



SUNSHINE COAST REGIONAL DISTRICT

October 24, 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.

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|----------------------|--|---|--|
| PRESENT: | Chair | Electoral Area B | L. Pratt |
| | Directors | Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons | L. Lee A. Tize D. McMahon M. Hiltz D. Siegers T. Lamb B. Beamish (in part) |
| ALSO PRESENT: | Interim Chief Administrative Officer | | M. Brown |
| | Corporate Officer | | S. Reid |
| | GM, Planning and Community Development | | I. Hall |
| | GM, Infrastructure Services | | R. Rosenboom |
| | Senior Manager, Human Resources | | G. Parker (in part) |
| | Financial Analyst, Corporate Services | | B. Wing (in part) |
| | Deputy Corporate Officer / Recorder | | J. Hill |
| | Media | | 1 |
| | Public | | 1 |

CALL TO ORDER 1:51 p.m.

AGENDA It was moved and seconded

262/19 THAT the agenda for the meeting be adopted as amended to add the following items of New Business:

- Water Function
- Remembrance Day Fly-by.

CARRIED

MINUTES

Minutes It was moved and seconded

263/19 THAT the Regular Board meeting minutes of October 10, 2019 be adopted.

CARRIED

REPORTS

Planning

It was moved and seconded

264/19

THAT Planning and Community Development Committee recommendation Nos. 1, 3, 6-8, 10 and 14-21 of October 10, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Designation of Vice-Chair for October 10, 2019 Planning and Community Development Committee Meeting*

THAT Director Pratt be designated as the Vice-Chair for the October 10, 2019 Planning and Community Development Committee meeting.

Recommendation No. 3 *Sunshine Coast Homelessness Advisory Committee*

THAT the delegation materials from the Sunshine Coast Homelessness Advisory Committee be received.

Recommendation No. 6 *Application for Land Exclusion from and Inclusion into the Agricultural Land Reserve (Morgan)*

THAT the report titled Application for Land Exclusion from and Inclusion into the Agricultural Land Reserve for Morgan Property (ALC Application 58605) be received;

AND THAT the ALC Application 58605 (ALR00011) proceed to the Agricultural Land Commission advising that the SCRD Board is not in a position to provide a recommendation to approve the application.

Recommendation No. 7 *Correspondence from Matt Marquette regarding ALC Application 58605*

THAT that the correspondence from Matt Marquette, Jensen Road, regarding ALC Application 58605 be received.

Recommendation No. 8 *Development Variance Permit DVP00043 (Wright)*

THAT the report titled Development Variance Permit DVP00043 (Wright) – Electoral Area F be received;

AND THAT Development Variance Permit DVP00043 to vary Zoning Bylaw No. 310 Section 601.4 for setback distances from front and side parcel lines, from 5 m and 1.5 m to 0 for retaining walls, be issued subject to:

- The applicant obtains a setback permit from the Ministry of Transportation and Infrastructure.

264/19 cont.

AND FURTHER THAT the SCRD advise the Ministry of Transportation and Infrastructure that Marine Drive is a priority for accessible shoulders as part of an active transportation network as noted in the West Howe Sound Official Community Plan Bylaw 640, 2011, Transportation Policy 9.3.8:

The Regional District shall work with MOTI to encourage the development of cycling and walking routes along roads for transportation and recreation purposes, subject to detailed feasibility studies, with routes composed of separated pathways where possible and 2.0 metre shoulders elsewhere, with Marine Drive being made a priority.

Recommendation No. 10 *Bargain Bay Licence No. 241194 Renewal*

THAT the report titled Bargain Bay Licence No. 241194 Renewal be received;

AND THAT SCRD submit a Crown renewal application for the area covered by Licence No. 241194.

Recommendation No. 14 *Planning and Community Development Department – 2019 Q3 Report*

THAT the staff report titled Planning and Community Development Department – 2019 Q3 Report be received.

Recommendation No. 15 *AAC Minutes of September 24, 2019*

THAT the Agricultural Advisory Committee minutes of September 24, 2019 be received.

Recommendation No. 16 *Area A APC Minutes of September 25, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of September 25, 2019 be received.

Recommendation No. 17 *Area B APC Minutes of September 24, 2019*

THAT the Halfmoon Bay Advisory Planning Commission minutes of September 24, 2019 be received.

Recommendation No. 18 *Area D APC Minutes of September 16, 2019*

THAT the Roberts Creek Advisory Planning Commission minutes of September 16, 2019 be received.

Recommendation No. 19 *Area E APC Minutes of September 25, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of September 25, 2019 be received.

264/19 cont. **Recommendation No. 20** *Area F APC Minutes of September 24, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of September 24, 2019 be received.

Recommendation No. 21 *BC Government Funding for “Age-Friendly” Communities, Assessments and Action Plans*

THAT the correspondence from Kim Tournat, Constituency Assistant, Nicholas Simons, MLA, Powell River – Sunshine Coast, dated September 20, 2019 regarding BC Government Funding for “Age-Friendly” Communities, Assessments and Action Plans be received.

CARRIED

Planning **It was moved and seconded**

265/19 THAT Planning and Community Development Committee recommendation No. 5 of October 10, 2019 be received, adopted and acted upon as amended, as follows:

Recommendation No. 5 *Subdivision in the Agricultural Land Reserve for Part of Elphinstone Crossing Estate Phase Two*

THAT the report titled Application for Subdivision in the Agricultural Land Reserve (ALR00011, ALC 59614) for Part of Elphinstone Crossing Estate Phase Two be received;

AND THAT staff provide more information regarding the trail network connectivity of the western portion of the subject property District Lot 1354, as per *West Howe Sound Official Community Plan Section 3.6 Williamson’s Landing – Recreation-Policies-3*, and the ALR application to a Planning and Community Development Committee meeting.

CARRIED

Infrastructure **It was moved and seconded**

266/19 THAT Infrastructure Services Committee recommendation Nos. 1-10 of October 17, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Bylaw Opportunities for Water Conservation*

THAT the report titled Bylaw Opportunities for Water Conservation be received;

AND THAT the review of Water Rates and Regulations Bylaw 422 scheduled for 2020 include a review of water conservation provisions and the service connection application process;

AND THAT the review of Subdivision Servicing Standards Bylaw 320 planned for 2021 incorporate water conservation measures;

266/19 cont.

AND FURTHER THAT the review of Development Cost Charges Bylaw 693 planned for 2023 incorporate a water conservation lens.

Recommendation No. 2 *Analysis of the Impact Resolutions Ltd. Policy Options on Water*

THAT the report titled Analysis of the Impact Resolutions Ltd. Policy Options on Water be received for information.

Recommendation No. 3 *Sechelt Landfill Greenhouse Gas Emissions Update*

THAT the report titled Sechelt Landfill Greenhouse Gas Emissions Update be received;

AND THAT greenhouse gas emissions be claimed and reported in the CARIP Public Report to offset corporate emissions once the organics curbside collection program is initiated and sufficient data on volumes is collected;

AND FURTHER THAT a 2020 budget proposal for investigating Biocover to reduce greenhouse gas emissions at the Sechelt Landfill be brought forward.

Recommendation No. 4 *Analysis of Implementation of a Baler or Shredder at Sechelt Landfill*

THAT the report titled Analysis of Implementation of a Baler or Shredder at Sechelt Landfill be received;

AND THAT the inclusion of a shredder and/or waste baler be considered as part of a project option analysis for future waste disposal to be initiated in 2020.

