



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, MAY 9, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of April 25, 2019

Annex A
Pages 1-13

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 1-3, 5-15 and 18 of April 25, 2019 (*recommendation Nos. 4, 16 and 17 previously adopted*)

Annex B
pp 14-18

COMMUNICATIONS

MOTIONS

4. THAT the resignation of Michael McLaughlin from the Elphinstone Advisory Planning Commission be received.

BYLAWS

5. *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.33, 2019*
– **first, second, third reading and adoption**
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6)

Annex C
pp 19-24

6. *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.8, 2019* – **first, second, third reading and adoption**
(Voting – All Directors – 1 vote each)

Annex D
pp 25-26

7. *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.7, 2019*
– **first, second, third reading and adoption**
(Voting – All Directors – 1 vote each)

Annex E
pp 27-28

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to June 15, 2019)

Planning and Community Development Committee	May 9 at 9:30 am
Regular Board	May 9 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	May 13 at 7:00 pm
Infrastructure Services Committee	May 16 at 9:30 am
Elphinstone (Area E) Advisory Planning Commission	May 22 at 7:00 pm
Corporate and Administrative Services Committee	May 23 at 9:30 am
Regular Board	May 23 at 1:30 pm
Agricultural Advisory Committee (AAC)	May 28 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	May 28 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	May 28 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	May 29 at 7:00 pm
Planning and Community Development Committee	June 13 at 9:30 am
Regular Board	June 13 at 1:30 pm

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

Public Hearing – Pender Harbour Ocean Discovery Station (PODS) – OCP Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116	May 14
Intergovernmental Meeting	May 16
SCRD and District of Sechelt Local Government Awareness Week Open House	May 21

Please note: Meeting dates are current as of print date (May 3, 2019).



SUNSHINE COAST REGIONAL DISTRICT

April 25, 2019

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

PRESENT:	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish T. Lamb
ALSO PRESENT:	Interim Chief Administrative Officer	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Acting Chief Building Official	B. Kennett (in part)
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
Public	5	

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

123/19 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

124/19 THAT the Regular Board meeting minutes of April 11, 2019 be adopted.

CARRIED

PRESENTATIONS AND DELEGATIONS

Laurean Reid, Sunshine Coast Rotary Club, addressed the Board regarding the Rotary Club's safety project to donate AEDs and Rescue Tube flotation devices for placement in various locations throughout the Regional District. The Rotary Club will acquire, install and provide training on the equipment and is seeking the support of the SCRD to identify locations and to assume responsibility for ongoing maintenance and care once installed.

Rotary Club **It was moved and seconded**

125/19 THAT staff provide a report on the process for and implications of installing AEDs and rescue tube flotation devices in locations throughout the Regional District as part of the Sunshine Coast Rotary Club's project.

CARRIED

REPORTS

Planning **It was moved and seconded**

126/19 THAT Planning and Community Development Committee recommendation Nos. 1-11 and 13-22 of April 11, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Delegation regarding Pender Harbour Ocean Discovery (PODS) Project*

THAT the delegation materials received from David Twentyman and Barbara Kappeli regarding the Pender Harbour Ocean Discovery (PODS) Project be received.

Recommendation No. 2 *Egmont / Pender Harbour OCP Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116 – Pender Harbour Ocean Discovery Station (PODS)*

THAT the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116 - Consideration for Second Reading and Public Hearing – Pender Harbour Ocean Discovery Station (PODS) be received;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116* be forwarded to the Board for Second Reading;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1* is considered consistent with the SCRD's 2019-2023 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the bylaws be scheduled for May 14, 2019 at 7:00 p.m. in the Pender Harbour Community Hall, located at 12901 Madeira Park Road, Madeira Park, BC;

AND FURTHER THAT Director Pratt be delegated as the Chair and Director Lee be delegated as the Alternate Chair for the Public Hearing.

126/19 cont.

