



SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

THURSDAY, JANUARY 31, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of January 10, 2019

Annex A
Pages 1-9

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Planning and Community Development Committee recommendation Nos. 1, 2, 4, 7, 8, 10 and 11 of January 10, 2018 (*recommendation Nos. 3, 5, 6 and 9 previously adopted*) Annex B
pp 10-15
4. Infrastructure Services Committee recommendation Nos. 1-11 of January 24, 2019 Annex C
pp 16-19
5. Senior Manager, Administration & Legislative Services – 2019 Advisory Planning Commission (APC) Appointments Annex D
pp 20-21
6. Chief Administrative Officer's Report Annex E
pp 22-23

COMMUNICATIONS

MOTIONS

7. Notice of Motion: Intergovernmental Collaboration (Director Tize)

THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Ministry of Indigenous Relations and Reconciliation be contacted to ask for active involvement as a full partner in the dialogue regarding land use planning processes, foreshore agreements, resource management within the district and any agreements that require the provision of services by the SCRD between the shíshálh and Squamish Nations and the Provincial Government.

8. Notice of Motion: Integrated Watershed Management (Director Tize) Annex F
p 24

THAT staff provide a report to the Board regarding any past initiatives regarding an integrated watershed management approach, including, but not limited to the (1) SCRD joint watershed management committee and (2) shíshálh Nation and SCRD water committee.

BYLAWS

9. *Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019* Annex G
pp 25-27
 – **First, Second, Third reading and Adoption**
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)
10. *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.32, 2019* Annex H
pp 28-36
 – **First, Second, Third reading and Adoption**
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6)

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), (k) and (2) (b) 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 consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both....”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to February 28, 2019)

Egmont / Pender Harbour (Area A) Advisory Planning Commission	January 30 at 7:00 pm
Corporate and Administrative Services Committee	January 31 at 9:30 am
Regular Board	January 31 at 1:30 pm
Special Corporate and Administrative Services Committee (Round 1 Budget)	February 4 at 9:30 am
Special Corporate and Administrative Services Committee (Round 1 Budget)	February 5 at 9:30 am
Planning and Community Development Committee	February 7 at 9:30 am
Natural Resources Advisory Committee (NRAC)	February 20 at 3:30 pm
Infrastructure Services Committee	February 21 at 9:30 am
Regular Board	February 21 at 1:30 pm
Agricultural Advisory Committee (AAC)	February 26 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	February 26 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	February 26 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	February 27 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	February 27 at 7:00 pm
Corporate and Administrative Services Committee	February 28 at 9:30 am
Regular Board	February 28 at 1:30 pm

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

PODS (Pender Harbour Ocean Discovery Station) Open House #1	January 26
PODS (Pender Harbour Ocean Discovery Station) Open House #2	February 2
Short Term Rental Public Information Meeting (Pender Harbour School of Music)	February 13
Short Term Rental Public Information Meeting (Roberts Creek Community Hall)	February 20

Please note: Meeting dates are current as of print date (January 25, 2019).



SUNSHINE COAST REGIONAL DISTRICT

January 10, 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 B. Beamish B. Rowe (Alt.)
ALSO PRESENT:	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	S. Reid
	Media	1
	Public	0

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

001/19 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

002/19 THAT the Regular Board meeting minutes of December 13, 2018 be adopted as presented.

CARRIED

REPORTS

Planning

It was moved and seconded

003/19

THAT Planning and Community Development Committee recommendation Nos. 1, 2, 4-6 and 8-17 of December 13, 2018 be received, adopted and acted upon as follows:

Recommendation No. 1 *OCP Amendment Bylaw No. 708.1 and 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 First Reading – Pender Harbour Ocean Discovery Station (PODS) be received;

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

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116* be referred to the following agencies for comment:

- Egmont / Pender Harbour Advisory Planning Commission;
- Pender Harbour Volunteer Fire Department;
- shíshálh Nation;
- Ministry of Transportation and Infrastructure;
- Vancouver Coastal Health

AND FURTHER THAT after First Reading of *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1 and Electoral Area A Zoning Amendment Bylaw No. 337.116*, two public information meetings, one for the surrounding neighbourhood of the subject site and the other for the broader community, be held in regard to the bylaws.

Recommendation No. 2 *Coopers Green Hall Capital Funding Plan*

THAT the report titled Coopers Green Hall Capital Funding Plan be received;

AND THAT staff submit an application for grant funding for the Coopers Green Hall replacement project through *the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream*;

003/19 cont.

AND THAT should the grant be successful, the Sunshine Coast Regional District commits to its share of funding (\$946,858) for the project through confirmed community contributions totaling \$355,666 and short-term borrowing of \$591,192 for a maximum term of five years;

AND FURTHER THAT any future grants or donations received toward the Coopers Green Hall project be used to offset short-term borrowing, subject to ICIP grant conditions.

Recommendation No. 4 *Correspondence from Sunshine Coast Conservation Association*

THAT the correspondence from Lee Ann Johnson, Chair, Sunshine Coast Conservation Association, dated December 1, 2018 regarding Crown Lease for DL 1313 / Reed Road Forest be received;

AND THAT staff report to a future Committee on whether the Sunshine Coast Conservation Association proposal meets the requirements for a Crown Lease of DL 1313.

Recommendation No. 5 *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017 (Gibsons Ready Mix, Gilmour Road)*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017 (Gibsons Ready Mix, Gilmour Road) Public Hearing Report and Consideration of Third Reading – Electoral Area E be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* be forwarded to the Board for Third Reading;

AND FURTHER THAT before *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* is considered for adoption, the following conditions be met:

- a) receipt of approval from Ministry of Transportation and Infrastructure under Section 52 (3) of the *Transportation Act*; and
- b) registration on title of a covenant outlining the following conditions prior to operation of a concrete batch plant:
 - i. installation of an approved connection to the regional water system, including provision for firefighting; and
 - ii. require receipt and approval by the Regional District of a dust management plan, which includes collection of rainwater.

003/19 cont. **Recommendation No. 6** *Truman Road Beach Access Permit Cancellation*

THAT the report titled Truman Road Beach Access Permit Cancellation (Electoral Area B) be received;

AND THAT SCR D approve the cancellation of Ministry of Transportation and Infrastructure Permit #01-005-12930 for a beach access in the Truman Road area;

AND THAT staff research, with neighbourhood participation, opportunities to enhance the Crab Road Beach Access and report back to a future Committee;

AND FURTHER THAT as part of exploring Crab Road Beach Access enhancement opportunities, this report be referred to the Electoral Area B (Halfmoon Bay) Advisory Planning Commission.

Recommendation No. 8 *Regional Growth Strategy Options Report*

THAT the report titled Regional Growth Strategy Options Report be received;

AND THAT staff work with the District of Sechelt, Town of Gibsons, Skwxwú7mesh Nation, shíshálh Nation and School District 46 to organize an intergovernmental meeting in early 2019 regarding a Regional Growth Strategy.

Recommendation No. 9 *2018 Water Demand Analysis*

THAT the report titled 2018 Water Demand Analysis be received for information;

AND THAT the Water Demand Analysis report provided by Integrated Sustainability be reviewed in the context of the Town of Gibsons providing water to Zone 3 by 2020.

Recommendation No. 10 *Growth Management Options*

THAT staff provide a report to a Committee in Q1 2019 regarding tools, options, and approaches related to the management of growth and development on the Sunshine Coast in the context of a water supply deficit.

Recommendation No. 11 *Area A APC Minutes of November 28, 2018*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of November 28, 2018 be received.

003/19 cont. **Recommendation No. 12** *Area B APC Minutes of November 27, 2018*

THAT the Halfmoon Bay Advisory Planning Commission minutes of November 27, 2018 be received.

Recommendation No. 13 *Area D APC Minutes of November 19, 2018*

THAT the Roberts Creek Advisory Planning Commission minutes of November 19, 2018 be received.

Recommendation No. 14 *Area E APC Minutes of November 28, 2018*

THAT the Elphinstone Advisory Planning Commission minutes of November 28, 2018 be received.

Recommendation No. 15 *Correspondence from the Truck Loggers Association*

THAT the correspondence from David Elstone, Executive Director, Truck Loggers Association, dated April 27, 2018 (received November 23, 2018) regarding retention of the Mt. Elphinstone area as part of the working forest be received.

Recommendation No. 16 *Correspondence from BC Timber Sales*

THAT the correspondence from Noel Poulin, Woodlands Supervisor – Powell River, BC Timber Sales Chinook Business Area, dated October 28, 2019 regarding BC Timber Sales Operational Plan 2018-2022 be received.

Recommendation No. 17 *Correspondence from School District 46*

THAT the correspondence from Pammila Ruth, Board Chair, School District 46, dated November 29, 2018 regarding Zoning Amendment to prohibit Cannabis Stores and Consumption Lounges be received.

CARRIED

Planning **It was moved and seconded**

004/19 THAT Planning and Community Development Committee recommendation Nos. 3, 5 and 6 of January 10, 2019 be received, adopted and acted upon as follows:

Recommendation No. 3 *Development Variance Permit DVP00029 (Persephone) and Proposed Liquor Licence Endorsements for a Lounge and Picnic Area*

THAT the report titled Development Variance Permit DVP00029 (Persephone) and proposed Liquor Licence Endorsements for a Lounge and Picnic Area – Area F be received;

004/19 cont.

AND THAT DVP00029 to relax Section 1021.7 (3) (a) (ii) (indoor seating capacity) of Zoning Bylaw No. 310 from 30 to 65 be issued subject to:

a) Performance data and effluent testing lab reports of the wastewater treatment system for the brewery facility be provided to the SCRD and posted on the Persephone website on a quarterly basis for one year;

b) registration of a covenant on title that:

i. requires a minimum of 12 secure bicycle parking spaces;

ii. requires a minimum of 80 on-site parking spaces;

iii. limits the food and beverage lounge business hours to the following:

- Summer Hours (Friday of Victoria Day long weekend through Monday of Thanksgiving long weekend): No earlier than 10:00 a.m. and no later than 9:00 p.m.
- Winter Hours (Tuesday after Thanksgiving long weekend to Thursday before Victoria Day long weekend): No earlier than 11:00 a.m. and no later than 7:00 p.m., with the exception of December 31st on which the hours can be extended from 7:00 p.m. to 1:00 a.m. on the morning of January 1st;

iv. indoor amplified and outdoor non-amplified music is permitted from 12:00 p.m. to 6:00 p.m. on Saturday and Sunday, with the exception of the night of December 31st and until 1:00 a.m. on the morning of January 1st;

AND THAT the proposed Lounge Endorsement be supported subject to the conditions established in DVP00029 (including that the indoor lounge seating not exceed 65 and outdoor lounge area not exceed 50 square metres);

AND THAT the proposed Picnic Endorsement be supported subject to a maximum of 150 people;

AND THAT the Board resolution along with a copy of the report dated January 10, 2019 be provided to:

a) Agricultural Land Commission;

b) Vancouver Coastal Health; and

c) British Columbia Liquor and Cannabis Regulation Branch (LCRB).

AND THAT staff report to the Planning and Community Development Committee by Q1 2020 regarding performance data and effluent testing lab reports of the wastewater treatment system for the brewery facility.

004/19 cont. **Recommendation No. 5** *Child Care Planning Grant for the Sunshine Coast (District of Sechelt)*

THAT the report titled Child Care Planning Grant for the Sunshine Coast (District of Sechelt) be received;

AND THAT SCR D supports the District of Sechelt's application to the UBCM Child Care Planning Program (2019);

AND THAT SCR D contribute in-kind services to Child Care Planning for the Sunshine Coast project.

Recommendation No. 6 *Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties)*

THAT the report titled Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties) – Electoral Area F be received;

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

Subject to the following conditions, SCR D has no objections to the proposed moorage fronting Strata Lot 1 and Lot 2, District Lot 1467, Group 1, New Westminster District, Strata Plan BCS1947, Provincial Reference Number 320077:

- a. SCR D will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. Ensure that Skwxwú7mesh Nation is consulted, any concerns are addressed and that all related activities undertaken comply with the Heritage Conservation Act;
- c. Islands Trust be contacted with respect to this application.

CARRIED

Director Tize declared a conflict of interest and left the meeting at 1:34 p.m. as he is an advisor to the contract bidder.

Planning **It was moved and seconded**

005/19 THAT Planning and Community Development Committee recommendation No. 9 of January 10, 2019 be received, adopted and acted upon as follows:

005/19 cont. **Recommendation No. 9** *RFP 18 354 Maintenance and Minor Repairs to SCRD Ports*

THAT the staff report titled Maintenance and Minor Repairs to SCRD Ports RFP 18 354 Award Report be received;

AND THAT SCRD enter into an agreement with Summerhill Fine Homes Inc. for up to \$223,591.06 for Maintenance and Minor Repairs to Regional District Ports as described in the Request for Proposal 18 354;

AND THAT the [345] Ports Service contracted services budget be increased by \$30,000 annually funded through taxation;

AND THAT the 2019-2023 Financial Plan be updated in advance of Round 1 budget deliberations.

CARRIED

Director Tize returned to the meeting at 1:35 p.m.

BYLAWS

Bylaw 310.175 **It was moved and seconded**

006/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.175, 2017* be read a third time.

CARRIED

Bylaw 708.1 **It was moved and seconded**

007/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019* be read a first time.

CARRIED

Bylaw 337.116 **It was moved and seconded**

008/19 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019* be read a first time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 1:57 p.m.

IN CAMERA

It was moved and seconded

009/19

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (c) of the *Community Charter* "labour relations or other employee relations".

CARRIED

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

ADJOURNMENT

It was moved and seconded

010/19

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:40 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

January 10, 2019

RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT:	Chair	B. Beamish
	Directors	A. Tize L. Lee L. Pratt D. McMahon M. Hiltz D. Siegers B. Rowe (Alt.)
ALSO PRESENT:	Chief Administrative Officer GM, Planning and Community Development GM, Corporate Services/Chief Financial Officer Sr. Mgr. Administration & Legislative Services Sr. Mgr. Human Resources Manager, Planning and Development Senior Planner Fire Chief – Special Projects Fire Chief, GDVFD & Acting SCEP Coordinator Fire Chief, EDVFD Fire Chief, RCVFD Fire Chief, HBVFD Administrative Assistant / Recording Secretary Public Media	J. Loveys I. Hall T. Perreault (part) A. Legault (part) G. Parker (part) A. Allen Y. Siao (part) B. Higgs (part) R. Michael (part) K. Helyar (part) P. Higgins (part) R. Daley (part) A. O'Brien 15 (part) 2

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Dave Mitchell and Associates addressed the Committee regarding the SCRD Fire Department Strategic Plan.

Recommendation No. 1 SCRD Fire Department Strategic Plan

The Planning and Community Development Committee recommended that the report titled SCRD Fire Department Strategic Plan be received;

AND THAT as per Recommendation 1 (in part) of the SCRD Fire Department Strategic Plan, through attrition of current positions of the Roberts Creek and Halfmoon Bay Fire Departments, the vacancies be transitioned to career Fire Chiefs;

AND THAT the following recommendation be postponed:

AND THAT as per Recommendation 4 of the SCRD Fire Department Strategic Plan; a Manager of Protective Services position be created from the existing Emergency Program Coordinator vacancy and that this position report to the Chief Administrative Officer;

AND THAT staff and/or the consultant present the SCRD Fire Department Strategic Plan to the Town of Gibsons;

AND THAT the SCRD Fire Department Strategic Plan be referred to the Gibsons and District Fire Commission;

AND FURTHER THAT 3 Year Service Plans for each of the SCRD Fire Departments be developed and brought back to Committee for consideration.

Dave Mitchell and Associates addressed the Committee regarding the SCRD Emergency Plan Review.

Recommendation No. 2 *SCRD Emergency Plan Review*

The Planning and Community Development Committee recommended that the report titled SCRD Emergency Plan Review be received;

AND THAT the Emergency Plan Review be referred to the District of Sechelt, Town of Gibsons, shíshálh Nation, Sunshine Coast Emergency Program Planning Committee, Pender Harbour Fire Protection District, Sechelt Fire Protection District and School District 46;

AND FURTHER THAT a budget proposal with respect to Recommendations contained in Section 5 and 6 of the SCRD Emergency Plan Review be brought to the 2019 Round 1 Budget deliberations for consideration.

Director Hiltz read a prepared statement outlining that although he has made submissions on the subject prior to becoming an elected official, he is maintaining an open-mind and participating in the decision making with respect to Development Variance Permit DVP00029 (Persephone) and Proposed Liquor Licence Endorsements for a Lounge and Picnic Area.

Brian Smith, CEO, Persephone Brewing Company addressed questions from the Committee regarding Development Variance Permit DVP00029 (Persephone) and Proposed Liquor Licence Endorsements for a Lounge and Picnic Area.

Recommendation No. 3 *Development Variance Permit DVP00029 (Persephone) and Proposed Liquor Licence Endorsements for a Lounge and Picnic Area*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00029 (Persephone) and proposed Liquor Licence Endorsements for a Lounge and Picnic Area – Area F be received;

AND THAT DVP00029 to relax Section 1021.7 (3) (a) (ii) (indoor seating capacity) of Zoning Bylaw No. 310 from 30 to 65 be issued subject to:

a) Performance data and effluent testing lab reports of the wastewater treatment system for the brewery facility be provided to the SCR D and posted on the Persephone website on a quarterly basis for one year;

b) registration of a covenant on title that:

i. requires a minimum of 12 secure bicycle parking spaces;

ii. requires a minimum of 80 on-site parking spaces;

iii. limits the food and beverage lounge business hours to the following:

- Summer Hours (Friday of Victoria Day long weekend through Monday of Thanksgiving long weekend): No earlier than 10:00 a.m. and no later than 9:00 p.m.

- Winter Hours (Tuesday after Thanksgiving long weekend to Thursday before Victoria Day long weekend): No earlier than 11:00 a.m. and no later than 7:00 p.m., with the exception of December 31st on which the hours can be extended from 7:00 p.m. to 1:00 a.m. on the morning of January 1st;

iv. indoor amplified and outdoor non-amplified music is permitted from 12:00 p.m. to 6:00 p.m. on Saturday and Sunday, with the exception of the night of December 31st and until 1:00 a.m. on the morning of January 1st;

AND THAT the proposed Lounge Endorsement be supported subject to the conditions established in DVP00029 (including that the indoor lounge seating not exceed 65 and outdoor lounge area not exceed 50 square metres);

AND THAT the proposed Picnic Endorsement be supported subject to a maximum of 150 people;

AND THAT the Board resolution along with a copy of the report dated January 10, 2019 be provided to:

a) Agricultural Land Commission;

b) Vancouver Coastal Health; and

c) British Columbia Liquor and Cannabis Regulation Branch (LCRB).

AND THAT staff report to the Planning and Community Development Committee by Q1 2020 regarding performance data and effluent testing lab reports of the wastewater treatment system for the brewery facility;

AND FURTHER THAT this recommendation be forwarded to the Board meeting of January 10, 2019.

Randy Verhulst, Applicant, Frontage Waiver for Subdivision SD000007 (Randson) addressed questions from the Committee regarding the subdivision frontage waiver process.

Recommendation No. 4 *Frontage Waiver for Subdivision SD000007 (Randson)*

The Planning and Community Development Committee recommended that the report titled Frontage Waiver for Subdivision SD000007 (Randson) – Electoral Area E be received;

AND THAT the requirement for 10% road frontage for proposed Lots 9 - 14 in the subdivision of Lots 15, 16, and 17 District Lot 908 Plan 9768 be waived.

The Committee recessed at 11:55 a.m. and reconvened at 11:59 a.m.

Recommendation No. 5 *Child Care Planning Grant for the Sunshine Coast (District of Sechelt)*

The Planning and Community Development Committee recommended that the report titled Child Care Planning Grant for the Sunshine Coast (District of Sechelt) be received;

AND THAT SCR D supports the District of Sechelt's application to the UBCM Child Care Planning Program (2019);

AND THAT SCR D contribute in-kind services to Child Care Planning for the Sunshine Coast project;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of January 10, 2019.

Recommendation No. 6 *Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties) – Electoral Area F be received;

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

Subject to the following conditions, SCR D has no objections to the proposed moorage fronting Strata Lot 1 and Lot 2, District Lot 1467, Group 1, New Westminster District, Strata Plan BCS1947, Provincial Reference Number 320077:

- a. SCR D will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. Ensure that Skwxwú7mesh Nation is consulted, any concerns are addressed and that all related activities undertaken comply with the *Heritage Conservation Act*;
- c. Islands Trust be contacted with respect to this application.

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of January 10, 2019.

Recommendation No. 7 *Development Variance Permit DVP00040 (Carmichael)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00040 (Carmichael) – Electoral Area A be received;

AND THAT Development Variance Permit DVP00040 to vary the rear parcel line setback, per Section 1100.2(a) of Zoning Bylaw No. 337, 1990, from 5 metres to 2 metres to permit the siting of an auxiliary building, be issued, subject to:

1. A location survey, prepared by a B.C. Land Surveyor, be submitted confirming that the foundation forms are sited no less than 2 metres from the rear parcel line;
2. The roof overhangs projecting no more than 0.3 metres into the 2 metre rear parcel line setback;
3. All rainwater collected on the roof of the building must be transported through gutters, downspouts and closed pipes and should be conveyed to appropriate discharge facilities as to not impact the west slope and adjacent properties;
4. The height of the proposed building not exceeding 6.6 metres;
5. Landscaping being installed at the rear parcel line, including the planting of native vegetation to mitigate storm water drainage and provide a buffer to the adjacent property.

Recommendation No. 8 *Recreation Sites and Trails Agreement Renewal for Klein Lake, Secret Cove, Big Tree and Sprockids*

The Planning and Community Development Committee recommended that the report titled Recreation Sites and Trails Agreement Renewal for Klein Lake, Secret Cove, Big Tree and Sprockids be received;

AND THAT with respect to potential renewal of Recreation Sites and Trails BC Partnership Agreement PA12DS1-02:

1. SCR D decline the agreement for Klein Lake Recreation Site (REC0134);
2. SCR D decline the agreement for Secret Cove Falls Trail (REC0383);
3. The delegated authorities renew the agreement for Big Tree Trail (REC5890) for a period of 5 years;
4. SCR D request an extension to consider renewal of the agreement for Sprockids Park (REC6768).

AND FURTHER THAT staff engage Ministry of Forests, Lands, Natural Resource Operations & Rural Development staff and trail groups with respect to developing a sustainable management plan for Sprockids Park Recreation Site and report back to the Committee with further recommendations.

Director Tize declared a conflict of interest and left the meeting at 12:15 p.m.

Recommendation No. 9 *RFP 18 354 Maintenance and Minor Repairs to SCRD Ports*

The Planning and Community Development Committee recommended that the staff report titled Maintenance and Minor Repairs to SCRD Ports RFP 18 354 Award Report be received;

AND THAT SCRD enter into an agreement with Summerhill Fine Homes Inc. for up to \$223,591.06 for Maintenance and Minor Repairs to Regional District Ports as described in the Request for Proposal 18 354;

AND THAT the [345] Ports Service contracted services budget be increased by \$30,000 annually funded through taxation;

AND THAT the 2019-2023 Financial Plan be updated in advance of Round 1 budget deliberations;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of January 10, 2019.

Director Tize returned to the meeting at 12:19 p.m.

COMMUNICATIONS**Recommendation No. 10** *Correspondence from Ocean Watch Task Force*

The Planning and Community Development Committee recommended that the correspondence Kate-Louise Stamford, Gambier Island Trustee and Doug Race, District of Squamish, Ocean Watch Task Force dated December 3, 2018 regarding request for continued SCRD participation in the Ocean Watch Task Force be received;

AND THAT Director Hiltz be appointed to the Ocean Watch Task Force as the SCRD Board liaison for 2019-2022;

AND FURTHER THAT the Ocean Watch Task Force be invited to apply for funding through the 2019 Rural Areas Grant-in-Aid process.

Recommendation No. 11 *Correspondence from Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Mount Elphinstone Land Use Planning*

The Planning and Community Development Committee recommended that the correspondence from Allan Johnsrude, Regional Executive Director, South Coast Natural Resource Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development dated December 21, 2018 regarding Mount Elphinstone Land Use Planning and request for meeting be received.

ADJOURNMENT 12:27 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT;
INFRASTRUCTURE SERVICES COMMITTEE**

January 24, 2019

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

PRESENT:	Chair	D. McMahon
	Directors	M. Hiltz L. Lee L. Pratt (part) A. Tize D. Siegers (part) B. Rowe (Alt) B. Beamish

ALSO PRESENT:	Chief Administrative Officer GM, Infrastructure Services GM, Corporate Services/Chief Financial Officer Sr. Mgr., Administration and Legislative Services Manager, Capital Projects Manager, Utility Services Recording Secretary Media Public	J. Loveys R. Rosenboom T. Perreault A. Legault S. Misiurak (part) S. Walkey (part) T. Ohlson 1 10
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CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Marta Green, Associated Environmental Consultants Inc. addressed the Committee regarding Groundwater Investigation Phase 2.

Recommendation No. 1 *Groundwater Investigation Phase 2 Results*

The Infrastructure Services Committee recommended that the report titled Groundwater Investigation Phase 2 Results be received.

The Chair thanked Ms. Green for her presentation.

REPORTS

Recommendation No. 2 *Groundwater Investigation Phase 2 Results*

The Infrastructure Services Committee recommended that a 2019 Round 1 budget proposal with respect to the permitting phase for a well field in the Church Road area be brought forward;

AND THAT the Dusty Road site not be pursued at this time;

AND FURTHER THAT a feasibility report with respect to the production well on the Gray Creek site and Mahan Road site be brought to Committee in Q4 2019.

The Infrastructure Services Committee recessed at 10:43 a.m. and resumed at 10:51 a.m.

Recommendation No. 3 *Regional Water Service Area 2019 Rate Bylaw Amendment*

The Infrastructure Services Committee recommended that the report titled Regional Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule B be amended to increase the Regional Water Service Area Land Charges (Parcel Taxes) by 2.0%, User Fees by 5.0%, and Metered Usage Fees by 5.0% in 2019;

AND THAT the Water Rates Bylaw 422 be amended to include:

- Invoicing details relating to pro-rated service;
- Invoices are due on the due date specified on the invoice and payments must be received by 4:30pm PST;
- Parameters around applying for a parcel tax reduction on properties with farm classification;
- Any amounts unpaid on the 31st of December will be deemed to be taxes in arrears and will be recovered in the manner provided in the *Local Government Act*;
- No rebate, refund or credit on any fees collected in error after two years from the date of payment will be issued;

AND THAT the Water Rates Bylaw 422, Schedule B be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

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

Recommendation No. 4 *South Pender Harbour Water Service Area 2019 Rate Bylaw Amendment*

The Infrastructure Services Committee recommended that the report titled South Pender Harbour Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 5.5% in 2019;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area Parcel Taxes by 2.0% in 2019 and be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

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

Recommendation No. 5 *North Pender Harbour Water Service Area 2019 Rate Bylaw Amendment*

The Infrastructure Services Committee recommended that the report titled North Pender Harbour Water Service Area 2019 Rate Bylaw Amendment be received;

AND THAT the Water Rates Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 8.5% in 2019;

AND THAT the Water Rates Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area Parcel Taxes by 2.0% in 2019;

AND THAT the revised Water Rates Bylaw 422, Schedule D be forwarded to the January 31, 2019 Board Meeting for three readings and adoption;

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

Recommendation No. 6 *Bylaw 627 Administrative Fees and Charges*

The Infrastructure Services Committee recommended that the report titled Bylaw 627 Administrative Fees and Charges be received;

AND THAT Sunshine Coast Regional District Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019 be forwarded to the Board for three readings and adoption.

Recommendation No. 7 *2018 WildSafeBC Program*

The Infrastructure Services Committee recommended that the report titled 2018 WildSafeBC Program be received for information;

AND THAT the appropriate applications be submitted to the British Columbia Conservation Foundation for 2019 WildSafeBC Program Funding with the SCRD as the host organization;

AND FURTHER THAT a budget proposal in support of the \$10,000 funding request for 2019 WildSafeBC Program be brought forward to Round 1 Budget.

Director Pratt and Director Siegers left the meeting at 11:17 a.m.

Recommendation No. 8 *Transit Service Overview*

The Infrastructure Services Committee recommended that the report titled Transit Service Overview be received for information.

Recommendation No. 9 *2019-2020 BC Transit Annual Operating Agreement Draft Budget*

The Infrastructure Services Committee recommended that the report titled 2019-2020 BC Transit Annual Operating Agreement Draft Budget be received;

AND THAT the 2019-2023 Financial Plan be updated to reflect the draft Annual Operating Agreement budget;

AND FURTHER THAT staff bring forward a report with the feasibility of developing plans for improvement to the bus shelters and bus stops within the region.

Recommendation No. 10 *2019 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC)*

The Infrastructure Services Committee recommended that the report titled 2019 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received;

AND THAT staff draft AVICC Resolutions for consideration at the January 31, 2019 Corporate and Administrative Services Committee meeting on the following topics:

- Declaration of a Climate Emergency;
- Involvement of local governments in Land Use Planning with First Nations and the provincial government;
- Parking enforcement in the rural areas; and
- Logging in the urban/rural interface.

Recommendation No. 11 *Infrastructure Services Department – 2018 Q4 Report*

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2018 Q4 Report be received.

ADJOURNMENT 12:08 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 31, 2019

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: 2019 ADVISORY PLANNING COMMISSION APPOINTMENTS

RECOMMENDATION(S)

THAT the report titled 2019 Advisory Planning Commission (APC) appointments be received;

AND THAT APC members be appointed for a two year term (unless otherwise specified) as per Attachment A;

AND FURTHER THAT letters of appreciation be sent to outgoing members.

BACKGROUND

In accordance with *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*, the Board makes appointments to each Advisory Planning Commission (APC) at the last Board meeting in January of each year. As per Bylaw No. 453, each APC consists of not less than six and not more than twelve members. Appointments are normally for a two year term with one-half of the members being appointed each year. Some appointments may be for one year if necessary to maintain the one-half rule.

DISCUSSION

Electoral Area Directors have provided a list of members to be appointed for the 2019 term (Attachment A). Additional names may be provided at the meeting.

STRATEGIC PLAN AND RELATED POLICIES

Advisory Planning Commissions contribute to the Strategic Priority “Enhance Board Structure and Processes” by contributing to quality decision making through the contribution of local knowledge related to land use matters.

CONCLUSION

The Board makes appointments to each Advisory Planning Commission (APC) at the last Board meeting in January of each year in accordance with *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*. This report presents recommendations for the appointment of members to each Advisory Planning Commission.

Staff recommend the appointments for their respective terms.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X-J.Loveys	Other	

ATTACHMENT A

2019 Advisory Planning Commission Appointments

Area A APC

Janet Dickin
Alex Thomson
Dennis Burnham
Tom Silvey
Gordon Politeski
Peter Robson

Area B APC

Elise Rudland
Alda Grames
Eleanor Lenz
Marina Stjepovic
Nicole Huska
Catherine Ondzik

Area D APC

Marion Jolicoeur
Mike Allegretti
Heather Conn (one year term)
Danise Lofstrom
Cam Landry (one year term)
Chris Richmond
Alan Comfort
David Kelln

Area E APC

Rod Moorcroft
Dougald MacDonald
Mary Degan

Area F APC

Fred Gazely
Bob Small (one year term)
Susan Fitchell
John Rogers
Kate Louise Stamford (one year term)

*Other names may be available at Board meeting

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 31, 2019
AUTHOR: Janette Loveys, Chief Administrative Officer
SUBJECT: CHIEF ADMINISTRATIVE OFFICER’S REPORT

RECOMMENDATION(S)

THAT the report titled Chief Administrative Officer’s Report be received for information.

BACKGROUND

This report provides information on the activities of the Chief Administrative Officer (CAO).

DISCUSSION

Administration:

The SCRD Board held a Strategic Planning session on January 11-12, 2019 with BA Carruthers. To align and compliment this work, staff completed an organizational assessment review and plan to bring forward a more detailed report.

Through the many past few weeks, the Senior Leadership Team (SLT) and staff met to prepare Round 1 budget proposal for the Board’s consideration at the Special Corporate and Administrative Services Committee meetings scheduled for February 4 and 5, 2019.

On January 9, 2019, two sessions were held for Directors and staff. In the morning, Executive Emergency Management training was held and in the afternoon the Rural Area Directors met to discuss electoral area services and issues.

The CAOs from the four Regional Districts continue to collaborative and work with senior Ministry of Transportation and Infrastructure (MOTI) staff to plan for active transportation planning (bike and walkways) in MoTI right of ways. Staff anticipate a forthcoming report in March or April.

Board and staff participated in a webinar provided by the Ministry of Forest, Lands and Natural Resource Operations and Rural Development on January 14, 2019 with respect to regionally-focused forestry for coastal communities. This was the first webinar to be held across the Province with local governments on how forest sector issues have impacted the community and opportunities to improve approaches and communication.

The CAO is participating on the *Ethical Public Servant* panel at the February 2019 LGMA CAO Forum - After the Election - Embracing and Leading Change. Some topics to be discussed include: the need to guide the work/lead with professional conduct, build ethical accountable decision-making.

The CAO continues to meet with residents and community partners who are interested in learning more about the SCRD and/or have a concern and are seeking to be heard. Staff strive to be approachable, listen and assist in resolving their concerns.

SCRD Staff Development and Engagement:

- November 27 Leadership Forum themes were risk related to claims and the grant process.
- “On the Go with the CAO” was held December 10-14, 2019. This is an opportunity for staff across all the various worksites to hear about corporate updates and participate in discussions.

Engagements:

- Indigenous Relations with BC and Local Governments on January 23, 2019.
- CAO attended the LGLA Electoral Area Forum with the Board on January 16-18, 2019.
- Meeting Procedures workshop was held on January 3, 2019.
- Respectful Workplace workshop was held on December 20, 2018.
- Kairos Blanket Exercise on January 14th as part of the reconciliation program.
- Two Zoning Bylaw No. 310 Public Workshops were held - December 5 at the Seaside and December 6 at the Gibsons and Area Community Centre.

STRATEGIC PLAN AND RELATED POLICIES

The Strategic Plan is a key document for the CAO’s office and provides the overall administrative guidance for the business of the SCRD.

Strategic Priority: Ensure Fiscal Sustainability

Strategic Priority: Embed Environmental Leadership

Strategic Priority: Support Sustainable Economic Development

Strategic Priority: Enhance Collaboration with the shíshálh and Skwxwú7mesh Nations

Strategic Priority: Facilitate Community Development

Strategic Priority: Enhance Board Structures and Processes

Strategic Priority: Recruit, Retain and Acknowledge Staff and Volunteers

Strategic Priority: Enhance Board Structures and Processes

CONCLUSION

The CAO provides a written report summarizing key initiatives which align to the priorities of the Strategic Plan and Board’s direction.

Notice of Motion submitted by Andreas Tize, Director, SCRD Area D (Roberts Creek) for consideration at the regular board meeting, January 31, 2019.

THAT staff provide a report to the board regarding any past initiatives regarding an integrated watershed management approach, including, but not limited to the (1) SCRD joint watershed management committee and (2) shíshálh Nation and SCRD water committee.

Background

The Town of Gibsons has created a draft proposal to consider the future of watershed management and governance for the Sunshine Coast. This proposal calls for an integrated approach to our watershed governance.

The Auditor General for Local Government "[Primer on Drinking Water](#)" Report also gives the example of the Cowichan Watershed Board:

Formed in 2010 to provide leadership for sustainable water management in the Cowichan watershed and adjoining areas.

The Board's 14 members are appointed by its government partners and include:

- three members from the Cowichan Valley Regional District (including one who serves as Chair)
- three members from among the chief and councillors of Cowichan Tribes
- three or four members-at large from the community to provide specific local watershed knowledge
- one or two members recommended by the federal government
- two members recommended by the provincial Ministry of Environment

The Board therefore requests a report on past initiatives regarding this topic to determine next steps.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 627.3

A bylaw to amend *Sunshine Coast Regional District Administrative Fees and Charges Bylaw No. 627, 2010*

WHEREAS the Board wishes to amend *Sunshine Coast Regional District Administrative Fees and Charges Bylaw No. 627, 2010*;

NOW THEREFORE 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 Administrative Fees and Charges Amendment Bylaw No. 627.3, 2019*.
2. *Sunshine Coast Regional District Administrative Fees and Charges Bylaw No. 627, 2010* is hereby amended as follows:
 - a. Delete Schedule A in its entirety and replace with the revised Schedule A attached hereto.

READ A FIRST TIME	this	31 st	day of	January, 2019
READ A SECOND TIME	this	31 st	day of	January, 2019
READ A THIRD TIME	this	31 st	day of	January, 2019
ADOPTED	this	31 st	day of	January, 2019

CORPORATE OFFICER

CHAIR

SCHEDULE A

Administrative Fees and Charges

Prices are exclusive of any applicable tax.

1. PRINTED INFORMATION

1.1	Photocopies – single sided, black and white	
	a. 8.5"x11" or 8.5"x14"	\$0.25 per page
	b. 11"x17"	\$0.30 per page
1.2	Microfiche hard copy prints	
	a. 8.5"x11"	\$1.00 per page
	b. 8.5"x14"	\$1.50 per page
	c. 11"x17"	\$2.00 per page
1.3	Planning and Development Publications	
	a. Zoning Bylaw	\$ 5.00
	b. Planning & Development Procedures Bylaw	\$ 5.00
	c. Subdivision Servicing Bylaw	\$ 5.00
	d. Subdivision Servicing Standards (Water & Sewer Manual)	\$20.00
	e. Tree Cutting Permit Bylaw	\$ 5.00
	f. Official Community Plan (Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone, West Howe Sound, Hillside-Port Mellon or Twin Creeks Area)	\$20.00
	g. Reconnaissance Study of Geotechnical Hazards	\$20.00
1.4	Statement of Financial Information	\$ 5.00
1.5	Copy of BCLS site survey (to registered owner or agent only)	\$15.00
1.6	Lamination of Building Permit Card	\$ 2.00

2. INFORMATION REQUIRING RESEARCH

- 2.1 Requests for information requiring research into the Regional District's archival records; or for information dating back over two (2) years; or for information requiring more than fifteen (15) minutes to locate, will be charged at the hourly rate of \$30.00 per hour (billable in 15-minute increments after the first hour), plus the applicable photocopying rate if copies are made.

3. MAPPING

3.1	Scan / print to PDF	
	Per page	\$ 2.00
3.2	Scan to paper copy	
	Line drawing per square foot of paper	\$ 1.20
	Full colour drawing per square foot of paper	\$ 4.90
3.3	Plot / print paper copy	
	Line drawing per square foot of paper	\$ 0.85
	Full colour drawing per square foot of paper	\$ 4.20
3.4	Repealed	
3.5	Repealed	
3.6	Custom requests and mapping, not including printing	\$ 75.00 per hour
3.7	Shipping and handling fees are charged at cost and are in addition to the fees quoted above.	

4. FINANCIAL PROCESSING CHARGES

4.1	Cheques returned for not sufficient funds	\$25.00
4.2	Payment transfer (no charge for first transaction)	\$10.00
4.3	Foreign currency processing	\$10.00
4.4	Property conveyance utility account information check	\$25.00

5. INTEREST RATES

- 5.1 Late payment(s) will be subject to an interest penalty charge of 1.5% per month (19.56% annually) compounded monthly.
- 5.2 Latecomer agreements will be subject to an interest rate equivalent to the Bank of Canada prime rate.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.32

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. 422.32, 2019*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:

- a) Insert a new section 3.3 as follows:

3.3 Where a service is being turned off or disconnected for an indefinite period of time in the billing year, a credit will be issued to the customer for the remaining months of the current billing year for which service has been prepaid.

- b) Delete section 4.6 in its entirety and replace with the revised section 4.6 as follows:

4.6 All applications for the installation of a water service connection shall be made to the Regional District Water Authority by the owner or his authorized agent, who shall, at the time the application is made, execute an agreement with the Regional District. Such application and agreement shall be in the form provided by the Regional District.

User rates as set forth in Schedule "B", "D" or "E" as applicable hereto shall be charged on a pro-rated basis from the first of the month following the date of installation of the water service connection and paid in advance for the remainder of the year.

Users on a metered rate will be charged from the date of connection based on the volume of water used.

- c) Delete section 24.3 in its entirety and replace with the revised section 24.3 as follows:

24.3 GENERAL RATES OR CHARGES

The general rates or charges payable annually under Schedule "B", "D" or "E" as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on June 15 of the billing year. If June 15 falls on a Saturday, Sunday or Statutory Holiday the due date shall become the first business day immediately following June 15 for that year. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.

The general rates or charges other than annual charges payable under Schedule "B", "D" or "E" as applicable hereunto annexed shall be due and payable by 4:30 p.m. PST on the date specified on the invoice which is generally within thirty (30) days of the date of billing. If the due date falls on a Saturday, Sunday or Statutory Holiday, the due date shall become the first business day immediately following the thirtieth day for that billing cycle. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.

The following conditions apply to the general rates or charges payable:

- (a) non-receipt of the utility bill will not be recognized as a valid reason for failure to pay the fees when due;
 - (b) postmarks will not be considered as date of payment;
 - (c) all payments received will be applied firstly against arrears, then to current balances;
 - (d) interest is imposed on outstanding account balances in excess of \$10.00.
- d) Delete section 24.7 in its entirety and replace with the revised section 24.7 as follows:

24.7 LAND CHARGES - FARM CLASS ASSESSMENTS

Where land is classified as farm land, for taxation purposes, under the British Columbia Assessment Authority Act, that land will be charged a minimum land charge (one acre or less), under Schedule "B", "D" or "E" of this bylaw as applicable instead of the regular charge for total acreage. The land owner must notify the Treasurer of the farm classification, in writing, by January 5 of each year. Failure to provide such written notification will result in forfeiture of the parcel tax reduction for that year.

- e) Insert a new section 24.8 as follows:
- 24.8 Any rate remaining unpaid on the thirty-first (31st) day of December will be deemed to be taxes in arrears and will be recovered in the manner provided in the *Local Government Act*.
- f) Delete section 26.1 in its entirety and replace with the revised section 26.1 as follows:
- 26.1 No rebate, refund or credit whatsoever of any monies paid or payable for water shall be made save as in this Bylaw provided. Refunds or adjustments to rates or charges collected in error may be issued for up to two (2) years following the date of payment.
- g) Delete Schedule "B" in its entirety and replace with the revised Schedule "B" attached hereto.

- h) Delete Schedule “D” in its entirety and replace with the revised Schedule “D” attached hereto.
- i) Delete Schedule “E” in its entirety and replace with the revised Schedule “E” attached hereto.

READ A FIRST TIME this 31st day of January, 2019

READ A SECOND TIME this 31st day of January, 2019

READ A THIRD TIME this 31st day of January, 2019

ADOPTED this 31st day of January, 2019

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "B"

***This Schedule does not apply to the North Pender Harbour Water Service Area
 as established under Bylaw No. 1070 (see Schedule "D")***

OR

***The South Pender Harbour Water Service Area
 as established under Bylaw No. 1074 (see Schedule "E")***

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Up to and including one acre in area	\$ 263.00
	(2) Greater than one acre, up to and including two acres	\$ 279.94
	(3) Greater than two acres, up to and including three acres	\$ 315.65
	(4) Greater than three acres, up to and including four acres	\$ 357.86
	(5) Greater than four acres, up to and including five acres	\$ 376.76
	(6) Greater than five acres, \$18.55 for each additional acre or part of an acre, up to and including ten acres	
	(7) Greater than ten acres, \$10.42 for each additional acre or part of an acre, up to and including twenty acres	
	(8) Greater than twenty acres, \$7.07 for each additional acre or part of an acre	
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each dwelling unit (a dwelling unit being a single suite in a dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 287.31
	(2) Motels – per unit	\$ 151.82
	(3) Apartments	\$ 231.30
	(4) Mobile Homes - per occupied pad	\$ 231.30
	(5) Hospital and Intermediate Care Facilities - per bed	\$ 151.82
	(6) All other users not herein provided for - per user	\$ 287.31
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	Per cubic metre	\$ 0.85
	Minimum charge per quarter (meter rental extra)	\$ 71.83

Sunshine Coast Regional District

Bylaw No. 422

Schedule "B" continued

4.	<u>Meter Rentals – billed quarterly</u>	<u>Per Quarter</u>	<u>Annual</u>
	(1) Up to and including 3/4"	\$ 9.00	\$ 36.00
	(2) Over 3/4", up to and including 1"	\$ 12.00	\$ 48.00
	(3) Over 1", up to and including 1 ½"	\$ 30.00	\$ 120.00
	(4) Over 1 ½", up to and including 2"	\$ 36.00	\$ 144.00
	(5) Over 2", up to and including 4"	\$ 45.00	\$ 180.00
	(6) Over 4", up to and including 6"	\$ 60.00	\$ 240.00
5.	<u>Manual Water Meter Readings</u>		
	Per reading	\$25.00 (up to a maximum of \$300 per annum)	
6.	<u>Connection Charges</u>		
	(1) 3/4" Connection		\$ 1,200.00
	(2) 1" Connection		\$ 1,800.00
	(3) Over 1"	(minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)		
7.	<u>Turning Off/On Fees</u>		
	Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.		
8.	<u>Hydrant Rental</u>		
	An annual charge of TWENTY DOLLARS (\$20.00) shall be levied for each hydrant operating from the Utility. The charge will be payable by the Fire Improvement Districts and Fire Protection Districts served by the Regional District Water Authority.		
9.	<u>Temporary Lawn Watering Permit</u>		
	The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.		

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "D"

This Schedule applies only to the North Pender Harbour Water Service Area as established under Bylaw No. 1070

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Residential	\$ 326.63
	(2) Institutional	\$ 326.63
	(3) Commercial	\$ 741.54
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each parcel containing 1 dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 277.74
	(2) Multiple Family Dwellings (where more than One dwelling exists on a parcel)	\$ 499.66
	(3) Institutional Building	\$ 255.09
	(4) All other users not herein provided for - per user	\$ 277.74
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u> <u>Annual</u>
	First 50,000 gallons used per quarter	\$ 417.46
	Per 1000 gal (or part thereof) used over 50,000 gallons/quarter	\$ 5.35
4.	<u>Manual Water Meter Readings</u>	
	Per reading	\$25.00 (up to a maximum of \$300 per annum)
5.	<u>Connection Charges</u>	
	(1) 3/4" Connection	\$ 1,200.00
	(2) 1" Connection	\$ 1,800.00
	(3) Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	
6.	<u>Turning Off/On Fees</u>	
	Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.	

Sunshine Coast Regional District

Bylaw No. 422

Schedule "D" continued

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422

SCHEDULE "E"

This Schedule applies only to the South Pender Harbour Water Service Area as established under Bylaw No. 1074

ANNUAL WATER SERVICE RATES AND CHARGES

1.	<u>Land Charges – billed annually</u>	<u>Annual</u>
	(1) Up to and including two acres in area	\$ 330.87
	(2) Greater than two acres, up to and including ten acres	\$ 452.75
	(3) Greater than ten acres	\$ 574.65
2.	<u>User Fees – billed annually</u>	<u>Annual</u>
	(1) For each dwelling unit (a dwelling unit being a single dwelling, a single strata lot, or any building or structure customarily used as a self contained living unit)	\$ 415.01
	(2) For each dwelling unit of a multiple family unit including apartments, suites, duplexes, cottages etc.	\$ 415.01
	(3) For each office or place of business wherein is employed not more than one person	\$ 415.01
	(4) For each office or place of business wherein is employed more than one person	\$ 592.85
	(5) All other users not herein provided for - per user	\$ 415.01
	(6) For each clubhouse or hall	\$ 592.85
3.	<u>Meter Rates – billed quarterly</u>	<u>Per Quarter</u>
	First 10,000 gallons used per quarter	\$ 148.21
	Per 1000 gal (or part thereof) used over 10,000 gallons/quarter	\$ 6.93
4.	<u>Manual Water Meter Readings</u>	
	Per reading	\$25.00 (up to a maximum of \$300 per annum)
5.	<u>Connection Charges</u>	
	(1) 3/4" Connection	\$ 1,200.00
	(2) 1" Connection	\$ 1,800.00
	(3) Over 1" (minimum)	\$ 2,000.00
	(Plus additional costs incurred for fittings and installation)	

Sunshine Coast Regional District

Bylaw No. 422

Schedule "E" continued

6. Turning Off/On Fees

Subsequent to the initial turn on, the fee for turning the water off shall be the sum of \$50.00 payable at the time of application.

7. Temporary Lawn Watering Permit

The fee for a Temporary Lawn Watering Permit shall be \$50.00 payable at the time of application.