



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, JANUARY 14, 2021

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of December 10, 2020 Annex A
Pages 1 – 12
3. Special Emergency Board meeting minutes of December 31, 2020 Annex B
pp 13 – 14

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

4. Directors' Remuneration Review Task Force Results Annex C
pp 15 – 66
 - i. Remuneration Task Force Review Committee Presentation - Amanda List, Silas White and Patricia York
 - ii. Directors' Remuneration Review Task Force Results Staff Report – Chief Administrative Officer Report to follow

REPORTS

5. Special Corporate and Administrative Services Committee recommendation Nos. 1-4 of December 3, 2020 Annex D
pp 67 – 68
6. Planning and Community Development Committee recommendation Nos. 1, 2, 7-9 and 11-18 of December 10, 2020 (*recommendation Nos. 3-6 and 10 previously adopted*) Annex E
pp 69 – 74
7. Infrastructure Services Committee recommendation Nos. 1-10 of December 17, 2020 Annex F
pp 75 – 77
8. 2021 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) - Corporate Officer Annex G
pp 78 – 79

COMMUNICATIONS

MOTIONS

9. Notice of Motion: Enforcement and Control of Cannabis Cultivation for Medical Purposes (Director Tize)

WHEREAS the federal government of Canada legislates access to cannabis for medical purposes and the registration with Health Canada to produce a limited amount of cannabis for personal medical purposes and potentially as a designated person to produce for at most one more person;

AND WHEREAS local authorities including the RCMP, local governments and provincial governments have no access to the information as to what amount is permitted to be grown and where it is grown, nor do they have the ability to control and regulate the amount grown;

AND WHEREAS local governments can't ensure and enforce that local building codes and land use, including plumbing, electrical and ventilation requirements are being adhered to as a result of the cultivation of cannabis, and the human health and safety concerns that result from that inability;

THEREFORE BE IT RESOLVED that the SCRD board write a letter to Member of Parliament, Patrick Weiler, and the federal Minister of Health, Patty Hadju, that local governments and the RCMP be given the ability and authority to adequately enforce and control cannabis cultivation for medical purposes.

BYLAWS

10. *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021*
– first, second and third reading
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)
Annex H
pp 80 - 82
11. *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020*
– third reading and adoption
(Voting – Electoral Area Directors – 1 vote each)
Annex I
pp 83 - 85
12. *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020*
– third reading and adoption
(Voting – Electoral Area Directors – 1 vote each)
Annex J
pp 86 - 89

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

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

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to January 31, 2021)

Infrastructure Services Committee	January 14 at 9:30 am
Regular Board	January 14 at 2:00 pm
Advisory Planning Commission (Area D)	January 18 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	January 19 at 11:00 am
Special Infrastructure Services Committee	January 20 at 9:30 am
Natural Resources Advisory Committee - CANCELLED	January 20 at 3:30 pm
Planning and Community Development Committee	January 21 at 9:30 am
Policing and Public Safety Committee	January 21 at 2:00 pm
Transportation Advisory Committee	January 21 at 3:30 pm
Agricultural Advisory Committee	January 26 at 3:30 pm
Advisory Planning Commission (Area B)	January 26 at 7:00 pm
Advisory Planning Commission (Area F)	January 26 at 7:00 pm
Advisory Planning Commission (Area A)	January 27 at 7:00 pm
Advisory Planning Commission (Area E)	January 27 at 7:00 pm
Inaugural Sunshine Coast Regional Hospital District	January 28 at 9:00 am
Corporate and Administrative Services Committee	January 28 at 9:30 am
Regular Board	January 28 at 2:00 pm

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

Gibsons & District Public Library Association Board	January 11 at 1:00 pm
---	-----------------------

Please note: Meeting dates are current as of print date (January 8, 2021).



SUNSHINE COAST REGIONAL DISTRICT

December 10, 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
		Sechelt Indian Government District	W. Paull

ALSO PRESENT*:	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall (in part)
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	J. Hill
	Media	1
	Public	2

**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 2:02 p.m.

AGENDA **It was moved and seconded**

401/20 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

402/20 THAT the Regular Board meeting minutes of November 26, 2020 be adopted.

CARRIED

Minutes **It was moved and seconded**

403/20 THAT the Special Board meeting minutes of December 3, 2020 be adopted.

CARRIED

REPORTS

Corporate **It was moved and seconded**

404/20 THAT Corporate and Administrative Services Committee recommendation Nos. 2-7, 9 and 14 of November 26, 2020 be received, adopted and acted upon as follows:

Recommendation No. 2 *Federal Gas Tax – Community Works Fund Policy*

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

AND THAT the draft Federal Gas Tax – Community Works Fund Policy be amended as follows:

- Add wording to 6.2.3 (b) "...critical infrastructure needs, active transportation, capacity building...";
- Amend 7.1.3 (c) Approve contribution agreements with non-profit organizations that will receive CWF monies.

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

THAT staff report to the January 28, 2021 Corporate and Administrative Services Committee meeting with a revised draft Federal Gas Tax – Community Works Fund Policy providing options and process to allow Communities to provide input and submission for projects.

Recommendation No. 4 *Federal Gas Tax – Community Works Fund – Project Submissions*

THAT staff report to a future Committee with process consideration for Community project ideas and the effect on Sunshine Coast Regional District work plans, including budget process considerations.

Recommendation No. 5 *2021 Meeting Schedule*

THAT the report titled 2021 Meeting Schedule be received;

AND THAT the 2021 Meeting Schedule be adopted as amended.

404/20 cont. **Recommendation No. 6** *2021 Transportation Advisory Committee Meeting Schedule*

THAT the start time for the 2021 Transportation Advisory Committee meetings be amended to 3:30 p.m.

Recommendation No. 7 *Insurance Invoices Over \$100,000: Municipal Insurance Association (MIA) and Aon Reed Stenhouse Inc. (Aon)*

THAT the report titled Insurance Invoices Over \$100,000: Municipal Insurance Association (MIA) and Aon Reed Stenhouse Inc. (Aon) be received;

AND THAT payment of up to \$120,000 be authorized for liability insurance to MIA;

AND THAT payment of up to \$230,000 be authorized for property insurance to AON;

AND FURTHER THAT the 2021-2025 Financial Plan be amended to reflect the changes in premiums.

Recommendation No. 9 *Wastewater Treatment Plant Policy*

THAT staff review the wastewater treatment plant policy and provide a draft to a future Committee meeting in 2021.

Recommendation No. 14 *Sechelt Landfill Cost Analysis*

THAT staff report to a future Committee outlining the overall financial implications, including a review of tipping fee charges as a result of increased diversion at the Landfills.

CARRIED

Planning **It was moved and seconded**

405/20 THAT Planning and Community Development Committee recommendation Nos. 3-6 of December 10, 2020 be received, adopted and acted upon as follows:

Recommendation No. 3 *ICIP Grant Application - Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project*

THAT the report titled Investing in Canada Infrastructure Program – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund Grant Application for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project be received for information;

405/20 cont.

AND THAT the Sunshine Coast Regional District (SCRD) Board support the previously submitted application for grant funding for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project through the ICIP – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund;

AND FURTHER THAT SCRD supports the project and commit to its share of up to \$250,000 of the project as well as cost overruns.

Recommendation No. 4 *Ports Capital Upgrades and Ports Engineering Consulting Services Contract Update*

THAT the report titled Ports Capital Upgrades and Ports Engineering Consulting Services Contract Update be received;

AND THAT the contract with Herold Engineering for ports capital upgrades and contracted ports engineering consulting services be increased to up to \$140,000 (excluding GST);

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

Recommendation No. 5 *Snow Removal Associate Member Insurance*

THAT the report titled Snow Removal Associate Member Insurance;

AND THAT Board approve the Service Providers Agreement between the SCRD and Progress Group Inc, establishing Progress Group Inc as an MIABC associate member with the date as set out in the Service Providers Agreement;

AND FURTHER THAT SCRD delegated authorities be authorized to sign the Service Providers Agreement documents.

Recommendation No. 6 *Development Variance Permit DVP00063 (5642 Mintie Rd)*

THAT the report titled Development Variance Permit DVP00063 (5642 Mintie Rd) be received;

AND THAT Development Variance Permit DVP00063 be issued to vary *Zoning Bylaw No. 310*:

1. Section 811.3 to reduce the required minimum building setback from any parcel line from 5 m to: 0.3 m from the front parcel line, and 0.1 m from the side parcel line for the proposed reconstructed buildings;
2. Section 509 to reduce the required number of off-street parking spaces from 20 to 2 and the required number of loading spaces from 1 to 0;

405/20 cont.

3. Section 811.2 to permit parking or loading located in a setback area where the abutting property is zoned R2; and
4. Section 507.1 to reduce the required setback from the natural boundary of the ocean from 7.5 m to 3.7 m for an uncovered and unenclosed deck and steps.

CARRIED

Planning

It was moved and seconded

406/20

THAT Planning and Community Development Committee recommendation No. 10 of December 10, 2020 be received, adopted and acted upon as amended as follows:

Recommendation No. 10 *Provincial Referral - shashishalhem*
Proposed Names

THAT the report titled Provincial Referral - shashishalhem Proposed Names - Areas A & D be received;

AND THAT the following comments about SCRD service areas be forwarded to the BC Geographical Names Office for consideration by shíshálh Nation and the Province:

- a. THAT the Sunshine Coast Regional District supports efforts to identify and rename geographical features and locations within the shíshálh swiya as an important part of building relationships, cultural awareness, respect and reconciliation;
- b. THAT the Province be requested to confirm, with input/support from the shíshálh Nation, how the interface of k̓ (underscore-k) with E911 and IT systems can best be managed, and to provide that information to SCRD and emergency service providers;
- c. THAT as SCRD, the Province of BC and the shíshálh Nation seek to build support and momentum for both the Foundation Agreement specifically and cultural awareness, respect and reconciliation more generally that geographical feature(s) and location(s) other than Madeira Park be identified and considered for renaming;
- d. *THAT a further extension to December 31, 2021 be requested in order to provide additional time for community dialogue on the renaming of Madeira Park and for the Province to host a town hall, as previously requested;*

AND THAT the delegated authorities be authorized to accept UBCM Community-to-Community Forum grant support of up to \$2,984;

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

CARRIED

Director Beamish left the meeting at 2:58 p.m.

2021 Board
Appointments

It was moved and seconded

407/20

THAT the report titled 2021 Board Appointments be received;

AND THAT the list of Board appointments be adopted as amended as follows:

- 'Ocean Watch Action Plan Task Force' be removed from the 'Appointments to Other Committees and Boards' section.

CARRIED

2021 Chair
Appointments

It was moved and seconded

408/20

THAT the report titled 2021 Chair Appointments be received;

AND THAT the list of Chair appointments be affirmed as follows:

- Corporate & Administrative Services Committee –
Chair: Darnelda Siegers / Vice Chair: Andreas Tize;
- Planning & Community Development Committee –
Chair: Alton Toth / Vice Chair: Andreas Tize;
- Infrastructure Services Committee –
Chair: Donna McMahon / Vice Chair: Mark Hiltz;
- Transportation Advisory Committee –
Chair: Donna McMahon / Vice Chair: Leonard Lee; and
- Sunshine Coast Policing and Public Safety Committee –
Chair: Mark Hiltz / Vice Chair: Leonard Lee.

