



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, May 28, 2020  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

### AMENDED AGENDA

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**CALL TO ORDER**      9:30 a.m.

#### **AGENDA**

1. Adoption of Agenda

#### **PRESENTATIONS AND DELEGATIONS**

#### **REPORTS**

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|--|----------------------|
| 2. Budget Project Status Report<br>Senior Leadership Team<br><b>(Voting – All Directors)</b>   | Annex A<br>Pages 1-9 |
| 3. Sunshine Coast Regional District Corporate Financial Variance and Forecast Analysis- COVID-19 (Attachment A – Year to Date Variance by Service not included (112 pages) please see this link <a href="https://www.scrd.ca/agendas-2020">https://www.scrd.ca/agendas-2020</a> )<br>General Manager, Corporate Services / Chief Financial Officer and Senior Leadership Team<br><b>(Voting – All Directors)</b> | Annex B<br>pp. 10-20 |
| 4. Church Road Well Field Project Alternative Approval Process<br>Corporate Officer<br><b>(Voting – A, B, D, E, F and Sechelt)</b>   | Annex C<br>pp. 21-26 |
| 5. Directors' Constituency and Travel Expenses for Period Ending March 31, 2020<br>Accounts Payable Technician<br><b>(Voting – All Directors)</b>  | Annex D<br>pp. 27-28 |
| 6. Union of British Columbia Municipalities Resolutions<br>Corporate Officer<br><b>(Voting – All Directors)</b>  | Annex E<br>pp. 29-30 |

7. Katherine Lake Campground Service Overview and Operations      Annex F  
Impact Scenario Analysis      pp. 31-36  
Parks Superintendent  
(Voting – A, B, D, E, F)

## COMMUNICATIONS

8. Library Director, Gibsons and District Public Library      Annex G  
Regarding: Plans for Phased Re-Opening of the Library      p. 37  
(Voting – All Directors)
9. ⇒ **ADD** Bruinwood Estate Distillery      pp. 38-43  
Regarding: Application for Temporary Expanded Service  
Area Authorization  
(Voting – All Directors)
10. ⇒ **ADD** Manager, Engagement Strategy and Community      p. 44  
Engagement, British Columbia Ferry Services Inc.  
Regarding: BC Ferries Resuming Service from  
Horseshoe Bay to Nanaimo Affecting Langdale Terminal  
(Voting – All Directors)

## NEW BUSINESS

### IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “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

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**Subject:** FW: Covid Service Area Expansion for Bruinwood  
**Attachments:** Covid Extension Application Letter.docx; 20-13  
\_temporary\_expanded\_service\_area\_authorization.pdf

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**From:** Andreas Tize  
**Sent:** Wednesday, May 27, 2020 10:27 AM  
**To:** DL - Directors <[dl-board@scrd.ca](mailto:dl-board@scrd.ca)>; Tracey Hincks <[Tracey.Hincks@scrd.ca](mailto: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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**From:** Danise Lofstrom <[dani@bruinwood.com](mailto: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**

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### **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.](#)

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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](http://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](http://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](mailto:Tracey.Hincks@scrd.ca)>; Ian Hall <[Ian.Hall@scrd.ca](mailto:Ian.Hall@scrd.ca)>; SCRD General Inquiries <[info@scrd.ca](mailto: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.**  
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