (b) use a sprinkler to water lawns only during the following scheduled times:
 - i. on a property with an even numbered address on Thursday and Sunday from 7:00 am to 8:00 am; and
 - ii. on a property with an odd numbered address on Wednesday and Saturday from 7:00 a.m. to 8:00 a.m.;
- (c) at any time water lawns, trees, shrubs, flowers, and food producing plants and trees by hose equipped with a spray-trigger nozzle, hand-held container, or drip-irrigation;
- (d) at any time use water to wash a vehicle or boat, but must use a hand-held hose equipped with a spray-trigger nozzle or pressure washer, or hand-held container; or commercial car wash;
- (e) at any time use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, but must use a hose equipped with a spray-trigger nozzle, a pressure washer, or hand-held container; and
- (f) at any time use water to fill a swimming pool, spa, garden pond, or decorative fountain.

1.2 During Stage 1, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out in Section 1.1.
- (b) Commercial farms are exempt from Stage 1 water conservation regulations for food crops.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

Schedule “J” continued

2.0 STAGE 2 - Water Supply Conditions: “Moderate”

2.1 During Stage 2, a person may:

- (a) use a sprinkler to water trees, shrubs and flowers only during the following scheduled times:
 - i. on a property with an even numbered address on Thursday and Sunday between the hours of 7:00 am and 9:00 am; and
 - ii. on a property with an odd numbered address on Wednesday and Saturday between the hours of 7:00 am and 9:00 am;
- (b) use hand watering or drip-irrigation to water trees, shrubs and flowers only during the following scheduled times: between the hours of 7:00 am and 9:00 am; and 7:00 pm and 9:00 pm any day of the week;
- (c) use a sprinkler to water food producing plants and trees only during the following scheduled times:
 - i. on a property with an even numbered address on Thursday and Sunday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm; and
 - ii. on a property with an odd numbered address on Wednesday and Saturday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm;
- (d) at any time water food producing plants and trees by hand-held hose equipped with a spray-trigger nozzle, hand-held container, or drip-irrigation;
- (e) not water lawns, including newly seeded or sodded lawns;
- (f) at any time use water to wash a vehicle or boat, but must use a hand-held hose equipped with a spray-trigger nozzle or pressure washer, or a hand-held container, or commercial car wash;
- (g) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required for health and safety reasons; and
- (h) at any time use water to fill a swimming pool, spa, garden pond, or decorative fountain.

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Schedule “J” continued

2.2 During Stage 2, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out in Section 2.1.
- (b) Commercial farms are exempt from Stage 2 water conservation regulations for food crops.

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Schedule “J” continued

3.0 STAGE 3 - Water Supply Conditions: “Acute”

3.1 During Stage 3, a person may:

- (a) use a hose equipped with a spray-trigger nozzle, a hand-held container, or drip-irrigation system to water:
 - i. 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;
 - ii. food producing plants and trees between the hours of 7:00 am and 8:00 am and 7:00 pm and 8:00 pm any day of the week;
- (b) not water lawns, including newly seeded or sodded lawns;
- (c) not use a sprinkler to water trees, shrubs, flowers or food producing plants and trees, at any time;
- (d) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, unless required for health and safety reasons;
- (e) not use water to wash a vehicle, boat or equipment except to wash salt water from a vehicle, boat or equipment or if part of a non-cosmetic commercial process legally required by a third party; and
- (f) not use water to fill a swimming pool, spa, garden pond, or decorative fountain.

3.2 During Stage 3, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out in Section 3.1.
- (b) Commercial farms are exempt from Stage 3 water conservation regulations for food crops.
- (c) For certainty, essential water for livestock is exempt from Stage 3 restrictions.

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Schedule “J” continued

4.0 STAGE 4 - Water Supply Conditions: “Severe”

- 4.1 During Stage 4, all outdoor water use is banned (including greenhouses), unless required to comply with health and safety reasons. Main line water pressures will also be reduced where possible.
- 4.2 For certainty, essential water for livestock is exempt from Stage 4 restrictions.
- 4.3 Despite section 4.1 above, commercial farms are exempt from Stage 4 water conservation regulations for food crops, for a two-week period, commencing from the first date of Stage 4 regulations.
- 4.4 Despite sections 4.1 and 4.3 above, commercial farms are temporarily exempted from Stage 4 water conservation regulations for food crops, in the years 2023 and 2024.