



# SUNSHINE COAST REGIONAL DISTRICT



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

**THURSDAY, FEBRUARY 11, 2021**

## **AGENDA**

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**CALL TO ORDER 2:00 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of January 28, 2021

Annex A  
Pages 1 – 12

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

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Corporate and Administrative Services Committee recommendation  
Nos. 1, 2, 4-8 and 10 of January 28, 2021 (*recommendation Nos. 3,  
9 and 11-13 previously adopted*)

Annex B  
pp 13 – 17

### **COMMUNICATIONS**

### **MOTIONS**

### **BYLAWS**

### **DIRECTORS' REPORTS**

Verbal

### **NEW BUSINESS**

### **IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) of the *Community Charter* – “litigation or potential litigation affecting the municipality”.

### **ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to February 28, 2021)

Infrastructure Services Committee	February 11 at 9:30 am
Regular Board	February 11 at 2:00 pm
Advisory Planning Commission (Area D)	February 15 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	February 16 at 11:00 am
Natural Resources Advisory Committee – <b>CANCELLED</b>	February 17 at 3:30 pm
Planning and Community Development Committee	February 18 at 9:30 am
Agricultural Advisory Committee	February 23 at 3:30 pm
Advisory Planning Commission (Area B)	February 23 at 7:00 pm
Advisory Planning Commission (Area F)	February 23 at 7:00 pm
Advisory Planning Commission (Area A)	February 24 at 7:00 pm
Advisory Planning Commission (Area E)	February 24 at 7:00 pm
Parcel Tax Roll Review Panel	February 25 at 9:00 am
Corporate and Administrative Services Committee	February 25 at 9:30 am
Regular Board	February 25 at 2:00 pm

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

Gibsons & District Public Library Association Board	February 8 at 1:00 pm
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**Please note:** Meeting dates are current as of print date (February 5, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

January 28, 2021

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.

<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
		Sechelt Indian Government District	W. Paull

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	J. Hill
	Media	2
	Public	0

*\*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER**    2:01 p.m.

**AGENDA**                    **It was moved and seconded**

024/21                    THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Electoral Area Forum.

**CARRIED**

**MINUTES**

Minutes

**It was moved and seconded**

025/21

THAT the Regular Board meeting minutes of January 14, 2021 be adopted as corrected to divide resolution number 004/21 to reflect Director Toth's opposition to adopt base rates for electoral area and municipal area directors according to the proposed remuneration structure.

**CARRIED****REPORTS**

Infrastructure

**It was moved and seconded**

026/21

THAT Infrastructure Services Committee recommendation Nos. 1-6 of January 14, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Landfill Disposal Bans for Food Waste and Recycling - Considerations*

THAT the report titled Landfill Disposal Bans for Food Waste and Recycling - Considerations be received;

AND THAT a landfill disposal ban for food waste and food soiled paper from all sectors with a 5% volume based threshold be implemented;

AND THAT a landfill disposal ban for paper from all sectors with a 5% volume based threshold be implemented;

AND THAT paper be defined as printed paper and boxboard;

AND THAT the landfill disposal ban for food waste, food soiled paper and paper from all sectors be implemented as of January 1, 2022;

AND THAT staff investigate how other jurisdictions monitor compliance including potential use of clear garbage bags;

AND FURTHER THAT the fees associated with the enforcement of these bans be implemented July 1, 2022.

**Recommendation No. 2**     *Amended 2020-21 BC Transit Annual Operating Agreement*

THAT the report titled Amended 2020-21 BC Transit Annual Operating Agreement be received;

AND THAT the Delegated Authorities be authorized to execute the Amended 2020-2021 BC Transit AOA;

026/21 cont.

AND THAT 100% of the BC Transit COVID-19 Safe Restart funding with unallocated amounts be placed into the Transit Operating Reserve [310];

AND FURTHER THAT staff report to the February 2021 Infrastructure Services Committee with the draft 2021/2022 BC Transit Annual Operating Agreement for inclusion into the 2021-2025 Financial Plan.

