



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 23, 2020

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of January 9, 2020

Annex A
Pages 1 – 30

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Planning and Community Development Committee recommendation
Nos. 1-3, 5, and 8-10 of January 9, 2020 (*recommendation Nos. 4, 6,
and 7 previously adopted*) Annex B
pp 31 - 36
4. Corporate Officer - 2020 Advisory Planning Commission
Appointments Annex C
pp 37 - 38
5. Chief Administrative Officer's Report of January 23, 2020 Annex D
pp 39 - 40

COMMUNICATIONS

MOTIONS

6. THAT the previously cancelled Regular Infrastructure Services
Committee meeting of January 16, 2020 be rescheduled to
January 30, 2020 at 9:30 a.m.;
AND THAT a Special Board meeting be scheduled for January 30,
2020 at 3:00 p.m.
(Voting – All Directors – 1 vote each)

BYLAWS

7. *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3, 2020*
 – ***first reading***
 (Voting – Electoral Area Directors – 1 vote each) Annex E
p 41

8. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174, 2020*
 – ***first reading***
 (Voting – Electoral Area Directors – 1 vote each) Annex F
pp 42 – 43

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to February 15, 2020)

Sechelt Library Board	January 25 at 10:00 am
Better Sports Fields Collaboration	February 27 at 6:00 pm
Agricultural Advisory Committee	January 28 at 3:30 pm
Halfmoon Bay (Area B) – Advisory Planning Commission	January 28 at 7:00 pm
Budget Presentation to Town of Gibsons	January 28 at 3:00 pm
West Howe Sound (Area F) – Advisory Planning Commission	January 28 at 7:00 pm
Egmont / Pender Harbour (Area A) – Advisory Planning Commission	January 29 at 7:00 pm
Budget Presentation to District of Sechelt	February 5 at 7:00 pm
Special Corporate and Administrative Services Committee Budget Round 2	February 10 at 9:30 am
Special Corporate and Administrative Services Committee Budget Round 2	February 11 at 9:30 am
Planning and Community Development Committee	February 13 at 9:30 am
Regular Board	February 13 at 1:30 pm
Granthams Hall Re-Opening Celebration	February 14 at 11:00 am

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

Local Government Show	February 6 at 7:00 pm
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Please note: Meeting dates are current as of print date (January 17, 2020).



SUNSHINE COAST REGIONAL DISTRICT

January 9, 2020

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

PRESENT:	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Interim Chief Administrative Officer		M. Brown
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Deputy Corporate Officer / Recorder		J. Hill
	Media		0
	Public		2

CALL TO ORDER 1:31 p.m.

AGENDA It was moved and seconded

001/20 THAT the agenda for the meeting be adopted as amended by adding the following item of New Business:

- Videotaping of Public Meetings.

CARRIED

MINUTES

Minutes It was moved and seconded

002/20 THAT the Regular Board meeting minutes of December 12, 2019 be adopted.

CARRIED

REPORTS

Special Corporate **It was moved and seconded**

003/20

THAT Special Corporate and Administrative Services Committee recommendation Nos. 1-24 of December 4, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Gibsons and District Public Library – 2020 Budget Request*

THAT the following information from the Gibsons and District Public Library be received:

- Correspondence dated November 12, 2019;
- 2020 Budget Request;
- Notes to 2020 Budget;
- Budget Plan 2020-2023;
- Library Strategic Plan 2019-2022;
- 2018 Annual Report;
- January to September 2019 Key Statistics; and
- November 2019 Events Schedule;

AND THAT the 2020 budget submission of \$648,841 from the Gibsons and District Public Library be approved and incorporated into the 2020 Round 2 Budget.

Recommendation No. 2 *Sechelt Public Library - 2020 Budget Request*

THAT the following information from the Sechelt Public Library be received:

- Sechelt Library Budget Submission 2020-2024;
- 2019 Budget vs. Actuals;
- 2020-2024 budget;
- NEW – Annual Report 2018; and
- NEW – December 2019 Sechelt Library Program Guide;

AND THAT the 2020 funding request of \$828,720 from the Sechelt Public Library be referred to the 2020 Round 2 Budget for further consideration.

Recommendation No. 3 *Pender Harbour Reading Centre – 2020 Budget Request*

THAT the following information from the Pender Harbour Reading Centre be received:

- 2020 Budget with 2019 Budget vs. Actuals;

003/20 cont.

AND THAT the 2020 budget submission of \$2,000 from the Pender Harbour Reading Centre be approved and incorporated into the 2020 Round 2 Budget for Egmont / Pender Harbour Library Service [643].

Recommendation No. 4 *Sechelt Community Archives*

THAT the following information from the Sechelt Community Archives be received:

- 2020 Budget including 2019 Budget vs. Actuals;

AND THAT the 2020 budget submission of \$9,548 from the Sechelt Community Archives be approved and incorporated into the 2020 Round 2 Budget for Museum Services [648].

Recommendation No. 5 *Skookumchuck Heritage Society / Egmont Heritage Centre – 2020 Budget Request*

THAT the following information from the Skookumchuck Heritage Society / Egmont Heritage Centre be received:

- 2020 Budget (2019 Actuals);

AND THAT the 2020 funding request of \$32,200 from the Skookumchuck Heritage Society / Egmont Heritage Centre be referred to the 2020 Round 2 Budget for clarification regarding the Centres' recovery of the ongoing and current year expected deficits.

Recommendation No. 6 *Sunshine Coast Museum and Archives*

THAT the following information from the Sunshine Coast Museum and Archives be received:

- NEW Presentation from the Sunshine Coast Museum and Archives;
- Correspondence Regarding Summary of Revenue and Expenses to October 31, 2019;
- 2019 Financial Position Budget vs. Actuals; and
- 2020 Budget Request with Plan to 2024;

AND THAT the 2020 budget submission of \$89,316 for Sunshine Coast Museum and Archives be approved and incorporated into the 2020 Round 2 Budget for Museum Services [648].

Recommendation No. 7 *Halfmoon Bay – Chatelech Community School Association*

THAT the following information from the Halfmoon Bay-Chatelech Community School Association be received:

- Correspondence dated November 15, 2019;
- 2020 Budget (July 1, 2019 to June 30, 2020); and
- Profit and Loss Statement (July 1, 2019 to October 31, 2019);

003/20 cont.

AND THAT the 2020 budget submission of \$10,000 for Restorative Practices be approved and incorporated into the 2020 Round 2 Budget from Rural Areas' Grant-in-Aid Community Schools [125];

AND FURTHER THAT the 2020 budget submission of \$2,700 for Halfmoon Bay Tween Night be approved and incorporated into the 2020 Round 2 Budget for Regional Recreation [670].

Recommendation No. 8 *Pender Harbour Community School Society – 2020 Budget Request*

THAT the following information from the Pender Harbour Community School Society be received:

- 2020 Budget Request for Community Recreation Program; and
- 2020 Budget Request for Youth Programs;

AND THAT the 2020 budget submission of \$10,000 for Youth Programs and the 2020 budget submission of \$40,000 for the Recreation Programs for Pender Harbour Community School Society be approved and incorporated into 2020 Round 2 Budgets for Regional Recreation [670] - \$42,000 and for Rural Areas' Grant-in-Aid [121] - \$8,000.

Recommendation No. 9 *Sunshine Coast Community Services Society – 2020 Budget Request -Youth Outreach Worker Program*

THAT the following information from the Sunshine Coast Community Services Society be received:

- Presentation;
- Program Update; and
- 2020 Budget with Five Year Financial Plan;

AND THAT the 2020 budget submission of \$40,803.45 from the Sunshine Coast Community Services Society for the Youth Outreach Worker Program be approved and incorporated into 2020 Round 2 Budget apportioned based on 50% assessed value and 50% population from Rural Areas' Grant-in-Aid functions (Area A [121], Area B [122], Area D [127], Area E [128], and Area F [129]).

Recommendation No. 10 *Sechelt Community Schools Society*

THAT the following information from the Sechelt Community Schools Society be received:

- Correspondence dated November 15, 2019 (Sechelt Youth Centre);
- 2018-2019 Budget for Sechelt Youth Centre;
- 2019-2024 Budget for Sechelt Youth Centre;
- Community Programs and Initiatives 2018-2019 Annual Report;
- Correspondence dated November 15, 2019 (Youth Programs);
- 2018-2019 Budget for Youth Programs; and

003/20 cont.

- 2109-2024 Budget for Youth Programs;

AND THAT the 2020 budget submission of \$10,000 for Youth Programs and the 2020 budget submission of \$35,000 for the Sechelt Youth Centre from the Sechelt Community Schools Society be approved and incorporated into the 2020 Round 2 Budget for Regional Recreation [670].

Recommendation No. 11 *Roberts Creek Community School Society*

THAT the following information from the Roberts Creek Community School Society be received:

- Nights Alive Youth Drop-In Program Report;
- 2020 Budget (July 1, 2019 to June 30, 2020); and
- 2020 Budget with Five-Year Plan;

AND THAT the 2020 budget submission from the Roberts Creek Community School Society of \$10,000 for Youth Programs be approved and incorporated into the 2020 Round 2 Budget for Regional Recreation [670].

Recommendation No. 12 *Pender Harbour Health Centre*

THAT the following information from the Pender Harbour Health Centre be received:

- Correspondence dated November 15, 2019;
- Current 2019-2020 Budget and Projections;
- 2020 Proposed Budget;
- 2019-2020 Budget Detail;
- Pender Harbour Health Centre Overview;
- September 2, 2019 AGM Minutes and an e-mail regarding new Board Members; and
- March 31, 2019 Financial Statements;

AND THAT the 2020 budget submission of \$142,040 for the Pender Harbour Health Centre be approved and incorporated into the 2020 Round 2 Budget for Pender Harbour Health Clinic [410];

AND FURTHER THAT the 2018 Pender Harbour Health Centre Special Capital Project request for lobby flooring of \$12,000 funded from Reserves, plus an additional \$8,000 be reallocated from 2020 Reserves for a total project value of \$20,000 to a Special Capital Project for building a secure vehicle storage on the Health Centre property for the newly acquired handicap vehicle.

Recommendation No. 13 *Sunshine Coast Tourism – 2020 Budget Request*

THAT the following information from Sunshine Coast Tourism be received:

003/20 cont.

- Correspondence dated November 21, 2019; and
- Introduction to Sunshine Coast Tourism;

AND THAT the 2020 budget submission of \$20,000 for Sunshine Coast Tourism be approved and incorporated into the 2020 Round 2 Budget, by assessed value for each of Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Recommendation No. 14 *Coast Cultural Alliance – 2020 Budget Request*

THAT the following information from the Coast Cultural Alliance be received:

- Correspondence dated November 8, 2019;
- 2020 Economic Development Request Information;
- Budget vs. Actuals to November 2019,
- 2019 Sunshine Coast Art Crawl Information; and
- Statistics for Art Crawl;

AND THAT the 2020 budget submission of \$4,200 for Sunshine Coast Art Crawl and the 2020 budget submission of \$3,000 for the Arts and Culture Calendar for the Coast Cultural Alliance be approved and incorporated into the 2020 Round 2 Budget, funded evenly between Rural Areas' Economic Development functions (Area A [531], Area B [532], Area D [533], Area E [534], and Area F [535]).

Recommendation No. 15 *Roberts Creek Community Library*

THAT the following information from the Roberts Creek Community Library be received:

- 2020 Budget with 2019 Budget vs. Actuals;

AND THAT the 2020 budget submission of \$14,300 for the Roberts Creek Community Library be approved and incorporated into the 2020 Round 2 Budget for Roberts Creek Library Service [646].

Recommendation No. 16 *Gibsons and District Chamber of Commerce*

THAT the following information from the Gibsons and District Chamber of Commerce be received:

- Correspondence dated November 15, 2019;

AND THAT the Gibsons and District Chamber of Commerce funding request be referred to the 2020 Round 2 Budget;

AND FURTHER THAT the Gibsons and District Chamber of Commerce be invited as a delegation to present a more detailed budget and explanation of the programs and areas supported.

003/20 cont.

Recommendation No. 17 *Pender Harbour and District Chamber of Commerce*

THAT the following information from the Pender Harbour and District Chamber of Commerce be received:

- Correspondence dated November 13, 2019;
- Executive Summary dated November 12, 2019;
- 2020 Budget with 2019 Budget vs. Actuals;
- 2020-2024 Budget Plan;
- 2019 Budget vs. Actuals; and
- Balance Sheet;

AND THAT the Pender Harbour and District Chamber of Commerce 2020 budget request of \$18,650 be approved and incorporated into the 2020 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,650;
- Visitor Information Centre Washrooms \$5,500;
- Visitor Information Booths \$8,000; and
- Economic Development \$2,500.

Recommendation No. 18 *District of Sechelt – Sechelt Public Library Funding and Agreement Council Resolution*

THAT the correspondence dated November 28, 2019 from the District of Sechelt regarding Council Resolution pertaining to the Sechelt Public Library Funding and Agreement be received.

Recommendation No. 19 *Rural Areas' Grant-in-Aid and Economic Development Status Updates*

THAT the report titled Rural Areas' Grant-in-Aid and Economic Development Status Updates be received for information.

Recommendation No. 20 *Rural Areas' Grant-in-Aid Update*

THAT the 2019 surpluses for each of the Rural Areas' Grant-in-Aid Functions be incorporated into the 2020 Round 2 Budget as follows:

- Electoral Area A [121] - \$6,653.68 increase discretionary;
- Electoral Area B [122] - \$3,703.66 increase discretionary;
- Electoral Areas E and F [123] - \$1,290.68 increase discretionary;
- Community Schools [125] - \$685.40 reduce taxation;
- Greater Gibsons Community Participation [126] - \$1,290.58 increase discretionary;
- Electoral Area D [127] - \$259.42 increase discretionary;
- Electoral Area E [128] - \$69.17 increase discretionary; and
- Electoral Area F [129] - \$5,204.36 increase discretionary;

003/20 cont.

AND THAT for Electoral Area E [128] discretionary be increased by \$1,000 funded through Taxation.

Recommendation No. 21 *Sechelt Library Apportionment Options*

THAT the 2019 surpluses for each of the Economic Development be incorporated into the 2020 Round 2 Budget as follows:

- Electoral Area A [531] - \$2,956.39 reduce taxation;
- Electoral Area B [532] - \$5,602.64 increase discretionary
- Electoral Area D [533] - \$2,059.03 reduce taxation;
- Electoral Area E [534] - \$10,934.91 reduce taxation; and
- Electoral Area F [535] - \$4,956.34 reduce taxation.

Recommendation No. 22 *Special Funding Requests*

THAT the report titled Special Funding Requests be received.

Recommendation No. 23 *Coast Car Co-Op*

THAT staff investigate the implications, options for and potential benefits of the SCR D becoming a member of the Coast Car Co-Op program including financial implications of both staff and elected officials included.

Recommendation No. 24 *Service for Organizations*

THAT for 2020 Round 2 Budget the Community Resource Centre submit a proposal for the Seniors' Planning Table Program with a detailed budget for 2020;

AND THAT this recommendation be forwarded to the Town of Gibsons for consideration.

CARRIED

Special Corporate

It was moved and seconded

004/20

THAT Special Corporate and Administrative Services Committee recommendation Nos. 1-36 of December 5 and 6, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *2020-2024 Financial Plan Overview and Update*

THAT the report titled 2020-2024 Financial Plan Overview and Update at Round 1 be received for information.

Recommendation No. 2 *Annual Support Service Allocation Policy Review*

THAT the report titled Annual Support Service Allocation Policy Review be received;

004/20 cont.

AND THAT for 2020 the Support Services Allocation Policy be amended to include cost sharing for the Mason Road works yard site;

AND FURTHER THAT the Support Service Allocation Policy be approved as amended.

Recommendation No. 3 *Departmental Service Plans – Lite Version*

THAT the report titled Departmental Service Plans – Lite Version be received for information.

Recommendation No. 4 *General Government [110] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [110] General Government be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Website Redesign Consulting Services (Phase 2), \$125,000 funded from Operating Reserves; and
- Budget Proposal 2 – Online Public Engagement Platform, \$25,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2020 Round 2 Budget with funding source changed to Operating Reserves:

- Budget Proposal 3 – Audio-Visual Improvements in the Board Room, \$10,000 funded through Taxation.

Recommendation No. 5 *Finance [113] – Asset Management [111] – 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [111] Asset Management be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Training and Designation - Increase to Base Budget, funded \$10,000 from Support Services.

Recommendation No. 6 *Human Resources [115] - 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [115] Human Resources be received;

AND THAT that the following budget proposals funding implications be incorporated into Human Resources [115] and the budget proposals be referred to 2020 Round 2 Budget to reflect the impact to the base budget:

004/20 cont.

- Budget Proposal 1 – Public Engagement Training – Increase to Base Budget, \$10,000 funded from Support Services;
- Budget Proposal 2 – Employee Recognition Program – Increase to Base Budget, \$10,000 funded from Support Services;
- Budget Proposal 3 – First Nations Cultural Appreciation Training and Seminars – Increase to Base Budget, \$12,000 funded from Support Services;
- Budget Proposal 4 – Increased Travel, \$1,500 funded from Support Services;
- Budget Proposal 5 – Certificate of Recognition, \$8,000 funded from Operating Reserves; and
- Budget Proposal 6 – Professional Development – Increase to Base Budget, \$2,500 funded from Support Services.

Recommendation No. 7 *Finance [113] – Purchasing and Risk Management [116] - 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [113] Finance – [116] Purchasing and Risk Management be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Phase 2 of Insurance Asset Appraisal, Up to \$25,000 funded from Operating Reserves; and
- Budget Proposal 2 – Employee Memberships – Increase to Base Budget, \$1,360 funded from Support Services.

Recommendation No. 8 *Information Technology [117] - 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [117] Information Technology be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Mobile Device Management Software Solution – Increase to Base Budget, \$12,000 funded from Support Services.

Recommendation No. 9 *Gibsons and District Fire Protection [210] - 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [210] Gibsons and District Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Vehicle Repairs and Maintenance – Increase to Base Budget, \$15,000 funded through Taxation;

004/20 cont.

- Budget Proposal 2 – Capital Reserve Contributions – Increase to Base Budget, \$75,000 funded through Taxation;
- Budget Proposal 3 – Training and Development – Increase to Base Budget, \$27,500 funded through Taxation;
- Budget Proposal 4 – Replacement of Engine #1 (Unit 371), \$350,000 funded by MFA 5-Year Equipment Finance Loan; and
- Budget Proposal 5 – Automatic Garage Door Openers (Halls 1 and 2), \$30,000 funded from Capital Reserves;

AND FURTHER THAT a loan of up to \$350,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Engine.

Recommendation No. 10 *Roberts Creek Fire Protection [212] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [212] Roberts Creek Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Engine #1 Replacement, \$350,000 funded from Capital Reserves; and
- Budget Proposal 2 – Capital Reserve Contributions – Increase to Base Budget, \$50,000 funded through Taxation.

Recommendation No. 11 *Halfmoon Bay Fire Protection [216] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [216] Halfmoon Bay Fire Protection be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Tanker (Tender) Replacement, \$500,000 funded \$300,000 from Capital Reserves and \$200,000 by MFA 5 Year Equipment Finance Loan;
- Budget Proposal 2 – Gear Washing Machine, \$20,000 funded from Capital Reserves;
- Budget Proposal 3 – Clothing and Laundering – Increase to Base Budget \$6,300 funded through Taxation;
- Budget Proposal 4 – Facility Upgrades – Training Yard Fencing, \$35,000 funded from Capital Reserves;
- Budget Proposal 5 – Capital Reserve – Increase to Base Budget, \$50,000 funded through Taxation; and
- Budget Proposal 6 – Facility Audit and Report, \$7,000 funded from Operating Reserves;

004/20 cont.

AND FURTHER THAT a loan of up to \$200,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a new Tanker (Tender).

Recommendation No. 12 *Egmont and District Fire Protection [218] - 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [218] Egmont and District Fire Protection be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Honorarium – Increase to Base Budget, \$2,000 funded through Taxation.

Recommendation No. 13 *Sunshine Coast Emergency Planning [222] - 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [222] Sunshine Coast Emergency Planning be received;

AND THAT that the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Mass Communication System, annual cost of \$10,000 funded through Taxation.

Recommendation No. 14 *Maintenance Facility (Fleet) [312] - 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [312] Maintenance Facility (Fleet) be received;

AND THAT that the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Loaner Vehicle, \$10,000 funded from Capital Reserves; and
- Budget Proposal 2 – Electric Vehicle Maintenance, \$10,000 funded from Operating Reserves.

Recommendation No. 15 *Regional Solid Waste [350] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [350] Regional Solid Waste be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Hydrogeological Assessment Update for the Sechelt Landfill, \$20,000 funded through Taxation;

004/20 cont.

- Budget Proposal 2 – Leachate Management Update for the Sechelt Landfill, \$10,000 funded through Taxation;
- Budget Proposal 3 – Future Waste Disposal Options Analysis Study, \$175,000 funded through Taxation;
- Budget Proposal 4 – Sechelt Landfill Share Shed Sinkhole Repairs, \$10,000 funded through Taxation;
- Budget Proposal 6 – Backyard Composter Rebate Program – Increase to Base Budget, \$10,000 funded from Eco-Fee Reserves;
- Budget Proposal 7 – Sechelt Landfill Biocover Feasibility, \$15,000 funded through Taxation; and
- Budget Proposal 9 – WildSafeBC Program, \$10,000 funded through Taxation;

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending a staff report to January 2020 Infrastructure Services Committee meeting with a further explanation of the scope, a cost benefit analysis and a list of potential users in Area A and including options for small businesses if there will be a full ban on food waste:

- Budget Proposal 5 – Food Waste Drop-Offs – Increase to Base Budget, \$160,000 funded through Taxation;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending further information to be presented at 2020 Round 2 Budget:

- Budget Proposal 8 – Drywall Screening Process Improvement.

Recommendation No. 16 *Refuse Collection [355] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [355] Refuse Collection be received;

AND THAT the following budget proposals be referred to the 2020 Round 2 Budget pending a staff report to the January 2020 Infrastructure Services Committee meeting with further information on the associated contracts for the curbside collection and processing of residential food waste:

- Budget Proposal 1 – Education and Outreach Materials, \$15,000 funded from Operating Reserves; and
- Budget Proposal 2 – App for Curbside Collection Services, \$8,000 funded from Operating Reserves.

Recommendation No. 17 *North Pender Harbour Water Service [365] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [365] North Pender Harbour Water Service be received;

004/20 cont.

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Construction Archaeological Funding – Increase to Base Budget, \$5,000 funded through User Fees;
- Budget Proposal 2 – Confined Space Document Review, \$2,500 funded from Operating Reserves;
- Budget Proposal 3 – North Pender Harbour Water Service – Hydrant Program – Increase to Base Capital Budget, \$15,000 funded through Parcel Taxes;
- Budget Proposal 4 – New or Expansion of Water Conservation Programs – Increase to Base Budget, \$400 of a total \$19,000 for the project, funded through User Fees;
- Budget Proposal 5 – North Pender Harbour Water Service – Water Supply Plan, \$75,000 funded from Operating Reserves; and
- Budget Proposal 6 – Metering Program 2: Water Meter Data Analytics, \$3,000 of a total \$60,000 for the project, funded through User Fees;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending staff report to the January 2020 Infrastructure Services Committee meeting with a 2020 project plan, funding required and sources of funding available:

- Budget Proposal 7 – Water Governance Program.

Recommendation No. 18 *South Pender Harbour Water Service [366] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Construction Archaeological Funding – Increase to Base Budget, \$5,000 funded through User Fees;
- Budget Proposal 2 – McNeil Lake Dam Safety Audit, \$40,000 funded from Operating Reserves;
- Budget Proposal 3 – Confined Space Document Review, \$5,000 funded from Operating Reserves;
- Budget Proposal 4 – South Pender Harbour Water Service – Hydrant Program – Increase to Base Capital Budget, \$15,000 funded through Parcel Taxes;
- Budget Proposal 5 – New or Expansion of Water Conservation Programs – Increase to Base Budget, \$600 of a total \$19,000 for the project, funded through User Fees;
- Budget Proposal 6 – South Pender Harbour Water Treatment Plant Upgrades, \$50,000 funded from Capital Reserves;

004/20 cont.

- Budget Proposal 7 – South Pender Harbour Water Service – Water Supply Plan, \$75,000 funded from Operating Reserves; and
- Budget Proposal 8 – Metering Program 2: Water Meter Data Analytics, \$6,000 of a total \$60,000 for the project, funded through User Fees;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending staff report to the January 2020 Infrastructure Services Committee meeting with a 2020 project plan, funding required and sources of funding available:

- Budget Proposal 9– Water Governance Program.

Recommendation No. 19 *Building Maintenance [313] – 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [313] Building Maintenance be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Facility Services and Parks – Building Maintenance Vehicle, \$25,000 Capital Expenditure funded through MFA 5-Year Equipment Finance Loan (with \$1,500 increase to base operating budget in 2020 and \$6,000 future base operating budget Increase funded through Internal Recoveries;

AND FURTHER THAT a loan of up to \$25,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Building Maintenance Vehicle.

Recommendation No. 20 *Community Recreation Facilities [615] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [615] Community Recreation Facilities be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Sunshine Coast Arena Refrigeration Plant Regulatory Items, \$13,000 funded through Taxation; and
- Budget Proposal 2 –Gibsons and District Aquatic Facility Critical Capital Components, \$25,000 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to the 2020 Round 2 Budget pending further information in relation to the two projects, outlining options and providing a funding source for Budget Proposal 3:

004/20 cont.

- Budget Proposal 3 – Community Recreation Facilities – Future Planning, \$25,500 funding source TBD; and
- Budget Proposal 4 – Community Recreation Facilities – Capital – Classified as “non-critical” in Asset Management Plan, \$166,500 funded through Taxation.

Recommendation No. 21 *Pender Harbour Aquatic and Fitness Centre [625] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Replacement of Main Pool Circulation Pump and 3 filters, \$30,420 funded from Capital Reserves;
- Budget Proposal 2 – Spare Circulation Pump Purchase for Hot Tub Jet and Main Pool Systems, \$17,450 funded from Capital Reserves; and
- Budget Proposal 3 – Gym Equipment Replacement Plan – Increase to Base Budget, \$2,000 funded through Taxation.

Recommendation No. 22 *Community Parks [650] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [650] Community Parks be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Service Contract Value Adjustments – Inflation and Climate Change – Increase to Base Budget, \$20,000 funded through Taxation;
- Budget Proposal 2 – New Service Contracts – Increase to Base Budget, \$13,000 funded through Taxation;
- Budget Proposal 3 – Parks Building (Partial Replacement / Upgrade), \$300,000 funded from Capital Reserves; and
- Budget Proposal 6 – Sports Field Equipment – Deep Aerator, \$60,000 funded from Capital Reserves;

AND THAT the following budget proposal be referred to the 2020 Round 2 Budget pending staff report to January 2020 Planning and Community Development Committee meeting with a historical overview and past staff reports in regards to the Parks Capital Budget:

- Budget Proposal 4 – Establishment of a Parks Capital Budget – Increase to Base Budget, \$100,000 funded through Taxation;

004/20 cont.

AND FURTHER THAT the following budget proposals be referred to the 2020 Round 2 Budget pending staff report to January 2020 Planning and Community Development Committee meeting regarding project options / plans for both and funding details for the Sports Field Budget Proposal:

- Budget Proposal 5 – Suncoaster Trail (Phase 2), \$400,000 funded through Grant opportunity; and
- Budget Proposal 7 – Sports Field Replacement / Upgrades – Shirley Macey.

Recommendation No. 23 *Dakota Ridge Recreation Service Area [680] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [680] Dakota Ridge Recreation Service Area be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Service Contract Value Adjustments – Increase to Base Budget, \$5,100 funded through Taxation;
- Budget Proposal 2 – Pisten Bully Track Replacement, \$25,000 funded from Operating Reserves; and
- Budget Proposal 3 – One-Time Minor Capital – Upgrades and Renewal, \$33,500 funded from Operating Reserves.

Recommendation No. 24 *Regional Planning [500] – 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [500] Regional Planning be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Regional Housing Conference Partnership, \$10,000 funded through Taxation, with possible grant option.

Recommendation No. 25 *Public Transit [310], Maintenance Facility (Fleet) [312], Community Parks [650], Regional Water Service [370] – 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [310] Public Transit, [312] Maintenance Facility (Fleet), [650] Community Parks, [370] Regional Water Service be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Replacement of Mason Road Gate, \$30,000 funded as follows:
 - Operating Reserves for [310] – \$6,000;
 - Capital Reserves for [312] - \$6,000;

004/20 cont.

- Capital Reserves for [650] - \$4,000; and
- Capital Reserves for [370] - \$14,000.

Recommendation No. 26 *Regional Sustainability Services [136] – 2020 R1 Budget Proposal*

THAT the report titled 2020 R1 Budget Proposal for [136] Regional Sustainability Services be received;

AND THAT the following budget proposal be referred to the 2020 Round 2 Budget pending further information from staff as to whether grant funding is available or other possible Funding Sources:

- Budget Proposal 1 – Community Emissions Analysis, \$150,000 funded through Taxation.

Recommendation No. 27 *Building Inspection [520] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [520] Building Inspection be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Building Division Unit #440 Vehicle Replacement, \$50,000 funded from Capital Reserves;

AND FURTHER THAT staff report to 2020 Round 2 Budget regarding proposed reduction for building inspection taxation.

Recommendation No. 28 *Regional Water Service [370] Budget Proposal Funding Implications*

THAT the report titled Regional Water Service [370] Budget Proposal Funding Implications be received.

Recommendation No. 29 *Regional Water Service [370] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – Cove Cay Pump Station Rebuild and Access Improvements, \$250,000 funded from Capital Reserves;
- Budget Proposal 2 – Edwards Lake Dam Safety Audit Additional Funding, \$25,000 funded from Operating Reserves;
- Budget Proposal 3 – Chapman Lake Dam Safety Audit, \$40,000 funded from Operating Reserves;

004/20 cont.

- Budget Proposal 4- Construction Archaeological Funding – Increase to Base Budget, \$35,000 funded through User Fees;
- Budget Proposal 5 – Confined Space Document Review, \$22,500 funded from Operating Reserves;
- Budget Proposal 6 – Operational Supplies – Increase to Base Budget, \$80,000 funded through User Fees;
- Budget Proposal 8 – Reed Road and Elphinstone Road Watermain Replacement, \$750,000 funded from Capital Reserves;
- Budget Proposal 9 – Chapman Water Treatment Plant Instrumentation, \$50,000 funded from Capital Reserves;
- Budget Proposal 10 – Chapman Creek Water Treatment UV Upgrade, \$250,000 funded from Capital Reserves;
- Budget Proposal 11 – Bylaw 422 Update, \$30,000 funded from Operating Reserves;
- Budget Proposal 12 – Chapman Creek Water Treatment Plant Sludge Residuals Disposal and Planning, \$200,000 funded from Operating Reserves;
- Budget Proposal 13 – Regional Pressure Reducing Valve Replacements, \$125,000 funded from Capital Reserves;
- Budget Proposal 14 – Exposed Watermain Rehabilitation (Funding Increases), \$87,500 funded from Capital Reserves; and
- Budget Proposal 15 – Langdale Pump Station (Phase 2), \$175,000 funded from Capital Reserves;

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending a staff report to the January 2020 Infrastructure Services Committee meeting providing the impact to the Regional Water Service [370] of both options suggested i.e. adding the full \$650,000 to 2020 or adding only \$325,000 to 2020 and \$325,000 to 2021:

- Budget Proposal 7 – Capital Watermain Replacement – Increase to Base Budget , \$650,000 funded through Parcel Taxes.

Recommendation No. 30 *Regional Water Service [370] – 2020 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 17 – New or Expansion of Water Conservation Rebate Programs – Increase to Base Budget, \$18,000 of a total \$19,000 project cost, funded through User Fees;
- Budget Proposal 18 – Metering Program: Meter Installation Phase 3 District of Sechelt and Sechelt Indian Government District, \$7,000,000 funded through Long Term Loan;
- Budget Proposal 19 – Metering Program 2: Water Meter Data Analytics; \$51,000 of a total \$60,000 project cost, funded through User Fees;

004/20 cont.

- Budget Proposal 20 – Groundwater Investigation Phase 3 – Gray Creek, \$200,000 funded from Operating Reserves;
- Budget Proposal 23 – Feasibility Study Upgrades Eastbourne Water System, \$40,000 funded from Operating Reserves;
- Budget Proposal 26 – Water Supply and Conservation Public Engagement 2020 (including Water Summit), \$35,000 funded from Operating Reserves;
- Budget Proposal 27 – Chapman Creek Environmental Flow Requirements Update, \$50,000 funded from Operating Reserves;
- Budget Proposal 30 – Summer Student (4 months) – Water Asset Inventory Update, \$22,000 funded through User Fees;
- Budget Proposal 32 – Chapman Creek Water Treatment Plant Hot Water Upgrade, \$25,000 funded from Capital Reserves;
- Budget Proposal 33 – Cemetery Reservoir Fencing and Road Access, \$25,000 funded from Capital Reserves; and
- Budget Proposal 34 – Equipment Purchase – Utility Trailer, \$15,000 funded from Capital Reserves;

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending further information to be included in the Budget Proposals (such as adding to rationale / service impacts, scope of work, funding required, funding sources):

- Budget Proposal 21 – Groundwater Investigation Phase 2, Part 2;
- Budget Proposal 22 – Groundwater Investigation Phase 4 – Church Road;
- Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4, 225,000 funded from Operating Reserves;
- Budget Proposal 25 – Regional Water Reservoir Development Phase 1; and
- Budget Proposal 29 – Water Governance Program 2020;

AND THAT the following budget proposal's 2020 funding implications be incorporated into Regional Water Service [370] and the budget proposal be referred to 2020 Round 2 Budget pending further information on alternative uses of the tanks when not used for emergency supply and also how this would affect the maintenance and cleaning of the tanks:

- Budget Proposal 28 – Emergency Water Storage Tanks, \$10,000 funded from Capital Reserves;

AND FURTHER THAT the following budget proposal's 2020 funding implications be incorporated into Regional Water Service [370] and the budget proposal be referred to 2020 Round 2 Budget pending further information on the Strategic Infrastructure Division:

- Budget Proposal 31 – Vehicle Purchase – Strategic Infrastructure Division, \$93,000 funded through MFA 5-Year Equipment Financing Loan.

004/20 cont.

Recommendation No. 31 *Regional Water Service [370] – 2020 R1 Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 16 – Utility Vehicle Purchase, \$46,500 funded through MFA 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$46,500 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Utility Vehicle.

Recommendation No. 32 *Regional Water Service [370] – 2020 R1 Budget Proposals*

THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 35 – Equipment Purchase – Excavator and Trailer, \$200,000 funded through MFA 5-Year Equipment Financing Loan;

AND THAT a loan of up to \$200,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of a Excavator and Trailer.

Recommendation No. 33 *Wastewater Treatment Services [381-395] – 2020 R1 Budget Proposals*

THAT the report titled 2020 R1 Budget Proposal for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 1 – [387] Square Bay Infiltration Reduction (2020), \$25,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2020 Round 2 Budget pending staff report to January 2020 Infrastructure Services Committee meeting outlining proposed projects for 2020 and funding options:

- Budget Proposal 2 – [381-395] Wastewater Treatment Plants Asset Management Plans.

Recommendation No. 34 *Bylaw Enforcement*

THAT a report providing options for weekend bylaw enforcement services be brought to a future Committee meeting.

004/20 cont.

Recommendation No. 35 *Access Road Maintenance*

THAT staff provide a report to a future committee on access roads used by the Sunshine Coast Regional District that were previously maintained by the Ministry of Transportation and Infrastructure (MOTI), but are no longer maintained; and the impact on the Regional District;

AND THAT the report also identify opportunities for collaboration with other local governments on sharing of road maintenance equipment as well as the potential for coordinating MOTI road improvements with watermain replacements so they coincide with the addition of bike paths.

Recommendation No. 36 *Landfill Tipping Fees*

THAT a landfill tipping fee report be brought to a future Committee to consider a base budget increase due to anticipated reductions in tipping fees and the need to build up an operating reserve fund.

CARRIED

Planning

It was moved and seconded

005/20

THAT the Planning and Community Development Committee recommendation Nos. 1, 4-9, 13-14, and 17-28 of December 12, 2019 be received, adopted and acted upon, as follows:

Recommendation No. 1 *Pender Harbour and Area Residents Association Delegation*

THAT the delegation materials from the Pender Harbour and Area Residents Association regarding request for support of amendments to the Pender Harbour Dock Management Plan be received.

Recommendation No. 4 *Associated Environmental Consultants Groundwater Investigation Phase 3 – Church Road results Presentation*

THAT the presentation provided by Associated Environmental Consultants regarding the Groundwater Investigation Phase 3 – Church Road results be received.

Recommendation No. 5 *Groundwater Investigation Phase 3 – Church Road Results*

THAT the report titled Groundwater Investigation Phase 3 – Church Road Results be received;

AND THAT a budget proposal for \$8,270,000 for a Groundwater Investigation Phase 4 with respect to the development of a well field at Church Road be brought forward to the 2020 Round 2 Budget.

005/20 cont.

Recommendation No. 6 *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019 (Thomson)*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.121, 2019 (Thomson) Consideration of First Reading – Electoral Area A be received;

AND THAT Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019 be forwarded to the Board for consideration of First Reading;

AND THAT Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019 be referred to the Egmont / Pender Harbour Advisory Planning Commission, shíshálh Nation and the Ministry of Transportation & Infrastructure for comment;

AND FURTHER THAT a Public Information Meeting be held with respect to Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2019 prior to consideration of Second Reading.

Recommendation No. 7 *Frontage Waiver FRW00006 (Rockford)*

THAT the report titled Frontage Waiver FRW00006 (Rockford) – Electoral Area F be received;

AND THAT the requirement for 10 percent perimeter road frontage for the proposed creation of Lots 14 to 26 in the subdivision of District Lot 1354 Group 1 New Westminster District Except Firstly Part in Highway Plan 14999 Secondly Part Subdivided by Plan BCP4076 be waived.

Recommendation No. 8 *Development Variance Permit DVP00049 (Watson)*

THAT the report titled Development Variance Permit DVP00049 (Watson) - Electoral Area E be received;

AND THAT Development Variance Permit DVP00049 to vary Zoning Bylaw No. 310 Section 502.8(b) for the maximum floor area of a freestanding auxiliary dwelling, from 55m² to 88.5 m², be issued subject to:

1. A new covenant in accordance with Vancouver Coastal Health requirements be registered to replace the covenant for the existing septic system.
2. Comments received from Skwxwú7mesh Nation within the 60-day referral period.

Recommendation No. 9 *Development Variance Permit Application DVP00052 (Van Hatten)*

THAT the report titled Development Variance Permit Application DVP00052 (Van Hatten) – Area A be received;

005/20 cont.

AND THAT Development Variance Permit Application DVP00052 to vary Zoning Bylaw No. 337 Section 516(1)(c) for setback distance from the natural boundary, from 20 metres to 17.42 metres, be issued subject to:

- a. Comments received from shíshálh Nation within the 60-day referral period.

Recommendation No. 13 *Pender Harbour Living Heritage Society Sublease for Sarah Wray Hall Agreement Renewal*

THAT the staff report titled Agreement Renewals – Pender Harbour Living Heritage Society Sublease for Sarah Wray Hall be received;

AND THAT SCRD Delegated Authorities be authorized to execute the sublease agreement for a further 2 years with the Pender Harbour Living Heritage Society.

Recommendation No. 14 *Agamemnon Channel (Daniel Point Park) Foreshore License No. 240719 Renewal*

THAT the staff report titled Agamemnon Channel (Daniel Point Park) Foreshore License No. 240719 Renewal be received;

AND THAT SCRD respond to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development requesting a 10-year renewal of License of Occupation No. 240719 for the Daniel Point Park Foreshore for the purposes of recreation;

AND FURTHER THAT SCRD Delegated Authorities be authorized to execute the license of occupation renewal documents.

Recommendation No. 17 *RFQ 1937007 Vehicle Replacements*

THAT the staff report titled Vehicle Replacements: RFQ 1937007 Award Recommendation be received;

AND THAT RFQ 1937007 for the supply and delivery of one 6,900 GVW Pick-Up Truck Extended/Super Cab 4 Wheel Drive, White and two 10,000 GVW 4 Wheel Drive, Super Cab SRW Cab and Chassis with Service Body be awarded to Mertin Chevrolet Cadillac Buick GMC Ltd for a value of \$150,424 (plus GST);

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

Recommendation No. 18 *2020 BC Council of Forest Industries (COFI) Convention*

THAT the staff report titled 2020 BC Council of Forest Industries (COFI) Convention be received;

AND THAT Director Pratt be approved to attend the 2020 BC Council of Forest Industries (COFI) Convention;

005/20 cont.

AND FURTHER THAT Director Pratt be paid stipend and expenses to attend the 2020 BC Council of Forest Industries (COFI) Convention.

Recommendation No. 19 *Islands Trust and SCRD Joint Meeting Minutes of November 19, 2019*

THAT the Islands Trust and SCRD Joint Meeting minutes of November 19, 2019 be received;

AND THAT the following recommendations contained therein be adopted and acted upon:

Recommendation No. 1 *SCRD/Gambier Island Local Trust Committee Protocol Agreement*

It was recommended that staff review the SCRD/Gambier Island Local Trust Committee Protocol Agreement to see if updates are needed.

Recommendation No. 2 *Meeting with Islands Trust regarding Islands Clean Up Event*

It was recommended that SCRD staff coordinate meetings with Islands Trustees prior to and post Islands Clean Up events to improve communications between residents.

Recommendation No. 3 *Community Dock Management Workshop*

It was recommended that an information sharing workshop on community dock management, strategic planning and service levels be organized for SCRD and Islands Trust elected officials and staff representatives for the end of January/early February 2020.

Recommendation No. 4 *Campfire ban on Islands*

It was recommended that SCRD staff look into the possibility to include the islands (Islands Trust area) in SCRD campfire regulations.

Recommendation No. 5 *Funding Fire Equipment through Grant-In-Aid*

It was recommended that SCRD staff investigate opportunities to fund fire equipment for the islands through the Grant-in-Aid process.

Recommendation No. 6 *Meeting Minutes*

It was recommended that the minutes of this meeting be forward to the SCRD Planning and Community Development Committee and the Gambier Island Local Trust Committee.

005/20 cont.

Recommendation No. 20 *NRAC Minutes of November 20, 2019*

THAT the Natural Resource Advisory Committee minutes of November 20, 2019 be received.

Recommendation No. 21 *AAC Minutes of November 26, 2019*

THAT the Agricultural Advisory Committee minutes of November 26, 2019 be received;

AND THAT the following recommendation contained therein be adopted and acted upon:

Recommendation No. 2 *Regional Inter-Jurisdictional Invasive Plant Strategy*

The Agricultural Advisory Committee recommended that staff engage with the Coastal Invasive Plant Council to conduct an annual invasive plant awareness event suitable for farmers and residents of the Sunshine Coast.

Recommendation No. 22 *Area A APC Minutes of November 27, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of November 27, 2019 be received.

Recommendation No. 23 *Information Session on Setbacks*

THAT staff investigate options for providing information on setbacks to a future Advisory Planning Commission session and to the community.

Recommendation No. 24 *Area B APC Minutes of November 26, 2019*

THAT the Halfmoon Bay Advisory Planning Commission minutes of November 26, 2019 be received.

Recommendation No. 25 *Area D APC Minutes of November 18, 2019*

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

Recommendation No. 26 *Area E APC Minutes of November 27, 2019*

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

Recommendation No. 27 *Area F APC Minutes of November 26, 2019*

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

005/20 cont. **Recommendation No. 28** *Request to consider renaming Halkett Bay Dock*

THAT the correspondence from Jason Cyr, Chair, Fircom/Sunset Owners Society dated November 25, 2019 regarding request to consider renaming Halkett Bay dock be received;

AND THAT staff prepare a report on the possibilities and process for renaming the Halkett Bay dock.

CARRIED

Planning **It was moved and seconded**

006/20 THAT the Planning and Community Development Committee recommendation Nos. 4, 6, and 7 of January 9, 2020 be received, adopted and acted upon, as follows:

Recommendation No. 4 *Dakota Ridge Volunteer Kiosk Donation*

THAT the report titled Dakota Ridge Volunteer Kiosk Donation be received;

AND THAT SCRD accept donation of volunteer kiosk from the Tetrahedron Outdoor Club;

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

Recommendation No. 6 *Request for Proposal (RFP) 1935005 Contract Award Curbside Collection of Food Waste*

THAT the report titled Request for Proposal (RFP) 1935005 Contract Award Curbside Collection of Food Waste be received;

AND THAT the contract for Curbside Collection of Food Waste in Electoral Areas B, D, E and F be awarded to Waste Management of Canada Corporation in the amount up to \$2,343,586 (plus GST);

AND THAT the SCRD purchase food waste collection containers from Waste Management of Canada Corporation, with a capital expenditure in the amount of \$193,670 (\$181,000 plus applicable taxes) be approved and funded from Operating Reserves;

AND THAT the 2020-2024 Financial Plan be amended accordingly;

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

006/20 cont. **Recommendation No. 7** *Request for Proposal (RFP) 1935004 Contract Award Green and Food Waste Processing Services*

THAT the report titled Request for Proposal (RFP) 1935004 Contract Award Green and Food Waste Processing Services be received;

AND THAT the contract for Green Waste Processing Services be awarded to Salish Environmental Group Inc. in the amount up to \$699,300 (plus GST);

AND THAT the contract for Food Waste Processing Services Electoral Areas B, D, E and F be awarded to Salish Environmental Group Inc. in the amount up to \$205,800 (plus GST);

AND THAT the 2020-2024 Financial Plan be amended accordingly;

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

CARRIED

BYLAWS

Bylaw 337.121 **It was moved and seconded**

007/20 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.121, 2020* be read a first time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS

The Board expressed an interest in videotaping off-site SCRD public meetings and discussed potential options.

The Board moved In Camera at 2:05 p.m.

IN CAMERA **It was moved and seconded**

008/20 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and 2(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, and “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

CARRIED

The Board moved out of In Camera at 4:27 p.m.

Appointments **It was moved and seconded**

009/20 THAT Dean McKinley be appointed Chief Administrative Officer;

AND THAT the appointment of Mark Brown as Interim Chief Administrative Officer be rescinded.

CARRIED

SCREDO Agreement **It was moved and seconded**

010/20 THAT the Chair and Corporate Officer be authorized to execute the SCREDO Service Agreement between the Sunshine Coast Regional District, Town of Gibsons, District of Sechelt, Sechelt Indian Government District and the Sunshine Coast Regional Economic Development Organization for the period January 1, 2021 to December 31, 2025 as presented with the following amendments:

- The first sentence in Section 1.6 be changed to “The Society must provide the Funders with **written** progress reports on a regular basis and no less than semi-annually.”;
- A fifth bullet be added to Section 2.7 stating “funding details for each project”;

AND THAT the annual funding increase of 2.8% for the 2021 – 2025 SCREDO Agreement be incorporated into the 2020 – 2024 (2025) Financial Plan;

AND FURTHER THAT Director McMahon be appointed as a Non-Voting Liaising Member of the SCREDO Society Board and Chair Pratt be appointed as the alternate.

CARRIED

FTE Count **It was moved and seconded**

011/20 THAT a report regarding SCRD historical Full Time Equivalency (FTE) counts from the past ten years be provided to a future Corporate and Administrative Services Committee meeting.

CARRIED

ADJOURNMENT **It was moved and seconded**

012/20 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:31 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

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

January 9, 2020

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	District of Sechelt	A. Toth
	Directors	Electoral Area D	A. Tize
		Electoral Area B	L. Pratt
		Electoral Area A	L. Lee
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Interim Chief Administrative Officer		M. Brown (part)
	GM, Corporate Services / Chief Financial Officer		T. Perreault (part)
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom (part)
	Manager, Planning and Development		D. Pady
	Manager, Solid Waste Programs		R. Cooper (part)
	Manager, Purchasing and Risk Management		V. Cropp (part)
	Corporate Officer		S. Reid (part)
	Parks Superintendent		K. Clarkson (part)
	Senior Planner		Y. Siao (part)
	Planner		J. Clark (part)
	Planning Office Assistant / Recorder		G. Dixon
	Public		8 (part)
	Media		0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was amended and adopted to add the following item of New Business:

- Homelessness Count

PRESENTATIONS and DELEGATIONS

Nicole Huska, Agent, Secret Cove Heights Development addressed the Committee regarding Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development).

REPORTS

Recommendation No. 1 *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development)*

The Planning and Community Development Committee recommended that the report titled Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development) Options for Consideration be received;

AND THAT Halfmoon Bay Official Community Plan Amendment Bylaw 675.3 and Zoning Amendment Bylaw 310.174 be forwarded to the Board for First Reading.

Directors Hiltz and McMahon opposed.

The Committee recessed at 10:41 a.m. and reconvened at 10:48 a.m.

Recommendation No. 2 *Active Transportation Memorandum of Understanding*

The Planning and Community Development Committee recommended that the report titled Active Transportation Memorandum of Understanding (Ministry of Transportation and Infrastructure) – Further Consideration be received;

AND THAT the delegated authorities be authorized to sign the Active Transportation Infrastructure Memorandum of Understanding with the Ministry of Transportation and Infrastructure;

AND FURTHER THAT, following signing, the Ministry of Transportation be invited to present to an upcoming Transportation Advisory Committee as supported by Clause 22 (meeting) of the Memorandum of Understanding.

Recommendation No. 3 *Provincial Referral CRN00090/91 South Sakinaw Roads, Provincial File 2412156 and 2412244 (OTL Road Company Ltd.)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00090/91 South Sakinaw Roads, Provincial File 2412156 and 2412244 (OTL Road Company Ltd) - Electoral Area A be received;

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

- a. SCRD interests are unaffected;
- b. That the Province undertake, or require the applicant to undertake:
 - Bio-inventories (in accordance with the Province of BC's Develop With Care Guidelines) in advance of land alteration to assess the presence of species and habitat values – with results and other available spatial data to authorities with land management responsibility, including SCRD.
 - Demonstrated alignment with relevant Best Management Practices
 - Evidence of direct contact / review with First Nations by applicant
 - Follow-up reporting documenting the work completed;

AND FURTHER THAT efforts undertaken should be to a satisfactory level to ensure that obligations to Provincial and Federal regulations (such as Wildlife Act, Forest and Range Practices Act, Water Sustainability Act, Heritage Conservation Act and also Federal Acts (Fisheries Act, SARA, Migratory Bird Convention Act) are met.

Recommendation No. 4 *Dakota Ridge Volunteer Kiosk Donation*

The Planning and Community Development Committee recommended that the report titled Dakota Ridge Volunteer Kiosk Donation be received;

AND THAT SCRD accept the donation of a volunteer kiosk from the Tetrahedron Outdoor Club;

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

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of January 9, 2020.

Recommendation No. 5 *Short Term Borrowing for Vaucroft Capital Works*

The Planning and Community Development Committee recommended that the report titled Short Term Borrowing for Vaucroft Capital Works 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 \$450,000 to fund a portion of the Vaucroft Capital Works project;

AND FURTHER THAT the loan principal be repaid to the Municipal Finance Authority in five annual installments of \$90,000 payable on or before August 31 of each year beginning in 2020 and ending in 2024.

Recommendation No. 6 *Request for Proposal (RFP) 1935005 Contract Award Curbside Collection of Food Waste*

The Planning and Community Development Committee recommended that the report titled Request for Proposal (RFP) 1935005 Contract Award Curbside Collection of Food Waste be received;

AND THAT the contract for Curbside Collection of Food Waste in Electoral Areas B, D, E and F be awarded to Waste Management of Canada Corporation in the amount up to \$2,343,586 (plus GST);

AND THAT the SCRD purchase of food waste collection containers from Waste Management of Canada Corporation, with a capital expenditure in the amount of \$193,670 (\$181,000 plus applicable taxes) be approved and funded from Operating Reserves;

AND THAT the 2020-2024 Financial Plan be amended accordingly;

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

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of January 9, 2020.

Director Pratt opposed.

Recommendation No. 7 *Request for Proposal (RFP) 1935004 Contract Award Green and Food Waste Processing Services*

The Planning and Community Development Committee recommended that the report titled Request for Proposal (RFP) 1935004 Contract Award Green and Food Waste Processing Services be received;

AND THAT the contract for Green Waste Processing Services be awarded to Salish Environmental Group Inc. in the amount up to \$699,300 (plus GST);

AND THAT the contract for Food Waste Processing Services in Electoral Areas B, D, E and F be awarded to Salish Environmental Group Inc. in the amount up to \$205,800 (plus GST);

AND THAT the 2020-2024 Financial Plan be amended accordingly;

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

AND FURTHER THAT the recommendation be forwarded to the Regular Board meeting of January 9, 2020.

The Committee recessed at 12:11 p.m. and reconvened at 12:16 p.m.

Recommendation No. 8 *Proposed 2020 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions*

The Planning and Community Development Committee recommended that the report titled Proposed 2020 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions be received;

AND THAT the following resolutions regarding Business Licensing Authority and Marine Debris be approved and forwarded to the January 23, 2020 Board meeting for adoption:

1. Business Licensing Authority for Regional Districts

WHEREAS the *Community Charter* provides municipalities the authority to regulate businesses through a business licensing structure, while regional districts have not been granted business licensing authority and must undertake a lengthy legislative application process in order to be granted that authority through provincial regulation;

AND WHEREAS municipalities may utilize business licensing as a tool to assist with the enforcement and compliance of local bylaws such as the regulation of cannabis and short-term rentals, while regional districts with similar bylaw enforcement challenges do not have that option readily available to them:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities (AVICC) request that the Ministry of Municipal Affairs and Housing explore options to amend the *Local Government Act* to provide Regional Districts legislative authority for business licensing similar to the authority provided to municipalities in order to ensure fair and equal access for all local governments wishing to utilize business licensing as a tool to support compliance with local bylaws.

2. Marine Debris

WHEREAS a large volume of marine debris including plastics, styrofoam, components of boats, docks, and fishing gear is increasingly washing up on local shores which is environmentally damaging to marine environments, poses risks to fish and wildlife, creates a safety hazard for marine traffic, and places added pressure on communities to collect and haul shoreline marine debris to disposal facilities which is costly and logistically complex;

AND WHEREAS local governments have no jurisdiction on shorelines, as that is under the authority of the Province, and provincial efforts to increase producer responsibility for product stewardship have not been sufficient at reducing pollution caused by marine debris due to the diversity of materials and their often unknown source of origin:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities (AVICC) urge the provincial government to adequately resource and develop a provincial program to assist with marine debris shoreline clean-up efforts that focusses on increasing regulation and enforcement for sectors responsible for the majority of marine debris, expanding recycling options for commonly found materials such as styrofoam, and funding communities that are struggling to address significant marine debris pollution on their shorelines so that regular community-led shoreline clean-up events are supported and collected marine debris can be safely transported to disposal facilities.

Recommendation No. 9 *Proposed 2020 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions*

The Planning and Community Development Committee recommended that staff amend the resolutions on Medical Cannabis Safety Concerns, Stormwater Management, Secondary Rural Road Maintenance and Abandoned Vehicles as follows:

- simplify the medical cannabis resolution to specifically focus on medical cannabis safety concerns and the lack of local oversight;
- add a request that the Ministry of Transportation and Infrastructure incorporate the impacts of planned upstream forestry activities in their drainage assessments for stormwater management;
- specify the need for more frequent refreshment of pavement lane markings with respect to secondary rural road maintenance; and,
- include unlicensed vehicles and add the Ministry of Transportation and Infrastructure as a responsible authority for abandoned vehicles.

AND THAT the amended resolutions be forwarded to the January 16, 2020 Infrastructure Services Committee.

COMMUNICATIONS**Recommendation No. 10** *Sunshine Coast Tourism request for Letter of Approval and Letter of Support*

The Planning and Community Development Committee request that a letter be sent to Sunshine Coast Tourism requesting clarification on their rationale for the split of the Online Accommodation Platform (OAP) funds and why during this renewal of their Municipal Regional District Tax (MRDT) funding application they have not chosen to move to a 3% increase as the majority of the other areas of the Province have, and further indicating SCRD's preference for the majority of funds to be provided for work force housing.

NEW BUSINESS

The Committee discussed the homelessness count on the Sunshine Coast.

ADJOURNMENT 12:59 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 23, 2020

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: 2020 ADVISORY PLANNING COMMISSION APPOINTMENTS

RECOMMENDATION(S)

THAT the report titled 2020 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 2020 term (Attachment A). Additional names may be provided at the meeting.

STRATEGIC PLAN AND RELATED POLICIES

Appointments to the Advisory Planning Commissions contribute to the Strategic Focus Area for Engagement and Communications.

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		Other	

ATTACHMENT A

2020 Advisory Planning Commission Appointments

Area A APC

Catherine McEachern
Jane McOuat
Gordon Littlejohn
Alan Skelley
Sean McAllister
Yovhan Burega

Area B APC

Jim Noon
Bruce Thorpe
Frank Belfry
Barbara Bolding
Dieter Greiner

Area D APC

Gerald Rainville
Dana Gregory
Nicola Kozakiewicz
Paul Tingley
Meaghan Hennessy

Area E APC

Bob Morris
Nara Brenchley
Anne Cochran
Rick Horsley
Urszula Dragowska
Karen Mahoney (1 year term)

Area F APC

Doug MacLennan
Kate Louise Stamford

*Other names may be available at Board meeting

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 23, 2020

AUTHOR: Dean McKinley, Chief Administrative Officer

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION

THAT the January 23, 2020 Chief Administrative Officer's Report be received for information.

BACKGROUND

This Chief Administrative Officer's (CAO) report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

DISCUSSION***Administration:***

I am very happy to join the team here at the Sunshine Coast Regional District. I started work on January 6th and was officially sworn in as CAO on January 9th. I would like to thank the Board for approving and outgoing CAO Mark Brown for agreeing to remain for the first two weeks of January to help with my transition. The Board has made me feel very welcome in my new role and Mark has helped tremendously with helping me get oriented to the SCRD and I very much appreciate the opportunity to work with him during the transition.

I have had an opportunity to meet with our exceptional Senior Leadership and Management team and I appreciate the warm welcome I have received. It is quickly becoming clear that we have an outstanding team here at the Sunshine Coast Regional District. I am also learning that the term 'extreme winter weather' can have a wide variety of definitions depending on where in the Province you are located.

Budget:

Senior staff are busy preparing for Round 2 budget meetings and Chief Financial Officer, Tina Perreault, will making budget presentations to the member municipalities prior to Round 2.

Engagement and Communications:

Our communications staff were kept very busy this week providing updates on the many delays and closures caused by the winter weather conditions.

Infrastructure Management:

Our Infrastructure Services staff were also kept extremely busy during the winter weather events and their efforts are greatly appreciated in keeping our buses, services and facilities running as much as possible during challenging conditions.

Regional Collaboration and Partnerships:

I have had an opportunity to meet with the CAOs from Gibsons and Sechelt and hope to meet with the CAOs at SIGD and Qathet in the near future. I was also able to participate in a meeting with the Board and MP Patrick Weiler. On Wednesday, January 15th, Mark Brown, Matt Treit and I toured the Roberts Creek and Gibsons fire halls. Thanks so much to Chief Patrick Higgins in Roberts Creek and Chief Rob Michael in Gibsons and their crews for the tour on a legitimate winter night, regardless of location.

CONCLUSION

The CAO report summarizes key initiatives and activities that align with the priorities of the 2019 - 2023 Strategic Plan and the Board's direction.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 675.3

A bylaw to amend the *Halfmoon Bay Official Community Plan Bylaw No. 675, 2013*

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

PART A – CITATION

1. This bylaw may be cited as *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3, 2020*.

PART B – AMENDMENT

2. *Halfmoon Bay Official Community Plan Bylaw No. 675, 2013* is hereby amended as follows:

Map 1: Land Use Designations is amended by re-designating Lot 12 District Lot 2392 Group 1 New Westminster District Plan BCP36834 (PID 027-546-977) and District Lot 2392 Group 1 New Westminster District except Plans BCP13284 and BCP36834 (PID 015-420-248) from “Resource” to “Rural Residential”.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF JANUARY,	2020
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this			
	####	DAY OF MONTH,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH,	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this			
	####	DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this			
	####	DAY OF MONTH,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

Corporate Officer

Chair

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.174**

A bylaw to amend the Sunshine Coast Regional District Zoning Bylaw No. 310, 1987

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

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174, 2020*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
 - a. *Schedule B* is amended by changing Subdivision District I to Subdivision District G1 for Lot 12 District Lot 2392 Group 1 New Westminster District Plan BCP36834 (PID 027-546-977) and District Lot 2392 Group 1 New Westminster District except Plans BCP13284 and BCP36834 (PID 015-420-248).
 - b. Insert the following subsection immediately after Section 1011.12:

1011.13 Notwithstanding any applicable provisions of this Bylaw, on Lot 12 District Lot 2392 Group 1 New Westminster District Plan BCP36834 and District Lot 2392 Group 1 New Westminster District except Plans BCP13284 and BCP36834:

 - (1) no more than one single family dwelling or one auxiliary dwelling shall be permitted;
 - (2) the gross floor area of a single family dwelling shall not exceed 297 m²;
 - (3) the gross floor area of an auxiliary dwelling shall not exceed 125 m²;
 - (4) the number of employees of a home occupation shall not exceed 4;
 - (5) parcel coverage of all buildings and structures except greenhouses shall not exceed 35%.
 - (6) parcel coverage of greenhouses shall not exceed 50%.

PART C – ADOPTION

READ A FIRST TIME this	23 RD	DAY OF JANUARY ,	2020
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH ,	YEAR

READ A THIRD TIME this

DAY OF MONTH, YEAR

APPROVED PURSUANT TO SECTION 52 OF
THE *TRANSPORTATION ACT* this

DAY OF MONTH, YEAR

ADOPTED this

DAY OF MONTH, YEAR

Corporate Officer

Chair