



SUNSHINE COAST REGIONAL DISTRICT
MINUTES OF THE MEETING OF THE REGULAR BOARD

October 24, 2024, 1:00 p.m.
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHelt, B.C.

PRESENT:

- L. Lee, Electoral Area A
- J. Gabias, Electoral Area B
- K. Backs, Electoral Area D
- D. McMahon, Electoral Area E
- K. Stamford, Electoral Area F
- A. Toth, District of Sechelt
- D. Inkster, District of Sechelt
- S. White, Town of Gibsons

ALSO PRESENT:

- T. Perreault, GM Corporate Services
- R. Rosenboom, GM Infrastructure Services
- S. Gagnon, GM Community Services
- S. Reid, Corporate Officer
- K. Wiebe, Deputy Corporate Officer/Recorder
- G. Parker

OTHERS:

- Media: 0
- Public: 1

CALL TO ORDER

The meeting was called to order at 1:06 pm.

AGENDA

290/24 It was moved and seconded

THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Regular Board meeting minutes of October 10, 2024

291/24 It was moved and seconded

THAT the Regular Board meeting minutes of October 10, 2024 be adopted as presented.

CARRIED

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

Committee of the Whole meeting recommendation Nos. 1 - 6 of October 10, 2024

292/24 It was moved and seconded

THAT Committee of the Whole meeting recommendation Nos. 1 - 6 of October 10, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Transit Improvement Program (TIP) - 2025 Expansion Priorities*

THAT the report titled Transit Improvement Program (TIP) - 2025 Transit Expansion Priorities be received for information;

AND THAT the Year 1 (2025/2026) through Year 3 (2027/2028) expansion priorities be approved in principle;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;

AND THAT a Budget Proposal be brought forward to the 2025 Budget deliberations to incorporate the projected revenues and expenses for the Year 1 (2025/2026) expansion priorities;

AND FURTHER THAT that this recommendation be forwarded to the Regular Board meeting of October 10, 2024.

Recommendation No. 2 *Fire Department Wildfire Deployment Post Season Report 2024*

THAT the report titled Fire Departments Wildfire Deployment Post-Season Report 2024 be received for information.

Recommendation No. 3 *Official Community Plan (OCP) Renewal Project Update*

THAT the report titled Official Community Plan (OCP) Renewal Project Update be received for information;

AND THAT this report be referred to Advisory Planning Commissions (APCs);

AND THAT the APCs be asked to provide feedback on the proposed scope of the OCP review from the viewpoint of their electoral area's concerns, and also provide feedback on the Engagement and Communication Strategy in Attachment E of the staff report;

Recommendation No. 4 *Official Community Plan (OCP) Renewal Project Update*

THAT a report be provided to a future Committee outlining the options for an amended timeline and narrowing the scope for the Official Community Plan (OCP) Renewal Project to the legislated requirements, including staff resourcing considerations, as part of the 2025 budget;

AND THAT regular monthly or bi-monthly check-ins be scheduled so that Board members can be fully informed about the progress of the OCP renewal project.

Recommendation No. 5 *Official Community Plan (OCP) Renewal Project Update*

THAT the Board write to the province expressing the near impossibility of planning for growth in our communities in the absence of any road network planning by MOTI, who are not even required to participate in our planning processes;

AND THAT it be noted that rural communities cannot meet the challenges of climate change without a climate change and emergency management strategy for our critical transportation networks.

Recommendation No. 6 *Sunshine Coast Regional Accessibility Advisory Committee Minutes of September 23, 2024*

THAT the Sunshine Coast Regional Accessibility Advisory Committee Minutes of September 23, 2024 be received for information;

AND THAT recommendation Nos. 4, 5 and 6 from the Sunshine Coast Regional Accessibility Advisory Committee meeting of September 23, 2024 be endorsed by the SCRD Board as follows:

Recommendation No. 4

THAT staff representatives apply for grant funding to support Sunshine Coast Accessibility Advisory Committee initiatives including, but not limited to, hiring a consultant to create the Accessibility Plan and projects that reduce or eliminate accessibility barriers on the Sunshine Coast.

Recommendation No. 5

THAT the Town of Gibsons student representative be appointed to the Sunshine Coast Regional Accessibility Advisory Committee each year.

Recommendation No. 6

THAT a letter be sent to School District 46 to inquire about the implementation of their accessibility plan and to inquire about opportunities for collaboration; and that the letter be approved by the Chair before it is sent.

CARRIED

Electoral Area Services Committee meeting recommendations Nos. 1 - 17 of October 17, 2024

293/24 It was moved and seconded

THAT Electoral Area Services Committee recommendation Nos. 1 - 17 of October 17, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Pender Harbour Reading Centre Upgrades Construction Agreement*

THAT the report titled Pender Harbour Reading Centre Upgrades Construction Agreement be received for information;

AND THAT the Sunshine Coast Regional District enter into a Construction Agreement with the Pender Harbour Reading Centre Society for upgrades to the Reading Center (attic and floor insulation, window replacement) including that the Society be responsible for the following:

- Assume full responsibility for all associated costs related to the upgrades;
- Acquire all necessary funding, permits, inspections, and insurance, as well as adhere to all applicable building codes, municipal and provincial legislation;
- Have the building assessed for asbestos by a qualified professional prior to construction and follow required asbestos abatement measures;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Reading Society.

