



# 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, NOVEMBER 26, 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 November 12, 2020

Annex A  
Pages 1 – 8

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

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-18 of November 5-6, 2020 Annex B  
pp 9 – 17
4. Planning and Community Development Committee recommendation Nos. 1-6, 8, 9, 12 and 14-18 of November 12, 2020 (*recommendation Nos. 7, 10-11 and 13 previously adopted*) Annex C  
pp 18 – 23
5. Infrastructure Services Committee recommendation Nos. 1-15 of November 19, 2020 Annex D  
pp 24 – 27
6. Placement of Notice on Title – Chief Building Official Annex E  
pp 28 – 29
7. Chief Administrative Officer's Report of November 26, 2020 To come forward

### **COMMUNICATIONS**

8. Kevin Richter, Acting Deputy Minister, Ministry of Transportation and Infrastructure dated November 10, 2020 Annex F  
pp 30 – 31  
Regarding 2020 UBCM Annual Convention Delegation Meeting

### **MOTIONS**

**BYLAWS****DIRECTORS' REPORTS**

Verbal

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

THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (a) and (c) 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 “labour relations or other employee relations.”

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to December 26, 2020)

Agricultural Advisory Committee	November 24 at 3:30 pm
Advisory Planning Commission (Area B)	November 24 at 7:00 pm
Advisory Planning Commission (Area F)	November 24 at 7:00 pm
Advisory Planning Commission (Area A)	November 25 at 7:00 pm
Advisory Planning Commission (Area E)	November 25 at 7:00 pm
Corporate and Administrative Services Committee	November 26 at 9:30 am
Regular Board	November 26 at 1:30 pm
Water Supply Advisory Committee	December 7 at 3:30 pm
Planning and Community Development Committee	December 10 at 9:30 am
Regular Board	December 10 at 1:30 pm
Solid Waste Management Plan Monitoring Advisory Committee	December 15 at 11:00 am
Natural Resources Advisory Committee	December 16 at 3:30 pm
Infrastructure Services Committee	December 17 at 9:30 am
Advisory Planning Commission (Area D)	December 21 at 7:00 pm
Agricultural Advisory Committee	December 22 at 3:30 pm

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

qathet Regional District / Sunshine Coast Regional District Joint Meeting	November 23 at 1:00 pm
Intergovernmental Meeting	December 2 at 1:00 pm
SCRD / School District No. 46 Joint Use	December 14 at 3:00 pm
Gibsons & District Public Library Association Board	December 14 at 7:00 pm

**Please note:** Meeting dates are current as of print date (November 20, 2020).



## SUNSHINE COAST REGIONAL DISTRICT

November 12, 2020

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

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<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	B. Beamish (Alt.)
		Sechelt Indian Government District	W. Paull

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	J. Hill
	Media	1
	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.*

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**CALL TO ORDER**     2:03 p.m.

### **ELECTION OF CHAIR**

The Corporate Officer called for nominations for the position of Chair of the Regional District Board for 2021.

Director Siegers nominated Director Pratt. Director Pratt accepted the nomination.

The Corporate Officer called a second time for further nominations.

The Corporate Officer called a third and final time for further nominations.

There being no further nominations, Director Pratt was declared Chair of the Sunshine Coast Regional District Board for 2021 by acclamation.

### **ELECTION OF VICE CHAIR**

Director Pratt assumed the Chair. Chair Pratt called for nominations for the position of Vice Chair of the Regional District Board for 2021.

Director Tize nominated Director Toth. Director Toth accepted the nomination.

The Chair called a second time for further nominations.

Director Lee nominated Director McMahon. Director McMahon accepted the nomination.

The Chair called a third and final time for further nominations.

There being no further nominations, nominations were closed and an electronic ballot was called by the Chair. Director Toth was declared Vice Chair of the Sunshine Coast Regional District Board for 2021 by majority vote.

## AGENDA

### It was moved and seconded

362/20

THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Letter of Support for Telus's Application to the BC Economic Recovery Program.

**CARRIED**

## MINUTES

Minutes

### It was moved and seconded

363/20

THAT the Regular Board meeting minutes of October 22, 2020 be adopted.

**CARRIED**

## REPORTS

Corporate

### It was moved and seconded

364/20

THAT Corporate and Administrative Services Committee recommendation Nos. 1, 3, 4, 6-8 and 10 of October 22, 2020 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Corporate Financial Variance – 3<sup>rd</sup> Quarter*

THAT the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

**Recommendation No. 3**      *Federal Gas Tax – Community Works Fund Framework*

THAT the report titled Federal Gas Tax – Community Works Fund Framework be received;

364/20 cont.

AND THAT the recommended changes as follows be incorporated into the draft Federal Gas Tax – Community Works Fund Policy and presented at a future Committee in preparation of final Policy approval:

- Purpose change to “a process for efficient expenditures of funds”;
- 7.1.3c – change “non-project” to “non-profit”;
- 6.2.5 – change “eligible outside agencies” to “eligible partners”.

**Recommendation No. 4**     *Gas Tax Community Works Fund Update*

THAT the report titled Gas Tax Community Works Fund Update be received for information.

**Recommendation No. 6**     *2020 Rural Areas’ Grant-in-Aid Debrief*

THAT the report titled 2020 Rural Areas’ Grant-in-Aid Debrief be received;

AND THAT a Special Corporate and Administrative Services Committee meeting be scheduled prior to the end of 2020 to review the Rural Areas’ Grant-in-Aid Policy and Process.

**Recommendation No. 7**     *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending September 30, 2020 be received for information.

**Recommendation No. 8**     *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from July 1 to September 30, 2020 be received for information.

**Recommendation No. 10**     *Notice of Motion – Business Licensing in Rural Areas*

THAT the Notice of Motion regarding Business Licensing in Rural Areas be received, adopted and acted upon as follows:

WHEREAS the Sunshine Coast Regional District (SCRD) has a large number of businesses and home-based businesses in the rural areas, and a large number of short-term rentals and potential new policy regarding small-scale cannabis production;

AND WHEREAS a business licensing program would create greater transparency and business development statistics, bylaw compliance, as well as revenue to help provide increased use of infrastructure and utilities;

THEREFORE BE IT RESOLVED that staff prepare a report for a Committee, prior to the end of 2020, about the implications of introducing business licensing in SCRD rural areas.

