



# 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, JULY 23, 2020**

## **AGENDA**

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

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of July 9, 2020

Annex A  
Pages 1 – 6

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Planning and Community Development Committee recommendation Nos. 1-3 and 5-24 of July 9, 2020 (*recommendation No. 4 previously adopted*)  
Annex B  
pp 7 – 13
4. Infrastructure Services Committee recommendation Nos. 1-11 of July 16, 2020  
Annex C  
pp 14 – 18
5. Church Road Well Field Project Loan Authorization Alternative Approval Process Results – Corporate Officer  
To come forward
6. Chief Administrative Officer's Report of July 23, 2020  
Annex D  
p 19

### **COMMUNICATIONS**

### **MOTIONS**

7. THAT a Special Corporate and Administrative Services Committee meeting be scheduled for 9:30 am on Thursday, July 30, 2020;  
AND THAT a Special Board meeting be scheduled for 2:30 pm on Thursday, July 30, 2020.

**BYLAWS**

8. *Transit Fees and Charges Amendment Bylaw No. 626.2, 2020*  
– **first, second, third reading and adoption**  
(Voting – Participants – weighted vote – B-2, D-2, E-2, F-2,  
Sechelt-6, Gibsons-3, SIGD-1) Annex E  
pp 20 - 21
9. *Church Road Well Field Project Loan Authorization Bylaw No. 725,  
2020* Annex F  
pp 22 - 23  
- **consideration for adoption subject to Approval of the Electors**  
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2,  
Sechelt-6, Gibsons-3, SIGD-1)

**DIRECTORS' REPORTS**

Verbal

**NEW BUSINESS****IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) and (k) of the *Community Charter* – “labour relations or other employee relations” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to August 8, 2020)

Advisory Planning Commission (Area D)	CANCELLED July 20 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	July 21 at 11:00 am
Advisory Planning Commission (Area E)	CANCELLED July 22 at 7:00 pm
Corporate and Administrative Services Committee	July 23 at 9:30 am
Regular Board	July 23 at 1:30 pm
Sunshine Coast Regional Hospital District	July 23 at 3:00 pm
Agricultural Advisory Committee	July 28 at 3:30 pm
Advisory Planning Commission (Area B)	July 28 at 7:00 pm
Advisory Planning Commission (Area F)	CANCELLED July 28 at 7:00 pm
Advisory Planning Commission (Area A)	July 29 at 7:00 pm
Special Corporate and Administrative Services Committee	July 30 at 9:30 am
Special Board	July 30 at 2:30 pm

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

Coopers Green Boat Launch Discussion	July 20 at 6:00 pm
Public Hearing ( <i>Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Sunshine Coast regional District Zoning Amendment Bylaw No. 310.174 for proposed Secret Cove Heights Development</i> )	July 21 at 7:00 pm
Local Government Show	August 6 at 7:00 pm

**Please note:** Meeting dates are current as of print date (July 17, 2020).



# SUNSHINE COAST REGIONAL DISTRICT

July 9, 2020

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

<b>PRESENT*:</b>	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
		Sechelt Indian Government District	W. Paull

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Senior Manager, Human Resources	G. Parker (in part)
	Deputy Corporate Officer / Recorder	J. Hill
	Media	2
	Public	0

*\*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER**      1:32 p.m.

**AGENDA**              **It was moved and seconded**

253/20                  THAT the agenda for the meeting be adopted as amended.

**CARRIED**

## MINUTES

Minutes              **It was moved and seconded**

254/20                  THAT the Regular Board meeting minutes of June 25, 2020 be adopted.

**CARRIED**

**REPORTS**

Corporate

**It was moved and seconded**

255/20

THAT Corporate and Administrative Services Committee recommendation Nos. 1, 3, 5, 7 and 8 of June 25, 2020 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *2019 Corporate Annual Report*

THAT the report titled 2019 Sunshine Coast Regional District (SCRD) Corporate Annual Report be received;

AND THAT the 2019 Annual report be approved for distribution.

**Recommendation No. 3**     *2020 Budget Debrief and 2021-2025 Financial Planning Process*

THAT the report titled 2020 Budget Debrief and 2021-2025 Financial Planning Process be received;

AND THAT the draft process and timelines for 2021-2025 Financial Planning Process be approved as presented;

AND THAT the Financial Sustainability Policy be brought forward for review in the fall of 2020;

AND FURTHER THAT the Board Calendar be amended to include Special Corporate and Administrative Services Committee meetings on November 5 and 6, 2020 for the purposes of 2021 Pre-Budget.

**Recommendation No. 5**     *Wastewater Feasibility Study – Infrastructure Planning Grant Program Results*

THAT the report titled Wastewater Feasibility Study – Infrastructure Planning Grant Program (IPGP) Results be received;

AND THAT the Wastewater Treatment Plants Asset Management Plans – Feasibility Studies be approved as follows:

- Greaves Road [381]- \$7,500 – up to \$6,250 funded by IPGP and \$1,250 through Operating Reserves; and
- Merrill Crescent [390]- \$7,500 – up to \$6,250 funded by IPGP and \$1,250 through Operating Reserves;

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

AND FURTHER THAT grant applications for the four remaining Wastewater Feasibility Studies (Langdale, Sunnyside, Jolly Roger, and Secret Cove) be submitted.

255/20 cont.

**Recommendation No. 7**     *Overdose Protection Services on the Sunshine Coast*

THAT the correspondence from the Office of the Medical Officer, Vancouver Coastal Health regarding Overdose Protection Services on the Sunshine Coast be received;

AND THAT the Sunshine Coast Regional District collaborate with other Sunshine Coast local governments to discuss options available to support the overdose prevention services measures;

AND FURTHER THAT staff report back to a future committee on the progress of the collaboration and options proposed.

**Recommendation No. 8**     *Metro Vancouver Aboriginal Relations Committee*

THAT the Board Liaison to the Metro Vancouver Aboriginal Relations Committee bring forward the topic of compensation for First Nations intergovernmental relations and consultation referrals at the next meeting of the Metro Vancouver Aboriginal Relations Committee.

**CARRIED**

Planning

**It was moved and seconded**

256/20

THAT Planning and Community Development Committee recommendation No. 4 of July 9, 2020 be received, adopted and acted upon as follows:

**Recommendation No. 4**     *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3 and Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development)*

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) – Supplementary Recommendations be received;

AND THAT *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3* is considered consistent with the SCRD's 2020-2024 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing be scheduled for July 21, 2020 at 7:00 p.m. to be conducted by electronic or other communication facilities to consider *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*;

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

*Director McMahon opposed*

**CARRIED**

**BYLAWS**

Bylaw 675.3                    **It was moved and seconded**

257/20                    THAT *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3, 2020* be read a second time.

*Directors Hiltz and McMahon opposed*

**CARRIED**

Bylaw 310.174                **It was moved and seconded**

258/20                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174, 2020* be read a second time.

*Directors Hiltz and McMahon opposed*

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:25 p.m.*

**IN CAMERA                    It was moved and seconded**

259/20                    THAT the reasons for the public being excluded from attendance at the meeting be adopted as amended as follows:

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

**CARRIED**

*The Board moved out of In Camera at 2:50 p.m.*

CEPF Grant                    **It was moved and seconded**

260/20                    THAT the Emergency Support Services 2020 Project in the amount of \$16,300 funded by the Community Emergency Preparedness Fund Grant be approved;

AND THAT Emergency Operations Centre / Mass Communications Project in the amount of \$24,635 funded by the Community Emergency Preparedness Fund Grant be approved;

260/20 cont. AND FURTHER THAT the 2020-2024 Financial Plan for Sunshine Coast Emergency Planning [222] be amended accordingly.

**CARRIED**

2020 Rural Areas'  
Grant-in-Aid Notices **It was moved and seconded**

261/20 THAT the following 2020 Rural Areas' Grant-in-Aid (RAGIA) applications be denied;

AND THAT the denied applicants be advised with comments for each to be included as follows:

- Flywheel Resiliency Society – for this year, with the situation of the Sunshine Coast and Pandemic and with the new concept of this project, the SCRD Board would like to be clear on the direction and progress of this project as it may have implications for SCRD services, the Board would welcome an application in the 2021 Grant-in-Aid intake for this project; and
- Gibsons Public Art Gallery - for this year, with the situation of the Sunshine Coast and Pandemic and with the outstanding use of funds granted in 2019, the Board suggests that funds for 2019 be reassigned for the 2020 Library project, and Gibsons Public Art Gallery may reapply to the 2021 Grant-in-Aid intake for other projects.

**CARRIED**

2020 Rural Areas'  
Grant-in-Aid **It was moved and seconded**

262/20 THAT the 2020 Rural Areas' Grant-in-Aid funding be approved as follows:

- |  |         |
|--|---------|
| • The Coast Recital Society                          | \$500   |
| • Deer Crossing: the Art Farm (Emergence)            | \$1,350 |
| • Deer Crossing: the Art Farm (Raising the Curtain)  | 1,350   |
| • Gibsons Landing Heritage Society                   | \$4,300 |
| • Gibsons Marine Education Centre Society            | \$2,200 |
| • Pender Harbour Music Society                       | \$1,500 |
| • Roberts Creek Community Association – Slow Sundays | \$1,700 |
| • Sunday in the Park with Pride (Total)              | \$2,700 |
| • Sunshine Coast Driftwood Players (Total)           | \$2,000 |

**CARRIED**



**ADJOURNMENT      It was moved and seconded**

263/20                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:51 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair

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

**July 9, 2020**

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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.

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<b>PRESENT*:</b>	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal
		Sechelt Indian Government District	W. Paull
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	GM, Corporate Services / Chief Financial Officer		T. Perreault (part)
	Corporate Officer		S. Reid (part)
	GM, Planning and Community Development		I. Hall
	Chief Building Inspector		A. Whittleton (part)
	Manager, Recreation		G. Donn (part)
	Manager, Planning and Development		D. Pady
	Senior Planner		Y. Siao (part)
	Planner 1/Senior Planner		J. Clark (part)
	Planning Technician		L. Fyfe (part)
	Parks Planning Coordinator		S. Adams (part)
	Administrative Assistant / Recorder		A. O'Brien
	Public		27+/- (part)
	Media		0

*\*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

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**CALL TO ORDER**      9:30 a.m.

**AGENDA**              The amended agenda was adopted as presented.

**DELEGATIONS**

*Andrea Watson, Sunshine Coast Skating Club, Stuart Frizell, Sunshine Coast Minor Hockey Association and Kate Turner, Registrar presented to the Committee regarding youth returning to ice sports and requested the reopening of SCRD recreation facilities and ice sports programming for August 2020.*

**Recommendation No. 1**     *Delegation regarding Youth returning to Ice Sports*

The Planning and Community Development Committee recommended that the delegation materials from the Sunshine Coast Skating Club and Sunshine Coast Minor Hockey Association regarding Youth Returning to Ice Sports – August 2020 be received.

*The delegations for Development Variance Permit Application DVP00054 were deferred to a future Planning and Community Development Committee meeting.*

**REPORTS****Recommendation No. 2**     *Development Variance Permit Application DVP00054 (4355 Lake Road)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit Application DVP00054 (4355 Lake Road) be received;

AND THAT consideration of Development Variance Permit Application DVP00054 (4355 Lake Road) be deferred to a future Planning and Community Development Committee meeting.

**Recommendation No. 3**     *Planning and Community Development Department 2020 Q2 Report*

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department 2020 Q2 Report be received.

**Recommendation No. 4**     *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) – Supplementary Recommendations be received;

AND THAT *Halfmoon Bay Official Community Plan Amendment Bylaw 675.3* is considered consistent with the SCRD's 2020-2024 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing be scheduled for July 21, 2020 at 7:00 p.m. to be conducted by electronic or other communication facilities to consider *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*;

AND THAT Director Toth be delegated as the Chair and Director Pratt be delegated as the Alternate Chair to conduct the Public Hearing;

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

*Director McMahon opposed*

*Paul Kamon, Sunshine Coast Tourism, addressed questions from the Committee regarding Sunshine Coast Tourism Request for Letters of Support – Municipal Regional District Tax (MRDT) Renewal at 2% and Online Accommodation Platform Funding.*

**Recommendation No. 5**      *Sunshine Coast Tourism Request for Letters of Support – Municipal Regional District Tax (MRDT) Renewal at 2% and Online Accommodation Platform Funding*

The Planning and Community Development Committee recommended that the report titled Sunshine Coast Tourism Request for Letters of Support – Municipal Regional District Tax (MRDT) Renewal at 2% and Online Accommodation Platform Funding be received;

AND THAT the letters of support be provided to Sunshine Coast Tourism for:

- a. Renewal of the Municipal Regional District Tax at 2%; and
- b. Online Accommodation Platform (OAP) Funding Guidelines.

*The Committee recessed at 11:02 a.m. and reconvened at 11:11 a.m.*

**Recommendation No. 6**      *Telus Telecommunication Tower in Roberts Creek – Request for Local Government Concurrence*

The Planning and Community Development Committee recommended that the report titled Telus Telecommunication Tower in Roberts Creek – Request for Local Government Concurrence be received;

AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Roberts Creek:

- a. Telus has satisfactorily completed consultation with the SCRD; and
- b. The SCRD concurs with Telus' proposal to construct the wireless telecommunications facility provided it is constructed substantially in accordance with the submitted plans.

**Recommendation No. 7**      *Provincial Referral CRN00111 for a Private Moorage 2408385 (Maple and King)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN00111 for a Private Moorage 2408385 (Maple and King) – Electoral Area A be received;

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

Subject to the following conditions, SCRD has no objections to the proposed residential private moorage fronting District Lot 1391, Gp. 1, PID 015-936-074 New Westminster District, Provincial Referral Number 2408385:

- a. Should subdivision of this property be a future consideration, this proposed tenure area should be reconsidered for strata moorage; and
- b. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility.

**Recommendation No. 8**      *Provincial Referral CRN000108 for Commercial Use 2412331 (Seair Seaplanes)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral CRN000108 for Commercial Use 2412331 (Seair Seaplanes) – Electoral Area B be received;

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

Subject to the following conditions, SCR D has no objections to the proposed Commercial Use, Provincial Referral Number 2412248:

- a. SCR D will require a building permit and/or a development variance permit if any future structures are proposed;
- b. Ensure that shíshálh Nation comments are addressed and that the management plan complies with the *Heritage Conservation Act*; and
- c. That the tenure only be issued for 5 years;

AND FURTHER THAT in an effort to advocate for process changes to Provincial tenure applications, SCR D would like the Province to:

- a. Set a limit on the number of permitted tenures (including the number of visitors) provided for sensitive hinterland areas based on cumulative impact analysis;
- b. Require applicants to submit analysis of potential ecological impacts to application area and management/mitigation plan prepared by a Qualified Environmental Professional with the application;
- c. Require applicants to submit an annual update on ecological impacts and mitigation measures to the Province; and
- d. Require applicants to consult First Nations before submitting applications.

*Director McMahon opposed*

**Recommendation No. 9**      *Provincial Referral 2412092 for Commercial General Use Application (Endless Biking Ltd)*

The Planning and Community Development Committee recommended that the report titled Provincial Referral 2412092 for Commercial General Use Application (Endless Biking Ltd) be received;

AND THAT SCR D recommend refusal of Provincial Referral 2412092 at this time due to the following reasons:

- a. Increased use would increase SCR D maintenance time and cost for the area;
- b. Work is currently needed within the Sprockids trail network to bring the area up to the Province's requirement to meet Whistler Trail Standards. Until such time, it would be inadvisable to promote expansion of use within the area;

- c. A new management and maintenance model has just begun in Sprockids Park Increasing pressure on the site while the model is being tested may make fulfilling the management requirements of the site untenable; and
- d. There are concerns about potential wear and tear to the trails/site and the costs associated with mitigation;

AND THAT this application and report be referred to the Sunshine Coast Trails Society, Sunshine Coast Search and Rescue and the Roberts Creek Official Community Plan Committee;

AND FURTHER THAT, at Provincial staff's invitation, process-improvement recommendations included in this report be conveyed by staff to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

*Lucas Chamberlain, Applicant, addressed questions from the Committee regarding Agricultural Land Reserve Application (ALR00012, ALC58324) for 2061 Twin Creeks Road.*

**Recommendation No. 10**     *Agricultural Land Reserve Application (ALR00012, ALC58324)*

The Planning and Community Development Committee recommended that the report titled Application for a Proposed 3-lot Subdivision in the Agricultural Land Reserve (ALR00012, ALC58324) for 2061 Twin Creeks Road be received;

AND THAT the Board recommend that Agricultural Land Reserve Application ALR00012, ALC58324 be denied.

**Recommendation No. 11**     *Welcome Woods Wilderness and Connor Park Disc Golf Proposal and Future Planning – Public Consultation*

The Planning and Community Development Committee recommended that the report titled Welcome Woods Wilderness and Connor Park Disc Golf Proposal and Future Planning – Public Consultation be received as information.

**Recommendation No. 12**     *RFP 2061303 Refrigeration Services Agreement Contract Award*

The Planning and Community Development Committee recommended that the report titled RFP 2061303 Refrigeration Services Agreement Contract Award Report be received;

AND THAT the SCRD enter into a contract with Temp-Pro Refrigeration for refrigeration system annual maintenance services as described in RFP 2061303 for up to \$189,000 plus up to \$43,000 for additional repair services for a total value of up to \$232,000 (excluding G.S.T.) for a three year period with the option to renew two additional years;

AND THAT the 2020-2024 Financial Plan be amended to increase the annual base operating budget for [615] Community Recreation Facilities by \$13,800 funded from operating reserves in 2020 and taxation beginning in 2021;

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

**Recommendation No. 13**     *Renaming Halkett Bay Dock on Gambier Island*

The Planning and Community Development Committee recommended that the report titled Renaming Halkett Bay Dock on Gambier Island (Area F) be received;

AND THAT this report be referred to the following agencies and committees:

- a. Skwxwú7mesh Nation;
- b. the SCRD Ports Monitors Committee;
- c. the West Howe Sound Advisory Planning Commission;
- d. Islands Trust;
- e. Ministry of Forests, Lands, Natural Resource Operations and Rural Development;  
and
- f. Ministry of Environment and Climate Change Strategy (BC Parks);

AND FURTHER THAT feedback from the referrals be reported back to a future Planning and Community Development Committee meeting.

**Recommendation No. 14**     *Agricultural Advisory Committee Meeting Minutes of June 23, 2020*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee meeting minutes of June 23, 2020 be received.

**Recommendation No. 15**     *Egmont/Pender Harbour (Area A) APC Meeting Minutes of June 24, 2020*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of June 24, 2020 be received.

**Recommendation No. 16**     *Halfmoon Bay (Area B) APC Meeting Minutes of June 23, 2020*

The Planning and Community Development Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of June 23, 2020 be received.

**Recommendation No. 17**     *Roberts Creek (Area D) APC Meeting Minutes of June 15, 2020*

The Planning and Community Development Committee recommended that the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of June 15, 2020 be received.

**Recommendation No. 18**     *Elphinstone (Area E) APC Meeting Minutes of June 24, 2020*

The Planning and Community Development Committee recommended that the Elphinstone (Area E) Advisory Planning Commission meeting minutes of June 24, 2020 be received.

**Recommendation No. 20**     *West Howe Sound (Area F) APC Meeting Minutes of June 23, 2020*

The Planning and Community Development Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of June 23, 2020 be received.

## COMMUNICATIONS

**Recommendation No. 21**     *Communication from BC Real Estate Association*

The Planning and Community Development Committee recommended that the correspondence from Matthew Mayers, Policy Analyst, BC Real Estate Association, dated June 8, 2020, regarding COVID-19 real estate stakeholder joint recommendations be received.

**Recommendation No. 22**     *Communication from Chinook Swim Club - Request for Decrease in Pool Lane Fees – COVID-19 Response*

The Planning and Community Development Committee recommended that the correspondence from Maggie Scott, Board President, Chinook Swim Club, dated June 14, 2020, regarding request for decrease in pool lane fees – COVID-19 Response be received.

**Recommendation No. 23**     *Communication regarding concerns for Endless Biking proposal*

The Planning and Community Development Committee recommended that the correspondence from George A. M. Smith, resident in Area E – Elphinstone, dated June 19, 2020, regarding concerns for Endless Biking proposal be received.

**Recommendation No. 24**     *Communication from Sechelt & District Chamber of Commerce regarding Public Hearing – Short Term Rental Regulations*

The Planning and Community Development Committee recommended that the correspondence from Ed Pednaud, Executive Director, Sechelt & District Chamber of Commerce, dated June 26, 2020, regarding Public Hearing – Short Term Rental Regulations be received.

**ADJOURNMENT**     12:27 p.m.

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Committee Chair



**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**July 16, 2020**

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

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Town of Gibsons	D. Croal
		Sechelt Indian Government District	W. Paull (part)
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	Manager, Solid Waste Services		R. Cooper (part)
	Chief Financial Officer / GM, Corporate Services		T. Perreault
	Manager, Transit and Fleet		J. Walton (part)
	Superintendent, Solid Waste Services		A. Kumar (part)
	Recording Secretary		T. Ohlson
	Media	1	
	Public	1	

*\*Directors and staff present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER** 9:30 a.m.

**AGENDA** The agenda was adopted as adopted as presented.

**PRESENTATIONS and DELEGATIONS**

*Rob Ringma and Seth Wright, BC Transit addressed the Committee regarding an update on the impact of COVID-19 Pandemic on Transit.*

*The Chair thanked Mr. Ringma and Mr. Wright for their presentation.*

**REPORTS****Recommendation No. 1**      *Transit Schedule Options Fall 2020*

The Infrastructure Services Committee recommended that the report titled Transit Schedule Options Fall 2020 be received;

AND THAT staff request BC Transit to incorporate the balance of the SCRD Local Transit Fund in the upcoming amendment to the 2020-2021 Annual Operation Agreement;

AND FURTHER THAT staff be directed to work with BC Transit on the development and implementation of a September-December 2020 conventional transit schedule based on approximately 80% of the originally budgeted amount of service hours.

*Directors Croal and Siegers opposed*

*The General Manager, Infrastructure Services provided the Committee with a Water Supply Update which included information on weather conditions, water supply demand, leaks on private connections, water conservation stages and public engagement.*

**Recommendation No. 2**      *Town of Gibsons Bulk Water Agreement – Financial Update*

The Infrastructure Services Committee recommended that the report titled Town of Gibsons Bulk Water Agreement – Financial Update be received;

AND THAT the Town of Gibsons Bulk Water Review Committee be dissolved;

AND THAT staff proceed with a review process for the Bulk Water Agreement and report back to Committee in Q4 2020;

AND FURTHER THAT the 2020-2024 Financial Plan be amended to reflect the financial implications of the disconnection of the SCRD providing the primary water supply to the Town of Gibsons Zone 3.

*The Infrastructure Services Committee recessed at 10:55 a.m. and reconvened at 11:02 a.m.*

**Recommendation No. 3**      *Sechelt Landfill Drop-Off Area Design Options*

The Infrastructure Services Committee recommended that the report titled Sechelt Landfill Drop-Off Area Design Options be received;

AND THAT the cardboard program be discontinued as of October 1, 2020;

AND THAT the Share Shed program at the Sechelt landfill be discontinued;

AND FURTHER THAT staff proceed with the development of a detailed design and cost estimate for Option 2: Basic Drop-off area for the Board's consideration at a September 2020 Committee meeting.

**Recommendation No. 4**      *Landfill Capacity Management Options*

The Infrastructure Services Committee recommended that the report Landfill Capacity Management Options be received;

AND THAT staff report to a future Committee on the financial implications and implementation process of Option 1: Ad-hoc re-diversion of waste by the SCRD.

**Recommendation No. 5**      *Wood Waste Receiving and Processing – Contract Extension*

The Infrastructure Services Committee recommended that the report titled Wood Waste Receiving and Processing – Contract Extension be received;

AND THAT the contract with Salish Environmental Group Inc. for wood waste receiving and processing be extended for an additional one (1) year period in the amount up to \$491,250 plus GST;

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

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

**Recommendation No. 6**      *Request for Quotation (RFQ) 2035001 Contract Award for Mattress Transportation Services*

The Infrastructure Services Committee recommended that the report titled Request for Quotation (RFQ) 2035001 Contract Award for Mattress Transportation Services be received;

AND THAT a contract for Mattress Transportation Services be awarded to Pacific Coast Distribution Ltd. in the amount up to \$128,272 (plus GST);

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

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

**Recommendation No. 7**      *Tipping Fees for Mattresses*

The Infrastructure Services Committee recommended that the tipping fee for mattresses be increased from \$10 to \$25 per mattress for dry mattresses and from \$15 to \$30 per mattress for wet mattresses to be full cost recovery.

*Directors Toth and Lee opposed*

**IN CAMERA**

*The Committee moved In-Camera at 11:43 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (k) of the *Community Charter* – “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In Camera at 11:48 a.m.*

*The Infrastructure Services Committee recessed at 11:49 a.m. and reconvened at 4:30 p.m.*

**Recommendation No. 8**     *Request for Proposal (RFP) 2035002 Contract Award for South Coast Green Waste Drop-off Depot*

The Infrastructure Services Committee recommended that the report titled Request for Proposal (RFP) 2035002 Contract Award for South Coast Green Waste Drop-off Depot be received;

AND THAT RFP 2035002 be cancelled;

AND THAT staff negotiate an agreement for the long-term use of the current location of the South-Coast Green Waste drop-off depot by the SCRD with the Town of Gibsons;

AND THAT staff initiate a procurement process for an operator of a South-Coast Green Waste drop-off at its current location;

AND THAT the funding of this service be from tipping fees or a combination of tipping fees and taxation;

AND FURTHER THAT staff bring forward information regarding financial implications of this service and funding options for the entire green waste program to a future Committee meeting.

**Recommendation No. 9**     *Infrastructure Services Department – 2020 Q2 Report*

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2020 Q2 Report be received.

**Recommendation No. 10**     *PMAC Minutes*

The Infrastructure Services Committee recommended that the report titled Solid Waste Management Plan Monitoring Advisory Committee Minutes of June 16, 2020 be received;

AND THAT the following recommendations therein be adopted and referred to staff for action as follows:

**Recommendation No. 4**     *Bulky Furniture, Carpets and Mattresses*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD request that the Ministry of Environment and Climate Change Strategy amend the Recycling Regulation to include bulky furniture, carpets and mattresses.

**Recommendation No. 5**     *Rubble Material*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD investigate local partnerships for the diversion of rubble material received at the Pender Harbour Transfer Station and Sechelt Landfill.

**Recommendation No. 6**      *Book Recycling*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD explore setting up a drop-off for the recycling of residential books at the Pender Harbour Transfer Station and Sechelt Landfill.

**Recommendation No. 7**      *Textile Recycling*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD explore setting up drop-off locations for the recycling of textiles in Pender Harbour, Sechelt and Gibsons.

AND FURTHER THAT staff bring forward a report to a future Committee meeting regarding the following recommendation:

**Recommendation No. 8**      *Off-Coast Waste Disposal Options*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD consider off-coast waste disposal options as soon as possible.

*Director Lee left the meeting at 5:30 p.m.*

**COMMUNICATIONS****Recommendation No. 11**      *Correspondence regarding BC Recycling Regulation Amendment to include ICI Sector*

The Infrastructure Services Committee recommended that the correspondence from the Ministry of Environment and Climate Change Strategy regarding the BC Recycling Regulation Amendment to include ICI Sector be received.

**ADJOURNMENT**                      5:32 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** SCRD Board – July 23, 2020

**AUTHOR:** Dean McKinley, Chief Administrative Officer

**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S REPORT

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**RECOMMENDATION**

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

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**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:***

Staff are currently finalizing the SCRD restart plan to bring forward for board endorsement and have been working on providing further detail on the impacts of COVID for additional board consideration. Even as we look to restart modified services at our facilities, we are mindful that we are still in a Provincial state of emergency and that the best way to keep the public and our staff safe is to continue to follow the provincial direction on social distancing and other related COVID safety measures. There are still so many unknowns as we continue to navigate through the evolving impacts of the COVID pandemic and staff are continuing to strive to provide the best service possible under challenging circumstances.

We have successfully recruited to fill a few existing vacancies in bylaw, finance, planning and building services which should help with capacity moving forward.

***Regional Collaboration and Partnerships:***

I continue to meet with the CAOs from Gibsons and Sechelt regularly to discuss common issues and opportunities for collaboration. As the current emergency situation continues to evolve, I am in frequent communication with the CAOs of the other Sunshine Coast local governments.

**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. 626.2**

**A bylaw to amend Transit Fees and Charges Bylaw No. 626, 2010**

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WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Transit Fees and Charges Bylaw No. 626, 2010* to provide for changes in the Transit fare structure;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Transit Fees and Charges Amendment Bylaw No. 626.2, 2020*.
2. *Transit Fees and Charges Bylaw No. 626, 2010* is hereby amended as follows:
  - a. Delete Schedule A in its entirety and replace with the revised Schedule A attached hereto.

READ A FIRST TIME	this	23 <sup>rd</sup>	day of	July, 2020
READ A SECOND TIME	this	23 <sup>rd</sup>	day of	July, 2020
READ A THIRD TIME	this	23 <sup>rd</sup>	day of	July, 2020
ADOPTED	this	23 <sup>rd</sup>	day of	July, 2020

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR

## SCHEDULE A

Prices are inclusive of any applicable tax.

<b>Transit Fares</b>				
	<b>Cash Fare</b>	<b>Tickets</b>	<b>DayPASS</b>	<b>Monthly Pass</b>
<b>Adult</b>	\$2.00	\$18.00	\$4.00	\$60
<b>Seniors*</b>	\$2.00	\$18.00	\$4.00	\$30
<b>Student**</b>	\$2.00	\$18.00	\$4.00	\$30
<b>Child</b> under 5 years: No charge.				
<b>handyDART Fares</b>				
<b>Passenger</b>	\$2.00	\$18.00	-	-
<b>Attendant</b>	No charge	No charge	-	-

\*with valid ID

\*\*with valid Student ID

<b>Bike Lockers</b>	
<b>Locker Rental (3 month minimum)</b>	\$10.00 per month
<b>Locker Key</b>	\$20.00 refundable deposit



**SUNSHINE COAST REGIONAL DISTRICT****BYLAW NO. 725**

A bylaw to authorize the borrowing of up to Nine Million Dollars for the design and construction of the Church Road Well Field Project

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WHEREAS the Board of the Sunshine Coast Regional District has established by Bylaw No. 1002, a service for the purpose of providing potable water to the Water Supply and Distribution Service Area;

AND WHEREAS it is deemed desirable and expedient to design and construct the Church Road Well Field to expand the available potable water supply to the Water Supply and Distribution Service Area;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to borrow for debt incurred by the design and construction of the Church Road Well Field Project (the "Works");

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, that is not covered by other sources of revenue, is the sum of up to Nine Million Dollars (\$9,000,000) which is the amount of debt created by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed thirty years;

AND WHEREAS the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

AND WHEREAS the Board of the Sunshine Coast Regional District has obtained the approval of electors in the entire Water Supply and Distribution service area by alternative approval process in accordance with the *Local Government Act* and the *Community Charter*;

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

1. This bylaw may be cited as *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020*.
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design and construction of the Church Road Well Field Project serving the Water Supply and Distribution Service Area generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the

foregoing:

- a) To borrow upon the credit of the Regional District a sum not exceeding Nine Million Dollars (\$9,000,000);
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the design and construction of the Church Road Well Field Project.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty years.

READ A FIRST TIME                      this    12<sup>th</sup>    day of                      March, 2020

READ A SECOND TIME                      this    12<sup>th</sup>    day of                      March, 2020

READ A THIRD TIME                      this    12<sup>th</sup>    day of                      March, 2020

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
this 8<sup>th</sup> day of May, 2020

RECEIVED THE APPROVAL OF THE ELECTORS BY  
ALTERNATIVE APPROVAL PROCESS

this                      day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR