



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, JUNE 11, 2020

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of May 28, 2020

Annex A
Pages 1 – 16

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Corporate and Administrative Services Committee recommendation
Nos. 1-9 and 11-15 of May 28, 2020 (*recommendation No. 10
previously adopted*)

Annex B
pp 17 – 21

COMMUNICATIONS

MOTIONS

4. THAT the previously scheduled April 21, 2020 Public Hearing concerning Bylaw No. 310.184 and 337.118, postponed as a result of the provincial health emergency, be re-scheduled to June 16, 2020 at 7:00 p.m. to be conducted by electronic or other communication facilities;

AND THAT the Board delegate Director Pratt as Chair and Director Siegers as Alternate Chair to conduct the public hearing.
(Voting - Electoral Area Directors – 1 vote each)

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), and (2) (b) of the *Community Charter* – – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “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 and a provincial government or the federal government or both, or between a provincial government or federal government or both and a third party”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to July 4, 2020)

Planning and Community Development Committee	June 11 at 9:30 am
Regular Board	June 11 at 1:30 pm
Advisory Planning Commission (Area D)	June 15 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	June 16 at 11:00 am
Natural Resources Advisory Committee	cancelled - June 17 at 3:30 pm
Infrastructure Services Committee	June 18 at 9:30 am
Agricultural Advisory Committee	June 23 at 3:30 pm
Advisory Planning Commission (Area B)	June 23 at 7:00 pm
Advisory Planning Commission (Area F)	June 23 at 7:00 pm
Advisory Planning Commission (Area A)	June 24 at 7:00 pm
Advisory Planning Commission (Area E)	June 24 at 7:00 pm
Corporate and Administrative Services Committee	June 25 at 9:30 am
Regular Board	June 25 at 1:30 pm

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

Gibsons and District Public Library Association Board	June 15 at 7:00 pm
Public Hearing (Zoning Amendment Bylaw No. 310.184 and Area A Zoning Amendment Bylaw No. 337.118 (to establish regulations for the use and operation of bed and breakfast establishments and short-term rental accommodations))	June 16 at 7:00 pm
Sechelt Library Board Meeting	June 27 at 10:00 am
Local Government Show	July 2 at 7:00 pm

Please note: Meeting dates are current as of print date (June 5, 2020).



SUNSHINE COAST REGIONAL DISTRICT

May 28, 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.

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
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault (in part)
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Senior Manager, Human Resources	G. Parker (in part)
	Manager, Planning and Development	D. Pady (in part)
	Deputy Corporate Officer / Recorder	J. Hill
	Media	0
	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 1:53 p.m.

AGENDA **It was moved and seconded**

187/20 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

188/20 THAT the Regular Board meeting minutes of May 14, 2020 be adopted.

CARRIED

REPORTS

Planning

It was moved and seconded

189/20

THAT Planning and Community Development Committee recommendation Nos. 1-7 and 9-21 of May 14, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *Agriculture Land Use Inventory and Agriculture Water Demand Model Results Delegation*

THAT the delegation materials from the Ministry of Agriculture regarding the Agriculture Water Demand Model project results and the Agriculture Land Use Inventory project results for the Sunshine Coast be received;

AND THAT the Agricultural Water Demand Model report and delegation materials from the Ministry of Agriculture be referred to the Agricultural Advisory Committee for information.

Recommendation No. 2 *Development Variance Permit Application DVP00054 (Vanderhaeghe)*

THAT the report titled Development Variance Permit Application DVP00054 (Vanderhaeghe) be received;

AND THAT Development Variance Permit Application DVP00054 (Vanderhaeghe) be referred back to staff to incorporate new information received and be brought back to a future Committee meeting for consideration.

Recommendation No. 3 *Removal and Re-application of Bylaw Contravention Notice – District Lot 696 Keats Island*

THAT the report titled Removal and Re-application of Bylaw Contravention Notice – District Lot 696 Keats Island be received;

AND THAT the Notice on Title against DL696 be removed, subject to:

1. Placement of an equivalent notice on title on proposed Lot 2 created by proposed subdivision of District Lot 696 Group 1 New Westminster District; and
2. The subdivision applicant paying any fees or charges associated with the removal/placement of notice on title;

AND FURTHER THAT the Corporate Officer be authorized to file a Notice at the Land Titles Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Sunshine Coast Regional District Board against title of proposed Lot 2, created by proposed subdivision of District Lot 696 Group 1 New Westminster District, once the proposed subdivision has occurred.

189/20 cont.

Recommendation No. 4 *West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020*

THAT the report titled West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Zoning Amendment Bylaw No. 310.188, 2020 (O'Toole) – Consideration of First and Second Readings be received;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020* be forwarded to the Board for First and Second Readings;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.3, 2020* is considered consistent with the SCRD's 2020-2024 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the Bylaws be scheduled;

AND FURTHER THAT Director Tize be delegated as the Chair and Director Hiltz be delegated as the Alternate Chair for the Public Hearing.

Recommendation No. 5 *Zoning Amendment Bylaw 310.189 (7470 Redrooffs Road)*

THAT the report titled Zoning Amendment Bylaw 310.189 (7470 Redrooffs Road) Consideration for First, Second and Third Readings and Adoption be received;

AND THAT a Public Hearing respecting *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020* be waived in accordance with Section 464(2) of the *Local Government Act*;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020* be forwarded to the Board for First, Second and Third Readings;

AND FURTHER THAT prior to adoption of *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020* the following condition be met:

- i. Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act*.

Recommendation No. 6 *Telus Telecommunication Tower at Cawley Point – Request for Local Government Concurrence*

THAT the report titled Telus Telecommunication Tower at Cawley Point – 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 at Cawley Point:

189/20 cont.

- 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 and Telus completes an archaeological impact assessment and an environmental assessment prior to construction of the facility.

Recommendation No. 7 *Cellular Coverage in Salmon Inlet*

THAT a letter be sent to Telus requesting future consideration for improved cellular coverage in the Salmon Inlet area.

Recommendation No. 9 *Provincial Referral CRN000105 for a Private Moorage 2412248 (Watton)*

THAT the report titled Provincial Referral CRN000105 for a Private Moorage 2412248 (Watton) – 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 1390, PID 011-641-223 New Westminster District, Provincial Referral Number 2412248:

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;
- b. That the Province work with the applicant to consider whether a shared moorage facility is appropriate;

AND FURTHER THAT comments from the Egmont / Pender Harbour Advisory Planning Commission be provided to the Ministry.

Recommendation No. 10 *Provincial Referral CRN000107 for a Strata Moorage 2412342 (Sunaccess William Island Investment Inc.)*

THAT the report titled Provincial Referral CRN000107 for a Strata Moorage 2412342 (Sunaccess William Island Investment Inc.) – 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 5711, PID 015-788-679 New Westminster District, Provincial Referral Number 2412342:

- a. SCRD will require a building permit and/or a development variance permit if any structures are constructed to access the moorage facility;

189/20 cont.

AND THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development refer the application to Transport Canada for approval prior to Provincial decision-making;

AND FURTHER THAT comments from the Egmont / Pender Harbour Advisory Planning Commission be provided to the Ministry.

Recommendation No. 11 *Development Variance Permit Application DVP00057 (Magnuson-Ford)*

THAT the report titled Development Variance Permit Application DVP00057 (Magnuson-Ford) be received;

AND THAT Development Variance Permit Application DVP00057 (Magnuson-Ford) to vary Zoning Bylaw No. 310 Section 601.4 (3) to reduce the required setback distance contiguous to a highway from 4.5 metres to 2 metres be issued.

Recommendation No. 12 *Development Variance Permit Application DVP00058 (Mulligan for Corbett)*

THAT the report titled Development Variance Permit Application DVP00058 (Mulligan for Corbett) be received;

AND THAT Development Variance Permit Application DVP00058 to vary Zoning Bylaw No. 310 Section 601.4 (3) to reduce the required side yard setback from 1.5 metres to 0 metres be issued subject to the following condition:

- a. The property owner address the shíshálh Nation's request to conduct a Preliminary Archeological Field Reconnaissance (PAFR) prior to any ground disturbing activities.

Recommendation No. 13 *Development Variance Permit Application DVP00059 (Mulligan for Corbett)*

THAT the report titled Development Variance Permit Application DVP00059 (Mulligan for Corbett) be received;

AND THAT Development Variance Permit Application DVP00059 to vary Zoning Bylaw No. 310 Section 601.4 (3) to reduce the required side yard setback from 1.5 metres to 0 metres be issued subject to the following condition:

- a. The property owner address the shíshálh Nation's request to conduct a Preliminary Archeological Field Reconnaissance (PAFR) prior to any ground disturbing activities.

Recommendation No. 14 *Cell Tower Project Management Services – Planetworks Consulting Contract Amendment*

THAT the report titled Cell Tower Project Management Services – Planetworks Consulting Contract Amendment be received;

189/20 cont.

AND THAT the delegated authorities be authorized to enter into a contract extension until December 31, 2021 with Planetworks Consulting Corporation for Cell Tower Project Management Services for up to a total value of \$128,000 (plus GST).

Recommendation No. 15 *Homesite Creek Secret Cove Recreation Site (Secret Cove Falls Trail, REC0383) Partnership Agreement and Stewardship MOU*

THAT the report titled Homesite Creek Secret Cove Recreation Site (Secret Cove Falls Trail, REC0383) Partnership Agreement and Stewardship Memorandum of Understanding be received;

AND THAT SCRD seek a three-year partnership agreement with Recreation Sites and Trails BC for the Homesite Creek Secret Cove Recreation Site;

AND THAT SCRD seek a three-year memorandum of understanding with the Halfmoon Bay Citizens Association for management of the Homesite Creek Secret Cove Recreation Site;

AND FURTHER THAT the Halfmoon Bay Citizens Association be authorized as an Associate Member of SCRD municipal insurance plan, for the purpose of liability coverage.

Recommendation No. 16 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of April 29, 2020*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of April 29, 2020 be received.

Recommendation No. 17 *Halfmoon Bay (Area B) APC Meeting Minutes of April 28, 2020*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of April 28, 2020 be received.

Recommendation No. 18 *Elphinstone (Area E) APC Meeting Minutes of April 22, 2020*

THAT the Elphinstone (Area E) Advisory Planning Commission meeting minutes of April 22, 2020 be received.

Recommendation No. 19 *West Howe Sound (Area F) APC Meeting Minutes of April 28, 2020*

THAT the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of April 28, 2020 be received.

Recommendation No. 20 *Communication regarding Reed Road Forest (DL 1313)*

THAT the correspondence from Christina Clark, 924 Henry Road, dated April 16, 2020, regarding Reed Road Forest (DL 1313) be received;

189/20 cont. AND THAT a reply letter from the Board Chair be provided to Ms. Clark to clarify the jurisdiction regarding Reed Road Forest.

Recommendation No. 21 *Communication regarding COVID-19 and Construction*

THAT the correspondence from Rory Kulmala, Chief Executive Officer, Vancouver Island Construction Association and Kerriann Coady, Executive Officer, Canadian Home Builders' Association Vancouver Island, dated April 20, 2020, regarding COVID-19 and Construction be received.

CARRIED

Infrastructure **It was moved and seconded**

190/20 THAT Infrastructure Services Committee recommendation Nos. 1-6 of May 21, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *2020 Utility Fees – Penalty Deferrals*

THAT the report titled 2020 Utility Fees – Penalty Deferrals be received;

AND THAT the following User Fee and Charges Bylaws be amended to postpone the application of 2020 penalties for unpaid utility fees and charges from June 16 to September 30:

- Bylaw 422 – Water Rates & Regulations;
- Bylaw 428 – Sewage Treatment Facilities Service Unit;
- Bylaw 430 – Woodcreek Park Sewer User Rates;
- Bylaw 644 – Painted Board Wastewater;
- Bylaw 714 – Sakinaw Ridge Wastewater;
- Bylaw 431 – Waste Collection;

AND FURTHER THAT staff report back on the status of unpaid utility bills as part of the Q3 Variance Report.

Recommendation No. 2 *Solid Waste Programs – Sources of Funding*

THAT the report titled Solid Waste Programs – Sources of Funding be received.

Recommendation No. 3 *Regional Diversion – Annual Update*

THAT the report titled Regional Diversion – Annual Update be received;

AND THAT the Regional Diversion – Annual Update report be referred to the Solid Waste Management Plan Monitoring Advisory Committee (PMAC) for review and consideration of short-term actions to be taken by the SCRD;

190/20 cont.

AND FURTHER THAT staff bring forward a report to a future Committee meeting that includes all solid waste-related resolutions the SCRD brought to the Association of Vancouver Island Coastal Communities (AVICC), Federation of Canadian Municipalities (FCM) and Union of BC Municipalities (UBCM) in the past ten years.

Recommendation No. 4 *RFP 2037002 Contract Award for Groundwater Investigation Phase 2, Part 2 and Phase 3 – Gray Creek*

THAT the report titled RFP 2037002 Contract Award for Groundwater Investigation Phase 2, Part 2 and Groundwater Investigation Phase 3 – Gray Creek be received;

AND THAT the Groundwater Investigation Phase 2, Part 2 contract be awarded to Kalwij Water Dynamics Inc. in the amount up to \$272,070 (plus GST);

AND THAT the Groundwater Investigation Phase 3 – Gray Creek contract be awarded to Kalwij Water Dynamics Inc. in the amount up to \$148,408 (plus GST);

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

Recommendation No. 5 *Grant Funding for Merrill Crescent Wastewater Treatment System*

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding grant funding for the Merrill Crescent Wastewater Treatment System be received.

Recommendation No. 6 *Grant Funding for Greaves Road Wastewater Treatment System*

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding grant funding for the Greaves Road Wastewater Treatment System be received.

CARRIED

Corporate

It was moved and seconded

191/20

THAT Corporate and Administrative Services Committee recommendation No. 10 of May 28, 2020 be received, adopted and acted upon as follows:

Recommendation No. 10 *Items Referred to May 28, 2020 Regular Board*

THAT agenda items 4, 9 and 10 of the May 28, 2020 Corporate and Administrative Services Committee meeting be referred to the May 28, 2020 Board Meeting.

CARRIED

Church Road Well
Field Project AAP

It was moved and seconded

192/20

THAT the report titled Church Road Well Field Project Alternative Approval Process be received;

AND THAT the deadline for receiving elector responses be July 20, 2020 at 4:30 p.m.;

AND THAT the elector response form be established as presented;

AND THAT the total number of electors of the area to which the approval process applies (Water Supply and Distribution Service Area) be determined to be 19,600 (10% threshold = 1,960);

AND FURTHER THAT participating area approval is to be obtained for the entire Water Supply and Distribution Service Area.

CARRIED

The Chief Administrative Officer provided a verbal report of activities to May 28, 2020.

COMMUNICATIONS

Service Area
Expansion

It was moved and seconded

193/20

THAT staff look at how to support coast businesses to make use of the provincial Liquor and Cannabis Regulation Branch fast track process and report to the June 11, 2020 Planning and Community Development Committee meeting;

AND THAT the Board provide pre-approval for expansion of service area applications where the proposal is consistent with SCRD bylaws.

DEFEATED

Service Area
Expansion

It was moved and seconded

194/20

THAT SCRD has no objection to temporary license amendment applications to the Liquor and Cannabis Regulation Branch (LCRB) for expansion of service areas (per LCRB Policy Directive 20-13) not involving a change to occupancy and where the proposal is consistent with local bylaws.

CARRIED

Application for Service
Area Expansion

It was moved and seconded

195/20

THAT SCRD indicate no objection with respect to Bruinwood Estate Distillery's application for service area expansion, provided that the expansion complies with local bylaws.

CARRIED

BC Ferries
Schedule

It was moved and seconded

196/20

THAT the SCRD Board communicate with the BC Ferries' Executive Team to urge them to reconsider the proposed ferry schedule for June, 2020 and ask for reinstatement of a later sailing on the Langdale route;

AND THAT an invitation to join the SCRD to advocate for an amended ferry schedule be extended to other local governments, including qathet Regional District, the District of Sechelt, the Town of Gibsons, shíshálh Nation, the City of Powell River, and Islands Trust;

AND FURTHER THAT the SCRD Chair and Vice-Chair be authorized to meet with Mark Collins, BC Ferries President and Chief Executive Officer and Brian Anderson, BC Ferries Vice President, Strategy & Community Engagement to discuss the June schedule concerns and options for July and August, 2020 schedules.

CARRIED

BYLAWS

Bylaw 640.3

It was moved and seconded

197/20

THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020* be read a first time.

CARRIED

Bylaw 640.3

It was moved and seconded

198/20

THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020* be read a second time.

CARRIED

Bylaw 310.188

It was moved and seconded

199/20

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020* be read a first time.

CARRIED

- Bylaw 310.188 **It was moved and seconded**
- 200/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020* be read a second time.
- CARRIED**
- Bylaw 310.189 **It was moved and seconded**
- 201/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020* be read a first time.
- CARRIED**
- Bylaw 310.189 **It was moved and seconded**
- 202/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020* be read a second time.
- CARRIED**
- Bylaw 310.189 **It was moved and seconded**
- 203/20 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020* be read a third time.
- CARRIED**
- Bylaw 422.36 **It was moved and seconded**
- 204/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.36, 2020* be read a first time.
- CARRIED**
- Bylaw 422.36 **It was moved and seconded**
- 205/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.36, 2020* be read a second time.
- CARRIED**
- Bylaw 422.36 **It was moved and seconded**
- 206/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.36, 2020* be read a third time.
- CARRIED**
- Bylaw 422.36 **It was moved and seconded**
- 207/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.36, 2020* be adopted.
- CARRIED**

Bylaw 428.21 **It was moved and seconded**

208/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.21, 2020* be read a first time.

CARRIED

Bylaw 428.21 **It was moved and seconded**

209/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.21, 2020* be read a second time.

CARRIED

Bylaw 428.21 **It was moved and seconded**

210/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.21, 2020* be read a third time.

CARRIED

Bylaw 428.21 **It was moved and seconded**

211/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.21, 2020* be adopted.

CARRIED

Bylaw 430.12 **It was moved and seconded**

212/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.12, 2020* be read a first time.

CARRIED

Bylaw 430.12 **It was moved and seconded**

213/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.12, 2020* be read a second time.

CARRIED

Bylaw 430.12 **It was moved and seconded**

214/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.12, 2020* be read a third time.

CARRIED

Bylaw 430.12 **It was moved and seconded**

215/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.12, 2020* be adopted.

CARRIED

Bylaw 431.23 **It was moved and seconded**
216/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.23, 2020* be read a first time.

CARRIED

Bylaw 431.23 **It was moved and seconded**
217/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.23, 2020* be read a second time.

CARRIED

Bylaw 431.23 **It was moved and seconded**
218/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.23, 2020* be read a third time.

CARRIED

Bylaw 431.23 **It was moved and seconded**
219/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.23, 2020* be adopted.

CARRIED

Bylaw 644.5 **It was moved and seconded**
220/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.5, 2020* be read a first time.

CARRIED

Bylaw 644.5 **It was moved and seconded**
221/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.5, 2020* be read a second time.

CARRIED

Bylaw 644.5 **It was moved and seconded**
222/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.5, 2020* be read a third time.

CARRIED

Bylaw 644.5 **It was moved and seconded**
223/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.5, 2020* be adopted.

CARRIED

Bylaw 714.3 **It was moved and seconded**

224/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.3, 2020* be read a first time.

CARRIED

Bylaw 714.3 **It was moved and seconded**

225/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.3, 2020* be read a second time.

CARRIED

Bylaw 714.3 **It was moved and seconded**

226/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.3, 2020* be read a third time.

CARRIED

Bylaw 714.3 **It was moved and seconded**

227/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.3, 2020* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

Director Tize left the meeting at 4:00 p.m.

The Board recessed at 4:09 p.m. and reconvened at 4:20 p.m.

The Board moved In Camera at 4:20 p.m.

IN CAMERA It was moved and seconded

228/20 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), and (2) (b) of the *Community Charter* – – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “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 and a provincial government or the federal government or both, or between a provincial government or federal government or both and a third party”.

CARRIED

The Board moved out of In Camera at 4:35 p.m.

NEW BUSINESS

Caretaker Services
Contract

It was moved and seconded

229/20

THAT SCRD enter into a contract with Mr. and Mrs. Dunn for caretaker services for Katherine Lake Campground, Dan Bosch Park, and Ruby Lake boat launch, as described in RFQ 2065002 for up to \$90,038 plus up to \$2,000 for additional services (excluding GST);

AND THAT the 2020 incremental increase of \$7,452 be funded from the Community Parks [650] operating reserve;

AND THAT the 2021 incremental increase of \$7,834 be incorporated into the 2021 annual budget;

AND FURTHER THAT the 2020-2024 Financial Plan be updated to include these changes.

CARRIED

Landscaping and
Lawn Care Contract

It was moved and seconded

230/20

THAT a contract for Landscaping and Lawn Care Services as described in Request for Proposal (RFP) 1911601 be awarded to Michael J Clarke in the amount up to \$232,183;

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

AND THAT the Cemetery Services [400] budget for landscaping be increased by the following amounts: 2020 - \$13,600 funded from operating reserves; 2021 - \$14,400 increase to base budget; and for 2022 - \$15,300 increase to base budget;

AND THAT the Community Parks [650] budget for landscaping be increased by the following amounts: 2020 - \$3,400 funded from operating reserves; 2021 - \$3,600 increase to base budget; and for 2022 - \$3,710 increase to base budget;

AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.

CARRIED

Appointments

It was moved and seconded

231/20

THAT Brad Wing be appointed Deputy Chief Financial Officer for the Sunshine Coast Regional District.

CARRIED

ADJOURNMENT It was moved and seconded

232/20 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:36 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

May 28, 2020

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	D. Croal
		District of Sechelt	A. Toth
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Senior Manager, Human Resources		G. Parker (Part)
	G.M., Planning and Community Development		I. Hall (Part)
	G.M., Infrastructure Services		R. Rosenboom (Part)
	Parks Superintendent		K. Clarkson (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	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 9:31 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 2020 Budget Project Status Report

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – May 2020 be received for information.

Recommendation No. 2 *Corporate Financial Variance and Forecast Analysis - COVID-19*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District Corporate Financial Variance and Forecast Analysis – COVID19 be received.

Recommendation No. 3 *Transit Service Levels as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that Sunshine Coast Transit system continue the current Saturday schedule with adjustments as required to meet the June 3, 2020 BC Ferries schedule changes;

AND THAT staff report to the July 2020 Infrastructure Services Committee Meeting with an update on ridership and options for service to commence in September 2020.

The Committee recessed at 11:10 a.m. and reconvened at 11:18 a.m.

Recommendation No. 4 *Regional Solid Waste Service Levels as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that staff report to the July 2020 Corporate and Administrative Services Committee Meeting with cost savings options for Regional Solid Waste Service including implications of delaying the South Coast drop-off award, delaying implementation of Area A food waste sites, use of green waste sites, Good Samaritan Program and Coupon Programs, and options in regards to fees, charges and surcharges to maintain service levels;

AND THAT the report also include further information with respect to the impact of changing 2020 landfill closure reserve contributions.

Recommendation No. 5 *Landfill Staffing as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that staff report to July 2020 Corporate and Administrative Services Committee Meeting regarding the optimization of Sechelt Landfill and Pender Harbour Transfer Station operations in terms of staff hours, service and demand.

Recommendation No. 6 *Building Inspection Service Levels as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that Building Inspection services levels be revisited at the July 2020 Corporate and Administrative Services Committee meeting pending the effect of the Sunshine Coast Regional District Field Road Administration Office reopening.

Recommendation No. 7 *Community Recreation Service Levels as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that staff report to the July 2020 Corporate and Administrative Services Committee Meeting regarding the costs of operating the four recreation facilities: Gibsons and Area Community Centre, Sechelt Aquatic Centre, Sunshine Coast Arena and Gibsons and District Aquatic Facility;

AND THAT consideration be given to the cost implications of delayed openings for any or all four recreation facilities with timelines and costs required to reopen these facilities to the public.

Recommendation No. 8 *Pender Harbour Pool Service Levels as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that the potential implications of delayed or partial opening of the Pender Harbour Aquatic and Fitness Centre be reported as part of the Q2 variance at the July 2020 Corporate and Administrative Services Committee meeting.

Recommendation No. 9 *Community Parks Service Levels as a Result of COVID-10*

The Corporate and Administrative Services Committee recommended that the potential implications of delayed or partial openings of Community Parks, Community Halls and Playgrounds be reported as part of the Q2 variance at the Corporate and Administrative Services Committee meeting.

Recommendation No. 10 *Items Referred to May 28, 2020 Regular Board*

The Corporate and Administrative Services Committee recommended that Corporate and Administrative Services Agenda Items 4, 9 and 10 be referred to the May 28, 2020 Board Meeting.

Recommendation No. 11 *Revised Director Constituency and Travel Expenses*

The Corporate and Administrative Services Committee recommended that the report titled Revised Director Constituency and Travel Expenses for Period Ending March 31, 2020 be received for information.

Recommendation No. 12 *Union of British Columbia Municipalities Resolution*

The Corporate and Administrative Services Committee recommended that the report titled Union of British Columbia Municipalities (UBCM) Resolutions – ICI Packaging and Paper Products Recycling Regulation Amendment be received;

AND THAT the updated resolution for ICI Packaging and Paper Products Recycling Regulation Amendment be approved as amended and forwarded to UBCM for consideration at the 2020 Convention as follows:

WHEREAS resolution 2018-B68 'Packaging and Printed Paper Recycling Regulation Amendment' was previously endorsed by the UBCM membership;

AND WHEREAS the Province responded it would consider expanding BC's Extended Producer Responsibility (EPR) programs for future inclusion of Industrial, Commercial and Institutional (ICI) packaging and paper products as part of their commitment to the Canadian Council of Ministers of Environment Canada-Wide Action Plan for Extended Producer Responsibility';

AND WHEREAS BC's EPR programs have yet to be expanded to include ICI packaging and paper products which is having a disproportionate impact on

remote and rural communities where access to private or commercial recycling services is limited and often unavailable:

THEREFORE BE IT RESOLVED THAT UBCM *urge the Province to take action on amending the Recycling Regulation* to expand BC's Extended Producer Responsibility (EPR) programs to include product categories for Industrial, Commercial and Institutional packaging and paper products.

Recommendation No. 13 *Union of British Columbia Municipalities Resolution*

The Corporate and Administrative Services Committee recommended that staff draft a resolution for submission to the Union of BC Municipalities (UBCM) 2020 Convention based on the April 9, 2020 British Columbia Timber Sales (BCTS) Operating Plan staff report and previous resolutions on this topic, highlighting the need for the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Transportation and Infrastructure and other Ministries' continued consideration of cumulative effects of land use decisions especially in regards to drinking water protection and geotechnical hazards.

Recommendation No. 14 *Katherine Lake Campground Service Overview and Operations Impact Scenario Analysis*

The Corporate and Administrative Services Committee recommended that the report titled Katherine Lake Campground Service Overview and Operations Impact Scenario Analysis be received;

AND THAT Sunshine Coast Regional District (SCRD) continue to operate the park at Katherine Lake for day use and plan for a restart of public camping services following health advice;

AND THAT a projected deficit of up to (\$18,660) for the 2020 seasonal operations Katherine Lake Park be approved;

AND FURTHER THAT staff report back on current and estimated Community Parks [650] budget variance in Q2 and Q3.

COMMUNICATIONS

Recommendation No. 15 *Gibsons and District Public Library – Plan for Phase Re-Opening of the Library*

The Corporate and Administrative Services Committee recommended that the correspondence from the Gibsons and District Public Library regarding a Plan for the Phased Re-Opening of the Library be received.

IN CAMERA

The Committee moved In-Camera at 1:00 p.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 1:20 p.m.

ADJOURNMENT

1:22 p.m.

Committee Chair