**CARRIED**

Planning

**It was moved and seconded**

365/20

THAT Planning and Community Development Committee recommendation Nos. 7, 10, 11 and 13 of November 12, 2020 be received, adopted and acted upon as follows:

**Recommendation No. 7**     *Gibsons and District Aquatic Facility (GDAF) Re-Opening*

THAT the report titled Gibsons and District Aquatic Facility (GDAF) Re-Opening be received;

AND THAT staff proceed with the "Accelerated Restart Option" that would see GDAF restart as soon as possible with modified hours/services;

AND THAT the offer of donation of up to \$5,000 from the Town of Gibsons in support of GDAF restart capital costs be accepted;

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

**Recommendation No. 10**     *Dakota Ridge Snowmobile Replacement and UTV Repair Options*

THAT the report titled Dakota Ridge Snowmobile Replacement and UTV Repair Options be received;

AND THAT replacement of snowmobile unit 417 and repair of UTV unit 506 proceed with funding of up to \$29,000 from Dakota Ridge [680] operating reserve;

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

**Recommendation No. 11**     *Seaview Cemetery Additional Columbarium Purchase*

THAT the report titled Seaview Cemetery- Additional Columbarium Purchase be received;

AND THAT the purchase and installation of an additional columbarium at the Seaview Cemetery be approved in the amount of \$24,000 and funded from Cemetery [400] operating reserves;

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

**Recommendation No. 13**     *RFP 2011602 - Fire Department Apparatus Replacement Award Report*

THAT the report titled RFP 2011602 - Fire Department Apparatus Replacement Award Report be received;

365/20 cont. AND THAT the project budget be increased from \$350,000 to \$400,789 for the Gibsons & District apparatus replacement, funded from MFA short term loan;

AND THAT the SCRD enter into a contractual agreement with HUB Fire Engines & Equipment Ltd., for the Replacement of the Halfmoon Bay Fire Department tender apparatus in the amount of \$459,806 (excluding GST);

AND THAT the SCRD enter into a contractual agreement with Associated Fire Safety Group, for the Replacement of the Gibsons & District Fire Department initial attack apparatus in the amount of \$400,789 (excluding GST);

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

**CARRIED**

## **COMMUNICATIONS**

UBCM Resolution –  
Medical Cannabis **It was moved and seconded**

366/20 THAT the correspondence from Jamee Justason, Resolutions and Policy Analyst, Union of British Columbia Municipalities dated October 19, 2020 regarding Medical Cannabis Safety Concerns (UBCM Resolution No. EB16) be received for information.

**CARRIED**

UBCM Resolution  
Amendment **It was moved and seconded**

367/20 THAT the amendments to the Medical Cannabis Safety Concerns resolution (UBCM Resolution No. EB16), as presented in the correspondence from Jamee Justason, Resolutions and Policy Analyst, Union of British Columbia Municipalities dated October 19, 2020, be supported;

AND THAT SCRD's support for the amendments to the Medical Cannabis Safety Concerns resolution (UBCM Resolution No. EB16) be communicated to the Union of British Columbia Municipalities.

**CARRIED**

Gibsons Pool  
Multi-Purpose Room **It was moved and seconded**

368/20 THAT the correspondence from Mayor Beamish, Town of Gibsons dated October 27, 2020 regarding a Multi-Purpose Room at the Gibsons Pool be received.

**CARRIED**



GDAF Expansion  
Plans

**It was moved and seconded**

369/20

THAT SCRD staff reach out to Town of Gibsons staff regarding the Muriel Haynes Trust Fund and potential uses for that fund with respect to the Gibsons and District Aquatic Facility;

AND THAT previous expansion plans for the Gibsons and District Aquatic Facility be referred to for future consideration.

**CARRIED**

Climate Action  
Report Card Project

**It was moved and seconded**

370/20

THAT the correspondence from Mayor Beamish, Town of Gibsons dated November 4, 2020 regarding Climate Action Report Card Project be received.

**CARRIED**

UBCM Delegation  
Meeting

**It was moved and seconded**

371/20

THAT the correspondence from Deputy Minister Allan, Ministry of Forests, Lands, Natural Resource Operations and Rural Development dated October 22, 2020 regarding 2020 UBCM Annual Convention Delegation Meeting be received.

**CARRIED**

UBCM Delegation  
Meeting

**It was moved and seconded**

372/20

THAT the correspondence from Deputy Minister Caul, Ministry of Indigenous Relations and Reconciliation dated October 27, 2020 regarding 2020 UBCM Annual Convention Delegation Meeting be received.

**CARRIED**

UBCM Delegation  
Meeting

**It was moved and seconded**

373/20

THAT the correspondence from Deputy Solicitor General Sieben, Ministry of Public Safety and Solicitor General dated October 28, 2020 regarding 2020 UBCM Annual Convention Delegation Meeting be received.

**CARRIED**

**UBCM Delegation Meeting****It was moved and seconded**

374/20

THAT the correspondence from Deputy Minister Jardine, Ministry of Environment and Climate Change Strategy dated October 28, 2020 regarding 2020 UBCM Annual Convention Delegation Meeting be received.

**CARRIED****BYLAWS**

Bylaw 687.3

**It was moved and seconded**

375/20

THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.3, 2020* be adopted.

**CARRIED****DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

**NEW BUSINESS**

Letter of Support

**It was moved and seconded**

376/20

THAT a letter of support be provided to Telus for their application to the BC Economic Recovery Program for service enhancements in the Egmont Road area;

AND THAT SCRD's support for the project is subject to forthcoming planning review and approval by the SCRD Board;

AND FURTHER THAT Telus be requested to address any shishálh Nation archaeological or environmental concerns.

**CARRIED**

*The Board moved In Camera at 3:21 p.m.*

**IN CAMERA****It was moved and seconded**

377/20

THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (c), (e), (k) and 90 (2) (b) of the *Community Charter* – “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “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...”.

**CARRIED**

*The Board moved out of In Camera at 3:28 p.m.*

**ADJOURNMENT      It was moved and seconded**

378/20                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:29 p.m.

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

Corporate Officer

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

\_\_\_\_\_

Chair

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

**November 5 and 6, 2020**

RECOMMENDATIONS FROM THE SPECIAL (PRE-BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT*:</b>	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	B. Beamish (Alt.)
		District of Sechelt	A. Toth
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	G.M., Infrastructure Services		R. Rosenboom (Part)
	G.M., Planning and Community Development		I. Hall (Part)
	Sr. Mgr., Human Resources		G. Parker (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		2
	Public		5

*\*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** 9:33 a.m.

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

**PRESENTATIONS and DELEGATIONS**

*The Chief Administrative Officer, General Manager, Corporate Services / Chief Financial Officer and Senior Manager, Human Resources provided a verbal introduction to the 2021 Budget process, what to expect, COVID effects and an overview of considerations in budget deliberations.*

**Recommendation No. 1** 2021 Budget Presentation

The Corporate and Administrative Services Committee recommended that the presentation titled Sunshine Coast Regional District Pre-Budget Overview be received.

## REPORTS

### **Recommendation No. 2**      *Community Partners and Stakeholders 2021 Budget Requests*

The Corporate and Administrative Services Committee recommended that the report titled Community Partners and Stakeholders 2021 Budget Requests be received.

### **Recommendation No. 3**      *Community Partners and Stakeholders 2021 Budget Requests*

The Corporate and Administrative Services Committee recommended that the following budget submissions be received and moved to 2021 Round 1 Budget:

- Sechelt Public Library;
- Gibsons and District Public Library;
- Roberts Creek Community Library;
- Sunshine Coast Museum and Archives;
- Skookumchuck Museum / Egmont Heritage Centre;
- Sunshine Coast Community Services Society: Youth Outreach Worker;
- Halfmoon Bay-Chatelech Community School Association;
- Pender Harbour Community School Society;
- Roberts Creek Community School Society;
- Gibsons Area Community Schools;
- Sunshine Coast Tourism;
- Pender Harbour and District Chamber of Commerce
- Coast Cultural Alliance;
- Gibsons and District Chamber of Commerce.

### **Recommendation No. 4**      *Pender Harbour Reading Centre*

The Corporate and Administrative Services Committee recommended that the budget submission from the Pender Harbour Reading Centre be received;

AND THAT at 2021 Round 1 Budget, Pender Harbour Reading Centre provide a business plan to address the ongoing deficits and sustainable plan for the future including use of endowment funds and interest revenue.

### **Recommendation No. 5**      *Pender Harbour Health Centre*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Health Centre (PHHC) budget submission be received;

AND THAT PHHC provide further information to 2021 Round 1 Budget explaining the 42% more hours of unfunded services, with a more detailed breakdown of income, options for planned deficits and potential of offsetting revenue through GST rebates;

AND FURTHER THAT PHHC advise whether grant opportunities, especially as a result of COVID-19, have been explored.

**Recommendation No. 6**      *Sechelt Community Archives*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sechelt Community Archives be received;

AND THAT Sechelt Community Archives provide further information to 2021 Round 1 Budget regarding the feasibility of the archives achieving charitable status.

*The Committee recessed at 10:58 a.m. and reconvened at 11:13 a.m.*

**Recommendation No. 7**      *Addition of Youth Outreach Worker to Potential Community and Social Services Function*

The Corporate and Administrative Services Committee recommended that staff explore adding the youth outreach worker program funding within the potential Community and Social Services Function.

**Recommendation No. 8**      *Sechelt Community Schools Society*

The Corporate and Administrative Services Committee recommended that the budget submissions from the Sechelt Community Schools Society be received;

AND THAT Sechelt Community Schools Society provide further information to 2021 Round 1 Budget with respect to clarifying the direct service hours expended, on which days, and for what programs

**Recommendation No. 9**      *2021-2025 Financial Plan Outlook*

The Corporate and Administrative Services Committee recommended that the report titled 2021-2025 Financial Plan Outlook be received.

*The Committee recessed at 12:33 p.m. and reconvened at 1:30 p.m.*

**Recommendation No.10**      *Annual Support Service Allocation Policy Review*

The Corporate and Administrative Services Committee recommended that the report titled Annual Support Service Allocation Policy Review be received;

AND THAT Section e) in the policy be amended to “Corporate Communications and Engagement” to account for the work of the new Communications and Engagement Manager and the wording be amended to “Includes *all* costs associated with providing advertising, media, communications *and engagement* for the Regional District.”

AND THAT under Procedures – Support Services i(d) be amended to “Corporate Communications and Engagement”;

AND FURTHER THAT the policy be approved as amended.

**Recommendation No. 11**      *Status of Operating and Capital Reserves*

The Corporate and Administrative Services Committee recommended that report titled Status of Operating and Capital Reserves as at September 30, 2020 be received for information.

*The Committee recessed at 2:47 p.m. on November 5, 2020 and reconvened at 9:41 a.m. on November 6, 2020.*

**Recommendation No. 12**    *Supporting Documents to Budget Process*

The Corporate and Administrative Services Committee recommended that the Revised 2020 Carry-forwards and 2021 Proposed Initiatives at Pre-Budget Summary and 2021 Average Residential Taxation and Fees Summary be received.

**Recommendation No. 13**    *Corporate and Administrative Services Projects*

The Corporate and Administrative Services Committee recommended that for 2021 Round 1 Budget, staff present budget proposals for the following Corporate and Administrative Services projects:

- [110] – Temporary Casual Legislative Support;
- [113] – Implementation of New Asset Retirement Obligations (**Regulatory Compliance**);
- [114, 310, 312, 370, 650] – Health and Safety Programs (Field Road and Mason Road);
- [114 and 312] – Electric Vehicle (EV) Charging Stations (Field Road and Mason Road) – Phase 1;
- [115] – Joint Committee Leave Management;
- [117] – Electronic Document and Records Management System (EDRMS) Functionality Enhancements;
- [117] – Cyber Security Culture 2021;
- [131] – Ballot Tabulators;
- [150] – Feasibility Function for Community Social Services;
- [506] – Mapping Orthophoto Imagery Refresh 2021;

AND THAT the following 2020 Carry-Forward project be amended in the 2020-2024 Financial Plan as follows:

- [115] Collective Agreement Negotiations Support be reduced from \$20,000 to \$10,000 (Reserves).