Recommendation No. 5 *Short Term Borrowing for Canoe Road and Merrill Crescent Septic Field Replacements*

THAT the report titled Short Term Borrowing for Canoe Road and Merrill Crescent Septic Field Replacements be received;

AND THAT a short term non-renewable loan be requested through the Municipal Finance Authority under section 403 of the *Local Government Act* (Liabilities Under Agreement) in the amount of \$33,400 to fund the Sunshine Coast Regional District's (SCRD) share of the capital costs for the Canoe Road and Merrill Crescent septic field replacement projects;

AND THAT the loan principal be repaid to the Municipal Finance Authority in five annual installments of \$6,800 payable on or before June 30 of each year beginning in 2020 and ending in 2024;

266/19 cont.

AND FUTHER THAT Bylaw No. 428 be amended to increase annual frontage charges for Canoe Road by \$424 and for Merrill Crescent by \$227 subject to any additional considerations as part of the annual rate review.

Recommendation No. 6 *Water Services – Pipes, Valves & Fittings Contract Term Extension*

THAT the report titled Water Services – Pipes, Valves & Fittings Contract Term Extension be received;

AND THAT the SCRD exercise the right to extend the existing contract with ICONIX Waterworks Limited Partnership for Water Services – Pipes, Valves & fittings for an additional one (1) year period in the amount up to \$196,235.

Recommendation No. 7 *Budget Request for Implementation of shíshálh Nation Foundation Agreement*

THAT the report titled Budget request for Implementation of shíshálh Nation Foundation Agreement be received;

AND THAT \$25,000 be allocated for the project Implementation of shíshálh Nation Foundation Agreement to be funded from the Regional Water Service [370] Operating Reserves;

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

Recommendation No. 8 *Infrastructure Services Department – 2019 Q3 Report*

THAT the report titled Infrastructure Services Department – 2019 Q3 Report be received;

AND THAT staff investigate options for Industrial, Commercial and Institutional (ICI) waste and recycling diversion and bring a report forward to an Infrastructure Services Committee meeting in Q1 2020.

Recommendation No. 9 *Islands Trust support for Solar Energy in Rural and Remote Communities*

THAT the correspondence from Jas Chonk, Islands Trust regarding a request for a letter of support for solar energy in rural and remote communities be received;

AND THAT the SCRD sign the draft letter to the Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources supporting the request by Islands Trust, dated September 12, 2019 for greater support for solar and energy in rural and remote communities.

266/19 cont. **Recommendation No. 10** *Joint Local Government Submission letter to MOECCS on Provincial Plastics Action Plan*

THAT the correspondence from Keely Kidner, District of Squamish regarding the joint local government submission letter to the Ministry of Environment and Climate Change Strategy on Provincial Plastics Action Plan be received.

CARRIED

Corporate **It was moved and seconded**

267/19 THAT Corporate and Administrative Services Committee recommendation Nos. 8-10 of October 24, 2019 be received, adopted and acted upon as follows:

Recommendation No. 8 *2019 Remembrance Day Ceremonies and Wreath / Poppy Donation*

THAT the report titled 2019 Remembrance Day Ceremonies and Wreath / Poppy Donation be received;

AND THAT the following Director will attend each Remembrance Day Ceremony to place the SCRD Wreath:

- Gibsons Legion #109 – Alternate Director Croal
- Pender Harbour Legion #112 – Director Lee
- Roberts Creek Legion #219 – Director Tize
- Sechelt Legion #140 – Director Pratt
- Gambier Island Anavets – Director Hiltz.

Recommendation No. 9 *Keats Landing Dock – Repairs Following Collision / Ports Maintenance and Repairs Contract Update*

THAT the report titled Keats Landing Dock – Repairs Following Collision / Ports Maintenance and Repairs Contract Update be received;

AND THAT Sunshine Coast Regional District's (SCRD) contracted ports repair service provider, Summerhill Fine Homes Ltd., be directed to proceed with repairs necessary to remedy collision damage at Keats Landing Dock;

AND THAT a budget of up to \$156,250 be approved for emergency repairs to Keats Landing Dock funded from insurance recovery;

AND THAT operating reserves be used to fund any costs not recovered by insurance up to a maximum of \$50,000;

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

AND THAT the 3-year value of General Service Agreement 18 354 for Maintenance and Minor Repairs to Regional District docks be increased to \$453,500.

