



# 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, NOVEMBER 24, 2022

## AGENDA

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CALL TO ORDER 2:00 p.m.

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of October 27, 2022 Annex A  
Pages 1 - 8
3. Inaugural Board meeting minutes of November 10, 2022 Annex B  
pp 9 - 10
4. Special Board meeting minutes of November 15, 2022 Annex C  
pp 11 - 12

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

THAT the previously adopted motion (Resolution 311/22) from the Special Board meeting of November 15, 2022 be amended by striking out:

*AND FURTHER THAT the financial plan be amended up to an amount of \$15,000 per week to be funded from Regional Water or Community Recreation Facilities as deemed appropriate until the water use restriction Emergency Order has been lifted.*

And replacing it with:

*AND FURTHER THAT staff report to an upcoming Committee meeting on the viability and financial implications for using alternative water sources at the Sunshine Coast Arena.*

### PRESENTATIONS AND DELEGATIONS

### REPORTS

5. Committee of the Whole recommendations Nos. 1-9 of October 27, 2022 Annex D  
pp 13 - 15

- |    |                                                                       |                       |
|----|-----------------------------------------------------------------------|-----------------------|
| 6. | Electoral Area Services recommendations Nos. 1-3 of November 17, 2022 | Annex E<br>pp 16 - 17 |
| 7. | 2022/2023 Chair Appointments – Corporate Officer                      | Annex F<br>pp 18 - 19 |
| 8. | Placement of Notice on Title – Chief Building Official                | Annex G<br>pp 20 - 23 |
| 9. | Office of the CAO Monthly Report                                      | Verbal                |

**COMMUNICATIONS**

**MOTIONS**

10. THAT a Special Committee of the Whole meeting be scheduled for December 9, 2022 at 9:30 a.m. to consider 2023 utility rate amendments;

AND THAT a Special Board meeting be scheduled for December 15, 2022 at 2:00 p.m. to consider adoption of utility rate bylaw amendments.

**BYLAWS**

- |     |                                                                                                                                                                                                        |                  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 11. | <i>Sunshine Coast Regional District Directors’ Remuneration Amendment Bylaw No. 732.1, 2022</i><br><b>- first, second, third reading and adoption</b><br><b>(Voting – All Directors – 1 vote each)</b> | Annex H<br>pp 24 |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

**DIRECTORS’ REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to December 15, 2022)

<del>Area D Advisory Planning Commission - CANCELLED</del>	<del>November 21 at 7:00 pm</del>
<del>Area B Advisory Planning Commission - CANCELLED</del>	<del>November 22 at 7:00 pm</del>
Area F Advisory Planning Commission	November 22 at 7:00 pm
<del>Area E Advisory Planning Commission - CANCELLED</del>	<del>November 23 at 7:00 pm</del>
Committee of the Whole	November 24 at 9:30 am
Regular Board	November 24 at 2:00 pm
<del>Area A Advisory Planning Commission - CANCELLED</del>	<del>November 30 at 7:00 pm</del>
Finance Committee (Pre-Budget Meetings)	December 5, 6 and 7 from 9:30 am to 4:00 pm
Committee of the Whole	December 8 at 9:30 am
Regular Board	December 8 at 2:00 pm
<b>SPECIAL</b> Committee of the Whole	December 9 at 9:30 am
Electoral Area Services Committee	December 15 at 9:30 am
<b>SPECIAL</b> Board	December 15 at 2:00 pm

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

Local Government Show	December 1 at 4:00 pm
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**Please note:** Meeting dates are current as of print date (November 18, 2022).



## SUNSHINE COAST REGIONAL DISTRICT

October 27, 2022

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

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	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	A. Toth
		Town of Gibsons	D. Croal (Alt.)
		shíshááh Nation Government District	P. Paul
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid (in part)
	GM, Corporate Services / Chief Financial Officer		T. Perreault (in part)
	GM, Planning and Development		I. Hall (in part)
	GM, Infrastructure Services		R. Rosenboom (in part)
	GM, Community Services		S. Gagnon (in part)
	Manager, Capital Projects		S. Misiurak (in part)
	Chief Building Official		B. Kennett (in part)
	Fire Chief, Roberts Creek Fire Hall		P. Higgins (in part)
	Area A, Alternate Director		C. Alexander
	Deputy Corporate Officer / Recorder		J. Hill (in part)
	Media		0
	Public		3

*\*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**    2:00 p.m.

**AGENDA**            It was moved and seconded

284/22                THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

285/22 THAT the Regular Board meeting minutes of October 13, 2022 be adopted as corrected.

**CARRIED**

**REPORTS**

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

286/22 THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Strata Lot 15, DL2979, Strata Plan BCS1539, NWD GRP 1, together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V, PID 026-454-297 Folio 746.06004.015.

**CARRIED**

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

287/22 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, Block B, DL 690, Plan 4573, NWD GRP 1, PID 011-479-612, Folio 746.00437.000.

**CARRIED**

*The General Manager, Infrastructure Services provided a water supply update presentation that included current conditions; rainfall statistics for October 2022; the weather forecast including precipitation and temperatures; the State of Local Emergency; the additional water restrictions order; community water demand during emergency operations; environmental flow need reduction approval; current water supply sources; recent photographs of the water levels at Edwards Lake and Chapman Lake; alternative water sources; media coverage; community outreach; water conservation regulations; a leak resolution update; ongoing monitoring, assessments, and initiatives; and a thank you to the community and request for continued reduced water usage.*

SCRD Water Supply **It was moved and seconded**

288/22 THAT the verbal report and presentation titled Water Supply Update be received for information;

288/22 cont.

AND THAT a letter be sent to The Honourable John Horgan, Premier and President of the Executive Council, The Honourable Nicholas Simons, MLA, other applicable BC ministries, and The Honourable Patrick Weiler, MP, requesting provincial support to address the current water supply situation for the Chapman water system through several means, including but not limited to upgrades to the current water diversion infrastructure at Chapman Lake and Edwards Lake, such as:

- approval for multi-year siphon systems;
- raising the dams; and
- deepening the channel at Chapman Lake;

AND THAT the letter also include a request for an expedited review of:

- the SCR D's request to reduce the Environmental Flow Needs (EFN) for Chapman Creek; and
- any future water licence applications related to water supply expansion projects;

AND FURTHER THAT the letter request that grant funding be made available for these initiatives.

**CARRIED**

Church Road

**It was moved and seconded**

289/22

THAT the report titled Church Road Phase 4B Construction Management Services Contract Amendment (2237001) and Construction Change Order (2137017) be received for information;

AND THAT the contract with Associated Environmental Inc. be increased by \$306,722 to an amount up to \$1,297,408 (excluding GST), which includes a \$60,000 contingency allowance;

AND THAT the contract with Maycon Construction be increased by \$100,000 up to an amount of \$7,685,265 (excluding GST);

AND THAT the Church Road Phase 4B budget be increased by \$481,041 from \$8,788,959 to \$9,000,000 to be funded from long-term debt for this project, and \$270,000 funded from capital reserves;

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

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

**CARRIED**

*The Board recessed at 3:13 p.m. and reconvened at 3:23 p.m.*

**New Committee Structure****It was moved and seconded**

290/22

THAT the report titled New Committee Structure be received for information.

*The Board provided feedback on the newly implemented Standing Committee structure noting that overall the new structure it is working well; however, the agenda review timeline may need to be amended.*

**Contract Award****It was moved and seconded**

291/22

THAT the report titled Award Report for RFP 2211702 Cell Phone Services be received for information;

AND THAT a 3-year contract for cellular and device services be awarded to ROGERS for a value of up to \$240,000 (excluding GST);

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

**CARRIED****Election Results****It was moved and seconded**

292/22

THAT the report titled 2022 Local Government Election Results be received for information.

**CARRIED****Meeting Schedule****It was moved and seconded**

293/22

THAT the report titled 2023 Meeting Schedule be received for information;

AND THAT the 2023 Meeting Schedule be adopted as presented.

**CARRIED****CAO Report****It was moved and seconded**

294/22

THAT the October 27, 2022 Office of the CAO Monthly Report be received for information.

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

295/22

THAT the correspondence from Debbie Ferguson, President, Sunshine Coast Lions Housing Society, dated October 24, 2022 regarding a request for a letter of support for Canada Mortgage and Housing

295/22 cont. Corporation (CMHC) funding for the Arbutus Building Project at Greencourt be received for information;

AND THAT a letter be provided to the Sunshine Coast Lions Housing Society in support of the Arbutus Building Project.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 4:28 p.m.*

### **IN CAMERA                      It was moved and seconded**

296/22                      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (d), (e), (f), (g), (i), (j), (k) and 2 (b) of the *Community Charter* – “personal information about an identifiable individual...”, “the security of the property of the municipality”, “the acquisition, disposition or expropriation of land...”, “law enforcement...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...”, “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act...*”, “negotiations and related 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...”;

AND THAT Christine Alexander, Alternate Director for Area A, be authorized to attend the October 27, 2022 In Camera Board meeting;

AND THAT Justine Gabias, Director Elect for Area B, be authorized to attend the October 27, 2022 In Camera Board meeting;

AND THAT Kelly Backs, Director Elect for Area D, be authorized to attend the October 27, 2022 In Camera Board meeting;

AND FURTHER THAT Kate Stamford, Director Elect for Area F, be authorized to attend the October 27, 2022 In Camera Board meeting.

**CARRIED**

*The Board moved out of In Camera at 4:54 p.m.*



**RELEASE OF ITEMS FROM IN CAMERA**

Landfill **It was moved and seconded**

297/22 THAT staff report to a future meeting regarding landfill contract management, including corrective action taken and how extras are managed.

**CARRIED**

Break and Enters **It was moved and seconded**

298/22 THAT a detailed analysis of the financial implications of the 2019 break and enters be brought forward to a Committee meeting;

AND THAT a report on measures to further enhance the security at SCRD facilities be presented at a Committee meeting in Q4 2019.

**CARRIED**

Pender Landing  
Wastewater

**It was moved and seconded**

299/22 THAT staff initiate a process to establish a Service for the Pender Harbour Landing waste water treatment facility as outlined in Option 2 of the November 2019 staff report;

AND THAT staff enter into negotiations with the developer with the intent that the developer bear the costs for items outlined in option 2 which include: legal agreements, engineering reviews, confirmation of installation and engineering design, inspection and condition assessment, deficiency resolution and development of monitoring programs;

AND FURTHER THAT the establishment of the service area be subject to completion of negotiations with the developer and completion of SCRD and legal requirements.

**CARRIED**

Raw Water  
Reservoir

**It was moved and seconded**

300/22 THAT the contract for the Raw Water Reservoir – Feasibility Phase 4 project with Integrated Sustainability Consultants Ltd. be increased up to \$347,480;

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

AND THAT the Raw Water Reservoir – Feasibility Phase 4 project budget be increased by \$110,000 and this increase be funded from Regional Water Service [370] operating reserves;

300/22 cont. AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.

**CARRIED**

Watershed Management **It was moved and seconded**

301/22 THAT the delegated authorities be authorized to execute the Healthy Watersheds Initiative Funding Agreement for the Regional Watershed Management Plan project.

**CARRIED**

Connected Coast **It was moved and seconded**

302/22 THAT staff investigate the Connected Coast project proposal and bring forward a report that investigates funding, timelines, gas tax, workload, and the implications of establishing a potential service area.

**CARRIED**

Church Road Well Field Water Licence **It was moved and seconded**

303/22 THAT following communications with the Town of Gibsons, Sk̓w̓w̓7mesh Nation and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, staff provide a report with a status update on the Church Road Well Field Water Licence to a future Committee meeting.

**CARRIED**

shíshálh Nation Agreement **It was moved and seconded**

304/22 THAT SCRD's interest to participate in a Joint Decision Making Working Group in support of implementation of the Foundation Agreement be confirmed;

AND THAT a certified copy of this resolution be forwarded in confidence to the shíshálh Nation and Ministry of Indigenous Relations and Reconciliation to confirm SCRD's interest in participating in a Joint Decision Making Working Group in support of implementation of the Foundation Agreement;

AND FURTHER THAT staff report on impacts and results after six months of Working Group operation.

**CARRIED**

Wildfire Prevention **It was moved and seconded**

305/22 THAT an acknowledgement letter be sent back to Tyler Struyk, Ratcliff LLP in response to his correspondence dated June 15, 2022 regarding wildfire prevention on the Sunshine Coast.

**CARRIED**

1800 North Road **It was moved and seconded**

306/22 THAT the judgements on title for Lot 15/1800 North Road be removed.

**CARRIED**

Hillside Water Lot Headlease **It was moved and seconded**

307/22 THAT a proposal be brought to the 2023 budget process for renewal of the Provincial Water Lot Headlease No. 235700.

**CARRIED**

**ADJOURNMENT** **It was moved and seconded**

308/22 THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:54 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair



## SUNSHINE COAST REGIONAL DISTRICT

November 10, 2022

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

<b>PRESENT*:</b>	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
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker
	Area A, Alternate Director		C. Alexander
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		12

*Dean McKinley, SCRD Chief Administrative Officer, welcomed the new Directors of the Board for the Sunshine Coast Regional District.*

*The Corporate Officer administered the Oaths of Office.*

**CALL TO ORDER** The Corporate Officer assumed the Chair and called the Inaugural Board meeting to order at 2:13 p.m.

**ELECTION OF CHAIR** The Corporate Officer called for nominations for the position of Chair of the Regional District Board for 2023.

Director Backs nominated Director Lee. Director Lee accepted the nomination.

The Corporate Officer called a second time for further nominations.

The Corporate Officer called a third and final time for further nominations.

There being no further nominations, nominations were closed.

Director Lee was declared Chair of the Sunshine Coast Regional District Board for 2023 by acclamation.

**ELECTION OF VICE CHAIR**

Director Lee assumed the Chair. Chair Lee called for nominations for the position of Vice Chair of the Regional District Board for 2023.

Director Stamford nominated Director McMahon. Director McMahon accepted the nomination.

Chair Lee called a second time for further nominations.

Director Henderson nominated Director Toth. Director Toth accepted the nomination.

Chair Lee called a third and final time for further nominations.

There being no further nominations, nominations were closed and a vote by secret ballot was called by the Chair.

Director McMahon was declared Vice Chair of the Sunshine Coast Regional District Board for 2023 by majority vote.

*Chair Lee provided an inaugural message to the assembly.*

**ADJOURNMENT      It was moved and seconded**

309/22                      THAT the Inaugural Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:39 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair



## SUNSHINE COAST REGIONAL DISTRICT

November 15, 2022

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

<b>PRESENT:</b>	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
 <b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer / Recorder		S. Reid
	GM, Community Services		S. Gagnon
	GM, Infrastructure Services		R. Rosenboom
	Manager, Recreation Services		G. Donn
	Manager, Facility Services		A. Van Velzen
	Area A, Alternate Director		C. Alexander
	Area D, Alternate Director		C. Woods
	Town of Gibsons, Alternate Director		S. Lumley
	Media		0
	Public		43

**CALL TO ORDER** 1:12 p.m.

**AGENDA** It was moved and seconded

310/22 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

### REPORTS

Ice Installation It was moved and seconded

311/22 THAT the report titled Request for Ice at Sunshine Coast Arena During State of Local Emergency be received for information;

AND THAT staff initiate Sunshine Coast Arena operations using water from the Chapman system;

311/22 cont.

AND THAT the SCR D request the Board Chair and District of Sechelt Mayor amend the Water Use Restriction Order 2 to facilitate operating the Sunshine Coast Arena with water from the Chapman system;

AND THAT the SCR D request the Town of Gibsons provide the SCR D with supplemental water until staff determine the viability of using an outside source of water;

AND FURTHER THAT the financial plan be amended up to an amount of \$15,000 per week to be funded from Regional Water or Community Recreation Facilities as deemed appropriate until the water use restriction Emergency Order has been lifted.

*Directors McMahon, Stamford and Gabias opposed*

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

312/22

THAT the Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:04 p.m.

Certified correct

\_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair

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

**October 27, 2022**

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons Sechelt Indian Government District	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers A. Toth D. Croal (Alt.) P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	Sr. Manager, Human Resources		G. Parker (part)
	General Manager, Infrastructure Services		R. Rosenboom
	General Manager, Community Services		S. Gagnon
	General Manager, Planning and Development		I. Hall
	Manager, Financial Services		B. Wing (part)
	Planner II		C. Humphries (part)
	Manager, Planning and Development		J. Jackson (part)
	Manager, Purchasing and Risk Management		V. Cropp (part)
	Area A Alternate Director		C. Alexander
	Administrator / Recorder		T. Crosby
	Media		0
	Public		4

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

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

**REPORTS**

**Recommendation No. 1**    *2019-2023 Strategic Plan Review*

The Committee of the Whole recommended that the report titled 2019-2023 Strategic Plan Review be received for information;

AND THAT the 2022 Strategic Plan Review amendments be adopted and incorporated into the 2019-2023 Strategic Plan.



**Recommendation No. 2**     *MNP LLP 2022 Audit Service Plan*

The Committee of the Whole recommended that the report titled MNP LLP 2022 Audit Service Plan be received for information;

AND THAT the Audit Service Plan from MNP LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2022 be approved as presented.

**Recommendation No. 3**     *Corporate Q3 Financial Variance*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

**Recommendation No. 4**     *Status of Reserves and Holding Funds*

The Committee of the Whole recommended that the report titled Status of Reserves and Holding Funds as at September 30, 2022 be received for information.

**Recommendation No. 5**     *Gas Tax Community Works Fund Update*

The Committee of the Whole recommended that the report titled Gas Tax Community Works Fund Update be received for information.

*The Committee recessed at 10:40 a.m. and reconvened at 10:48 a.m.*

**Recommendation No. 6**     *Sechelt Landfill Cover Material Contract Extension*

The Committee of the Whole recommended that the report titled 2135203 Sechelt Landfill Cover Material Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for the supply and delivery of cover material to the Sechelt Landfill be extended for an additional one (1) year period to November 28, 2023;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$124,520 to \$199,520 (not including taxes);

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

**Recommendation No. 7**     *Development Variance Permit DVP00082*

The Committee of the Whole recommended that the report titled Development Variance Permit DVP00082 (13230 Pinehaven Way) be received for information;

AND THAT DVP00082, to vary Zoning Bylaw No. 337, Section 1011.5(b) by reducing the setback from a side parcel line for a structure including roof overhang from 1.5 metres to 0.5 metres, in order to facilitate construction of a single-family dwelling with a garage, be issued.

**Recommendation No. 8**     *Contracts Between \$50,000 and \$100,000*

The Committee of the Whole recommended that the report titled Contracts Between \$50,000 and \$100,000 from July 1, 2022 to September 30, 2022 be received for information.

**Recommendation No. 9**     *Director Constituency and Travel Expenses*

The Committee of the Whole recommended that the report titled Director Constituency and Travel Expenses for period ending September 30, 2022 be received for information.

**ADJOURNMENT**                      11:07 a.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
ELECTORAL AREA SERVICES COMMITTEE**

**November 17, 2022**

RECOMMENDATIONS FROM THE ELECTORAL AREA SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area F	L. Lee J. Gabias K. Backs K. Stamford
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	General Manager, Planning & Development		I. Hall
	Manager, Planning & Development		J. Jackson
	Senior Planner		J. Clark (part)
	Recording Secretary		A. O'Brien
	Public		0
	Electoral Area B		L. Dix (Alt.)
	Electoral Area F (Alt.)		I. Winn (Alt.)

**CALL TO ORDER**     2:12 p.m.

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

**REPORTS**

**Recommendation No. 1**     *Planning and Development Department 2022 Q3 Report*

The Electoral Area Services Committee recommended that the report titled Planning and Development Department 2022 Q3 Report be received for information.

**Recommendation No. 2**     *Bylaw No. 522 - Proposed Planning Fee Amendments*

The Electoral Area Services Committee recommended that the report titled Bylaw No. 522 - Proposed Planning Fee Amendments be received for information;

AND THAT staff be directed to bring forward an amendment to *Planning & Development Procedures and Fees Bylaw No. 522* with updates to Schedule B (Fee Schedule) as proposed in this report, to come into effect January 1, 2023.

**Recommendation No. 3**     *West Howe Sound OCP Amendment Bylaw 640.5 and Zoning Amendment Bylaw 722.1*

The Electoral Area Services Committee recommended that the report titled West Howe Sound OCP Amendment Bylaw 640.5 Consideration of Adoption and Zoning Amendment Bylaw 722.1 Consideration of First, Second and Third Readings and Adoption (2061 Twin Creeks Road) be received for information;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021* be forwarded to the Board for Adoption;

AND FURTHER THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.1, 2022* be forwarded to the Board for First, Second and Third Readings and Adoption.

**ADJOURNMENT**                      2:48 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – November 24, 2022  
**AUTHOR:** Sherry Reid, Corporate Officer  
**SUBJECT:** 2022 / 2023 CHAIR APPOINTMENTS

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### RECOMMENDATION(S)

**THAT** the report titled **2022 / 2023 Chair Appointments** be received;  
**AND THAT** the list of Chair appointments be affirmed.

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### BACKGROUND

The Board Chair appoints the Chair and Vice-Chair of SCRD standing committees on an annual basis.

### DISCUSSION

The Chair appointments are as follows:

<b>Committee of the Whole (second Thursday)</b>	Chair	Alton Toth
	Vice Chair	Kelly Backs
	Members	All Directors
<b>Committee of the Whole (fourth Thursday)</b>	Chair	Silas White
	Vice Chair	Justine Gabias
	Members	All Directors
<b>Electoral Area Services Committee</b>	Chair	Donna McMahon
	Vice Chair	Justine Gabias
	Members	All Directors
<b>Finance Committee</b>	Chair	Alton Toth
	Vice Chair	Silas White
	Members	All Directors
<b>Board Policy Review Committee</b>	Chair	Kate Stamford
	Vice Chair	Donna McMahon
	Members	All Directors

### STRATEGIC PLAN AND RELATED POLICIES

N/A

**CONCLUSION**

Committee Chair appointments have been outlined above. Staff recommend that the Board receive and affirm the appointments.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X-	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – November 24, 2022

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

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### RECOMMENDATION(S)

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

**AND THAT** the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 22, Block 5 & 6, District Lot 2951, Plan VAP16826, NWD PID 007-388-900 FOLIO 746.05791.170;

**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 23, Block 1, District Lot 1321, Plan VAP10812, NWD PID 009-290-168 FOLIO 746.02484.230.

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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 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 or an inspection under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered 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 list of properties are 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. 4561 Sinclair Bay Road, Electoral Area A  
Lot 22, Block 5 & 6, District Lot 2951, Plan VAP16826, NWD  
PID 007-388-900 Folio 746.05791.170**

The subject property is a 0.41 acre parcel located between Pender Harbour and Hotel Lake.

On July 22, 2016 a 3<sup>rd</sup> building permit was issued for the subject property to complete the construction of a two storey residential auxiliary building started under two previous permits. Both previous permits expired prior to work being completed. A building permit is valid for 2 years and may be extended for a period of 24 months, twice, for a total of 6 years. This 3<sup>rd</sup> building permit expired on July 22, 2020, having not been extended for the additional 24 months. All three building permits were issued, and extensions granted, to the same property owner.

The SCRD Building Division discovered that ownership of the property transferred in or around July of 2019, approximately one year prior to the expiration of 3<sup>rd</sup> building permit. Several attempts have been made by the SCRD Building Division to notify the current property owner that the permit had expired, including by attending the property in person on October 26, 2022. While attending the property, the Building Official (BO) observed that both the auxiliary building and the dwelling appeared to be in use and recently occupied. After knocking on the doors of both buildings, no person answered, and written notification was posted on the front door of the dwelling.



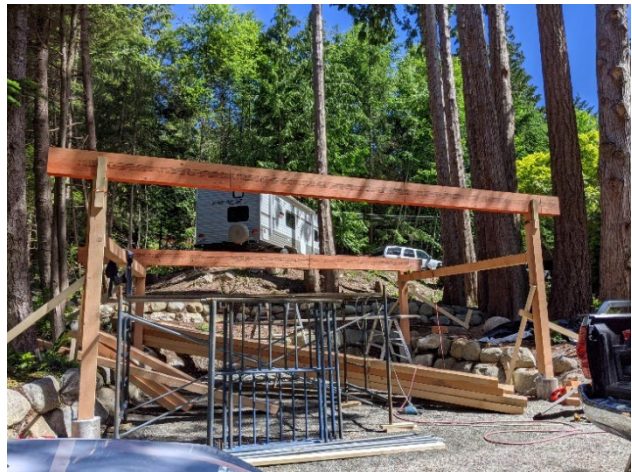
In order to bring the property into compliance, a 4<sup>th</sup> building permit would need to be applied for and issued. It is the owner's responsibility to ensure that there is valid building permit in place for the property until all work requiring a permit has been completed. To date, the current property owner has not contacted the SCRD Building Division. The SCRD Building Division is not aware of any life safety issues.



**2. 1528 Henderson Road, Electoral Area D  
Lot 23, Block 1, District Lot 1321, Plan VAP10812, NWD  
PID 009-290-168 Folio 746.02484.230**

The subject property is a 0.68 acre parcel located in the southwestern corner of Roberts Creek.

It was brought to the attention of the SCRD Building Division that the construction of a post and beam carport had commenced without a valid Building Permit. A site visit was conducted to confirm, and a Stop Work Order (SWO) was posted on June 22, 2022.



The property owner contacted the SCRD Building Division shortly thereafter to inquire as to how to bring the structure into compliance and was provided with the requested information.

Although it can only be confirmed by survey staff suspect with a high degree of certainty that the carport has been constructed within the SCRD and Ministry of Transportation Infrastructure (MoTI) property line setbacks or possibly even entirely on MoTI property.

On August 17, 2022, it was observed that additional work had taken place in contravention of the SWO. After attending the property again on November 2, 2022, construction of the carport appeared to be complete.



In order to bring the property into compliance, a building permit would need to be applied for and issued. Depending on the location of the building an SCRD development variance or MoTI setback or encroachment permits may need to be applied for and issued prior to the issuance of a building permit.

In any location, the carport has been constructed by and is being used by the owner, and the recommendation for the notice on title “relates to” the landowner’s property within the meaning of Section 57(2)(a) of the *Community Charter*.

The owner has been notified on numerous occasions, both in writing and in conversation, that a building permit is required along with the potential for the additional permits. To date, no building permit application has been received. MoTI has been notified about the potential trespass as well as the SCRD's recommendation to place notice against title. 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 these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property(s).

Reviewed by:			
Manager	X - B. Kennett	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO	X - D. McKinley	Other	