*The Committee recessed at 11:23 a.m. and reconvened at 11:38 a.m.*

**Recommendation No. 14**    *Planning and Community Development Projects*

The Corporate and Administrative Services Committee recommended that for 2021 Round 1 Budget, staff present budget proposals for the following Planning and Community Development projects:

- [200] – Electric Bylaw Vehicle;
- [200] – Senior Bylaw Officer;
- [210] – Janitorial Service;
- [210/222] – Deputy Fire Chief;
- [210/212/216/218] – Firefighter Insurance;
- [212/216] – Assistant Fire Chief;
- [216] – Firehall Redevelopment;
- [222] – Trailer Removal (**Safety Requirement**);
- [345] – New Brighton Dock Study;

- [615] – Fire Safety Systems Maintenance Cost Increase (Base Budget) (**Regulatory Compliance**);
- [615] – Fall Protection Systems Upgrades – Phase 1 (**Safety Requirement**);
- [615] – Building Water Systems Management Plan;
- [615/625] – Scheduling Software;
- [615] – Sechelt Aquatic Centre (SAC) – Failed Heat Pump Replacement;
- [615/625] – Programming Review;
- [625] – Building Water Systems Management Plan;
- [650] – Asset Management Summer Student Staffing Support;
- [650] – Priority Repairs to Community Halls;
- [650] – Equipment Purchase (Sports Fields) – New Tractor;
- [650] – Coopers Green Hall Replacement / Upgrade;
- [650] – Bike Park / Pump Track Development at Sprockids Park.

AND THAT staff report prior to 2021 Round 1 Budget explaining the potential effect on the capital plan and risk of deferring the following projects to 2022:

- [210] – Gibsons and District Volunteer Fire Department - Hazardous Materials Response Trailer;
- [210] - Gibsons and District Volunteer Fire Department - Rescue Truck Upgrade.

AND THAT staff report prior to 2021 Round 1 Budget explaining the potential effect on the capital plan and risk of deferring the following project to 2022 including potential for supplying a generator to one firehall only and options for energy efficient methods of power generation (i.e. solar powered batteries for generators):

- [210] - Gibsons and District Volunteer Fire Department - Emergency Generator;

AND THAT the following projects be removed from the 2021 Proposed Initiatives list:

- [345] – Keats Landing Lateral Load Study;
- [345] – Economic and Design Study of Boat Ramps;
- [615] – Non-Critical Capital Gibsons and Area Community Centre (GACC) Audio System;

AND THAT the following 2020 Carry-Forward projects be removed and the 2020-2024 Financial Plan be amended:

- [540] Hillside Development Project - Investment Attraction Analysis;
- [650] Lower Road - Ocean Beach Esplanade Connector Trail with future options to be considered;

AND FURTHER THAT the following project be deferred to 2022 pending staff report to a future committee with a business case, grant opportunities and return on investment breakdown:

- [650] - Well Development / Irrigation System at Cliff Gilker Park.

*The Committee recessed at 12:36 p.m. and reconvened at 1:15 p.m.*

*The Committee recessed at 2:44 p.m. and reconvened at 3:00 p.m.*



**Recommendation No. 15**    *Infrastructure Services Projects*

The Corporate and Administrative Services Committee recommended that for 2021 Round 1 Budget, staff present budget proposals for the following Infrastructure Services projects:

- [150] – Senior Coordinator Strategic Initiatives (Water Service);
- [150] – Watershed Management Action Plan Development (Water Service).
- [310] – COVID-19 Expenses – Materials and Supplies (**Safety Requirement**);
- [310] – Increase Funding for Free Transit Ticket Program;
- [310] – Annual Training Safety and Customer Service;
- [310 / 312] – Building Improvements – Increased Safety;
- [312] – Remove Contaminates, Polish and Paint Fuel Tanks (**Imminent Asset Failure**);
- [312] – HVAC Maintenance Safety System;
- [324 / 330] – Transition to LED Streetlights;
- [350] – Generator Replacement for Pender Harbour Transfer Station (**Imminent Asset Failure**);
- [350] – Sechelt Landfill Stage H+ Closure (**Regulatory Compliance**);
- [350] – Sechelt Landfill Monitoring Well Installation (**Regulatory Compliance**);
- [350] – Sechelt Landfill Surveying (**Regulatory Compliance**);
- [350] – Rediversion of Waste from Sechelt Landfill;
- [350] – Next Steps Future Solid Waste Disposal Option Study;
- [350] – Forklift for Sechelt Landfill;
- [350] – Waste Composition Study;
- [350] – Solid Waste Management Plan Update;
- [350] – Recycling Depot Funding;
- [350] – Pender Harbour Site Assessments;
- [350] – Road Maintenance Budget Increase for Pender Harbour Transfer Station;
- [350] – Site Attendant;
- [350] – Traffic Control Lights for Pender Harbour Transfer Station;
- [365, 366 and 370] – Water Metering Program: Leak Correlator;
- [365, 366 and 370] – Water Metering Program: Neptune 360 Annual Fees;
- [365, 366 and 370] – Water Metering Program: Development of Customer Relationship Management Tool;
- [365, 366 and 370] – Capital Infrastructure Project Technician (1.5 FTE);
- [366] – Dogwood Reservoir: Feasibility Study (**Imminent Asset Failure**);
- [366] – Dogwood Reservoir: Construction (**Imminent Asset Failure**);
- [366] – McNeil Lake Dam Upgrades (**Regulatory Compliance**);
- [366] – South Pender Harbour Water treatment Plant Upgrades – Phase 2;
- [366] – 2021 Vehicle Purchases;
- [366 and 370] – Dam Inspections and Emergency Response (**Regulatory Compliance**);
- [370] – Chapman and Edwards Dam Improvements (**Regulatory Compliance**);
- [370] – Chapman Creek WTP Chlorine Upgrades;
- [370] – Regional Water Minor Capital Base Budget Increase (Amended to User Fees);
- [370] – Chapman and Edwards Lake Communication System Upgrade;
- [370] – 2021 Vehicle Purchases;
- [370] – SCADA Technician Staffing Increase (0.30 FTE);
- [370] – Groundwater Investigation Round 2 Phase 3;
- [370] – Eastbourne Groundwater Investigation;
- [370] – Raw Water Reservoir – Development Phase 1