**Recommendation No. 3**      *2021 Fleet Insurance*

THAT the report titled 2021 Fleet Insurance be received;

AND THAT payment of \$146,236 be authorized for fleet insurance to Sechelt Insurance Agency (1987) Ltd.;

AND FURTHER THAT these values be updated in the draft 2021-2025 Financial Plan.

**Recommendation No. 4**      *Infrastructure Services Department – 2020 Q4 Report*

THAT the report titled Infrastructure Services Department – 2020 Q4 Report be received.

**Recommendation No. 5**      *Solid Waste Management Plan Monitoring Advisory Committee Minutes – December 15, 2020*

THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of December 15, 2020 be received.

**Recommendation No. 6**      *Water Supply Advisory Committee Minutes – January 4, 2021*

THAT the Water Supply Advisory Committee meeting minutes of January 4, 2021 be received;

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

**Recommendation No. 3**      *Public Engagement Standing Agenda Item*

THAT at every WASAC meeting, SCRD staff provide an update on current water-related public engagement activities and report the water-related public engagement activities SCRD staff are committed to doing the next month.

**CARRIED**

Planning

**It was moved and seconded**

027/21

THAT Planning and Community Development Committee recommendation Nos. 1-13 of January 21, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Sechelt and District Chamber of Commerce Delegation*

THAT the delegation materials from Nick Farrer, Director, Sechelt and District Chamber of Commerce be received.

**Recommendation No. 2**      *Halfmoon Bay Community Association Delegation*

THAT the delegation materials from Don Cunliffe, Director, Halfmoon Bay Community Association be received.

**Recommendation No. 3**      *Renewal of Memorandum of Understanding with Halfmoon Bay Community Association for Coopers Green Hall*

THAT the report titled Renewal of Memorandum of Understanding with Halfmoon Bay Community Association for Coopers Green Hall be received;

AND THAT the Memorandum of Understanding with the Halfmoon Bay Community Association for Coopers Green Hall be renewed for a term of five years;

AND FURTHER THAT the delegated authorities be authorized to sign the Memorandum.

**Recommendation No. 4**      *Dakota Ridge Snow Clearing and Road Maintenance Services Contract Update*

THAT the report titled Dakota Ridge Snow Clearing and Road Maintenance Services Contract Update be received;

AND THAT the contract with NB Contracting for contracted road snow clearing and maintenance services be increased to up to \$240,000 (excluding GST);

AND THAT the contract with NB Contracting be extended for another two years beyond November 2021 for a value of up to \$80,000 per year including snow contingency;

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

027/21 cont.

**Recommendation No. 5**     *New Brighton Dock – SCRD Work in 2021*

THAT the report titled New Brighton Dock – SCRD Work in 2021 be received;

AND THAT staff seek an agreement with the Skwxwú7mesh Nation to work together on a plan for the future of New Brighton dock, including divestment to a new owner;

AND FURTHER THAT, pending an agreement in principle with the Skwxwú7mesh Nation, staff prepare a 2021 budget proposal for condition and business analysis related to the New Brighton dock.

**Recommendation No. 6**     *Gibsons and District Fire Protection 5-Year Capital Plan*

THAT the report titled Gibsons & District Fire Protection 5-Year Capital Plan be received;

AND THAT staff bring forward a Round 1 budget proposal for the Gibsons & District Volunteer Fire Department – Hazardous Materials Response Trailer for \$25,000, funded from reserves;

AND THAT staff bring forward a Round 1 budget proposal for the Gibsons and District Volunteer Fire Department – Rescue Truck Upgrade for \$100,000, funded from reserves;

AND FURTHER THAT staff bring forward a Round 1 budget proposal for the Gibsons and District Volunteer Fire Department – Emergency Generator for \$150,000, funded from reserves.

**Recommendation No. 7**     *Planning and Community Development Department 2020 Q4 Year End Report*

THAT the report titled Planning and Community Development Department 2020 Q4 Year End Report be received.

**Recommendation No. 8**     *Community Recreation Facilities 2021 Financial Outlook and COVID-19 Implications*

THAT the report titled Community Recreation Facilities 2021 Financial Outlook and COVID-19 implications be received;

AND THAT for 2021 only, User Fee Revenue be reduced to \$957,100 from \$1,833,906 with the shortfall of \$876,806 to be recovered through property taxation;

AND THAT for 2021, the Community Recreation Facilities Capital renewal funding be reduced to \$269,896 from \$769,896 to offset the reduction in user fee revenue and increase in tax subsidy as a result of COVID-19 implication;

027/21 cont.

AND THAT for 2021, the 5% dedication of user fee revenue to capital renewal be temporarily suspended;

AND THAT for 2021, the Community Recreation operating budget be reduced by \$88,741;

AND THAT the 2021 Budget amendments be incorporated into the draft 2021-2025 Financial Plan;

AND FURTHER THAT staff bring back a report in Q2 2021 on the legislative process and implications of transitioning the Community Recreation Facilities Capital Renewal funding through parcel taxes versus property taxation.

**Recommendation No. 9**     *Correspondence from District of Sechelt - Climate Action Report Card Project*

THAT the correspondence from Darnelda Siegers, Mayor, District of Sechelt, dated December 13, 2020 regarding Letter of Support - Climate Action Report Card Project be received.

**Recommendation No. 10**     *Correspondence from North Coast Regional District - Fisheries for Communities*

THAT the correspondence from Barry Pages, Chair, North Coast Regional District dated December 16, 2020 regarding Letter to Minister of Fisheries, Oceans and the Canadian Coast Guard regarding Fisheries for Communities recommendations be received;

AND THAT a letter of support regarding the Fisheries for Communities Network recommendations be sent on behalf of the SCRD Board.

**Recommendation No. 11**     *Correspondence from Sunshine Coast Minor Hockey Association - Installation of Ice at Sunshine Coast Arena*

THAT the correspondence from Stuart Frizzell, President, Sunshine Coast Minor Hockey Association dated December 16, 2020 regarding update on activities and installation of ice at Sunshine Coast Arena be received.

**Recommendation No. 12**     *Correspondence from Sunshine Coast Skating Club – Installation of Ice at Sechelt Arena*

THAT the correspondence from Andrea Watson, President, Sunshine Coast Skating Club dated December 16, 2020 regarding ice installation at Sechelt Arena and ice until end of May be received.



027/21 cont.      **Recommendation No. 13**      *Correspondence from Statistics Canada - Census 2021*

THAT the correspondence from Nicole Huska, Indigenous Liaison Advisor, Centre for Indigenous Statistics and Partnerships, Social, Health and Labour Statistics Field, Statistics Canada dated December 17, 2020 regarding Census 2021 data collection on RVs as permanent dwellings be received;

AND THAT a copy of the correspondence be forward to the Sechelt Indian Government District for information.

**CARRIED**

Special  
Infrastructure

**It was moved and seconded**

028/21      THAT Special Infrastructure Services Committee recommendation Nos. 1-2 of January 20, 2020 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Results Groundwater Investigation Phase 2 – Round 2 and Groundwater Investigation Phase 3 – Gray Creek*

THAT the report titled Results Groundwater Investigation Phase 2– Round 2 and Groundwater Investigation Phase 3 – Gray Creek be received;

AND THAT staff present a 2021 Round 1 Budget Proposal for a Groundwater Investigation Phase 3– Round 2 project for the development of a well field at the Langdale site;

AND THAT staff present a 2021 Round 1 Budget Proposal for a Groundwater Investigation Phase 3 – Round 2 project to confirm the feasibility of a well field at the Maryanne West Park site including the implementation of a monitoring program;

AND THAT staff continue to collaborate with the Town of Gibsons and the Ministry of Forests, Lands and Natural Resource Operations and Rural Development on the monitoring of Aquifer 560;

AND FURTHER THAT staff present a 2021 Round 1 Budget Proposal to confirm the technical and financial feasibility of upgrading the current surface water intake and treatment at Gray Creek including the monitoring of current flow and modelling future flow regimes.

**Recommendation No. 2**      *Future Waste Disposal Options Analysis Study – Results and Next Steps*

THAT the report titled Future Waste Disposal Options Analysis Study – Results and Next Steps be received;

028/21 cont.

