



SUNSHINE COAST REGIONAL DISTRICT

November 26, 2020

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:

Chair	Electoral Area B	L. Pratt
Directors	Electoral Area A	L. Lee
	Electoral Area D	A. Tize
	Electoral Area E	D. McMahon
	Electoral Area F	M. Hiltz
	District of Sechelt	D. Siegers
	District of Sechelt	A. Toth
	Town of Gibsons	B. Beamish

ALSO PRESENT*:

Chief Administrative Officer	D. McKinley
Corporate Officer	S. Reid
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Infrastructure Services	R. Rosenboom
Manager, Communications and Engagement	A. Buckley (in part)
Chief Building Official	A. Whittleton (in part)
Deputy Corporate Officer / Recorder	J. Hill
Media	1
Public	7

**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 2:01 p.m.

AGENDA **It was moved and seconded**

379/20 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Buy Local Week.

CARRIED

MINUTES

Minutes **It was moved and seconded**

380/20 THAT the Regular Board meeting minutes of November 12, 2020 be adopted.

CARRIED

REPORTS

Special Corporate
(Pre-Budget)

It was moved and seconded

381/20

THAT Special Corporate and Administrative Services Committee (Pre-Budget) recommendation Nos. 1-18 of November 5-6, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *2021 Budget Presentation*

THAT the presentation titled Sunshine Coast Regional District Pre-Budget Overview be received.

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

THAT the report titled Community Partners and Stakeholders 2021 Budget Requests be received.

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

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*

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.

381/20 cont.

Recommendation No. 5 *Pender Harbour Health Centre*

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*

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.

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

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*

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*

THAT the report titled 2021-2025 Financial Plan Outlook be received.

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

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.";

381/20 cont.

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*

THAT the report titled Status of Operating and Capital Reserves as at September 30, 2020 be received for information.

Recommendation No. 12 *Supporting Documents to Budget Process*

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*

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).

Recommendation No. 14 *Planning and Community Development Projects*

THAT for 2021 Round 1 Budget, staff present budget proposals for the following Planning and Community Development projects:

381/20 cont.

- [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;

381/20 cont.

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.

Recommendation No. 15 *Infrastructure Services Projects*

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;

381/20 cont.

- [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;

381/20 cont.

- [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 FURTHER 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*

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.

381/20 cont.

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

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.

381/20 cont. **Recommendation No. 18** *COVID-19 Safe Restart Grants for Local Governments*

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.

CARRIED

Planning **It was moved and seconded**

382/20 THAT Planning and Community Development Committee recommendation Nos. 1-3, 5-6, 8, 9, 12 and 14-18 of November 12, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *Sunshine Coast Food Charter*

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.

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

THAT the delegation materials from Lorna Vanderhaeghe (Owner/Applicant) Development Variance Permit Application DVP00054 (4355 Lake Road) be received.

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

THAT the delegation materials from Martin Aidelbaum (Adjacent Property Owner) Development Variance Permit Application DVP00054 (4355 Lake Road) be received.

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

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.

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

THAT the report titled 698 Leek Road, Roberts Creek – Covenant Amendment be received;

382/20 cont.

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. 8 *Coopers Green Hall Public Consultation Process*

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*

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 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. 12 *Communication Plan for Step Code Implementation*

THAT the report titled Communication Plan for Step Code Implementation be received.

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

THAT the Sunshine Coast Policing and Public Safety Committee meeting minutes of October 15, 2020 be received;

382/20 cont.

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*

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.

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

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*

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*

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*

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.

CARRIED

Planning

It was moved and seconded

383/20

THAT Planning and Community Development Committee recommendation No. 4 of November 12, 2020 be received, adopted and acted upon as follows:

383/20 cont. **Recommendation No. 4** *Development Variance Permit Application DVP00054 (4355 Lake Road)*

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.

CARRIED

Infrastructure **It was moved and seconded**

384/20 THAT Infrastructure Services Committee recommendation Nos. 1-15 of November 19, 2020 be received, adopted and acted upon as follows:

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

THAT the report titled Woodcreek Park Wastewater Treatment Plant Replacement Update be received.

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

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*

THAT the report titled Drought Response Plan 2020 Summary be received.

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

THAT the report titled Preliminary Participation Summary – Green Bin Program be received.

384/20 cont.

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

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*

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*

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*

THAT the report titled Request for Proposals (RFP) 2035009 Contract Award for Green Waste Container and Hauling Services be received;

384/20 cont.

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*

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*

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.

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

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 FURTHER 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*

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*

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.

384/20 cont.

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*

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*

THAT the Water Supply Advisory Committee meeting minutes of November 2, 2020 be received.

Recommendation No. 15 *Correspondence Universal Broadband Fund*

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.

CARRIED

Corporate

It was moved and seconded

385/20

THAT Corporate and Administrative Services Committee recommendation Nos. 1, 8, 10-12 and 15-16 of November 26, 2020 be received, adopted and acted upon as follows:

Recommendation No. 1 *BDO Canada LLP 2020 Audit Planning Report*

THAT the report titled BDO Canada – 2020 Audit Planning Report be received;

AND THAT the Audit Planning Report from BDO Canada LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2020 be received.

Recommendation No. 8 *Wastewater 2021 Frontage Fee Reviews*

THAT the report titled Wastewater 2021 Frontage Fee Reviews be received;

AND THAT the Wastewater 2021 Frontage Fee Review report be deferred, pending further Community consultations, to a Special Board meeting to be held on December 3, 2020.

385/20 cont.

Recommendation No. 10 *2021 Wastewater User Fee Review*

THAT the report titled 2021 Wastewater User Fee Review be received;

AND THAT the 2021 Wastewater User Fee Review report be deferred, pending further Community consultations, to a Special Board meeting to be held on December 3, 2020.

Recommendation No. 11 *North Pender Harbour Water Service Area 2021 Rate Bylaw Amendment*

THAT the report titled North Pender Harbour Water Service Area 2021 Rate Bylaw Amendment be received;

AND THAT the *Water Rates and Regulations Bylaw No. 422*, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 50.0% and no increase to Parcel Taxes for an overall rate increase of 28.0%;

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

Recommendation No. 12 *South Pender Harbour Water Service Area 2021 Rate Bylaw Amendment*

THAT the report titled South Pender Harbour Water Service Area 2021 Rate Bylaw Amendment be received;

AND THAT the *Water Rates and Regulations Bylaw No. 422*, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 16.0% and no increase to Parcel Taxes for an overall rate increase of 9.7%;

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

Recommendation No. 15 *2021 Refuse Collection [355] Fee Review*

THAT the report titled 2021 Refuse Collection [355] Fee Review be received;

AND THAT Schedule A of *Sunshine Coast Regional District Waste Collection Bylaw No. 431* be amended to increase waste collection fees by 9.0% for 2021, 5.0% for 2022 and 3.5% for 2023;

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

Recommendation No. 16 *Budget Update Implementation of shíshálh Nation Foundation Agreement*

THAT the report titled Budget Update Implementation of shíshálh Nation Foundation Agreement be received;

385/20 cont. AND THAT the budget for the project Implementation of shíshálh Nation Foundation Agreement be increased by \$15,000 to \$40,000 to be funded from the Regional Water Service [370] Operating Reserves;

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

Corporate **It was moved and seconded**

386/20 THAT Corporate and Administrative Services Committee recommendation No. 13 of November 26, 2020 be received, adopted and acted upon as amended as follows:

Recommendation No. 13 *Regional Water Service Area 2021 Rate Bylaw Amendment*

THAT the report titled Regional Water Service Area 2021 Rate Bylaw Amendment be received;

AND THAT the *Water Rates and Regulations Bylaw No. 422*, Schedule B be amended to increase the Regional Water Service Area User Fees and Metered Usage Fees by 14.0% and Parcel Taxes by 5.0% for an overall rate increase of 10.4%;

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

Director Toth opposed

Notice on Title **It was moved and seconded**

387/20 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.

CARRIED

CAO Report **It was moved and seconded**

388/20 THAT the November 26, 2020 Chief Administrative Officer's Report be received for information.

CARRIED

COMMUNICATIONS

UBCM Delegation
Meeting

It was moved and seconded

389/20

THAT the correspondence from Acting Deputy Minister Richter, Ministry of Transportation and Infrastructure dated November 10, 2020 regarding the 2020 UBCM Annual Convention Delegation Meeting be received.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

Letter of
Congratulatory

It was moved and seconded

390/20

THAT the Board Chair, on behalf of the Board, write a letter of congratulations to Nicholas Simons, MLA for Powell River-Sunshine Coast for being appointed Minister of Social Development and Poverty Reduction.

CARRIED

NEW BUSINESS

The Board acknowledged BC Buy Local Week, occurring November 30 to December 6, 2020, that recognizes the contributions BC businesses make to the economy.

Special Board
Meeting

It was moved and seconded

391/20

THAT a Special Board Meeting be scheduled for December 3, 2020 at 1:30 p.m. to be held electronically in accordance with Ministerial Order No. M192 and transmitted via the Boardroom of the Sunshine Coast Regional District offices at 1975 Field Road, Sechelt, BC.

CARRIED

The Board moved In Camera at 3:06 p.m.

IN CAMERA

It was moved and seconded

392/20

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.”

CARRIED

Director Toth left the meeting at 3:06 p.m.

The Board moved out of In Camera at 3:26 p.m.

Appointments **It was moved and seconded**

393/20 THAT John Howcroft be appointed as the Ports Monitor Committee representative for the Halfmoon Bay dock for a two-year term;

AND THAT Rick Wagner be appointed as the Ports Monitor Committee representative for the Eastbourne dock for a two-year term;

AND FURTHER THAT staff continue with recruitment for a Ports Monitor Committee representative for the Port Graves dock.

CARRIED

ADJOURNMENT It was moved and seconded

394/20 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:26 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair