



# 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, JANUARY 26, 2023

## AGENDA

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**CALL TO ORDER 2:00 p.m.**

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of January 12, 2023

Annex A  
Pages 4 – 9

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Committee of the Whole recommendation Nos. 1, 3 and 5-7 of January 12, 2023 (*recommendations 2 and 4 previously adopted*)
4. Placement of Notice on Title – Chief Building Official
5. Office of the CAO Monthly Report

Annex B  
pp 10 – 12

Annex C  
pp 13 – 15

Annex D  
pp 16 - 17

### COMMUNICATIONS

### MOTIONS

### BYLAWS

### DIRECTORS' REPORTS

### NEW BUSINESS

**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (f), (g), and (i) of the *Community Charter* – “personal information about an identifiable individual ...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation...”, “litigation or potential litigation affecting the municipality”, and “the receipt of advice that is subject to solicitor-client privilege...”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to February 4, 2023)

Finance Committee (Round 1 Budget)	January 23, 24 and 25 at 9:30 am
Committee of the Whole	January 26 at 9:30 am
Sunshine Coast Regional Hospital District (Inaugural)	January 26 at 1:00 pm
Regular Board	January 26 at 2:00 pm

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

Local Government Show	February 2 at 4:00 pm
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**Please note:** Meeting dates are current as of print date (January 20, 2023).



## SUNSHINE COAST REGIONAL DISTRICT

January 12, 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	J. Henderson
	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, Corporate Services	T. Perreault
GM, Planning and Development	I. Hall
GM, Community Services	S. Gagnon
Electoral Area A, Alternate Director	C. Alexander
Deputy Corporate Officer / Recorder	J. Hill
Media	1
Public	1

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

**CALL TO ORDER**    2:06 p.m.

**AGENDA**            **It was moved and seconded**

001/23                THAT the agenda for the meeting be adopted as presented.

**CARRIED**

### MINUTES

Minutes              **It was moved and seconded**

002/23                THAT the Special Board meeting minutes of December 15, 2022 be adopted.

**CARRIED**

## PRESENTATIONS AND DELEGATIONS

*Chris Hergesheimer of the Sunshine Coast Resource Centre presented the Centre's Poverty Reduction Action Project. The presentation included the definition of poverty; poverty in Canada statistics from 2015-2019 and 2020 to present; poverty demographics; highlights from the 2020 BC Poverty Report Card; the Sunshine Coast Poverty Reduction Project strategies such as financial management and empowerment, digital equity and inclusion, communications and storytelling, collaborative working and social planning – Healthy Communities Framing; information, support, and referral services; potential funding for phase two activities and grant timelines.*

## REPORTS

Electoral Area  
Services

**It was moved and seconded**

003/23

THAT Electoral Area Services Committee recommendation Nos. 1 and 3-6 of December 15, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Coopers Green Hall Construction Replacement Project Update - New Information*

THAT the report titled Coopers Green Hall Construction Replacement Project Update - New Information be received for information;

AND THAT the SCRDC conduct a community check-in through an on-line survey, which will be open to all service participants of Community Parks (electoral area communities) including Halfmoon Bay, for an indication of what option may be supported;

AND FURTHER THAT staff report back in Q1 2023 with the results of the online survey for the Board's consideration with respect to identifying a site for the new community hall in Halfmoon Bay.

**Recommendation No. 3** *RFP 2250002 – Planning Enhancement Project 1 (PEP1) – Local Government Development Approvals Grant Program Contract Award*

THAT the report titled Request for Proposal (RFP) 2250002 – Planning Enhancement Project 1 (PEP1) – Local Government Development Approvals Grant Program Contract Award be received for information;

AND THAT the grant-funded contract to provide consulting services related to PEP1 – Local Government Approvals Grant Program be awarded to KPMG LLP in the amount of up to \$185,170 (excluding GST);

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

**Recommendation No. 4** *2023 Electoral Areas' Grant-in-Aid Timelines*

THAT the report titled 2023 Electoral Areas' Grant-in-Aid Timelines be received for information;

003/23 cont. AND THAT the timeline with respect to the 2023 Electoral Areas' Grant-in-Aid process be approved as presented or amended.

**Recommendation No. 5** *Egmont/Pender Harbour APC Meeting Minutes of June 29, 2022*

THAT the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of June 29, 2022 be received for information.

**Recommendation No. 6** *West Howe Sound APC Meeting Minutes of November 22, 2022*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of November 22, 2022 be received for information.

**CARRIED**

*Director Backs declared a conflict of interest due to his relationship with the Royal Canadian Legion, Branch 219 (Roberts Creek) and left the meeting at 2:27 p.m.*

*The Board recessed at 2:35 p.m. and reconvened at 2:40 p.m.*

Electoral Area  
Services

**It was moved and seconded**

004/23 THAT Electoral Area Services Committee recommendation No. 2 of December 15, 2022 be received, adopted and acted upon as amended as follows:

**Recommendation No. 2** *LCRB Liquor Primary New Outdoor Patio Application (038526) - Royal Canadian Legion Branch 219 (Roberts Creek)*

THAT the report titled Liquor and Cannabis Regulation Branch (LCRB) Liquor Primary New Outdoor Patio Application (038526) - Royal Canadian Legion Branch 219 (Roberts Creek) be received for information;

AND THAT Sunshine Coast Regional District (SCRD) respond to LCRB recommending that the proposed Liquor Primary Outdoor Patio application proceed to LCRB review and the issuance of the liquor license and the operation of the patio under this license be subject to the following requirements:

1. *Hours for outdoor music or entertainment events on the subject patio be limited to: 5 pm to 8 pm, Thursday to Saturday each week between May 1st and August 31st, and Canada Day each year;*
2. *No outdoor amplified sound be allowed on the subject patio; and 3. At all times outdoor non-amplified sound generated from the subject patio be limited to a maximum of 70 decibels measured at lot lines, and the noise level be monitored by dedicated personnel of the Legion during operation hours of the patio.*

**CARRIED**

*Director Backs returned to the meeting at 2:48 p.m.*

Committee of the  
Whole

**It was moved and seconded**

005/23

THAT Committee of the Whole recommendation Nos. 2 and 4 of January 12, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 2** *Infrastructure Planning Grant Program – Grant Application for Square Bay Wastewater Collection System Upgrade Planning Study*

THAT the report titled Infrastructure Planning Grant Program – Grant Application for Square Bay Wastewater Collection System Upgrade Planning Study be received for information;

AND THAT a grant application of up to \$15,000 be submitted on behalf of the Sunshine Coast Regional District (SCRD) for the Square Bay Wastewater Collection System Upgrade Planning Study through the Infrastructure Planning Grant Program;

AND FURTHER THAT the SCRCD support the Square Bay Wastewater Collection System Upgrade Planning Study and commit to its share of up to \$5,000 of Operating Reserves to fund the unfunded portion of the project.

**Recommendation No. 4** *Community Emergency Preparedness Fund – Approval of Extreme Heat Risk Mapping, Assessment and Planning Grant*

THAT the report titled Community Emergency Preparedness Fund – Approval of Extreme Heat Risk Mapping, Assessment and Planning Grant be received for information;

AND THAT the SCRCD accept the Community Emergency Preparedness Fund grant for Extreme Heat Risk Mapping, Assessment and Planning valued at \$120,000 and will provide overall grant management;

AND THAT a Budget Proposal for the project be forwarded for consideration as part of the 2023 Budget process;

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

**CARRIED**

## MOTIONS

EOC Activations

**It was moved and seconded**

006/23

THAT that staff prepare a report *in Q2 of 2023* outlining the financial and organizational impacts to the SCRCD of repeated and overlapping EOC activations over the last three years.

**CARRIED**

**BYLAWS**

Bylaw 422.42           **It was moved and seconded**

007/23                    THAT the report titled Amendment-Water Rates and Regulations Bylaw No. 422, Schedule B be received for information;

AND THAT the *Water Rates and Regulations Bylaw No. 422, Schedule B* for Metered Usage Fees be amended to \$1.93 per cubic meter to reflect the 23.64% increase for 2023 from \$2.56 approved in error in December 15, 2022.

**CARRIED**

Bylaw 422.42           **It was moved and seconded**

008/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.42, 2023* be read a first time.

**CARRIED**

Bylaw 422.42           **It was moved and seconded**

009/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.42, 2023* be read a second time.

**CARRIED**

Bylaw 422.42           **It was moved and seconded**

010/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.42, 2023* be read a third time.

**CARRIED**

Bylaw 422.42           **It was moved and seconded**

011/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.42, 2023* be adopted.

**CARRIED**

**ADJOURNMENT**

012/23                    THAT the Regular Board meeting be adjourned.

**CARRIED**



The meeting adjourned at 3:04 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Chair

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

**January 12, 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.

<b>PRESENT:</b>	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 shíshálh Nation Government District	L. Lee J. Gabias K. Backs D. McMahon K. Stamford S. White J. Henderson P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer Corporate Officer General Manager, Planning and Development General Manager, Community Services Manager, Protective Services Manager, Utility Services Manager, Strategic Initiatives Manager (Interim), Solid Waste Services Recording Secretary Media Public		D. McKinley S. Reid I. Hall S. Gagnon (part) M. Treit (part) S. Walkey (part) M. Edbrooke (part) R. Porte (part) L. Mosimann 0 16 (part)

**CALL TO ORDER**                      9:32 a.m.

**AGENDA**                              The agenda was adopted as presented.

**PRESENTATIONS AND DELEGATIONS**

*Julie Carrillo and Mel Sylvestre, representing the Sunshine Coast Farmers Institute, addressed the Committee regarding Stage 4 Water Conservation Regulations exemption and a 50% water rate reduction for commercial food farmers.*

*The Committee recessed at 9:33 a.m. and reconvened at 9:37 a.m.*

*Director Henderson joined the meeting at 9:44 a.m.*

**Recommendation No. 1**     *Stage 4 Water Conservation Regulations and Commercial Food Growers*

The Committee of the Whole recommended that staff bring forward a report to a future Committee meeting on options to provide security with respect to water supply for commercial food growers for the 2023 growing season.

**Recommendation No. 2**     *Grant Application for Square Bay Wastewater Collection System Upgrade*

The Committee of the Whole recommended that the report titled Infrastructure Planning Grant Program – Grant Application for Square Bay Wastewater Collection System Upgrade Planning Study be received for information;

AND THAT a grant application of up to \$15,000 be submitted on behalf of the Sunshine Coast Regional District (SCRD) for the Square Bay Wastewater Collection System Upgrade Planning Study through the Infrastructure Planning Grant Program;

AND THAT the SCRCD supports the Square Bay Wastewater Collection System Upgrade Planning Study and commits to its share of up to \$5,000 of Operating Reserves to fund the unfunded portion of the project;

AND FURTHER THAT this recommendation be forwarded to the January 12, 2023 Regular Board meeting.

**Recommendation No. 3**     *BC Marine Trails Network Association – Request for Letter of Support*

The Committee of the Whole recommended that the report titled BC Marine Trails Network Association – Request for Letter of Support be received for information;

AND THAT the SCRCD provide a letter of support to the BC Marine Trails Network Association for the grant application to the BC Destination Development Fund for the Campsite Development – Howe Sound project.

**Recommendation No. 4**     *Community Emergency Preparedness Fund – Approval of Extreme Heat Risk Mapping, Assessment and Planning Grant*

The Committee of the Whole recommended that the report titled Community Emergency Preparedness Fund – Approval of Extreme Heat Risk Mapping, Assessment and Planning Grant be received for information;

AND THAT the SCRCD accept the Community Emergency Preparedness Fund grant for Extreme Heat Risk Mapping, Assessment and Planning valued at \$120,000 and provide overall grant management;

AND THAT a Budget Proposal for the project be forwarded for consideration as part of the 2023 Budget process;

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of January 12, 2023.

**Recommendation No. 5**     *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 decision to execute the Next Generation 911 Service Agreement with TELUS for 5 years be postponed and brought back to a Committee meeting for further discussion in September 2023.

*Directors Lee, Toth and Paul opposed*

**Recommendation No. 6**     *1935007 Islands Clean up Services – Contract Extension*

The Committee of the Whole recommended that the report titled 1935007 Islands Clean up Services – Contract Extension be received for information;

AND THAT the contract with Mercury Transport Inc. for barge work, and container and hauling services, be extended for an additional two (2) year period to March 15, 2025;

AND THAT the contract with Mercury Transport Inc. be increased by \$329,419 to \$705,884 (not including GST);

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

AND THAT the operating contracts for Solid Waste be increased by \$31,039 in 2023, and \$37,498 in 2024 and funded through taxation;

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

**Recommendation No. 7**     *Ports Monitors Committee Meeting Minutes of December 12, 2022*

The Committee of the Whole recommended that the Ports Monitors Committee Meeting Minutes of December 12, 2022 be received for information.

**IN CAMERA**

*The Committee moved In-Camera at 10:40 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (i) of the *Community Charter* - “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”; and “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.”

*The Committee moved out of In Camera at 11:43 a.m.*

**ADJOURNMENT**                      11:43 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – January 26, 2023

**AUTHOR:** Brian Kennett, Chief Building Official

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### 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 8, Block 10, District Lot 911, Plan VAP5600, NWD, Group 1, PID 011-114-941, Folio 746.01563.003.**
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### BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists 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 has not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered owner that certain specific conditions exist regarding 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 the registered owner of the property listed in this report. The owner has 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 subject property is non-compliant due to the following reason:

- Permits issued but not completed to the satisfaction of the Building Division.

**1. 1196 Point Road, Electoral Area F  
Lot 8, Block 10, District Lot 911, Plan VAP5600, NWD, Group 1  
PID 011-114-941, Folio 746.01563.003**

The subject property is a 0.17 acre parcel located adjacent to the shoreline of Howe Sound, just south of Hopkins Landing.

A building permit was issued on May 30, 2018, for the subject property, to construct a 1300 sqft. addition and alter an existing single family dwelling. The permit was extended for an additional 24 months once, and remained valid until May 30, 2022. During this period, all required inspections were conducted by the SCRD Building Division, and all work onsite was completed.

In accordance with Section 10.2 of *SCRD Building Bylaw No. 687*, where letters of assurance have been required for the issuance of the building permit (as is the case with this property), it is the owner's responsibility to provide the letters of assurance in the form of a Schedule C-B prior to final approval.

Therefore, prior to the completion of the permit, the owner is required to submit final certification documentation in the form of a letter of assurance and a post development report, prepared by the Geotechnical Engineer of record. The post development report is also required to be submitted as a condition of the the development permit issued in advance of the building permit. The owner was notified of, and did not satisfy these requirements prior to the expiration of the permit.



In order to bring the property into compliance, the building permit would need to be extended for an additional 24 month period, based from the expiry date, or concluded by means of the submission of the required documentation. The owner has been notified of these options on numerous occasions, both in writing and in conversation. To date the owner has not paid the required extension fee or provided the outstanding documentation. The SCRD Building Division is not aware of any life safety issues.

**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		Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO		Other	

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** SCRD Board – January 26, 2023  
**AUTHORS:** Dean McKinley, Chief Administrative Officer  
**SUBJECT:** OFFICE OF THE CAO MONTHLY REPORT

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**RECOMMENDATION**

**THAT the January 26, 2023, Office of the CAO Monthly Report be received for information.**

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**BACKGROUND**

The Office of the Chief Administrative Officer (CAO) Monthly Report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

**DISCUSSION****Budget**

For the last few weeks the 2023 budget has been one of our main focus areas and that continues as we wrap up round one budget meetings this week, with round two to follow in late February. Prior to round two we will have two budget information sessions where the public can provide input. Directors are invited to attend to respond to public inquiries and of course Finance staff will be on hand as well.

**Water Summit 1**

On Monday, January 16<sup>th</sup>, elected representatives from the shíshálh Nation, Sunshine Coast Regional District (SCRD), District of Sechelt and the Town of Gibsons met to talk about water. The workshop, hosted by the shíshálh Nation, was the first of what is planned to be ongoing dialogue and meetings as local governments work collaboratively to secure water supply for communities on the Sunshine Coast.

Planning for the first workshop began in December and was led by the SCRD. The session began with a welcome from hiwus Warren Paull and was followed by a powerful overview of the importance of water to the shíshálh Nation by xwash Steven Feschuk, protector of culture for shíshálh Nation.

Following this, SCRD staff presented on the operational history of the water systems with a focus on the Chapman System, an overview of current projects and the nature of the challenges associated with delivering water services in the region. It was well attended by elected officials including local leaders hiwus Warren Paull, SCRD Chair Leonard Lee, District of Sechelt Mayor John Henderson and Town of Gibsons Mayor Silas White.

Participants highlighted the need for further outreach and education about water projects, the importance of working together to secure water supply, and to be bold and courageous in the approach to bringing projects online.



This water summit marked the first-time elected representatives from all four Sunshine Coast based local governments have had the opportunity to meet in person to discuss issues of regional significance since prior to the COVID pandemic. While this session focused on water, it was noted by several elected officials at the event that other issues of importance in our communities would benefit from a similar collaborative approach.

### **Kairos Blanket Exercise**

The SCRD's Truth and Reconciliation Working Group organized a Kairos Blanket Exercise hosted by John and Nancy Denham on January 19th. The event was well attended by elected officials from the SCRD, Town of Gibsons and District of Sechelt. The exercise began with a moving opening from ?akista xaxanak (Garry Feschuk) Hereditary Chief shíshálh Nation.

In 1996, in response to Canada's Royal Commission on Aboriginal Peoples (RCAP), the Aboriginal Rights Coalition worked with Indigenous elders and teachers to develop an interactive way of learning the history most Canadians are never taught.

The KAIROS Blanket Exercise was the result; it has since been offered thousands of times and the sixth edition was released in 2020. Participants learn about European colonization of Turtle Island (North America), the accompanying dispossession of Indigenous peoples (reflected by the steady removal of blankets upon which participants stand) and Indigenous resistance and efforts to reclaim land and rights.

The immersive exercise drew participants into the experience by engaging on an emotional and intellectual level. In addition to the valuable learning provided, participants also had the opportunity to debrief and discuss the experience as a group in a talking circle.

These opportunities to learn more about and to better understand our shared history together are an important step along our journey to reconciliation.

### **CONCLUSION**

The office of the CAO monthly report summarizes key initiatives and activities that align with the priorities of the 2019-2023 strategic plan and the Board's direction.