- [370] – Meters Installation Phase 3 – District of Sechelt and Sechelt Indian Government District (Additional Funding);
- [381-388 and 390-395] – Wastewater Treatment Facilities Pumping Expenses Base Budget Increase;
- [382] – Woodcreek Park Wastewater Treatment Plant – Sand Filter Construction **(Imminent Asset Failure)**;
- [383, 384, 385, 387, 388 and 393] - Outstanding Right of Way **(Regulatory Compliance)**;
- [384 and 385] – Jolly Roger / Secret Cove – Wastewater Treatment Plant – Headworks Improvements **(Imminent Asset Failure)**;
- [391] – Curran Road Wastewater Treatment Plant – Ocean Outfall Anchor Replacement Phase 2 **(Imminent Asset Failure)**;

AND THAT the following projects be deferred to 2022:

- [365] – Water Supply Plan: Public Participation North Harbour Water Service;
- [365] – Water Supply Plan: Technical Analyses North Harbour Water Service;
- [366] – Water Supply Plan: Public Participation South Harbour Water Service;
- [366] – Water Supply Plan: Technical Analyses South Harbour Water Service;
- [370] – Church Road Well Field Project – Base Operating Budget Increase;
- [370] – Church Road Well Field Project – Staffing Increase (0.30 FTE);

AND THAT the following 2020 Carry-Forward project be amended in the 2020-2024 Financial Plan as follows:

- [370] Vehicle Purchases – Strategic Infrastructure Division – reduce purchase to 1 versus 2 vehicles (Short Term Debt);

AND THAT the following projects be moved to 2021 Round 1 Budget with further information to be provided to a Committee, or at Round 1:

- [350] – WildsafeBC;
- [350] – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill;

AND THAT the following project be moved to 2021 Round 1 Budget with further information to be provided to a Committee, or at Round 1, regarding funding options available through Developmental Cost Charges and also consultation with Gibsons and District Volunteer Fire Department as to potential events requiring Reed Road Pump Station and equipment capacity:

- [370] – Reed Road Pump Station Zone 4 Improvements;

AND THAT the following projects be moved to 2021 Round 1 Budget with a budget proposal for each of the water systems involved:

- [370] – Water Supply Plan: Public Participation Regional Water System;
- [370] – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis;
- [370] – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources (Chapman).

**Recommendation No. 16**    *2020 Project Carry-Forward Requests*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Project Carry-Forward Requests be received;

AND THAT the remaining 2020 Carry-Forward projects and associated funding be included in the 2021-2025 Financial Plan with the following amendments:

- [115] Collective Agreement Negotiations Support be reduced from \$20,000 to \$10,000 (Reserves);
- [370] Vehicle Purchases – Strategic Infrastructure Division - purchase of 1 vehicle only (Short Term Debt);

AND FURTHER THAT staff be authorized to proceed with the 2020 Carry-Forward projects prior to adoption of the 2021-2025 Financial Plan.

**Recommendation No. 17**    *2020 Budget Deferrals and 2021 Proposed Initiatives*

The Corporate and Administrative Service Committee recommended that the report titled 2020 Budget Deferrals and 2021 Proposed Initiatives be received;

AND THAT the remaining projects and staffing deferrals as part of the 2020 Amended Budget be re-affirmed for inclusion in the 2021 – 2025 Financial Plan as follows:

- Community Sustainability [136]
  - Building Adaptive and Resilient Communities (BARC) – Climate Action Framework (Operating Reserves) \$20,000
  - Community Emissions Analysis (Operating Reserves) \$50,000
- Community Parks [650]
  - Suncoaster Trail (Phase 2) (Operating Reserves) \$15,000
- Feasibility [150]
  - Watershed Governance Feasibility Study (Operating Reserves) \$21,865

Full time equivalency (FTE) positions:

• Employee and Volunteer Engagement	0.20 FTE	\$15,950
• Sustainability Services Manager	1.00 FTE	\$115,590
• Strategic Planning Coordinator	1.00 FTE	\$67,110
• Strategic Planning Technician	1.00 FTE	\$63,157
• Transit Service Person	0.38 FTE	\$20,074
• Infrastructure Services Assistant	1.00 FTE	\$55,458
• Planning Technician (pro-rated value 2020)	1.00 FTE	\$57,676
• Lifeguard 1, PHAFC, Increase by 0.13 FTE	0.13 FTE	\$6,200
• Aquatic Supervisor, PHAFC, Increase by 0.20 FTE	0.20 FTE	\$12,971
• 3 Year Pilot Project (2020-2022) – Training and Development Program (Recreation)	0.25 FTE	\$15,231

AND THAT staff be authorized to proceed with the recruitment of the deferred staffing positions prior to adoption of the 2021 – 2025 Financial Plan;

AND FURTHER THAT the following projects be deferred to 2022:

- Public Transit [310] – Youth Transit Demand Assessment Survey and Youth Transit Pilot Project;
- Regional Planning [500] - Regional Housing Conference Partnership.

## **COMMUNICATIONS**

### **Recommendation No. 18**    *COVID-19 Safe Restart Grants for Local Governments*

The Corporate and Administrative Services Committee recommended that the correspondence from Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing regarding COVID-19 Safe Restart Grants for Local Governments be received.

**ADJOURNMENT**                      4:24 p.m.

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Committee Chair

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

**November 12, 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	B. Beamish (Alt.)
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Planning and Community Development		I. Hall
	Manager, Planning and Development		D. Pady
	Senior Planner		Y. Siao (part)
	Manager, Recreation Services		G. Donn (part)
	Chief Building Official		A. Whittleton (part)
	Manager, Protective Service		M. Treit (part)
	Administrative Assistant / Recorder		A. O'Brien
	Public		60+/- (part)
	Media		1

*\*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**      9:33 a.m.

**AGENDA**              The amended agenda was adopted with the addition of New Business Item: City of Vancouver Climate Emergency Action Plan.

**DELEGATIONS**

*Chris Hergesheimer, Director of Programs and Innovation, One Straw Society presented to the Committee regarding the Sunshine Coast Food Charter.*

**Recommendation No. 1**      *Sunshine Coast Food Charter*

The Planning and Community Development Committee recommended that the delegation materials from One Straw Society regarding the Sunshine Coast Food Charter be received;

AND THAT the Sunshine Coast Food Charter be referred to the Agricultural Advisory Committee.

*Lorna Vanderhaeghe (Owner/Applicant), Development Variance Permit Application DVP00054 (4355 Lake Road) presented to the Committee regarding the application.*

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

The Planning and Community Development Committee recommended that the delegation materials from Lorna Vanderhaeghe (Owner/Applicant) Development Variance Permit Application DVP00054 (4355 Lake Road) be received.

*Martin Aidelbaum (Adjacent Property Owner), Development Variance Permit Application DVP00054 (4355 Lake Road) presented to the Committee regarding the application.*

**Recommendation No. 3**      *Development Variance Permit Application DVP00054 (4355 Lake Road)*

The Planning and Community Development Committee recommended that the delegation materials from Martin Aidelbaum (Adjacent Property Owner) Development Variance Permit Application DVP00054 (4355 Lake Road) be received.

## REPORTS

**Recommendation No. 4**      *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 Development Variance Permit Application DVP00054 (4355 Lake Road) be denied.

**Recommendation No. 5**      *Development Variance Permit DVP00063 (5642 Mintie Rd)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00063 (5642 Mintie Rd) be received;

AND THAT consideration of Development Variance Permit DVP00063 be deferred to the December 10, 2020 Planning and Community Development Committee with a December 10, 2020 Direct to Board recommendation included.

*The Committee recessed at 11:35 a.m. and reconvened at 11:45 a.m.*

**Recommendation No. 6**      *698 Leek Road, Roberts Creek – Covenant Amendment*

The Planning and Community Development Committee recommended that the report titled 698 Leek Road, Roberts Creek – Covenant Amendment be received;

AND THAT the delegated authorities be authorized to amend the covenant made under Section 219 of the Land Title Act for 698 Leek Road, Roberts Creek by deleting Section 3:

“The Transferor shall set aside a portion or portions of the Lands totaling 3,000 square meters which shall be maintained available or used solely for farming-related purposes, and which may include construction and use of greenhouses.”

**Recommendation No. 7**     *Gibsons and District Aquatic Facility (GDAF) Re-opening*

The Planning and Community Development Committee recommended that the report titled Gibsons and District Aquatic Facility (GDAF) Re-opening be received;

AND THAT staff proceed with the “Accelerated Restart Option” that would see GDAF restart as soon as possible with modified hours/services;

AND THAT the offer of donation of up to \$5,000 from the Town of Gibsons in support of GDAF restart capital costs be accepted;

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 12, 2020.

**Recommendation No. 8**     *Coopers Green Hall Public Consultation Process*

The Planning and Community Development Committee recommended that the report titled Coopers Green Hall Public Consultation Process be received;

AND THAT staff proceed with public participation activities as described in this report, engaging the services of Principle Architecture through an amended contract;

AND FURTHER THAT results be reported to a future Committee prior to Round 2 of the 2021 Budget process.

**Recommendation No. 9**     *Coopers Green (tituls) Park Boat Launch*

The Planning and Community Development Committee recommended that the report titled Coopers Green (tituls) Park Boat Launch be received;

AND THAT a project proposal for a Sunshine Coast Marine Facilities Study be explored with SCREDO;

AND FURTHER THAT in the short-term and as an interim step:

1. The boat launch load limit be clearly communicated;
2. Staff work with marine transportation service providers to define limited days/hours of service for goods/service movement at the boat launch; and
3. Provincial approval for an updated management plan be sought;

AND FURTHER THAT staff bring forward a budget proposal for R1 Budget process.

**Recommendation No. 10**     *Dakota Ridge Snowmobile Replacement and UTV Repair Options*

The Planning and Community Development Committee recommended that the report titled Dakota Ridge Snowmobile Replacement and UTV Repair Options be received;

AND THAT replacement of snowmobile unit 417 and repair of UTV unit 506 proceed with funding of up to \$29,000 from Dakota Ridge [680] operating reserve;

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 12, 2020.

**Recommendation No. 11**     *Seaview Cemetery Additional Columbarium Purchase*

The Planning and Community Development Committee recommended that the report titled Seaview Cemetery- Additional Columbarium Purchase be received;

AND THAT the purchase and installation of an additional columbarium at the Seaview Cemetery be approved in the amount of \$24,000 and funded from Cemetery [400] operating reserves;

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 12, 2020.

**Recommendation No. 12**     *Communication Plan for Step Code Implementation*

The Planning and Community Development Committee recommended that the report titled Communication Plan for Step Code Implementation be received.

**Recommendation No. 13**     *RFP 2011602 - Fire Department Apparatus Replacement Award Report*

The Planning and Community Development Committee recommended that the report titled RFP 2011602 - Fire Department Apparatus Replacement Award Report be received;

AND THAT the project budget be increased from \$350,000 to \$400,789 for the Gibsons and District apparatus replacement, funded from MFA short term loan;

AND THAT the SCRD enter into a contractual agreement with HUB Fire Engines and Equipment Ltd., for the Replacement of the Halfmoon Bay Fire Department tender apparatus in the amount of \$459,806 (excluding GST);

AND THAT the SCRD enter into a contractual agreement with Associated Fire Safety Group, for the Replacement of the Gibsons and District Fire Department initial attack apparatus in the amount of \$400,789 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of November 12, 2020.

**Recommendation No. 14**     *Policing and Public Safety Committee Meeting Minutes of October 15, 2020*

The Planning and Community Development Committee recommended that the Sunshine Coast Policing and Public Safety Committee meeting minutes of October 15, 2020 be received;

AND THAT the topic of “Location for RCMP Vehicle on Gambier Island” be added to a 2021 Q2 Sunshine Coast Policing and Public Safety Committee meeting agenda as per the following resolution:



**Recommendation No. 3**     *Securing Location for RCMP Vehicle on Gambier Island*

The Sunshine Coast Policing and Public Safety Committee recommended that the SCRD Board send a letter to Islands Trust requesting they reach out to the Gambier Island community to assist in finding a suitable location for the RCMP to park their multi-purpose safety vehicle in close proximity to the New Brighton dock.

**COMMUNICATIONS****Recommendation No. 15**     *Correspondence regarding Restricting Industrial Cannabis Production on Agricultural Land*

The Planning and Community Development Committee recommended that the correspondence from Raquel Kolof, Hough Heritage Farm, 367 Hough Road, Elphinstone dated October 4, 2020 regarding Restricting Industrial Cannabis Production on Agricultural Land be received.

**Recommendation No. 16**     *Correspondence regarding Islands Trust Council letter to MOTI and MOT – New Brighton Dock*

The Planning and Community Development Committee recommended that the correspondence from Peter Luckham, Chair, Islands Trust Council, dated October 2, 2020 regarding Letter to Minister of Transportation and Infrastructure and Minister of Transport regarding New Brighton Dock, Gambier Island be received.

**Recommendation No. 17**     *Correspondence from Ministry of Health*

The Planning and Community Development Committee recommended that the correspondence from Dr. Bonnie Henry, Provincial Medical Health Officer, Ministry of Health dated October 14, 2020 regarding use of facilities for public immunization clinics be received.

**Recommendation No. 18**     *Correspondence from Ministry of Transport – New Brighton Dock*

The Planning and Community Development Committee recommended that the correspondence from Hon. Marc Garneau, M.P., Minister of Transport, received October 30, 2020 regarding Response to September 30, 2020 Letter regarding New Brighton Dock from Patrick Weiler, M.P. West Vancouver – Sunshine Coast – Sea to Sky Country be received.

**NEW BUSINESS**

*The Committee discussed the City of Vancouver's release of their Climate Emergency Action Plan.*

**IN CAMERA**

*The Committee moved In-Camera at 1:05 p.m.*

*That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (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”, “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”, “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” and “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.*

*The Committee moved out of In-Camera at 1:13 p.m.*

**ADJOURNMENT** 1:13 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**November 19, 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	B. Beamish
		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, Capital Projects		S. Misiurak (part)
	Manager, Solid Waste Services		R. Cooper (part)
	Water Sustainability Coordinator		R. Shay (part)
	Water Sustainability Technician		J. Callaghan (part)
	Recording Secretary		T. Ohlson
	Media	0	
	Public	0	

*\*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 presented.

**PRESENTATIONS and DELEGATIONS**

**REPORTS**

**Recommendation No. 1** *Woodcreek Park Wastewater Treatment Plant Replacement Update*

The Infrastructure Services Committee recommended that the report titled Woodcreek Park Wastewater Treatment Plant Replacement Update be received.

**Recommendation No. 2**      *Contract for Church Road Well Field Project - Update*

The Infrastructure Services Committee recommended that the report titled Contract for Church Road Well Field Project - Update be received;

AND THAT the contract with Associated Environmental Consultants Inc. for the Groundwater Investigation - Phase 4A be increased by \$75,000 to \$812,182 (excluding GST);

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

AND FURTHER THAT should the water license for the Church Road well project not be issued, that the expenses to date be funded through operational reserves.

**Recommendation No. 3**      *Drought Response Plan 2020 Summary*

The Infrastructure Services Committee recommended that the report titled Drought Response Plan 2020 Summary be received.

**Recommendation No. 4**      *Preliminary Participation Summary – Green Bin Program*

The Infrastructure Services Committee recommended that the report titled Preliminary Participation Summary – Green Bin Program be received.

**Recommendation No. 5**      *Tipping Fee Review of Materials Received for Diversion at SCRD Facilities*

The Infrastructure Services Committee recommended that the report titled Tipping Fee Review of Materials Received for Diversion at SCRD Facilities be received;

AND THAT the tipping fee for appliances containing Freon be decreased from \$40 to \$30 per unit;

AND THAT a tipping fee for cardboard be established at \$285 per tonne;

AND THAT the tipping fee for gypsum be increased from \$265 to \$290 per tonne;

AND THAT the tipping fee for metal be increased from \$70 to the current tipping fee for Municipal Solid Waste;

AND THAT the tipping fee for propane tanks up to 1lb be increased from \$0.50 to \$2 per unit;

AND THAT the tipping fee for propane tanks 1lb up to 25lbs be increased from \$2 to \$10;

AND THAT the tipping fee for propane tanks over 25lbs be increased from \$5.50 to \$10;

AND FURTHER THAT these tipping fees be incorporated in an amendment of *Bylaw 405*.

**Recommendation No. 6**      *South Coast Green Waste Drop-off Depot Operations - Update*

The Infrastructure Services Committee recommended that the report titled South Coast Green Waste Drop-off Depot Operations - Update be received;

AND THAT the Town of Gibsons continue operating the South Coast Green Waste Drop-off Depot on a month-to-month basis from January 1, 2021 for a period up to June 30, 2021, at a monthly rate of \$8,549.

**Recommendation No. 7**      *Audit of South Coast Green Waste Drop-off Depot*

The Infrastructure Services Committee recommended that staff bring forward a report to Round 1 Budget to confirm the feasibility and financial implications of an audit at the South Coast Green Waste Drop-off site to determine who is using the facility, what material is being dropped off including invasive species, the volume of material and the approximate percentage of users that are commercial and residential.

**Recommendation No. 8**      *Request for Proposals (RFP) 2035009 Contract Award for Green Waste Container and Hauling Services*

The Infrastructure Services Committee recommended that the report titled Request for Proposals (RFP) 2035009 Contract Award for Green Waste Container and Hauling Services be received;

AND THAT a contract for Green Waste Container and Hauling Services be awarded to Salish Environmental Group Inc. in the amount up to \$256,623 (plus GST);

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

**Recommendation No. 9**      *Procurement Process*

The Infrastructure Services Committee recommended that staff bring forward a report on the process to provide the SCRD Board with more information on bids or tenders including all bids received, dollar value of each bid and criteria used to determine a successful bid in competitive procurement processes.

**Recommendation No. 10**      *Disposal for Boats and Recreation Vehicles Pilot Project - Update*

The Infrastructure Services Committee recommended that the report titled Disposal for Boats and Recreation Vehicles Pilot Project – Update be received;

AND THAT the SCRD continue to accept boats and recreation vehicles under specific conditions at the Sechelt Landfill at the tipping fee rate of \$265 per tonne.

*The Infrastructure Services Committee meeting recessed at 11:10 a.m. and reconvened at 11:21 a.m.*

**Recommendation No. 11**      *Terms of Reference Sunshine Coast Transit Future Action Plan*

The Infrastructure Services Committee recommended that the report titled Terms of Reference Sunshine Coast Transit Future Action Plan be received;

AND THAT this report be referred to the Transportation Advisory Committee meeting for consideration;

AND FUTHER that the Terms of Reference be updated and brought forward to a future Committee meeting.

**Recommendation No. 12**     *Transportation Advisory Committee Meeting Minutes of October 15, 2020*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of October 15, 2020 be received;

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

**Recommendation No. 9**     *Meetings with Ministry of Transportation and Infrastructure*

The Transportation Advisory Committee recommended that SCRD staff reach out to staff at the Ministry of Transportation and Infrastructure to set up a meeting;

AND THAT SCRD elected officials and Ministry of Transportation and Infrastructure elected officials meet at their earliest convenience.

AND FURTHER THAT Recommendation No. 11 contained therein be adopted and acted upon as amended, as follows:

THAT the SCRD write a letter of support of the Langdale Parent Advisory Council to the Ministry of Transportation and Infrastructure for improved safety on the Port Mellon Highway.

**Recommendation No. 13**     *Solid Waste Management Plan Monitoring Advisory Committee Meeting Minutes of October 20, 2020*

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of October 20, 2020 be received.

**Recommendation No. 14**     *Water Supply Advisory Committee Meeting Minutes of November 2, 2020*

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of November 2, 2020 be received.

**COMMUNICATIONS**

**Recommendation No. 15**     *Correspondence Universal Broadband Fund*

The Infrastructure Services Committee recommended that the correspondence from Patrick Weiler, MP West Vancouver – Sunshine Coast – Sea to Sky Country dated November 9, 2020 regarding the Universal Broadband Fund be received.

**ADJOURNMENT**                      12:00 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – November 26, 2020

**AUTHOR:** Allen Whittleton, Chief Building Official

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### RECOMMENDATION(S)

**THAT** the report titled Placement of Notice on Title be received;

**AND THAT** the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, District Lot 3921, Plan BCP23871, NWD, GRP 1.

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### BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists a property where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or inspections under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered owner that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent a registered letter to the registered owner of the property listed in this report. The owner has been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered.

### DISCUSSION

The property is non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled;
- construction has taken place without a valid permit.

**1. 4355 Lake Road, Lot 2, District Lot 3921, Plan BCP23871, NWD  
PID 026-674-548, Folio 746.06163.502  
Electoral Area A**

A building permit was issued on March 22, 2019 for the re-construction of a non-conforming single family dwelling. Several inspections were conducted and at one point it was determined the building was not consistent with the Development Permit conditions or the approved Building Permit drawings. A stop work order was posted on the project but work on the building continued and is now nearing completion. This building now contains aspects of construction that have been concealed without inspection approval.

**STRATEGIC PLAN AND RELATED POLICIES**

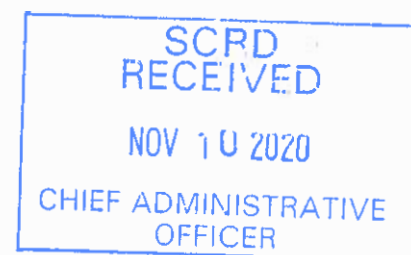
N/A

**CONCLUSION**

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the building division that is summarized above show that this property is in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property.

Reviewed by:			
Manager	X-A. Whittleton	Finance	
GM	X-I. Hall	Legislative	X - S. Reid
CAO	X – D. McKinley	Other	





November 10, 2020

Lori Pratt, Chair  
Regional District of Sunshine Coast  
1975 Field Road  
Sechelt BC V0N 3A1

Reference: 296160

Dear Chair Pratt,

**Re: UBCM Convention 2020**

I am writing to thank you for taking the time to meet with the former Minister of Transportation and Infrastructure and me virtually during the Union of British Columbia Municipalities (UBCM) Convention.

I am glad there was an opportunity to discuss your support for expedited water supply permit approvals, your interest in a stormwater management strategy, and your concerns about the maintenance of secondary roads in the area. I am also responding to your letter of October 9, 2020, addressed to the Minister of Transportation and Infrastructure, regarding these matters.

As committed to during the meeting, the ministry will ensure that water supply permits are in place to enable wellfield construction to begin by January 2021.

The ministry also remains committed to continuing to work with the Regional District on the development and implementation of a stormwater management strategy, including working closely with staff at the Ministry of Environment and Ministry of Forests, Lands, Natural Resource Operations and Rural Development to identify how such a strategy should look. As well, we will be sure to look at historic drainage issues within the Regional District when planning capital and rehabilitation projects to eliminate drainage impacts where possible. District Manager Elena Farmer would be pleased to provide you with an update on the progress of this work and can be reached at 236 468-1935 or [Elena.Farmer@gov.bc.ca](mailto:Elena.Farmer@gov.bc.ca).

Ms. Farmer will also work closely with the Regional District to ensure that side roads in the region are being maintained according to the ministry's strict maintenance specifications.

.../2

**Ministry of Transportation  
and Infrastructure**

Office of the  
Deputy Minister

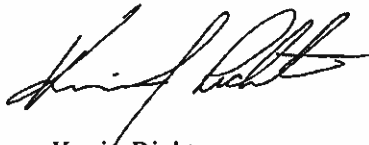
Mailing Address:  
PO Box 9850 Stn Prov Govt  
Victoria BC V8W 9T5  
Telephone: 250 387-3280  
Fax: 250 387-6431

Location  
5B 940 Blanshard Street  
Victoria BC V8W 3E6  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

The yearly UBCM discussions provide a valuable way for governments to come together and work collaboratively toward strengthening our communities. Following the election, your thoughts and suggestions will be shared with the new Minister of Transportation and Infrastructure.

Thank you for your hard work in supporting your community.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Richter', written in a cursive style.

Kevin Richter  
Acting Deputy Minister

Copy to: Office of the Minister of Forests, Lands, Natural Resource Operations and Rural Development

Office of the Minister of Environment

Grant Main, Deputy Minister

Renée Mounteney, Acting Associate Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Ashok Bhatti, Regional Executive Director  
South Coast Region

Elena Farmer, District Manager  
Lower Mainland District