Recommendation No. 3 *Development Variance Permit DVP00035 (Reeves)*

THAT the report titled Development Variance Permit DVP00035 (Reeves) - Electoral Area E be received;

AND THAT Development Variance Permit DVP00035 to vary the maximum floor area of an auxiliary dwelling, per Section 502.8(a) and (b) of Zoning Bylaw No. 310, 1987, from 55 square metres to 70 square metres, be issued.

Recommendation No. 4 *Development Variance Permit Application DVP00038*

THAT the report titled Development Variance Permit DVP00038 (Johnston) be received;

AND THAT Development Variance Permit Application DVP00038 to vary the natural boundary setback, per Section 516.1(c) of Zoning Bylaw No. 337, from 20 metres to 7.5 metres to permit an addition to a legally non-conforming single family dwelling, be issued, subject to:

1. A covenant registered on title of the property to protect the native vegetation within the Streamside Protection and Enhancement Area (SPEA) and confirms that the setback relaxation for the addition is one-time-only and all future buildings and structures shall meet the setbacks established within the zoning bylaw;
2. Comments received from the *shíshálh* Nation.

Recommendation No. 5 *Development Variance Permit DVP00041 (Matheson)*

THAT the report titled Development Variance Permit DVP00041 (Matheson) be received;

AND THAT Development Variance Permit DVP00041 to vary the natural boundary setback, per Section 516.1(b) of Zoning Bylaw No. 337, from 30 metres to 10.5 metres to permit an addition to a legally non-conforming single family dwelling, be issued, subject to:

1. A covenant registered on title of the property to protect the native vegetation within the Streamside Protection and Enhancement Area (SPEA) and confirms that the setback relaxation for the addition is one-time-only and all future buildings and structures shall meet the setbacks established within the zoning bylaw;
2. Comments received from the *shíshálh* Nation.

126/19 cont.

Recommendation No. 6 *Suncoaster Trail Phase 2 Trail Concept Design*

THAT the report titled Suncoaster Trail Phase 2 Trail Concept Design be received;

AND THAT, based on the Trail Concept Design, staff proceed with partnership/collaboration development, detailed "Stage 1" planning and research on route gaps;

AND THAT a project status update report be provided to a Committee in Q4 2019.

Recommendation No. 7 *Recreation Sites and Trails Agreement Renewal for Sprockids*

THAT the report titled Recreation Sites and Trails Agreement Renewal for Sprockids be received;

AND THAT with respect to the renewal of Recreation Sites and Trails BC Partnership Agreement PA12DS1-02, the delegated authorities sign a Partnership Agreement for Sprockids (REC6768) for a term of two years;

AND THAT the delegated authorities sign a Letter of Understanding with Coast Mountain Bike Trail Association (CMBTA) to support the operations and maintenance of Sprockids.

Recommendation No. 8 *Provincial Referral 108978924–005 for Commercial General Use Application within Sprockids Recreation Area (Whistler Outback Adventures Ltd.)*

THAT the report titled Provincial Referral 108978924–005 for Commercial General Use Application within Sprockids Recreation Area (Whistler Outback Adventures Ltd.) be received;

AND THAT SCRD recommend refusal of Provincial Referral 108978924–005 at this time due to the following reasons:

a. Increased use would increase SCRD maintenance time and cost for the area;

b. Work is currently needed within the Sprockids trail network to bring the area up to the required Whistler Trail Standards. Until such time, it would be unadvisable to promote expansion of use within the area;

c. New management and maintenance model is currently being considered in Sprockids. Increasing pressure on the site while the transition is taking place may make fulfilling the management requirements of the site untenable;

d. There are concerns about potential wear and tear to the trails/site and the costs associated with mitigation;

126/19 cont.

e. Future consideration would be strengthened by a commitment to a local investment in trail maintenance.

Recommendation No. 9 *RFP 19 384 Sunshine Coast Arena – Chiller Replacement & Refrigeration Plant Upgrade Contract Award*

THAT the report titled RFP 19 384 Sunshine Coast Arena – Chiller Replacement & Refrigeration Plant Upgrade Contract Award Report be received;

AND THAT SCR D enter into a contract with Temp-Pro Refrigeration for the Sunshine Coast Arena - Chiller Replacement & Refrigeration Plant Upgrade project for a total value of up to \$713,210 (excluding G.S.T.);

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

Recommendation No. 10 *Planning and Community Development Department – 2019 Q1 Report*

THAT the report titled Planning and Community Development Department – 2019 Q1 Report be received.

Recommendation No. 11 *[504] Rural Planning Service – 2018 Variance Analysis*

THAT the staff report titled [504] Rural Planning Service – 2018 Variance Analysis be received;

AND THAT a review of planning and development fees and charges be prepared prior to the 2020 budget process;

AND THAT an analysis of opportunities to streamline planning review of referrals be completed as part of service planning prior to the 2020 budget process;

AND FURTHER THAT service demand be monitored in 2019 and reported on prior to the 2020 budget process.

Recommendation No. 13 *Area D APC Minutes of March 18, 2019*

THAT the Roberts Creek Advisory Planning Commission minutes of March 18, 2019 be received.

Recommendation No. 14 *Area E APC Minutes of March 27, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of March 27, 2019 be received.

Recommendation No. 15 *Area F APC Minutes of March 26, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of March 26, 2019 be received.

126/19 cont.

Recommendation No. 16 *AAC Minutes of March 26, 2019*

THAT the Agricultural Advisory Committee minutes of March 26, 2019 be received.

Recommendation No. 17 *Correspondence regarding Federal Lands Initiative*

THAT the correspondence from Pamela Goldsmith-Jones, Member of Parliament, West Vancouver – Sunshine Coast, Sea to Sky Country, dated February 27, 2019 regarding Federal Lands Initiative be received;

AND THAT staff investigate if there are any surplus federal lands or buildings within the rural electoral areas that qualify for the Federal Lands Initiative.

Recommendation No. 18 *Correspondence regarding Howe Sound Cumulative Effects Project*

THAT the correspondence from Ruth Simons, Lead, Howe Sound Biosphere Region Initiative on behalf of the Howe Sound Community Forum, dated March 29, 2019 regarding Howe Sound Cumulative Effects Project be received.

Recommendation No. 19 *Correspondence regarding Local Government Survivor Climate Challenge*

THAT the correspondence from Liz Condon, Administrative Assistant on behalf of the District of Highlands Council, dated March 29, 2019 regarding Local Government Survivor Climate Challenge be received.

Recommendation No. 20 *Correspondence regarding BC Timber Sale Licences A93884 (Clack Creek) and A91376 (Reed Road)*

THAT the correspondence from Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, dated March 29, 2019 regarding Timber Sale Licences A93884 (Clack Creek) and A91376 (Reed Road) be received.

Recommendation No. 21 *Consultation Process for BC Timber Sales Licence A91376 (Reed Road)*

THAT Chair Pratt work with staff to draft a consultation process plan including identifying key stakeholders regarding BC Timber Sales Licence A91376 (Reed Road);

AND THAT a report be provided to the May 9, 2019 Planning and Community Development Committee meeting.

Recommendation No. 22 *Public Engagement on Water*

THAT SCR D engage a consultant to conduct public engagement on water in May 2019;

126/19 cont. AND THAT a budget of up to \$20,000 [370 Regional Water] be set aside for this engagement.

CARRIED

Infrastructure **It was moved and seconded**

127/19 THAT Infrastructure Services Committee recommendation Nos. 1-13 of April 18, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Implications of the Refusal of the Park Boundary Amendment on the Chapman Lake Infrastructure Improvement Project*

THAT the report titled Implications of the Refusal of the Park Boundary Amendment on the Chapman Lake Infrastructure Improvement Project be received;

AND THAT the letter being prepared for Minister Heyman, as per Board Resolution 062/19 Recommendation No. 11, include a request for information on the criteria used to deny the application of the Chapman Lake Infrastructure Improvement Project.

Recommendation No. 2 *Impacts of Continued Siphon System Use*

THAT the report titled Impacts of Continued Siphon System Use be received;

AND THAT a 2019 Siphon upgrade project with a budget of \$50,000 funded from [370] Regional Water Service operating reserves be approved;

AND FURTHER that the Financial Plan 2019-2023 be amended accordingly.

Recommendation No. 3 *2019 Snow Pack Update*

THAT the report titled 2019 Snow Pack Update be received for information.

Recommendation No. 4 *2018 Water Use and Water Users Analysis*

THAT the report titled 2018 Water Use and Water Users Analysis be received for information.

Recommendation No. 5 *Infrastructure Services Department – 2019 Q1 Report*

THAT the report titled Infrastructure Services Department – 2019 Q1 Report be received.

127/19 cont.

Recommendation No. 6 *Agricultural Land Use Inventory and Water Demand Model (Ministry of Agriculture)*

THAT the report titled Agricultural Land Use Inventory and Water Demand Model (Ministry of Agriculture) be received;

AND THAT SCRD partner with the Ministry of Agriculture on the Agricultural Land Use Inventory and Water Demand Model for the lower Sunshine Coast;

AND THAT the SCRD provide a contribution of \$2,500 split 50/50 between [370] Regional Water and [500] Regional Planning and funded through 2019 base operating budgets;

AND THAT SCRD apply to the Investment Agriculture Foundation for matching project funds of \$2,500;

AND THAT the delegated authorities sign a project memorandum of understanding;

AND THAT the Ministry be requested to host a community awareness/participation opportunity involving the Agricultural Advisory Committee;

AND FURTHER THAT the report be referred to the Agricultural Advisory Committee.

Recommendation No. 7 *Drought Management Plan 2019*

THAT the report titled Drought Management Plan 2019 be received;

AND THAT Option 1 for Stage 2 New Lawn Watering Permits be amended to allow lawn watering any day during sprinkling hours with existing permit. No new permits issued;

AND THAT the Drought Management Plan and Water Rates and Regulations Bylaw 422 (Schedule J) be revised to reflect recommendations in Option 1, which includes prohibiting lawn watering at Stage 2 and increasing ability to use water for food production;

AND THAT Bylaw Notice Enforcement Bylaw 638 (Schedule A) be revised to reflect penalties outlined in the staff report;

AND FURTHER THAT a request be sent to the Town of Gibsons to harmonize their bylaw with SCRD's Water Rates and Regulations Bylaw 422 (Schedule J) concerning the Drought Management Plan regulations.

127/19 cont.

Recommendation No. 8 *Solid Waste Management Plan Overview and Status Update*

THAT the report titled Solid Waste Management Plan Overview and Status Update be received for information.

Recommendation No. 9 *Solid Waste Management Plan Monitoring Advisory Committee (PMAC) - Update*

THAT the report titled Solid Waste Management Plan Monitoring Advisory Committee (PMAC) – Update be received;

AND THAT the Terms of Reference be approved;

AND FURTHER THAT staff be authorized to initiate PMAC recruitment.

Recommendation No. 10 *Regional Organics Diversion Strategy Implementation Plan - Update*

THAT the report titled Regional Organics Diversion Strategy Implementation Plan – Update be received for information.

Recommendation No. 11 *Contract Award Groundwater Investigation – Phase 3*

THAT the report titled Contract Award Groundwater Investigation – Phase 3 be received;

AND THAT the contract for Groundwater Investigation – Phase 3 be awarded to Associated Environmental Consultants Inc. in the amount up to \$299,900 (excluding GST);

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

Recommendation No. 12 *RFP 18 323 Granthams Landing Community Hall Rehabilitation Award Report*

THAT the report titled RFP 18 323 Granthams Landing Community Hall Rehabilitation Award Report be received;

AND THAT SCR D enter into a contract with Summerhill Fine Homes for up to \$524,540 (excluding GST);

AND THAT the project budget be increased from \$427,000 to \$592,483 funded through:

- Short Term Borrowing of up to \$100,000;
- Independent Power Projects (IPP) community benefit funds of up to \$100,000;

127/19 cont.

- Area F Gas Tax Agreement – Community Works Fund (CWF) of up to \$392,843, including the \$227,000 previously committed.

AND THAT any grant support received for the Granthams Hall Rehabilitation project offset taxation required for Short Term Borrowing or Gas Tax;

AND THAT the 2019-2023 Financial Plan be amended accordingly;

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

Recommendation No. 13 *Water Emergency Declaration*

THAT the following resolution be referred to staff for refinement and brought to a future Committee for further consideration:

WHEREAS the SCRD only has about half as much stored water in the Chapman system as is required to get through a dry summer without going past Stage 2 water restrictions;

AND we have no prospect of bringing additional water supplies online in 2019;

AND going to Stage 4 water restrictions in three of the four past summers has caused hardship to the community, especially to food producers;

AND in March 2019 the Sunshine Coast experienced record high temperatures and extremely low rainfall;

AND the Tetrahedron snow pack level is below average;

THEREFORE BE IT RESOLVED that the SCRD declare an immediate Water Emergency;

FURTHER, that to address the short term water supply shortage we strike a drought management task force and invite major water users to the table to advise and assist with water conservation measures to prevent reaching Stage 4;

AND FURTHER, that to address our long term water supply situation we convene a Water Summit of community stakeholders to make recommendations on revisions to the comprehensive regional water plan.

CARRIED

DMP Name Change It was moved and seconded

128/19 THAT staff report back on the process and implications of changing the name of the Drought Management Plan to the Water Conservation Plan.

CARRIED

Corporate It was moved and seconded

129/19 THAT Corporate and Administrative Services Committee recommendation Nos. 4, 16 and 17 of April 25, 2019 be received, adopted and acted upon as follows:

Recommendation No. 4 *Draft Audited Financial Statements for Year Ended December 31, 2018*

THAT the Sunshine Coast Regional District (SCRD) 2018 Draft Audited Financial Statements for year ended December 31, 2018 be approved as presented.

Recommendation No. 16 *Contract Award Raw Water Reservoir(s) – Phase 3*

THAT the report titled Contract Award Raw Water Reservoir(s) – Phase 3 be received;

AND THAT the contract for Raw Water Reservoir(s) – Phase 3 be awarded to Integrated Sustainability Consultants Ltd. in the amount of up to \$327,532 (excluding GST);

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

Recommendation No. 17 *Request for Proposal (RFP) 19 386 Contract Award Henry Road Watermain Replacement Asphalt Works*

THAT the report titled Request for Proposal (RFP) 19 386 Contract Award Henry Road Watermain Replacement Asphalt Works be received;

AND THAT the Henry Road Watermain Replacement Asphalt Works contract be awarded to BA Blacktop Ltd. in the amount of \$128,599 (excluding GST);

AND THAT a contingency allowance of up to \$25,720 that can be used at the discretion of staff to address unexpected issues related to this contract, be approved;

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

CARRIED

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

130/19 THAT the report titled Placement of Notice on Title be received;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 8, Block 6, District Lot 692, Plan 3633, PID 005-742-757.

CARRIED

CAO Report **It was moved and seconded**

131/19 THAT the report titled Chief Administrative Officer's Report be received for information.

CARRIED

BYLAWS

Bylaw 310.175 **It was moved and seconded**

132/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* be adopted.

CARRIED

Bylaw 708.1 **It was moved and seconded**

133/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019* be read a second time.

CARRIED

Bylaw 337.116 **It was moved and seconded**

134/19 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019* be read a second time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:40 p.m.

IN CAMERA It was moved and seconded

135/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 3:48 p.m.

ADJOURNMENT It was moved and seconded

136/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:48 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

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

April 25, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Interim Chief Administrative Officer	A. Legault
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	Manager, Financial Services	S. Zacharias (Part)
	G.M., Planning and Community Development	I. Hall (Part)
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Mgr., Capital Projects, Infrastructure Services	S. Misiurak (Part)
	Administrative Assistant / Recorder	T Crosby
	Media	2
	Public	3

CALL TO ORDER 9:35 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS

Paul Fripp, BDO Canada LLP., addressed the Committee regarding the Sunshine Coast Regional District Final Report - Audit Results, Independent Auditor's Report for Foreshore Leases and draft audited Financial Statements for the year ended December 31, 2018.

The Chair thanked Mr. Fripp for his presentation.

IN CAMERA

The Committee moved In-Camera at 9:58 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) and (k) of the *Community Charter* – “labour relations or other employee relations” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

The Committee moved out of In Camera at 10:15 a.m.

REPORTS

Recommendation No. 1 *Draft Audited Financial Statements for Year Ended December 31, 2018*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District (SCRD) 2018 Draft Audited Financial Statements, and the following documents, be received:

- Final Audit Report to the Members of the Boards;
- Independent Auditor’s Reports for Foreshore Leases (Hillside);
- Draft Audited Financial Statements for year ended December 31, 2018.

Recommendation No. 2 *Landfill Outlook Update*

The Corporate and Administrative Services Committee recommended that the February 22, 2018 Corporate and Administrative Services Committee report titled “Sechelt Landfill Closure Update” be attached to the Landfill Options Update report coming forward to the May 16, 2019 ISC meeting.

Recommendation No. 3 *Reserve Balances*

The Corporate and Administrative Services Committee recommended that for 2020 pre-budget meetings, staff review reserve balances and report on the status and future requirements of the funds with consideration to the possibility of reducing taxation or rate stabilization (e.g. Smoke Control).

Recommendation No. 4 *Draft Audited Financial Statements for Year Ended December 31, 2018*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Regional District (SCRD) 2018 Draft Audited Financial Statements for year ended December 31, 2018 be approved as presented;

AND THAT this recommendation be forwarded to the Regular Board meeting on April 25, 2019.

The Committee recessed at 10:53 a.m. and reconvened at 11:00 a.m.

Recommendation No. 5 *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – April 2019 be received.

Recommendation No. 6 *Director Remuneration*

The Corporate and Administrative Services Committee recommended that discussion of an ad hoc committee to review and make recommendations regarding Rural Director Remuneration be postponed to Q3 of 2019.

Recommendation No. 7 *2019 Budget Debrief*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Budget Debrief be received;

AND THAT recommended improvements be incorporated into the 2020-2024 Financial Planning Process.

Recommendation No. 8 *Federal Gas Tax Fund Overview*

The Corporate and Administrative Services Committee recommended that the report titled Federal Gas Tax Fund Overview be received;

AND THAT a policy framework be developed in Q3 of 2019 for the administration of the Gas Tax Community Works Fund.

Recommendation No. 9 *Gas Tax Community Works Fund Update*

The Corporate and Administrative Services Committee recommended that the report titled Gas Tax Community Works Fund Update be received for information.

Recommendation No. 10 *Status of Operating and Capital Reserves as at March 31, 2019*

The Corporate and Administrative Services Committee recommended that the report titled Status of Operating and Capital Reserves as at March 31, 2019 be received for information.

Recommendation No. 11 *2019 Union of British Columbia Municipalities (UBCM) Resolutions*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Union of British Columbia Municipalities (UBCM) Resolutions be received;

AND THAT the following resolutions be referred to staff to review for the 2019 UBCM Convention:

- 1) WHEREAS the BC government has committed itself to the Paris Accord to limit climate warning to 1.5 degrees Celsius;

AND WHEREAS the Provincial Government and the Ministry of Transportation and Infrastructure only provides safe and reliable infrastructure for cars in rural areas of BC.

THEREFORE BE IT RESOLVED that the provincial government provide adequate funding to enable alternate means of transportation in rural and unincorporated areas of BC and that the Ministry of Transportation and Infrastructure expand its mandate to build and maintain that infrastructure.

2) WHEREAS regional districts have no control over tree cutting;

AND WHEREAS unincorporated areas with high population density e.g. more than 50 people per square kilometre would like some control over possible ecosystem impacts, excessive water-runoff above their properties, the feel of their neighbourhood and control over sightlines.

THEREFORE be it resolved that UBCM strike a task force to create regulations around tree cutting in unincorporated areas linked to population density and/or other criteria that will produce the desired result, e.g. type of ownership.

Director Lamb opposed.

Recommendation No. 12 *2019 Union of British Columbia Municipalities (UBCM) Resolutions*

The Corporate and Administrative Services Committee recommended that staff prepare a resolution for consideration at the 2019 UBCM Convention requesting Provincial Support to add additional sailings to the Service Agreement for BC Ferries Route 3, as well as advocating for foot passenger ferry service.

Director McMahon opposed.

Recommendation No. 13 *Contracts Between \$50,000 and \$100,000 from January 1 to March 31, 2019*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from January 1 to March 31, 2019 be received for information.

Recommendation No. 14 *Director Constituency and Travel Expenses for Period Ending March 31, 2019*

The Corporate and Administrative Services Committee recommended that the report titled Director Constituency and Travel Expenses for Period Ending March 31, 2019 received for information.

Recommendation No. 15 *Water Community Engagement Plan 2019*

The Corporate and Administrative Services Committee recommended that the report titled Water Community Engagement Plan 2019 be received;

AND THAT a budget for \$30,000 for 2019 water communication and public engagement initiatives be funded from operational reserves for [370] Regional Water Service;

AND FURTHER THAT the 2019 – 2023 Financial Plan be amended accordingly.

Recommendation No. 16 *Contract Award Raw Water Reservoir(s) – Phase 3*

The Corporate and Administrative Services Committee recommended that the report titled Contract Award Raw Water Reservoir(s) – Phase 3 be received;

AND THAT the contract for Raw Water Reservoir(s) – Phase 3 be awarded to Integrated Sustainability Consultants Ltd. in the amount of up to \$327,532 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the April 25, 2019 Regular Board meeting.

Recommendation No. 17 *Request for Proposal (RFP) 19 386 Contract Award Henry Road Watermain Replacement Asphalt Works*

The Corporate and Administrative Services Committee recommended that the report titled Request for Proposal (RFP) 19 386 Contract Award Henry Road Watermain Replacement Asphalt Works be received;

AND THAT the Henry Road Watermain Replacement Asphalt Works contract be awarded to BA Blacktop Ltd. in the amount of \$128,599 (excluding GST);

AND THAT a contingency allowance of up to \$25,720 that can be used at the discretion of staff to address unexpected issues related to this contract, be approved;

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

AND FURTHER THAT this recommendation be forwarded to the April 25, 2019 Regular Board meeting.

Recommendation No. 18 *2019 Seawatch Property Utility Billings*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Seawatch Property Utility Billings be received;

AND THAT the Regional Water Services Parcel Tax Roll for the District of Sechelt be amended to remove the 13 occupied residences in the Seawatch neighbourhood;

AND THAT the Community Recreation Parcel Tax Roll for the District of Sechelt be amended to remove the 13 occupied residences in the Seawatch neighbourhood;

AND FURTHER THAT the Regional Water Services User Fees be pro-rated to the date of the evacuation order for the 13 occupied residences in the Seawatch neighbourhood.

ADJOURNMENT 1:03 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.33

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. 422.33, 2019*.
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	9 th	day of	May, 2019
READ A SECOND TIME	this	9 th	day of	May, 2019
READ A THIRD TIME	this	9 th	day of	May, 2019
ADOPTED	this	9 th	day of	May, 2019

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, micro-irrigation, or drip-irrigation;
- (d) under the authority of a New Lawn Watering Permit, water a newly seeded or sodded (unestablished) lawn on any day from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm upon installation and for the following 21 day period or until Stage 3 is declared as specified in the Permit;
- (e) 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;
- (f) 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
- (g) 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 food producing farms paying a metered rate for water are exempt from Stage 1 restrictions.

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 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;
- (c) at any time water trees, shrubs, flowers and food producing plants and trees by hand-held hose equipped with a spray-trigger nozzle, hand-held container, micro-irrigation, or drip-irrigation;
- (d) not water lawns, except under the authority of an existing New Lawn Watering Permit, in which case lawn watering is allowed on any day from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm during the remaining term of the Permit or until Stage 3 is declared. No new Permits will be issued during Stage 2;
- (e) 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;
- (f) 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
- (g) at any time use water to fill a swimming pool, spa, garden pond, or decorative fountain.

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 food producing farms paying a metered rate for water are exempt from Stage 2 restrictions.

Schedule “J” continued

3.0 STAGE 3 - Water Supply Conditions: “Acute”

3.1 During Stage 3, a person may:

- (a) at any time use a hand-held hose equipped with a spray-trigger nozzle, hand-held container, micro-irrigation or drip-irrigation system to water food producing plants and trees;
- (b) use a hose equipped with a spray-trigger nozzle, a hand-held container, micro-irrigation or drip-irrigation system to water trees, shrubs, and flowers only between the hours of 7:00 am and 8:00 am any day of the week;
- (c) not water lawns, including newly seeded or sodded lawns;
- (d) not use a sprinkler to water trees, shrubs, flowers or food producing plants and trees, at any time;
- (e) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, unless required for health and safety reasons;
- (f) 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
- (g) 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 food producing farms paying a metered rate for water are exempt from Stage 3 restrictions.
- (c) For certainty, essential water for livestock is exempt from Stage 3 restrictions.

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.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 638.8

A bylaw to amend *Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638*

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

1. Citation

This Bylaw may be cited as *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.8, 2019*.

2. Amendment

Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638, 2011 is hereby amended as follows:

- a. Replace the table of “Designated Bylaw Contraventions and Penalties” for SCRD Water Rates & Regulations Bylaw No. 422 contained in Schedule “A” with the revised table as follows:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
SCRD Water Rates & Regulations Bylaw No. 422, 1995	16.1	Interference with water meter or other waterworks appurtenance	\$500	\$450	\$500	No
	19.1	Unauthorized Water Use	\$100	\$90	\$110	No
	21.1	Increasing Supply of Water	\$100	\$90	\$110	Yes
	21.2	Wasting Water	\$100	\$90	\$110	Yes
	21.3	No Rain Sensor for Irrigation System	\$100	\$90	\$110	Yes
	Sch. J 1.1	Stage 1 – water use contrary to regulations	\$200	\$180	\$220	No

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
	Sch. J 2.1	Stage 2 – water use contrary to regulations	\$300	\$270	\$330	No
	Sch. J 3.1	Stage 3 - water use contrary to regulations	\$400	\$360	\$440	No
	Sch. J 4.1	Stage 4 – water use contrary to regulations	\$500	\$450	\$500	No

READ A FIRST TIME this 9th day of May, 2019

READ A SECOND TIME this 9th day of May, 2019

READ A THIRD TIME this 9th day of May, 2019

ADOPTED this 9th day of May, 2019

 CORPORATE OFFICER

 CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 558.7

**A bylaw to amend Sunshine Coast Regional District
Municipal Ticket Information System Bylaw No. 558, 2006**

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

1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.7, 2019*.
2. *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006* is hereby amended as follows:
 - a) Delete Schedule 2 in its entirety and replace with the revised Schedule 2 attached hereto.

READ A FIRST TIME	this	9 th	day of	May, 2019
READ A SECOND TIME	this	9 th	day of	May, 2019
READ A THIRD TIME	this	9 th	day of	May, 2019
ADOPTED	this	9 th	day of	May, 2019

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE 2

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Revised Water Rates & Regulations Bylaw No. 422, 1995”

OFFENCE	SECTION	FINE
Interference with water meter or other waterworks appurtenance	16.1	1,000.00
Unauthorized Water Use	19.1	100.00
Increasing Supply of Water	21.1	100.00
Wasting Water	21.2	100.00
No Rain Sensor for Irrigation System	21.3	100.00
Stage 1 – Water Use Contrary to Regulations	Sch. J.1.1	200.00
Stage 2 – Water Use Contrary to Regulations	Sch. J.2.1	300.00
Stage 3 – Water Use Contrary to Regulations	Sch. J.3.1	400.00
Stage 4 – Water Use Contrary to Regulations	Sch. J.4.1	500.00