267/19 cont. **Recommendation No. 10** *Agenda items referred from October 24, 2019 Corporate and Administrative Services Committee meeting*

THAT agenda items Nos. 6, 11, 15 and 17 of the Corporate and Administrative Services Committee Meeting of October 24, 2019 be referred to the Regular Board Meeting of October 24, 2019.

CARRIED

Budget Variance Q3 **It was moved and seconded**

268/19 THAT the [117] Information Technology 2020 base budget be amended to reallocate the \$50,000 budget for software licensing from capital expenditures to operating expenses to reflect the changing industry standard of providing subscription based software as a service in place of perpetual licensing;

AND THAT the topic of frequency of variance reports come back for discussion at the next Corporate and Administrative Services Committee meeting.

CARRIED

Status of Reserves **It was moved and seconded**

269/19 THAT operating reserves be used to offset 2020 taxation for the Halfmoon Bay [204] and Roberts Creek [206] Smoke Control services.

CARRIED

School Bursary **It was moved and seconded**

270/19 THAT the Rural Areas' School Bursary awards be raised from \$750 to \$1,000 for each school;

AND THAT the current contribution for Electoral Areas A, B, D, E, and F be raised from \$600 to \$800 each year;

AND FURTHER THAT staff bring forward a draft revision of the bursary criteria to a Corporate and Administrative Services Committee meeting, where the grades and essay requirements are removed and replaced with citizenship, community engagement and involvement, and leadership in the community.

CARRIED

Grant-in-Aid It was moved and seconded

271/19 THAT North Thormanby Community Association 2019 Rural Areas' Grant-in-Aid request in the amount of \$2,500 for two eight-foot Walker Bay Dinghies, oar kits, and snap attachments be approved as follows:

- \$200 from Electoral Area A [121] Grant-in-Aid; and
- \$2,300 from Electoral Area B [122] Grant-in-Aid.

CARRIED

CAO Report It was moved and seconded

272/19 THAT the October 24, 2019 Chief Administrative Officer's Report be received for information.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

Director Beamish left the meeting at 2:37 p.m.

NEW BUSINESS**Water Function It was moved and seconded**

273/19 THAT a report addressing options for bringing the Town of Gibsons into the Regional Water Function be provided to a Committee meeting.

CARRIED

Director Tize inquired about authority for approval for a Remembrance Day fly-by below 1,000 feet.

The Board moved In Camera at 3:14 p.m.

IN CAMERA It was moved and seconded

274/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (d), (e), (i), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the security of the property of the municipality”, “the acquisition, disposition, or expropriation of land...”, “the receipt of advice that is subject to solicitor-client privilege...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government...”.

CARRIED

The Board moved out of In Camera at 4:05 p.m.

Contract Award It was moved and seconded

275/19 THAT the value of the contract with Integrated Sustainability Consultant Ltd. for the Raw Water Reservoir- Feasibility Phase 3 project be increased by \$15,000 to \$ 342,532;

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

CARRIED

BC Ferry Authority It was moved and seconded

276/19 THAT the Chair be authorized to coordinate a nomination submission to the BC Ferry Authority with the Chairs from Metro Vancouver and the Squamish-Lillooet Regional District;

AND THAT the following individuals be nominated for consideration for Appointment to the BC Ferry Authority Board of Directors:

- Manjit Kang; and
- James Wayne Rowe.

CARRIED

Remuneration It was moved and seconded

277/19 THAT Directors Pratt, Lee, Tize, McMahon, Siegers, Lamb and Hiltz receive remuneration for attendance at the Chief Administrative Officer interviews held on October 22, 2019.

CARRIED

ADJOURNMENT It was moved and seconded

278/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:06 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair