



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, MAY 28, 2020

AMENDED AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of May 14, 2020 Annex A
Pages 1 – 10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Planning and Community Development Committee recommendation Nos. 1-7 and 9-21 of May 14, 2020 (*recommendation No. 8 previously adopted*) Annex B
pp 11 – 17
4. Infrastructure Services Committee recommendation Nos. 1-6 of May 21, 2020 Annex C
pp 18 – 20
- 4a. ➡**ADD** Corporate and Administrative Services Committee recommendation No. 10 of May 28, 2020 p 20a
- 4b. ➡**ADD** Church Road Well Field Project Alternative Approval Process - Corporate Officer (item 4 referred from the May 28, 2020 Corporate and Administrative Services Committee)
5. Chief Administrative Officer's Report of May 28, 2020 Verbal

COMMUNICATIONS

- 5a. ➡**ADD** Bruinwood Estate Distillery (item 9 referred from the May 28, 2020 Corporate and Administrative Services Committee)
Regarding: Application for Temporary Expanded Service Area Authorization

- 5b. ➡**ADD** Manager, Engagement Strategy and Community Engagement, British Columbia Ferry Services Inc. (item 10 referred from the May 28, 2020 Corporate and Administrative Services Committee)

Regarding: BC Ferries Resuming Service from Horseshoe Bay to Nanaimo Affecting Langdale Terminal

MOTIONS

BYLAWS

- | | | |
|-----|--|-----------------------|
| 6. | <i>West Howe Sound Official Community Plan Amendment Bylaw No. 640.3, 2020 – first and second reading</i>
(Voting – Electoral Area Directors – 1 vote each) | Annex D
pp 21 - 22 |
| 7. | <i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.188, 2020 – first and second reading</i>
(Voting – Electoral Area Directors – 1 vote each) | Annex E
pp 23 - 26 |
| 8. | <i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.189, 2020</i>
– first, second, and third reading
(Voting – Electoral Area Directors – 1 vote each) | Annex F
p 27 |
| 9. | <i>Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.36, 2020</i>
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6) | Annex G
p 28 |
| 10. | <i>Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.21, 2020</i>
– first, second, third reading and adoption
(Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2) | Annex H
p 29 |
| 11. | <i>Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.12, 2020</i>
– first, second, third reading and adoption
(Voting – All Directors – 1 vote each) | Annex I
p 30 |
| 12. | <i>Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.23, 2020</i>
– first, second, third reading and adoption
(Voting – Participants – weighted vote: B-2, D-2, E-2, F-2) | Annex J
p 31 |
| 13. | <i>Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.5, 2020</i>
– first, second, third reading and adoption
(Voting – All Directors – 1 vote each) | Annex K
p 32 |

14. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.3, 2020*
– ***first, second, third reading and adoption***
(Voting – All Directors – 1 vote each)
- Annex L
p 33

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) 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” 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

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

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 28, 2020
AUTHOR: Sherry Reid, Corporate Officer
SUBJECT: CHURCH ROAD WELL FIELD PROJECT ALTERNATIVE APPROVAL PROCESS

RECOMMENDATION(S)

1. **THAT the report titled Church Road Well Field Project Alternative Approval Process be received;**
 2. **AND THAT the deadline for receiving elector responses be July 20, 2020 at 4:30 p.m.;**
 3. **AND THAT the elector response form be established as presented;**
 4. **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);**
 5. **AND THAT participating area approval is to be obtained for the entire Water Supply and Distribution Service Area;**
 6. **AND FURTHER THAT this recommendation be forwarded to the May 28, 2020 Regular Board meeting.**
-

BACKGROUND

The following resolution was adopted at the February 27, 2020 Board meeting:

065/20 **Recommendation No. 33** *Groundwater Investigation Phase 4 – Church Road Budget Proposal*

THAT the report titled Groundwater Investigation Phase 4 – Church Road Budget Proposal be received;

AND THAT staff prepare an Alternate Approval Process (AAP) to authorize long term borrowing of up to \$9,000,000 over a 30 year term to fund the Groundwater Investigation Phase 4 – Church Road well field project.

DISCUSSION

Loan Authorization Bylaw No. 725 was given three readings on March 12, 2020. A schedule for an AAP (Attachment A) has been prepared for review and adoption of the deadline for receiving elector response forms, and an elector response form (Attachment B) has been drafted for review and Board approval.

Staff have calculated the total number of electors of the area to which the approval process applies (the Sunshine Coast Regional District Water Supply and Distribution Service Area) at **19,600**. The number of electors was calculated by using the number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on April 24, 2018 (19,272), and adding the number of non-resident property electors currently registered for properties within the Service Area, excluding those property owners who also reside within the Service Area (328). This figure must be adopted by the Board (4th Recommendation). Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total (**1,960**).

Staff also recommend that the Board adopt a resolution (5th Recommendation) stating that participating area approval is to be obtained for/across the entire Water Supply and Distribution Service Area (vs by individual electoral area or municipality). This resolution must be adopted by at least 2/3 of the votes cast.

Financial Implications

The cost of statutory advertising for the AAP is estimated to be \$1,500 which will be funded by the Regional Water Service [370] operational budget. Additional public information advertising and outreach is being proposed at a cost of \$3,500 which will also be funded by the Regional Water Service [370] operational budget.

Communications Strategy

A communications plan has been developed for the AAP. In addition to statutory advertising, an information package will be prepared prior to the start of the AAP. The information package will include a copy of the Loan Authorization Bylaw and the AAP formal notice as well as information on the project and a comparison of cost implications for both short term and long term borrowing. Information packages will be made available at the following locations:

- Online on the SCRD website
- SCRD office (1975 Field Road)

Recognizing the current provincial state of emergency and global pandemic, additional health and safety considerations are being implemented to support public participation in this AAP. Specifically:

- Providing a longer timeline for public response. The statutory required timeline to receive elector responses has been extended by 1 week, from 30 days to 37 days.
- Ensuring AAP response forms and information packages are available both electronically and also for pick-up at the Field Road Office during regular office hours. Completed forms may be submitted by mail or drop-off at Field Road.
- Enhanced communication efforts beyond the required statutory advertising to ensure public access to information and staff resources. This includes a dedicated project webpage, social media posts, print advertising, virtual information session(s), and ensuring direct access to staff by telephone or email for project-related AAP inquiries.

STRATEGIC PLAN AND RELATED POLICIES

Utilizing long term borrowing to finance an asset with a significant lifespan supports the **Strategic Focus Area for Infrastructure Management**. This project supports strategy 2.1 of the 2019-2023 Strategic Plan to plan for and ensure year round water availability now and in the

future and specifically the tactic to “investigate and/or develop water supply plans/sources for North and South Pender, Langdale, Soames, Grantham’s, Eastbourne, Cove Cay, Egmont and Chapman Creek water systems”.

Climate change is having an impact on the water system. The Church Road Well Field project will support the **Strategic Focus Area for Climate Change and Resilience**.

Clear communication with respect to the AAP supports the Board’s **Strategic Focus Area for Engagement and Communications**.

CONCLUSION

Local governments wishing to pursue long term debt financing must do so with approval of the electors. Staff have been directed to proceed with an AAP to authorize long term borrowing of up to \$9,000,000 to design and construct the Church Road Well Field Project to expand the available potable water supply to the Sunshine Coast Regional District Water Supply and Distribution Service Area.

As part of the process, the Board must set the deadline for receiving elector response forms, approve the elector response form and determine the total number of electors to which the AAP applies (Electoral Areas A, B, D, E, F and the District of Sechelt).

If less than 10% of electors within the service area (1,960) sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board can proceed to adopt the bylaw.

Staff recommend the Committee approve the recommendations relating to the AAP.

Attachments:

Attachment A - Schedule for alternative approval process

Attachment B - Elector response form

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault X - B. Wing
GM	X - R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

ATTACHMENT A

Schedule for Alternative Approval Process for
Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020

Date	Action
Mar 12	Loan Authorization Bylaw No. 725 receives 3 readings
Mar 22	Bylaw forwarded to Ministry of Municipal Affairs and Housing for approval of the Inspector of Municipalities
Jun 5	First Notice of AAP published
Jun 12	Second Notice of AAP published
Jul 20*	Deadline for submission of AAP forms (extended timeline)
Jul 23	Report on results of AAP at Board
Jul 23	Adopt Bylaw No. 725 if less than 1,960 elector responses submitted
Aug 24	Apply for Certificate of Approval (COA) following 30 day quashing period
Subject to receipt of COA and cash flow requirements	Security Issuing Bylaw
	Apply for Certificate of Approval following 10 day quashing period

- * The statutory deadline for submission of AAP forms could be as early as July 13th. Staff recommend that the timeline for the AAP be extended an additional 7 days in consideration of any limitations that may result from the current provincial state of emergency in relation to the global pandemic.



SUNSHINE COAST REGIONAL DISTRICT

ELECTOR RESPONSE FORM

Alternative Approval Process for *Church Road Well Field Project* *Loan Authorization Bylaw No. 725, 2020*

By completing this elector response form, I **OPPOSE** the Regional District Board's intention to adopt *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* which authorizes the borrowing of up to \$9,000,000 to be repaid over a period not exceeding 30 years to finance the costs of the Phase 4 Church Road Well Field project, unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the SCRD Water Supply and Distribution Service Area (Electoral Areas A – Egmont/Pender Harbour, B – Halfmoon Bay, D – Roberts Creek, E – Elphinstone, F – West Howe Sound and the District of Sechelt);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* unless a vote is held.

Full Name of Elector _____
(please print)

Signature _____

Address _____

Date _____

Choose one: ☐ I am a resident elector (see reverse for eligibility requirements)

☐ I am a non-resident property elector who lives in another community and own property in the service area at:

(address) (see reverse for eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, MONDAY, July 20, 2020.**

Elector Response Forms may only be returned **by mail or delivered in person** Monday through Friday excluding statutory holidays.

Approval of the electors by alternative approval process is obtained if less than **1,960** elector responses are received by the stated deadline. Submit the Elector Response Form to:

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1
Phone: 604-885-6800

Office Hours Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

RESIDENT ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a resident of the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

NON-RESIDENT PROPERTY ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place.
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

NOTE: No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

Subject: FW: Covid Service Area Expansion for Bruinwood
Attachments: Covid Extension Application Letter.docx; 20-13
_temporary_expanded_service_area_authorization.pdf

From: Andreas Tize
Sent: Wednesday, May 27, 2020 10:27 AM
To: DL - Directors <dl-board@scrd.ca>; Tracey Hincks <Tracey.Hincks@scrd.ca>
Subject: Fw: Covid Service Area Expansion for Bruinwood

Hi everyone,
This may need to be a late agenda add to the board meeting tomorrow. The BC liquor control board has eased regulations and we need to state for the record that we have no objection.
It just got released and is only temporary, so sorry for the short notice.

Andreas Tize
Director, Area D - Roberts Creek
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1

I acknowledge that I live in Stelk'aya, in the territory of the Squamish First Nation, and work in the territory of the Shish'ah First Nation.

Phone: 604-218-3402

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Like us on [Facebook](https://www.facebook.com/sunshinecoastrd)
Visit us: www.scrd.ca

From: Danise Lofstrom <dani@bruinwood.com>
Sent: May 27, 2020 10:05 AM
To: Andreas Tize
Subject: Covid Service Area Expansion for Bruinwood

Hi Andreas,

Our request to the SCRD is to allow Bruinwood Estate Distillery to increase our existing service area, where tastings and sales take place, to be expanded into our manufacturing area. A separate, stand alone table will be set up at the garage door entrance. This intention of this is to provide customers a safer environment by increasing physical distancing. Bruinwood asks the SCRD board to offer 'no objections' to this application. If there are any questions regarding this request please don't hesitate to contact me.

Sincerely,
Danise Lofstrom
Bruinwood Estate Distillery
604-886-1371

27 May, 2020

To: Liquor and Cannabis Regulation Branch
From: Sunshine Coast Regional District
Re: Covid Temporary Extension Application

Establishment: Bruinwood Estate Distillery Inc.
Liquor License #: 307819
Address: 2040 Porter Road, Roberts Creek, BC V0N 2W5

The Sunshine Coast Regional District has no objections to the temporary expansion of their service area within their existing building effective until October 31, 2020.

Sincerely,

Date: May 22, 2020

To: All LCRB Staff
All Licensees
All Industry Associations
All local government, First Nations and police agencies

Re: **Temporary Expanded Service Area Authorization**

General Manager Authority

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

New Policy

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public

health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

❗ B.C. has declared a state of emergency. Learn about [COVID-19 health issues.](#) | [B.C.'s Response to COVID-19.](#)

×

British Columbia News

Patio, service area expansions support safe reopening

<https://news.gov.bc.ca/22250>

Friday, May 22, 2020 9:30 AM

Victoria - Government has taken action to support the province's hospitality sector by temporarily authorizing the expansion of service areas, such as patios, to support physical distancing requirements and industry recovery during the COVID-19 pandemic.

"This pandemic has hit our hospitality sector hard. Our government has been working with industry on ways to support the more than 180,000 British Columbians who work in pubs, restaurants and other parts of the sector," said David Eby, Attorney General. "Speeding up the process will help restaurants, pubs, breweries and other licensees, and give British Columbians more options for safely eating out this summer, while continuing to follow Dr. Henry's directions."

To support businesses in their reopening efforts, the Liquor and Cannabis Regulation branch (LCRB) will now permit food-primary, liquor-primary and manufacturer licensees, such as wineries, breweries and distilleries, to apply through a simplified online process to temporarily expand their service areas until Oct. 31, 2020.

The temporary authorizations are focused on expanding a licensed service area's footprint only and will not permit an increase in an establishment's overall occupancy. Licensees must comply with all local bylaws and liquor-primary and manufacturer licensees must also receive the approval of their local government.

There are no fees associated with the temporary expansion applications, which will be reviewed in the order they are received using an expedited approval process for faster processing times. While there will not be a site inspection prior to approval of the permit, inspectors will conduct regular compliance inspections.

"This is excellent news that will be welcomed by all of our members and by businesses throughout B.C.," said Ian Tostenson, president and CEO, B.C. Restaurant and Foodservices Association. "This pandemic has created unprecedented challenges for all of us, and it has been invaluable for government and industry to work together as they have, as we take these important steps toward recovery. We thank the Province for its significant efforts and look forward to rebuilding together."

Learn More:

Read LCRB's policy directive here: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-law-policy/liquor-policy-directives>

Submit an application for a temporary service area expansion here: <https://justice.gov.bc.ca/cannabislicensing/>

For the latest medical updates, including case counts, prevention, risks and testing, visit: <http://www.bccdc.ca/>
Or follow @CDCofBC on Twitter.

For provincial health officer orders, notices and guidance, visit: www.gov.bc.ca/phoguidance

For non-health related information, including financial, child care and education supports, travel, transportation and essential service information, visit: www.gov.bc.ca/Covid19
Or call 1 888 COVID19 (1 888 268-4319) between 7:30 a.m. and 8 p.m. (Pacific time), seven days a week.

Media Contacts

Ministry of Attorney General
Media Relations
778 678-1572

Subject: RE: BC Ferries Resuming Service from Horseshoe Bay to Nanaimo

From: McIntosh, Carrie [<mailto:Carrie.McIntosh@bcferries.com>]

Sent: Monday, May 25, 2020 5:12 PM

To: Autumn O'Brien ; Tracey Hincks <Tracey.Hincks@scrd.ca>; Ian Hall <Ian.Hall@scrd.ca>; SCRD General Inquiries <info@scrd.ca>

Subject: BC Ferries Resuming Service from Horseshoe Bay to Nanaimo

Hi Autumn, Tracey, and Ian,

I hope this message finds you well. I wanted to ensure that you and your networks are aware that BC Ferries will resume service on the Horseshoe Bay – Departure Bay route starting Wednesday, June 3. Service on this route will be limited to four roundtrips per day to start and we are strongly recommending customers make reservations to guarantee travel. For more information you can find the full media release [here](#).

Perhaps more importantly from your perspective, resuming service on the Departure Bay – Horseshoe Bay route brings back three routes operating out of Horseshoe Bay. This means that, as of June 3, schedules on the Horseshoe Bay – Snug Cove and Horseshoe Bay – Langdale routes will be adjusted to reduce the possibility of berth congestion. Some sailings are earlier or later than previous schedules and you can find the Langdale schedule that begins June 3 here: <https://www.bcferries.com/schedules/mainland/vasc-current.php?scheduleSelect=sch05142003.html>.

The schedule on the Earls Cove – Saltery Bay route will also be adjusted to ensure connectivity for customers. For full schedule details, you can visit our schedule page at [bcferries.com/schedules](https://www.bcferries.com/schedules).

If you have any questions, comments, or concerns, please don't hesitate to reach out to me at 250.886.1397 or at this email address.

Warm Regards,
Carrie

Carrie McIntosh
Manager, Engagement
Strategy & Community Engagement
British Columbia Ferry Services Inc.
500-1321 Blanshard Street, Victoria, B.C. V8W 0B7
T: 250-978-1720 **C:** 250-886-1397
carrie.mcintosh@bcferries.com
[bcferries.com](https://www.bcferries.com) | [Facebook](#) | [Twitter](#)

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