Recommendation No. 2 *Pender Harbour Music School Construction Agreement*

THAT the report titled Pender Harbour Music School Upgrades Construction Agreement be received for information;

AND THAT the Sunshine Coast Regional District enter into a Construction Agreement with the Pender Harbour Music Society for upgrades to the Pender Harbour Music School building (installation of two heat pumps and three air handlers) that includes that the Society be responsible for the following:

- Assume full responsibility for all associated costs related to the upgrades;
- Acquire all necessary funding, permits, inspections, and insurance, as well as adhere to all applicable building codes, municipal and provincial legislation;
- Have the building assessed for asbestos by a qualified professional prior to construction and follow required asbestos abatement measures;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Music Society.

Recommendation No. 3 *Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 for 2820 Lower Road – Electoral Area D*

THAT the report titled Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 for 2820 Lower Road – Electoral Area D be received for information;

AND THAT Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 be forwarded to the Board for First and Second Reading;

AND THAT Official Community Plan Amendment No. 641.15 and Zoning Amendment Bylaw No. 722.8 is consistent with the SCRD's 2024-2028 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 641.15 and 722.8 be scheduled;

AND FURTHER THAT Director McMahon be delegated as the Chair and Director Backs be delegated as the Alternate Chair to conduct the Public Hearing.

Recommendation No. 4 *Development Variance Permit DVP000108 (3663 Beach Avenue) - Electoral Area D*

THAT the report titled Development Variance Permit DVP000108 (3663 Beach Avenue) - Electoral Area D be received for information;

AND THAT Development Variance Permit DVP000108, to vary Zoning Bylaw No. 722 to allow renovations and additions to an existing dwelling on the property located at 3663 Beach Avenue, be issued as follows:

(a) To reduce the minimum Flood Construction Level under Section 5.18.1(a) from 2.0 m above the natural boundary of the ocean to 0.27 m;

AND FURTHER THAT a save-harmless covenant be registered against the property prior to issuance of DVP000108 including restrictions on further expansion of floor area below the prescribed Flood Construction Level and that best practices for flood hazard mitigation be incorporated into the new construction.

Recommendation No. 5 *Development Variance Permit DVP00096 (12560 Greaves Road) - Electoral Area A*

THAT the report titled Development Variance Permit DVP00096 (12560 Greaves Road) - Electoral Area A be received;

AND THAT Development Variance Permit DVP00096, to vary Zoning Bylaw No. 337 to allow for the construction of a second dwelling unit on the property located at 1250 Greaves Road, be issued as follows:

631. To reduce the setback for a structure adjacent to an exterior side parcel line Section 631.6 (1)(d) from 4.5 m to 1.5 m for the building and 0.75 m for projections;

632. To vary the maximum parcel coverage under Section 631.7 for a parcel over 2,000 m² in the R3A Zone from 15% to 22%.

Recommendation No. 6 *Development Variance Permit DVP00106 (9-15200 Hallowell Road) - Electoral Area A*

THAT the report titled Development Variance Permit DVP00106 (9-15200 Hallowell Road) - Electoral Area A be received;

AND THAT Development Variance Permit DVP00106, to vary Zoning Bylaw No. 337, to allow for the construction of carport on the property located at 9-15200 Hallowell Road, be issued as follows:

18. Section 515 (1) (c) to reduce the setback for a building from the natural boundary of Sakinaw Lake from 20 m to 18.5 m.

The meeting recessed at 10:01 a.m. and reconvened at 10:12 a.m.

Recommendation No. 7 *Development Variance Permit DVP00104 (1498 Tideview Road) - Electoral Area F*

THAT the report titled Development Variance Permit DVP00104 (1498 Tideview Road) - Electoral Area F be received for information;

AND THAT Development Variance Permit DVP00104, to vary Zoning Bylaw No. 722 to allow for the construction of a staircase structure on the property located at 1498 Tideview Road, be issued as follows:

(a) Section 5.16.1 (a) to reduce the setback for a structure from the natural boundary of the ocean from 15 metres to 5 metres.

Recommendation No. 8 *Development Variance Permit DVP00107 (8719 Redrooffs Road) - Electoral Area B*

THAT the report titled Development Variance Permit DVP00107 for 8719 Redrooffs Road - Electoral Area B be received for information;

AND THAT Development Variance Permit DVP00107, to vary Zoning Bylaw No. 722 to allow for the construction of a single-unit dwelling at 8719 Redrooffs Road, be issued as follows:

(a) Section 5.14.1(a) to reduce the setback for a structure adjacent to a highway or an internal private road from 5 m to 1.5 m.

The Committee recessed at 11:16 a.m. and reconvened at 11:26 a.m.

Recommendation No. 9 *Development Variance Permit Application DVP00099 (7531 Cove Beach Road) - Electoral Area B*

THAT Development Variance Permit DVP00099 (7531 Cove Beach Road), to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit on the property, be issued as follows:

(b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m² in the RU1 Zone from 15% to 20.5%.

Recommendation No. 10 *Development Variance Permit Application DVP00099 (7531 Cove Beach Road) - Electoral Area B*

The Electoral Area Services Committee recommended that staff work with the applicant for DVP00099 to develop a condition of Development Variance Permit issuance related to a report outlining the terrestrial environmental impacts related to construction of a swimming pool within the setback area and potential restoration opportunities;

AND THAT a report be provided to a future Committee.

Recommendation No. 11 *Official Community Plan Background Report*

THAT the report titled Official Community Plan Background Report be received for information;

AND THAT the Official Community Plan Background Report be referred to the Advisory Planning Commissions for feedback.

Recommendation No. 12 *Electoral Area A Advisory Planning Commission Meeting Minutes of September 25, 2024*

THAT the recommendations from the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting of September 25, 2024 be received for information.

Recommendation No. 13 *Electoral Area B Advisory Planning Commission Meeting Minutes of July 25, 2024*

The Electoral Area Services Committee recommended that the recommendations from the Halfmoon Bay (Area B) Advisory Planning Commission meeting of July 25, 2024 be received for information.

Recommendation No. 14 *Electoral Area D Advisory Planning Commission Meeting Minutes of July 15, 2024*

THAT the recommendations from the Roberts Creek (Area D) Advisory Planning Commission meeting of July 15, 2024 be received for information.

Recommendation No. 15 *Electoral Area D Advisory Planning Commission Meeting Minutes of September 16, 2024*

THAT the recommendations from the Roberts Creek (Area D) Advisory Planning Commissions meeting of September 16, 2024 be received for information.

Recommendation No. 16

THAT the recommendations from the West Howe Sound (Area F) Advisory Planning Commission meeting of September 24, 2024 be received for information.

Recommendation No. 17

THAT a letter of support be issued to the xwesam-Roberts Creek Community Association supporting their annual Province of BC Gaming Grant funding application.

CARRIED

Finance Committee meeting recommendation Nos. 1 - 5 of October 17, 2024

294/24 It was moved and seconded

THAT Finance Committee recommendations of October 17, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *MNP LLP 2024 Audit Service Plan*

THAT the report titled MNP LLP 2024 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, 2024 be approved as presented.

Recommendation No. 2 *Status of Reserves and Holding Funds at August 31, 2024*

THAT the report titled Status of Reserves and Holding Funds as at August 31, 2024 be received for information.

Recommendation No. 3 *Canada Community Building Fund - Community Works Fund Update*

THAT the report titled Canada Community-Building Fund - Community Works Fund Update be received for information.

AND THAT staff provide more information on the expanded scope of eligibility for projects under the new Community Works Fund agreement.

Recommendation No. 4 *Sunshine Coast Regional District Q3 Corporate Financial Variance*

THAT the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

Recommendation No. 5 *Gibsons and District Fire Protection [210] Deficit*

THAT the report titled Gibsons and District Fire Protection [210] Deficit be received for information;

AND THAT this report be forwarded to the October 21, 2024 Gibsons and District Fire Protection Commission Meeting.

CARRIED

2237019 Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services - Contract Amendment

295/24 It was moved and seconded

THAT the report titled 2237019 Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services - Contract Amendment be received for information;

AND THAT Contract 2237019 with Integrated Sustainability Consultants Ltd., be increased by \$88,159 up to \$206,159 (excluding GST);

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

CARRIED

COMMUNICATIONS

MOTIONS

BYLAWS

Official Community Plan Amendment Bylaw No. 641.15, 2024

296/24 It was moved and seconded

THAT *Official Community Plan Amendment Bylaw No. 641.15* be read a first and second time.

CARRIED

Zoning Amendment Bylaw No. 722.8, 2024

297/24 It was moved and seconded

THAT *Zoning Amendment Bylaw No. 722.8, 2024* be read a first and second time.

CARRIED

Transit Fees and Charges Amendment Bylaw No. 626.5, 2024

298/24 It was moved and seconded

THAT *Transit Fees and Charges Amendment Bylaw No. 626.5, 2024* be adopted.

CARRIED

DIRECTORS' REPORTS

The Directors provided an update of their activities.

NEW BUSINESS

IN CAMERA

299/24 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (e) of the *Community Charter*, "personal information about an identifiable individual who holds or is being considered for a position as an officer [...]"; "the acquisition, disposition or expropriation of land or improvements [...]"

The Board moved In Camera at 1:35 p.m.

The Board moved out of In Camera at 2:36 p.m.

CARRIED

RELEASE OF ITEMS FROM IN CAMERA

ADJOURNMENT

299/2424 It was moved and seconded

THAT the meeting be adjourned.

The meeting adjourned at 2:35 p.m.

CARRIED

Certified Correct by the Corporate Officer

Date Confirmed

Chair