



## SUNSHINE COAST REGIONAL DISTRICT

July 25, 2019

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

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**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	M. Brown
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Planning and Community Development	I. Hall
GM, Infrastructure Services	R. Rosenboom
Senior Manager, Human Resources	G. Parker (in part)
Deputy Corporate Officer / Recorder	S. Reid
Media	2
Public	7

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**CALL TO ORDER** 1:30 p.m.

**AGENDA** It was moved and seconded

202/19 THAT the agenda for the meeting be adopted as amended to add:

- Water Supply Update
- Directors' Reports

**CARRIED**

### MINUTES

Minutes It was moved and seconded

203/19 THAT the Regular Board meeting minutes of July 11, 2019 be adopted.

**CARRIED**

**REPORTS**

Planning

**It was moved and seconded**

204/19

THAT Planning and Community Development Committee recommendation Nos. 1, 2, 4-8, 10-20 and 22 of July 11, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *The Dead Boat Disposal Society delegation*

THAT staff provide a report to a Q3 or early Q4 Committee regarding a potential program delivery and funding model for working in partnership with the Dead Boat Disposal Society in 2020.

**Recommendation No. 2**     *ALC Application 58605 (Morgan)*

THAT the delegation materials supplied by David Morgan - "West Howe Sound Official Settlement Plan, Brian McBride, ALC Agrologist, February 6, 1986", soil pit test results and photographs be received.

**Recommendation No. 4**     *Private Moorage in Secret Cove (Pope for Brynelsen)*

THAT the report titled Provincial Referrals – Revised Recommendation for Private Moorage in Secret Cove (Pope for Brynelsen) be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands Natural Resource Operations and Rural Development:

a. The SCRД has no objection to approval of the existing residential private moorage fronting Strata Lot 1 - Crown File 2411830 and the existing residential private moorage fronting the Common Property - Crown File 2411832, as these moorage facilities were established before the adoption of Zoning Bylaw No. 310, and are considered legal non-conforming;

b. The following additional conditions apply to permissions for Crown Files 2411830 and 2411832:

i. The proposed new residential private moorage fronting Strata Lot 2 - Crown File 2411831 be denied;

ii. SCRД will require a building permit and/or a development variance permit if any new structures are constructed for the moorage facilities;

iii. SCRД mapping does not indicate any eelgrass beds in the vicinity. Eelgrass beds in or near the tenure areas should be identified and protected;

iv. Water quality should not be impacted by maintenance or construction activities, materials or fuel storage;

204/19 cont.

v. There is a history of strong community interest in maintaining public access for shellfish harvesting in this area, as well as for recreational boating and emergency refuge. Docks and associated tenure areas should be designed to ensure public access along the foreshore and adequate open water for navigation is maintained;

vi. The proponent should implement both the Province's and the shíshálh Nation's Best Management Practices for building moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems.

**Recommendation No. 5** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019 (Morrissey – 2284 Pixton Rd)*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019 (Morrissey – 2284 Pixton Rd) Consideration of First Reading – Electoral Area D be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019* be forwarded to the Board for consideration of First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act* the bylaw be referred to the following agencies for consultation:

- Roberts Creek Advisory Planning Commission;
- Roberts Creek Official Community Plan Committee;
- Roberts Creek Volunteer Fire Department;
- Skwxwú7mesh Nation;
- Ministry of Transportation & Infrastructure; and
- Vancouver Coastal Health;

AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw No. 310.187, 2019 prior to consideration of Second Reading.

**Recommendation No. 6** *Planning & Community Development Department 2019 Q2 Report*

THAT the report titled Planning and Community Development Department – 2019 Q2 Report be received.

204/19 cont.

**Recommendation No. 7**     *Sechelt Landfill Green House Gas Emissions Update*

THAT a report be provided that identifies the calculation methodology for greenhouse gas emissions for the Sechelt landfill, impact of organics diversion and how landfill emissions factor into the SCR D community GHG target;

AND THAT the report include a copy of the July 2, 2015 Infrastructure Services Committee staff report titled “Sechelt Landfill Gas to Energy Innovation Project – Update” for information and discussion on possible next steps.

**Recommendation No. 8**     *Active Transportation Infrastructure Memorandum of Understanding*

THAT the report titled Active Transportation Infrastructure Memorandum of Understanding – Ministry of Transportation and Infrastructure be received;

AND THAT the Memorandum of Understanding be reviewed by staff to address SCR D Board concerns as follows:

- Reference to the Province’s Active Transportation Strategy
- Unique status/needs for Highway 101
- Ministry of Transportation and Infrastructure’s mandate to provide public road infrastructure to all road users
- The District of Sechelt to be included as one of the referenced member municipalities

AND THAT the Memorandum of Understanding be referred to the Municipal Insurance Association of BC for comment on SCR D liability (Section 11);

AND FURTHER THAT staff report to a future Committee with respect to feedback from other local governments on the Memorandum of Understanding process.

**Recommendation No. 10**     *Frontage Waiver FRW00004 (Carroll for Wakeford)*

THAT the report titled Frontage Waiver FRW00004 (Carroll for Wakeford) – Electoral Area E be received;

AND THAT the requirement for 10 percent perimeter road frontage for the proposed creation of Lots 1 – 7 in the subdivision of Lots D and E, NW 1/4 District Lot 908, Plan VAP21534 be waived.

204/19 cont.

**Recommendation No. 11** *Frontage Waiver FRW00005 (Largo Road Community Development LTD)*

THAT the staff report titled Frontage Waiver FRW00005 (Largo Road Community Development LTD) – Electoral Area D be received;

AND THAT the requirement for 10 percent perimeter road frontage for the proposed creation of Lots 5 – 7 in the subdivision of Lot 6, Except Portions in Reference Plan 3805 and Plan 9563, 11675 and 12209 Block A District Lot 809 Plan 8503 be waived.

**Recommendation No. 12** *Gibsons & District Fire Protection Commission Amended Terms of Reference*

THAT the staff report titled Gibsons and District Fire Protection Commission Amended Terms of Reference be received;

AND THAT the Terms of Reference be approved subject to any feedback from the Town of Gibsons.

**Recommendation No. 13** *AAC Minutes of June 11, 2019*

THAT the Agricultural Advisory Committee minutes of June 11, 2019 be received;

AND THAT Agricultural Advisory Committee Recommendation No. 2 of June 11, 2019 be adopted and acted upon as follows:

**Recommendation No. 2** *Notice of Motion – Cannabis Production in the ALR*

THAT the Ministry of Agriculture and the Agricultural Land Commission consider a moratorium on all non-soil bound licensed dark site cannabis production in the ALR until such time as local governments can create or amend local bylaws and regulations.

**Recommendation No. 14** *Guidelines for Legal Cannabis Industry*

THAT staff liaise with other Regional Districts regarding developing guidelines for a legal cannabis industry on the Sunshine Coast, including recommendations on managing concrete-based dark sites.

**Recommendation No. 15** *AAC Minutes of June 25, 2019*

THAT the Agricultural Advisory Committee minutes of June 25, 2019 be received;

AND THAT Agricultural Advisory Committee Recommendation Nos. 2 and 3 of June 25, 2019 be referred to staff for comment as follows:

204/19 cont.

**Recommendation No. 2** *Agricultural Land Commission  
Legislation Changes to Bill 15*

THAT the Ministry of Agriculture and the Agricultural Land Commission recognize and include landowners, as defined persons under all ALC and ALR legislation;

AND THAT owners of ALR land be provided the ability to apply for an appeal process for rejected applications from the ALC.

**Recommendation No. 3** *Agricultural Land Commission  
Legislation Changes to Bill 52*

THAT, in order to promote economic viability of farm operations, a maximum two dwellings should be permitted on a parcel, not to exceed the current 500 m<sup>2</sup> floor area limit.

**Recommendation No. 16** *NRAC Minutes of June 27, 2019*

THAT the Natural Resource Advisory Committee minutes of June 27, 2019 be received;

AND THAT Natural Resource Advisory Committee Recommendation Nos. 2, 3 and 4 of June 27, 2019 be adopted and acted upon as follows:

**Recommendation No. 2** *BC Timber Sales (BCTS) Operations  
Plan 2019 – 2023*

THAT the spatial data regarding Bio-Inventory and wetland survey data be shared with NRAC.

**Recommendation No. 3** *BC Timber Sales (BCTS) Operations  
Plan 2019 – 2023*

THAT BCTS be requested to consider and be sensitive to tourism peak seasons in their operations.

**Recommendation No. 4** *BC Timber Sales (BCTS) Operations  
Plan 2019 – 2023*

THAT BCTS be requested to provide the SCRDC more details on the type of logging proposed such as tree species, type of block design, and type of equipment to be used.

**Recommendation No. 17** *Area A APC Minutes of June 19, 2019*

THAT the Egmont/ Pender Harbour Advisory Planning Commission minutes of June 19, 2019 be received.

204/19

**Recommendation No. 18** *Area B APC Minutes of June 25, 2019*

THAT the Halfmoon Bay Advisory Planning Commission minutes of June 25, 2019 be received.

**Recommendation No. 19** *Area E APC Minutes of June 26, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of June 26, 2019 be received;

AND THAT Elphinstone Advisory Planning Commission Recommendation No. 3 of June 26, 2019 be adopted and acted upon prior to the next Advisory Planning Commission appointment schedule, as follows:

**Recommendation No. 3** *Advisory Planning Commission Meeting Attendance*

THAT the Sunshine Coast Regional District put an attendance clause in the APC Bylaw No. 453.

AND THAT three consecutive un-excused absences be considered for the attendance clause.

**Recommendation No. 20** *Area F APC Minutes of June 25, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of June 25, 2019 be received.

**Recommendation No. 22** *Community Amenity Contribution for Agriculture*

THAT staff research options and seek advice from the Agricultural Advisory Committee regarding uses for the community amenity contribution, such as helping farmers with water, and report back to Committee.

**CARRIED**

Infrastructure

**It was moved and seconded**

205/19

THAT Infrastructure Services Committee recommendation Nos. 1-7 of July 18, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Howe Sound Biosphere Region Initiative Society*

THAT the SCRCD support the endorsement of the Howe Sound Biosphere Region Initiative Society's initiative to nominate Howe Sound as a UNESCO Biosphere Region;

205/19 cont.

AND THAT staff, the Board Chair and the Howe Sound Biosphere Region Initiative Society collaborate on a draft letter of support to the Canadian Commission for UNESCO to be presented at the Board meeting on July 25, 2019;

AND FURTHER THAT the SCR D Board Chair be a signatory for section 5 of the Howe Sound Biosphere Reserve Nomination document.

**Recommendation No. 2**      *Water Metering Program*

THAT staff bring forward a 2020 budget proposal to develop a water metering program.

**Recommendation No. 3**      *Drought Management 2019 Debrief Process*

THAT the report titled Drought Management 2019 Debrief Process be received;

AND THAT the Drought Management 2019 debrief public consultation process be organized for the fall of 2019.

**Recommendation No. 4**      *Waste Reduction Initiatives Program (WRIP) 2019 Recipients*

THAT the report titled Waste Reduction Initiatives Program (WRIP) 2019 Recipients be received for information.

**Recommendation No. 5**      *Infrastructure Services Department – 2019 Q2 Report*

THAT the report titled Infrastructure Services Department – 2019 Q2 Report be received.

**Recommendation No. 6**      *Sechelt and District Chamber of Commerce – water supply on the Sunshine Coast*

THAT the correspondence from the Sechelt and District Chamber of Commerce regarding water supply on the Sunshine Coast be received;

AND THAT the SCR D invite the Sechelt and District Chamber of Commerce as a delegation to present at a future Committee meeting;

AND FURTHER THAT staff provide a report to a future Committee on available funding and funding opportunities related to water supply expansion projects.

**Recommendation No. 7**      *Transportation Choices Sunshine Coast – letter of support*

THAT the correspondence from the Transportation Choices Sunshine Coast regarding a letter of support for improved road infrastructure be received;



205/19 cont. AND THAT the SCRD write a letter to Nicholas Simons (MLA, Powell River - Sunshine Coast) supporting the request by Transportation Choices – Sunshine Coast to Minister Trevena, dated June 13, 2019 for increased funding of active transportation infrastructure on the Sunshine Coast prioritizing areas where the shoulder of Highway 101 is less than a meter wide.

**CARRIED**

Corporate **It was moved and seconded**

206/19 THAT Corporate and Administrative Services Committee recommendation Nos. 1, 8, 9, 16, 17, 18 and of July 25, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *RFP 19 385 Vaucroft Dock Upgrade Repairs*

THAT the report titled Request for Proposal (RFP) 19 385 Vaucroft Dock Upgrade Repairs be received;

AND THAT the Vaucroft Dock Upgrade Repair contract be awarded to Pacific Industrial Marine in an amount of up to \$627,030 (excluding GST);

AND THAT the total project budget be increased from \$450,000 to \$676,830, funded from Municipal Finance Authority Short-Term Borrowing (\$450,000) and capital reserves (\$226,830);

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

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

**Recommendation No. 8**     *Interim Wood Waste Processing*

THAT the report titled Interim Wood Waste Processing be received;

AND THAT a Request for Proposal for an interim wood waste processing service be issued;

AND THAT any deficit up to a maximum of \$50,000 resulting from an interim wood waste processing service in Solid Waste [351/352] be funded from the Eco-Fee reserve.

**Recommendation No. 9**     *Regional Water Vehicle Replacements*

THAT the report titled Regional Water Vehicle Replacements be received;

AND THAT staff be authorized to purchase three (3) vehicles with the existing \$170,000 in 2019 capital funding and negotiate the purchase of two of these vehicles with car dealerships;

206/19 cont.

AND THAT for the Regional Water Vehicle Replacements a loan of up to \$170,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under Section 403 of *Local Government Act (Liabilities Under Agreement)* to fund the purchase of the replacement vehicles;

AND FURTHER THAT the pending request for a loan to fund the purchase of new replacement vehicles, approved through Resolution 038/19 No. 23, be abandoned.

**Recommendation No. 16** *Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee*

THAT the communication dated July 10, 2019 from Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee requesting a representative from the Sunshine Coast Regional District (SCRD) to serve on the steering committee be received;

AND THAT Director McMahon be appointed as representative and Director Tize be appointed as alternate representative to the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee;

AND THAT stipend and expenses be paid for the Director's attendance at Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee meetings.

**Recommendation No. 17** *North Thormanby Community Association – Letter of Support Request*

THAT the communication dated July 17, 2019 from North Thormanby Community Association regarding a request for letter of support be received;

AND THAT a letter of support be provided for the North Thormanby Community Association grant application for fire suppression equipment.

**Recommendation No. 18** *Extraordinary Meetings Remuneration Review*

THAT staff provide a report to the September 2019 Corporate and Administrative Services meeting that identifies all extraordinary meetings attended by Directors retroactive to January 1, 2019;

AND THAT the report include options for Director remuneration, as defined by Board Remuneration Bylaw No. 636.

**CARRIED**

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

207/19                      THAT the report titled Letter of Support Endorsing the Nomination of Alt'ka7tsem/Howe Sound for a UNESCO Biosphere Reserve designation be received;

AND THAT the proposed letter supporting the nomination of Alt'ka7tsem/Howe Sound for a UNESCO Biosphere Reserve designation be amended to insert "Canadian Commission for UNESCO" in the address line;

AND THAT a copy of the letter be forwarded to Town of Gibsons and the District of Sechelt for information.

**CARRIED**

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

208/19                      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 1, Block 4, District Lot 906 and 909, Plan 1342, NWD, PID 014-836-297.

**CARRIED**

*The GM, Infrastructure Services, provided a Water Supply update.*

## **BYLAWS**

Bylaw 310.187            **It was moved and seconded**

209/19                      THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019* be read a first time.

**CARRIED**

Bylaw 708.1                **It was moved and seconded**

210/19                      THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019* be adopted.

**CARRIED**

Bylaw 337.116            **It was moved and seconded**

211/19                      THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019* be adopted.

**CARRIED**

## **NEW BUSINESS**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:24 p.m.*

**IN CAMERA                      It was moved and seconded**

212/19                      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k) and (i) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “negotiations and related discussion respecting the proposed provision of a municipal service...”, and “the receipt of advice that is subject to solicitor-client privilege...”.

**CARRIED**

*The Board moved out of In Camera at 2:57 p.m.*

**Officer Appointments      It was moved and seconded**

213/19                      THAT Sherry Reid be appointed Corporate Officer effective July 28, 2019;  
  
AND THAT Mark Brown be appointed Deputy Corporate Officer effective July 28, 2019.

**CARRIED**

**ADJOURNMENT              It was moved and seconded**

214/19                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:57 p.m.

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

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

\_\_\_\_\_  
Chair