AND THAT a Future Waste Disposal Options Analysis Study Part 3 - Detailed Analysis proceed with conducting a detailed analysis of the feasibility of siting a landfill and a waste export facility;

AND FURTHER THAT a 2021 Budget Proposal be prepared for a Future Waste Disposal Options Analysis Study – Next Steps including the parallel development of preliminary cost design, Class C estimates and other relevant technical analyses for a new landfill and a new transfer station (for waste export) as well as an associated public engagement process.

**CARRIED**

Corporate

**It was moved and seconded**

029/21

THAT Corporate and Administrative Services Committee recommendation Nos. 3, 9 and 11-13 of January 28, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 3**     *Parcel Tax Roll Review Panel*

THAT the report titled Parcel Tax Roll Review Panel be received;

AND THAT:

- Directors Tize (Chair), Hiltz and McMahon be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 25, 2021 at 9:00 a.m. to be held electronically in accordance with Ministerial Order M192 and transmitted from the Sunshine Coast Regional District (SCRD) 1975 Field Road Office, Boardroom; and
- The Chief Financial Officer be appointed Collector for the SCRD.

**Recommendation No. 9**     *Gibsons and District Public Library Association - Request for Letter of Support*

THAT the report titled Gibsons and District Public Library Association – Request for Letter of Support be received;

AND THAT a letter of support be written for Gibsons and District Public Library Association's grant application to the Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream for Washroom Renovation Project;

AND FURTHER THAT the SCRD support the proposed washroom renovation to the Gibson and District Public Library.

029/21 cont.

**Recommendation No. 11**    *Coopers Green Hall Replacement Project - Professional Services Contract Update*

THAT the report titled Coopers Green Hall Replacement Project – Professional Services Contract Update be received;

AND THAT the contract with Principle Architecture Inc. for professional design services for the Coopers Green Hall Replacement Project be increased to up to \$138,349 (excluding GST);

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

**Recommendation No. 12**    *Egmont Fire Department Purchase of Forestry Pump*

THAT the report titled Egmont Fire Department Purchase of Forestry Pump be received;

AND THAT the project budget for the Egmont and District Fire Department - Community Emergency Preparedness Fund Wildfire Resiliency Project be increased to \$35,000 from \$25,000 toward the purchase of a forestry pump;

AND THAT the additional \$10,000 be funded from the Egmont and District Fire Department Capital Reserve Fund;

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

**Recommendation No. 13**    *Pender Harbour Community School Society - Request for Letter of Support*

THAT the Pender Harbour Community School Society - Request for Letter of Support be received;

AND THAT a letter of support be written for the Pender Harbour Community School Societies grant application to the Investing in Canada Infrastructure Program - COVID 19 Resilience Infrastructure Stream for replacement of the Community Learning Centre Building;

AND FURTHER THAT the SCRD support the proposed Community Learning Centre building replacement project.

**CARRIED**

Appointments

**It was moved and seconded**

030/21

THAT the report titled 2021 Advisory Planning Commission (APC) appointments be received;

030/21 cont. AND THAT APC members be appointed for a two-year term, unless otherwise indicated, as follows:

**Area A APC**

Janet Dickin  
Alex Thomson  
Dennis Burnham  
Tom Silvey  
Gordon Politeski  
Peter Robson

**Area B APC**

Alda Grames (for a 1-year term)  
Eleanor Lenz (for a 1-year term)  
Nicole Huska  
Catherine Ondzik  
Kelsey Oxley

**Area D APC**

Mike Allegretti  
Chris Richmond

**Area E APC**

Mary Degan  
Kasha Janota-Bzowska  
Dougald MacDonald  
Karen Mahoney  
Rod Moorcroft

**Area F APC**

Gretchen Bozak  
Susan Fitchell  
Fred Gazely  
Al Hyland (for a 1-year term)  
Alicia Lavalle

AND THAT the appointment of Paul Tingley to the Roberts Creek (Area D) APC be rescinded in accordance with section 7 (viii) of *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*, whereby a member of an APC “absent for three (3) or more consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the Board.”;

AND FURTHER THAT letters of appreciation be sent to outgoing members.

**CARRIED**

CAO Report **It was moved and seconded**

031/21 THAT the January 28, 2021 Chief Administrative Officer's Report be received for information.

**CARRIED**

## **COMMUNICATIONS**

Community Learning Centre **It was moved and seconded**

032/21 THAT the correspondence from Helga Grout, Chairperson, Pender Harbour Community School Society dated January 18, 2021 regarding Investing in Canada Infrastructure Program funding for the Community Learning Centre building replacement be received.

**CARRIED**

Nelson Island Cleanup **It was moved and seconded**

033/21 THAT the correspondence from Abby McLennan, Waste Reduction Education Team, gathet Regional District dated January 25, 2021 regarding their request for a letter of support for the Nelson Island Site cleanup be received;

AND THAT the SCRD provide a letter of support to gathet Regional District for a grant from the Provincial Clean Coast, Clean Waters Initiative Fund for the Nelson Island Site cleanup.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

## **NEW BUSINESS**

Electoral Area Forum **It was moved and seconded**

034/21 THAT Alternate Director Berry be authorized to attend the Electoral Area Forum scheduled for February 3 and 4, 2021 in an online (virtual format);

AND THAT Alternate Director Berry be paid a stipend for attending the Electoral Area Forum.

**CARRIED**

*The Board moved In Camera at 3:05 p.m.*

*The Board recessed at 3:06 p.m. and reconvened at 3:10 p.m.*

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

035/21

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (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...”, “labour relations or other employee relations”, negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government...”.

**CARRIED**

*The Board moved out of In Camera at 3:19 p.m.*

**Appointments****It was moved and seconded**

036/21

THAT Heather Blackwood be appointed as the Ports Monitor Committee representative for the Hopkins Landing dock for a two-year term;

AND THAT Grant Henderson be appointed as the Ports Monitor Committee representative for the Halkett Bay dock for a two-year term;

AND THAT Russ Spencer be appointed as the Ports Monitor Committee representative for the Vaucroft dock for a one-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**

037/21

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:19 p.m.

Certified correct

\_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair

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

**January 28, 2021**

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<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
		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
	Manager, IT and GIS		D. Nelson (Part)
	Sr. Manager, Human Resources		G. Parker (Part)
	G.M., Planning and Community Development		I. Hall (Part)
	Administrative Assistant / Recorder		T. Crosby
	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.*

**CALL TO ORDER** 9:30 a.m.

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

**REPORTS**

**Recommendation No. 1** *Electoral Areas' Grant-in-Aid Policy and Procedures*

The Corporate and Administrative Services Committee recommended that the report titled Electoral Areas' Grant-in-Aid Policy, Procedures and timeline be received;

AND THAT the Electoral Areas' Grant-in-Aid Policy and Procedures be approved as amended, as follows:

- Remove section 4.3 from the policy – Electoral Areas' Grant-in-Aid funding for the same project or event may be granted up to a maximum of 3 consecutive years.
- Separate to Annexed Section - Section 10 Program Guide and Section 11 Procedure from the Electoral Areas' Grant-in-Aid Policy;
- Move Clause 11.1 to section 4.1 of the policy – Each year, as part of the budget process, the SCRD will establish a maximum amount for Electoral Areas' Grant-in-Aid funding for the following year's budget.

**Recommendation No. 2**      *Electoral Areas' Grant-in-Aid Timeline*

The Corporate and Administrative Services Committee recommended that the 2021 Electoral Areas' Grant-in-Aid process timelines be approved as follows:

- March 31, 2021 – Electoral Areas' Grant-in-Aid intake for applications deadline;
- April 7-9, 2021 - Electoral Area Directors will receive the Special In-Camera Corporate and Administrative Services (CAS) Committee Meeting agenda to review;
- May 6, 2021 - Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 20, 2021 – recommendations placed on May 27, 2021 CAS Committee Agenda;
- May 27, 2021 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption.

**Recommendation No. 3**      *Parcel Tax Roll Review Panel*

The Corporate and Administrative Services Committee recommended that the report titled Parcel Tax Roll Review Panel be received;

AND THAT:

- Directors Tize (Chair), Hiltz and McMahon be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 25, 2021 at 9:00 a.m. to be held electronically in accordance with Ministerial Order M192 and transmitted from the Sunshine Coast Regional District (SCRD) 1975 Field Road Office, Boardroom; and
- The Chief Financial Officer be appointed Collector for the SCRD;

AND FURTHER THAT this recommendation be forwarded to the January 28, 2021 Regular Board meeting.

**Recommendation No. 4**      *Wide Area Network Connectivity Contract Renewal – Award*

The Corporate and Administrative Services Committee recommended that the report titled Award Report – Three Year Wide Area Network Connectivity Contract Renewal be received;

AND THAT the three year renewal for the wide area network connectivity contract for a total value of \$215,460 (excluding GST) be awarded to Eastlink as a sole source provider.



**Recommendation No. 5**     *Service Agreement with Town of Gibsons for Geographic Information Services*

The Corporate and Administrative Services Committee recommended that the report titled Service Agreement with Town of Gibsons for Geographic Information Services be received;

AND THAT the Sunshine Coast Regional District (SCRD) enter into an agreement with the Town of Gibsons for Geographic Information Services for up to 5 years;

AND FURTHER THAT the delegated authorities be authorized to execute the service agreement.

**Recommendation No. 6**     *Long Term Debt*

The Corporate and Administrative Services Committee recommended that the report titled Long Term Debt as at December 31, 2020 be received for information.

**Recommendation No. 7**     *Contracts Between \$50,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from October 1 to December 31, 2020 be received for information.

**Recommendation No. 8**     *Director Constituency and Travel Expenses*

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

**Recommendation No. 9**     *Gibsons and District Public Library Association – Request for Letter of Support*

The Corporate and Administrative Services Committee recommended the report titled Gibsons and District Public Library Association – Request for Letter of Support be received;

AND THAT a letter of support be written for Gibsons and District Public Library Association's grant application to the Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream for Washroom Renovation Project;

AND THAT the SCRD support the proposed washroom renovation to the Gibson and District Public Library;

AND FURTHER THAT this recommendation be forwarded to the January 28, 2021 Regular Board meeting.

**Recommendation No. 10**     *Corporate and Administrative Services – Semi-Annual Report*

The Corporate and Administrative Services Committee recommended that the report titled Corporate and Administrative Services – Semi Annual Report for July to December 2020 be received for information.

**Recommendation No. 11**     *Coopers Green Hall Replacement Project – Professional Services Contract Update*

The Corporate and Administrative Services Committee recommended that the report titled Coopers Green Hall Replacement Project – Professional Services Contract Update be received;

AND THAT the contract with Principle Architecture Inc. for professional design services for the Coopers Green Hall Replacement Project be increased to up to \$138,349 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the January 28, 2021 Regular Board Meeting.

**Recommendation No. 12**     *Egmont Fire Department Purchase of Forestry Pump*

The Corporate and Administrative Services Committee recommended that the report titled Egmont Fire Department Purchase of Forestry Pump be received;

AND THAT the project budget for the Egmont and District Fire Department - Community Emergency Preparedness Fund Wildfire Resiliency Project be increased to \$35,000 from \$25,000 toward the purchase of a forestry pump;

AND THAT the additional \$10,000 be funded from the Egmont and District Fire Department Capital Reserve Fund;

AND THAT the 2021-2025 Financial Plan be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the January 28, 2021 Regular Board meeting.

**COMMUNICATIONS**

**Recommendation No. 13**     *Pender Harbour Community School Society - Request for Letter of Support*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Community School Society - Request for Letter of Support be received;

AND THAT a letter of support be written for the Pender Harbour Community School Society grant application to the Investing in Canada Infrastructure Program - COVID 19 Resilience Infrastructure Stream for replacement of the Community Learning Centre Building;

AND THAT the SCRD support the proposed Community Learning Centre building replacement project;

AND FURTHER THAT this recommendation be forwarded to the January 28, 2021 Regular Board meeting.

**IN CAMERA**

*The Committee moved in Camera at 10:49 a.m.*

*The Committee recessed at 10:50 a.m. and reconvened at 10:55 a.m.*

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In Camera at 11:02 a.m.*

**ADJOURNMENT**

11:03 a.m.

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Committee Chair