CARRIED

Public Health
Order for Meetings

It was moved and seconded

409/20

THAT the report titled Updated Public Health Officer (PHO) Order for Meetings and Public Hearings be received for information.

CARRIED

2020-2024 Financial
Plan Amendments

It was moved and seconded

410/20

THAT the report titled 2020-2024 Financial Plan Bylaw Amendments be received;

410/20 cont. AND THAT the *2020-2024 Financial Plan Bylaw (724.2)* and related schedules be amended to include changes from April 1 to December 10, 2020;

AND FURTHER THAT a report be provided as part of the 2021 Round 1 Budget deliberations to address costs associated to the SCRD's Emergency Operations Centre-2020 deficit and ongoing EOC for 2021.

CARRIED

COMMUNICATIONS

CleanBC Organics **It was moved and seconded**

411/20 THAT the correspondence from Aaron D. Joe, President and CEO, Salish Soils Inc. dated November 24, 2020 regarding the CleanBC Organics Infrastructure Program grant be received.

CARRIED

CleanBC Organics
Grant Support **It was moved and seconded**

412/20 THAT the SCRD provide a letter of support to Salish Soils Incorporated for their grant funding application through the CleanBC Organic Infrastructure and Collection Program as the eligible applicant for a new composting facility for processing organic food waste for the Sunshine Coast.

CARRIED

Gas Tax Revenues **It was moved and seconded**

413/20 THAT the correspondence from Amanda Amaral, Chair, Board of Education, School District 46 – Sunshine Coast dated November 19, 2020 regarding gas tax revenues for bicycles and pedestrian lanes be received.

CARRIED

Gas Tax Revenues **It was moved and seconded**

414/20 THAT the SCRD send a letter to School District 46 – Sunshine Coast regarding the status of Gas Tax funding for Bicycles and Pedestrian Lanes in rural areas on the Sunshine Coast and on SCRD's work with the Ministry of Transportation and Infrastructure and the Union of British Columbia Municipalities on this matter.

CARRIED

Director Beamish returned to the meeting at 3:13 p.m.

BYLAWS

Bylaw 724.2 **It was moved and seconded**

415/20 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 724.2, 2020* be read a first time.

CARRIED

Bylaw 724.2 **It was moved and seconded**

416/20 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 724.2, 2020* be read a second time.

CARRIED

Bylaw 724.2 **It was moved and seconded**

417/20 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 724.2, 2020* be read a third time.

CARRIED

Bylaw 724.2 **It was moved and seconded**

418/20 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 724.2, 2020* be adopted.

CARRIED

Bylaw 729 **It was moved and seconded**

419/20 THAT the report titled 2021 Revenue Anticipation Borrowing Bylaw be received.

AND THAT *Sunshine Coast Regional District 2021 Revenue Anticipation Borrowing Bylaw No. 729, 2020* be given three readings and be adopted.

CARRIED

Bylaw 729 **It was moved and seconded**

420/20 THAT *Sunshine Coast Regional District 2021 Revenue Anticipation Borrowing Bylaw No. 729, 2020* be read a first time.

CARRIED

Bylaw 729 **It was moved and seconded**

421/20 THAT *Sunshine Coast Regional District 2021 Revenue Anticipation Borrowing Bylaw No. 729, 2020* be read a second time.

CARRIED

- Bylaw 729 **It was moved and seconded**
- 422/20 THAT *Sunshine Coast Regional District 2021 Revenue Anticipation Borrowing Bylaw No. 729, 2020* be read a third time.
- CARRIED**
- Bylaw 729 **It was moved and seconded**
- 423/20 THAT *Sunshine Coast Regional District 2021 Revenue Anticipation Borrowing Bylaw No. 729, 2020* be adopted.
- CARRIED**
- Bylaw 431.25 **It was moved and seconded**
- 424/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.25, 2020* be read a first time.
- CARRIED**
- Bylaw 431.25 **It was moved and seconded**
- 425/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.25, 2020* be read a second time.
- CARRIED**
- Bylaw 431.25 **It was moved and seconded**
- 426/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.25, 2020* be read a third time.
- CARRIED**
- Bylaw 431.25 **It was moved and seconded**
- 427/20 THAT *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.25, 2020* adopted.
- CARRIED**
- Bylaw 422.37 **It was moved and seconded**
- 428/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.37, 2020* be read a first time.
- CARRIED**
- Bylaw 422.37 **It was moved and seconded**
- 429/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.37, 2020* be read a second time.
- CARRIED**

Bylaw 422.37 **It was moved and seconded**

430/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.37, 2020* be read a third time.

CARRIED

Bylaw 422.37 **It was moved and seconded**

431/20 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.37, 2020* be adopted.

CARRIED

Bylaw 428.22 **It was moved and seconded**

432/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.22, 2020* be read a first time.

CARRIED

Bylaw 428.22 **It was moved and seconded**

433/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.22, 2020* be read a second time.

CARRIED

Bylaw 428.22 **It was moved and seconded**

434/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.22, 2020* be read a third time.

CARRIED

Bylaw 428.22 **It was moved and seconded**

435/20 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.22, 2020* be adopted.

CARRIED

Bylaw 430.13 **It was moved and seconded**

436/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.13, 2020* be read a first time.

CARRIED

Bylaw 430.13 **It was moved and seconded**

437/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.13, 2020* be read a second time.

CARRIED

Bylaw 430.13 **It was moved and seconded**

438/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.13, 2020* be read a third time.

CARRIED

Bylaw 430.13 **It was moved and seconded**

439/20 THAT *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.13, 2020* be adopted.

CARRIED

Bylaw 644.6 **It was moved and seconded**

440/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.6, 2020* be read a first time.

CARRIED

Bylaw 644.6 **It was moved and seconded**

441/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.6, 2020* be read a second time.

CARRIED

Bylaw 644.6 **It was moved and seconded**

442/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.6, 2020* be read a third time.

CARRIED

Bylaw 644.6 **It was moved and seconded**

443/20 THAT *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.6, 2020* be adopted.

CARRIED

Bylaw 714.4 **It was moved and seconded**

444/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.4, 2020* be read a first time.

CARRIED

Bylaw 714.4 **It was moved and seconded**

445/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.4, 2020* be read a second time.

CARRIED

Bylaw 714.4 **It was moved and seconded**

446/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.4, 2020* be read a third time.

CARRIED

Bylaw 714.4 **It was moved and seconded**

447/20 THAT *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.4, 2020* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT It was moved and seconded

448/20 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:03 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair



SUNSHINE COAST REGIONAL DISTRICT

December 31, 2020

MINUTES OF THE SPECIAL EMERGENCY 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 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
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	Corporate Officer / Recorder		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Infrastructure Services		R. Rosenboom
	Senior Manager, Human Resources		G. Parker
	Media		0
	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 3:04 p.m.

AGENDA It was moved and seconded

449/20 THAT the agenda for the meeting be adopted.

CARRIED

REPORTS

The GM, Infrastructure Services provided an update on the landslide event that occurred December 19, 2020 near the Chapman Creek Water Treatment Plant.

Landslide Update It was moved and seconded

450/20 THAT the report titled Status Update Landslide Water Supply Mains Chapman Creek Water Treatment Plant be received;

450/20 cont. AND THAT staff be authorized to spend up to \$200,000 for remediation of the Landslide Water Supply Mains Chapman Creek Water Treatment Plant and it be funded from [370] Regional Water Operating Reserves while every means of cost recovery through Emergency Management BC be explored;

AND THAT the delegated authorities be authorized to execute the contract associated with the required remediation work;

AND FURTHER THAT the item be included in the 2021-2025 Financial Plan.

CARRIED

ADJOURNMENT It was moved and seconded

451/20 THAT the Special Emergency Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:35 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL DISTRICT DIRECTORS' REMUNERATION REVIEW DECEMBER 2020

Presented by:

DIRECTORS' REMUNERATION TASK FORCE

Silas White

Amanda List

Patricia York

Contents

EXECUTIVE SUMMARY.....	2
A. CONTEXT	5
B. OBJECTIVES.....	5
C. SCOPE OF WORK.....	5
D. ASSUMPTIONS/GUIDING PRINCIPLES	5
E. WORKPLAN	7
F. FINDINGS.....	7
G. CONCLUSION & RECOMMENDATIONS.....	9
H. COSTING.....	12
EXHIBITS.....	13
DIRECTORS' CURRENT REMUNERATION Per Bylaw 636 Schedule A Effective January 1, 2019	13
DIRECTORS CURRENT EXPENSE POLICIES.....	13
DIRECTOR REMUNERATION EXPENSE POOLS.....	14
PROPOSED DIRECTOR REMUNERATION AND EXPENSE STRUCTURE FOR 2021	15
APPENDIX A: Roles and Responsibilities of Directors	16
APPENDIX B: Code of Ethics Draft.....	18
APPENDIX C: Bylaw No. 636 Amendment Draft.....	23
APPENDIX D: A Comparative Study of Regional District Governance Structures	25
Committees and Meetings Proposal.....	29
APPENDIX E: Constituency Expenses Policy Update	31
APPENDIX F: Reimbursement of Travel & Other Expenses Policy Revision	32
APPENDIX G: SCRD Directors' Survey.....	33
APPENDIX H:	34
Best Practices #1: Order of Proceedings and Reporting for Alberni-Clayoquot Regional District..	34
Best Practices #2: Director Reports from ACRD.....	35
Best Practices #3: Written Liaison Report from North Saanich Council	36
Best Practices #4: Sample Requests for Decisions from Alberni-Clayoquot Regional District	37
Best Practices #5 - Is A Motion To Receive A Report Necessary?	40
Best Practices #6 – Effective Meeting Management	41

EXECUTIVE SUMMARY

The Directors' Remuneration Task Force is a committee of three community members created by the Board of the SCRD and appointed by the CAO to "conduct a compensation review for the SCRD Chair and Directors and recommend a remuneration structure that recognizes the roles, responsibilities and time commitment necessary to fulfill their obligations as elected officials and meet public expectations in the performance of their duties."

The Task Force, supported by SCRD staff members Tracey Hincks and Dean McKinley, considered its terms of reference, SCRD bylaws and policies related to remuneration, the UBCM *Council and Board Remuneration Guide* (2019), extensive internal and comparative data supplied by SCRD staff, recent remuneration studies, reports and policies from eight other comparative regional districts, and a survey completed for the Task Force by directors. Generally, all comparative data confirmed that based on the roles and responsibilities mandated by provincial legislation, the current level of director remuneration at the SCRD is reasonably within the range of regional directors performing comparable duties in other parts of the province. It was recognized that because of different numbers and lengths of committee meetings over the years, director compensation at the SCRD has varied significantly; hence, comparing SCRD director compensation in 2019 to 2013 can be at least as relevant as comparing to other jurisdictions. Most notably, however, the Task Force immediately identified that in order to follow general best practices in human resources (i.e. setting compensation to job descriptions), and other regional districts that have devoted significant study, thought and policy towards remuneration (i.e. the Comox Valley Regional District), the SCRD needs to clarify, enshrine and communicate directors' roles and responsibilities in policy.

By provincial mandate, regional districts serve the following purposes: 1) local government to electoral areas; and 2) the political and administrative framework for member municipalities and electoral areas to collaborate in the provision of regional and sub-regional services. Regional districts are intended to focus on the specific services or functions within its structure, and its "local government" role is specific to the electoral areas. Demands on electoral area directors are therefore more equivalent to the combined, simultaneous demands on their municipal colleagues as both directors and members of municipal councils.

Consequently, remuneration must be set to clear definitions of these differing two roles, and importantly for the remuneration to make sense, governance also needs to be set to these definitions. The Task Force found that in the absence of defined roles, the remuneration system has played a part in shaping the governance of the SCRD, which does not appear to be a situation the current board is comfortable with. The Task Force's survey revealed that Directors find the time commitment excessive, "full-time" and significantly higher than expected. The CAO also confirmed that during the pandemic, day-to-day operational work and pressure for staff has greatly increased due to safety and economic challenges. The Task Force has found that consequently and alarmingly, the organization is very vulnerable to staff (and director) burnout. Yet meanwhile, the time devoted to board matters, particularly committee meetings, has also been on the rise.

A director remuneration model that economically values frequency and length of committee meetings above all other aspects of the role (as well as all the other work of the SCRD as a whole) is revealing itself, during a pandemic especially, to be an overwhelming and unnecessary drag on the entire organization's ability to meet community needs and strategic objectives. Hence, the Task Force strongly recommends a new remuneration model that is solidly and consistently grounded on the legislated roles and responsibilities of regional district Chairs and Directors. It is the unanimous recommendation of the Remuneration Task Force that the SCRD board adopt annual stipends for municipal and electoral area directors, and supplemental stipends for the chair and vice-chair, that are based on defined roles rather than how many meetings, conferences, meetings chaired, etc. can be performed by nine individual directors (plus alternates) and exhaustively recorded by administrative personnel.

Thus, the Task Force calculated a fair annual base rate by averaging the compensation of electoral area directors not simultaneously serving as chair or vice chair in non-election years from 2013-2019. This average does take in committee chair stipends, conference daily rates, and meeting attendance stipends over this period, to reflect the assumption that this degree of governance workload (related to the defined role and responsibilities) will continue for directors in the future regardless of how many meetings are called, how long meetings are, how chairing duties are shared around, or how many days each director spends at conferences. The other recommended stipends, at the suggestion of the UBCM guide, are then set at multipliers of the electoral area director stipend, which are detailed in the "Exhibits" section of this report. Chair and vice-chair remuneration are recommended as supplements to Director stipends, to properly recognize through roles and responsibilities that chairs and vice-chairs are directors for their areas first.

PROPOSED DIRECTOR REMUNERATION AND EXPENSE STRUCTURE FOR 2021

	Annual Stipend	Per Meeting Day
Electoral Area Director	\$33,363	—
Municipal Director	\$23,354	—
Chair supplement	\$23,354	—
Vice-chair supplement	\$3,003	—
Alternate Director	\$1,600	\$255

Furthermore, it is essential that in coordination with remuneration, governance and director workload are also set to role clarity. To that end, there are several governance reforms that can be undertaken or at least piloted in order to ensure that remuneration and workload are better matched to the statutory role and expectations for regional district directors. For this purpose, SCRD staff will also need to innovate and manage change. The Remuneration Review Task Force has undertaken significant work

over the past few months and have found the process to be important and rewarding. We fully recognize that the board that launched this work has not only been challenged by a shocking and unprecedented pandemic, but also through a 100% director turnover in the 2018 election.

In response to both these realities, we respectfully suggest that now is the time for this board to implement governance change. The Task Force's directors' survey revealed a great deal of frustration about workload; we have the sense that especially with a limited orientation, this new board has been *subjected to* a governance system rather than felt ownership over it, and during the pandemic, everyone in society has experienced a loss in control over our own lives and schedules. Our concluding message is that now that Directors have had some experience in their roles, going into the third year of their term, they can assert control over their own workload and take leadership on behalf of the community to organizationally focus and practise effective governance on strategic objectives and fundamental services. The Task Force has heard that SCRD staff, too, is more than prepared to take direction in this regard.

A. CONTEXT

This report presents the findings and recommendations for remuneration, allowances, expenses policies for the Directors of the Sunshine Coast Regional District.

B. OBJECTIVES

The objectives of this review are to:

- recommend remuneration that is fair to the Directors and taxpayers
- recognize the time and stewardship required for Directors to govern
- recommend remuneration policies that are simple to use and administer

C. SCOPE OF WORK

The Mandate of the Director's Remuneration Task Force is to make recommendations on the following:

1. annual remuneration structure, including consideration of an annual flat rate remuneration structure;
2. additional stipends, supplements, and allowances;
3. annual adjustment calculations;
4. benefits;
5. options for making periodic adjustments for ongoing compensations; and calculation formulas to replace the current remuneration structure, taking into consideration costing formulas used by other regional districts and UBCM best practices.

D. ASSUMPTIONS/GUIDING PRINCIPLES

The SCRDs remuneration system should:

- promote good governance;
- attract and retain strong candidates to run for director, yet balance elected representation as a "call to service" with significant demands on time;
- help to clarify the role for the public and directors themselves; and
- recognize that there is a higher statutory requirement for electoral area directors to represent "local government" for their constituents in much the same way that municipalities do.

Good Governance

Some integral characteristics of "good governance" are role clarity; effective, focused meetings; and support for professional staff to have both the time and confidence to advance the work of the organization. Currently, directors are paid by the meeting and even length of meeting, which creates an economic incentive to have more, and longer, meetings. In order to be compensated for everything other than the time directors spend in meetings (such as meeting preparation, constituency outreach, communications, research etc.), the pay structure depends on a considerable amount of meetings to arrive at a reasonable annual income. In this way, the current remuneration system of the SCRD certainly serves to drive *more* governance but not necessarily good governance. It is the opinion of the Task Force that setting a flat rate of remuneration intrinsically aligned to the Director role,

responsibilities and a code of ethics will better support good governance, and demonstrate community leadership, than a system where over half of Director compensation is extrinsically rewarded for showing up at meetings.

And although it can only remain to be seen, shifting to intrinsic motivation and more effective governance should also provide greater purpose for participation by the busiest directors and member governments, such as the SIGD. Ironically but not surprisingly to anyone with experience in human resources, it has been long demonstrated at the SCRD that when a representative of a member government must choose between the intrinsic duty of their municipal or SIGD work (none of which pay by the meeting), or of extrinsically earning direct compensation for themselves or their member government to attend an SCRD meeting, it is the former that usually drives behaviour.

Attraction and Retention

First and foremost, remuneration must fairly compensate directors for the time they contribute to mandatory, and at least expected, board activities. Some directors have expressed a desire to attract more working-age professionals, but there is no evidence that comparable local governments paying their elected representatives more or less than the SCRD, or scheduling their meetings at different times, are any more or less diverse by age, gender, education or ethnicity.

Role Clarity

For a sensible remuneration system at the SCRD, the board should formally consider and pass as policy written roles and responsibilities associated with being a director, as well as a code of ethics that codifies expectations for director behaviour and workload. It is particularly integral for community members considering running for the role to understand what the work entails and how it is tied to compensation.

Furthermore, it is evident from reviewing Statements of Financial Information (SOFI) over a number of years that there has been a wide range of remuneration among directors serving on the same board in the same year. Simplifying remuneration would serve to “flatten” a hierarchy of compensation that currently exists based on the appointment of committee chairs. Aside from the role of board chair that is defined separately, chairing meetings when asked is part of the Province of BC’s defined role of the director, for which the base rates of pay can and should cover. For a body that publicly emphasizes equal voice from different regions, flattening compensation could assist in communicating high and equal expectations of all directors.

Electoral Area Fair Remuneration

The SCRD is unique across the province in that at the behest of the chair, all directors attend all committee meetings, even when electoral area directors have greater responsibilities at the SCRD. This practice is not in line with effective governance and continues to raise confusing legal questions about who can vote and when. It also has the effect of devaluing the added statutory responsibilities of electoral area directors. The roles of electoral area and municipal regional directors must be better

defined, and remuneration should be set to compensate these differing roles and scopes of decision-making.

E. WORKPLAN

- reviewed Director remunerations and expenses for the past 6 years (2013-2019).
- reviewed and analyzed a remunerations survey on 10 coastal and regional districts in BC conducted by Dugal Smith & Associates on behalf of qathet Regional District in November 2019.
- surveyed SCRD Directors regarding their views on the current remuneration bylaw and the effect on their roles and responsibilities.
- discussed SCRD remuneration bylaws and practices with the SCRD CAO, Executive Assistant and Chief Financial Officer.
- reviewed recommendations for setting Directors' remuneration provided in the UBCM *Council and Board Remuneration Guide* issued September 2019.
- identified and analyzed remuneration alternatives.
- developed and costed recommendations.
- considered relationship between remuneration, role and governance; studied meeting and committee demands in other jurisdictions; and developed recommendations on efficient meetings and committee/meeting structure to better align with role clarity.
- drafted amendments to current relevant bylaws and policies, and in support of role clarity, new role descriptions and new code of ethics.

F. FINDINGS

1. Analysis of current SCRD meeting practices using the Electoral Directors as a baseline.

Directors are currently paid a flat rate of \$135.26 for each meeting attended. Meetings exceeding 3 hours in length are recorded as "2X the daily rate paid" which inflates the number of meetings recorded. In 2019 there were a total of 73 meetings paid out as 471 regular or standing committee meeting days. This averages to 118 meetings days paid per year per director or 9.8 per month. In addition, the Directors were paid for 66 days of attending conferences at a total of \$10,464.

2. Initial Director remuneration and expenses analysis for Electoral Area Directors

Our review of the current Director remuneration and expense costs is summarized on the following page.

		% of Total Pay
Base Stipend	\$38,708	31%
Meeting Pay	\$63,666	51%
Rural Director Supplement	\$5,544	4%
Standing Committee Chair	\$1,514	1%
Meetings Chaired	\$3,923	3%
Conferences	\$10,464	8%
TOTAL	\$123,819	

It is interesting to note that only 31% of a directors' remuneration comes from the annual stipend, while 51% comes from attending meetings.

Director expenses for all Directors is noted as \$51,902 (excluding Alternate Directors) on the 2019 SOFI report.

3. Directors' remuneration survey

In September of this year, the Task Force conducted a Directors' Remuneration Survey. Eight current directors and one former director participated. Using a 4-point scale, the participants were asked to rate their satisfaction or understanding of the current remuneration plan. The results indicated that while there was a general understanding of the current remuneration plan (80%) there was also a high level of dissatisfaction (50%) with a very high number (90%) of the respondents indicating that the current plan does not support them in living the SCRD Mission Statement and 60% indicating that the current by-law inhibits them from doing their best work. While 60% indicated the current by-law did not factor into their decision to run for office, 90% indicated that they would like to see some changes.

The participants were also asked to rate the importance of various remuneration elements under the current by law. The top items listed as Very Important or Important were:

Annual Stipend 100%, Meeting Attendance 77%, Travel Expense Reimbursement 100%, Constituency Allowance 88%. See Appendix G for detailed results.

4. Analysis of SOFI reports from 2013-2019

Review of the SOFI reports showed relative consistency in payments across the six-year span.

5. Survey review of a report of other regions conducted Dugal Smith & Associates on behalf of qathet Regional District - November 2019

Dugal Smith & Associates surveyed 10 regional districts on behalf of qathet Regional District. The report confirmed that there is no “apples to apples” match that the Task Force could point to as a suitable comparator. However, the Task Force does note that the following items support their research findings:

- Remuneration plans can be complex and are not clear to new directors and/or residents who may be considering running for office on what they can expect in terms of annual remuneration.
- A large portion of Directors' remuneration comes from attending meetings (42% for SCRD).
- It is unclear what meetings are considered paid meetings and what are not.

6. Annual remuneration increases

Annual increases are based on the CPI as of October of each year. There does not appear to be any other policy regarding Director remuneration reviews and/or increases.

7. UBCM report on remuneration

The UBCM Council and Board Remuneration Guide provided valuable guidance for the committee to ensure that best practices are considered and that the resulting recommended remuneration plan is both fair and defensible.

G. CONCLUSION & RECOMMENDATIONS

Beyond remuneration, it is concerning that two years into their term, Board members have indicated to staff and through the survey that Director roles and responsibilities at the SCRD remain unclear. The role of regional districts as legislated by the Province dictates that electoral directors (not municipal directors) are responsible for local government in electoral areas, and furthermore, that the regional role that includes municipal directors is one of broad collaboration on service delivery. It appears to the Task Force that these two roles have become blurred at the SCRD:

1. Uniquely among regional districts in BC, all directors at the SCRD participate in the governance of electoral areas, particularly at the Planning & Development Committee. In this way, electoral area governance becomes another function within the broad service-delivery collaboration rather than a separate, distinct role of the regional district *alongside* service-delivery collaboration.
2. Conversely, on the regional collaboration side, the Board is often pressured to behave as a local government unto itself, trying to fill gaps and perform advocacy to be “all things to all people,” rather than a service-delivery collaboration of individual local governments. The fact that the only way that electoral area directors can exercise and assert local government for their areas is from *within* the regional collaboration model is likely a major factor for this confusion.

The remuneration model is surely not the only reason that roles have become blurred at the SCRD, but undoubtedly contributes to it. Currently, municipal directors actively participate and are financially

compensated for governing electoral areas when they have no statutory right/vote to do so. Although the current board has placed a tremendous emphasis on regional collaboration, *Local Government Act* clarifies that there is a time and place for this, through regional and subregional service delivery, rather than trying to be an non-constituted Coast-wide government. And the already-complex framework of local government collaboration is compounded by a cumbersome committee structure that demands an exhaustive granularity and frequency for staff reporting that goes far beyond the standards of most local governments, let alone a service-delivery collaboration. Any scan of other BC regional district agendas and minutes (such as the one the Task Force did in Appendix D) confirms this.

The best example is likely the degree and frequency of financial- and project-monitoring reporting demanded of SCRD staff: a scan of most other board agendas in the province does not reveal such a high degree of reporting, especially for a community the size of the Sunshine Coast. We will venture to hypothesize that this situation may have evolved (as it does in most such scenarios) due to a historical lack of trust, tendencies of micro-management, or at least a vague, well-intentioned notion of "accountability" from past boards. We will also venture to suggest that this is not a best practice in good governance: good governance operates at the speed of trust, which is found to improve effectiveness, efficiency, transparency and accountability; and relying on the CAO as the board's "one employee" to report any significant project delays or financial challenges rather than placing constant demands on every department to directly report to the board on ongoing projects and budgeting.

Consequently, the SCRD demands three to four times of director and staff time devoted to committees than other boards in the province (See Appendix D). The stress and time commitment contributed to five new directors from the last board (including municipal directors) publicly citing burnout/health and/or the heavy workload as a reason for not standing for re-election. Even more distressingly, the prospect for staff burnout is also very high, especially during the increased challenges of the pandemic. Much as a commissioned consultant's report found for the qathet Regional District in November 2019, the paperwork and time required of staff to support the current, complex system of director remuneration is onerous and excessive. In a time when demands on the public service are heightened and scrutiny of expenditures will sharply rise along with rate increases to basic services, it is the opinion of the Task Force that meticulously paying directors by the meeting, meeting length, committees chaired and daily conference rates is no longer organizationally sustainable or publicly defensible.

Further compounding burnout, the SCRD remuneration model includes an incentive to distribute compensation to multiple directors by assigning them to chair standing committees, even if they have limited experience with meetings or rules of order; although a committee chair stipend can end up being a modest portion of a Director's annual SCRD compensation, having committee chairs with limited training or experience can be stressful and onerous for those individuals as well as for the entire organization.

The Remuneration Task Force recommends the following changes for an environment where directors no longer feel overworked and underpaid (or at least less so); senior staff's time can be optimized to advancing the strategic plan and serving the public; staff time currently devoted to administering the

complex remuneration model can be allocated more effectively; and staff and community expectations of the board are better aligned with both electoral area and municipal director role clarity.

1. That the Board adopt as policy Roles and Responsibilities of Directors (generally), Electoral Area Directors, Municipal Directors, Board Chair and Vice Chair; and a Code of Ethics, as recommended by the Board's auditor, to further clarify the role. (See drafts in Appendix A and Appendix B.)
2. That the Board adopts base rates for electoral area and municipal area directors that encompass overall compensation for all mandatory activities associated with the defined roles and a reasonable degree of optional/additional activities that support the role. (See Exhibit 4 and Appendix C.)
3. That the Board continue with updating the base remuneration for Directors in accordance with the annual change in the BC Consumer Price Index.
4. That in Q1 2021, the Board pilots a new governance model that is more aligned with other boards in the province, further detailed in Appendix D of this report.
5. Update the purpose of constituency allowances and make it an expectation in the Board Code of Conduct for Directors to transparently declare and claim all Director expenses rather than to subsidize public service with private income. (See Appendix E and Appendix B.)
6. Limit compensation for external conference/workshop expenses to one per year in addition to UBCM and AVICC, with the proviso that Directors can always make a special request to the Board to attend more. Eliminate the practice of paying for alternate directors to attend conferences. (See Appendix F.)
7. That via the ongoing terms of reference of the Remuneration Review Task Force, an independent review of director remuneration, allowances and benefits shall be conducted every four years beginning in 2025.

Dissecting the role of regional district directors and the complex, multi-layered remuneration system at the SCRD is a heavy job. Our Task Force has found it even more challenging because we have been tasked at a time when the stark lack of connection between remuneration and role clarity of directors also has major implications on current system of governance. However, we have confidence that our recommendations are sound, thoughtful and evidence-based. The survey results expressed a great deal of frustration from directors about workload; it is clear that especially with a limited orientation for a board of largely brand-new directors, the current board has been *subjected to* a governance system and has not yet had the opportunity to take ownership of it, meaning that in good faith and on behalf of the community, directors have taken on more and more work, and required more and more work of staff, with limited perspective on where any work can be reined in.

Our concluding message is that going into the third year of the term, it is a logical and reasonable time for directors to assert control over board and staff workload, and to take leadership on behalf of the community to organizationally focus and practise effective governance on strategic objectives and

fundamental services. The Task Force has heard that SCRD staff, too, is more than prepared to take direction and offer suggestions in this regard. We also respectfully encourage the board to innovate. There is a tendency for governments to make reforms “in stone” that last many years whether they work or not, and therefore our governance recommendations are framed as a pilot so they can be tangibly experienced and reviewed by directors before finalized as the way forward.

H. COSTING

The proposed change results in a 2.2% increase as compared to the total amount reported paid to Elected Officials and members of the Board of Directors on the 2019 SOFI report. 1.1% of this increase is attributable to the annual COL adjustment.

2019 SOFI report	\$298,515
Proposed	\$305,079
\$ Change	\$6,567
% Change	+2.2%

EXHIBITS

DIRECTORS' CURRENT REMUNERATION Per Bylaw 636 Schedule A Effective January 1, 2019

Position	Base - Annual Stipend	Base - Standing Committee Chair	Base - Rural Director	Per Board Meeting Chaired	Per Committee meeting chaired	For attending any day meetings	For acting in capacity of Board Chair
Chair	\$40,875	\$1,517			\$135		
Vice-Chair	\$12,081	\$1,517		\$252	\$135		\$158
Directors	\$9,693		\$1,388		\$135		
Alternate Directors	\$1,517				\$135	\$120	

DIRECTORS CURRENT EXPENSE POLICIES

This exhibit summaries the expenses policy for SCRD Directors and Alternate Directors - Approved September 14, 2000

Commercial Accommodation	Actual Cost
Non-Commercial Accommodation	\$35/night
AVICC or FCM or UBCM Annual Conference and accommodations (Chair, Electoral Director or Alternate only)	Actual Cost
Course or conference registration fees	Actual cost
Required Course materials	Actual cost
Private Motor Vehicle use – mileage	Equal to Provincial reimbursement
Ferry Transportation	Actual cost
Air Transportation	Actual cost of regular economy fair
Telephone	Actual cost
Meal Charges including gratuities	Breakfast: \$14.00 Lunch: \$18.00

Sunshine Coast Regional District
Report on Directors' Remuneration - December 2020

	Dinner: \$28.00
Provincial and Federal taxes applicable to allowance expenses	Actual cost
Per diem rate for overnight travel (in lieu of meal charges) excluding accommodations	\$60/day
Parking	Actual cost
Taxis	Actual cost

DIRECTOR REMUNERATION EXPENSE POOLS

Each Electoral Area Director has access to a constituency allowance for expenses associated with representing their area. The following chart indicates the usage of the allowance in 2019.

Area	Constituency Allowance	Actual Amount Expensed	Usage %
A	\$2,500	\$2,227	89%
B	\$2,500	\$532	21%
D	\$2,500	\$2,144	86%
E	\$2,500	\$929	37%
F	\$2,500	\$815	33%

The Task Force found it puzzling that although most director responses to the survey expressed dissatisfaction with the current remuneration system, and voiced significant concerns with compensation meeting workload, few directors make use of the constituency allowance. Therefore, the Task Force considered recommending eliminating it, but learned some directors were finding it helpful and that it may not have been explained to all directors in the orientation. So instead, we are proposing some clarification on eligible constituency expenses in the relevant policy (Appendix E) and are also proposing that transparently claiming public service expenses be included in the Code of Ethics (Appendix B).

PROPOSED DIRECTOR REMUNERATION AND EXPENSE STRUCTURE FOR 2021

	Annual Stipend	Per Meeting Day
Electoral Area Director	\$33,363	–
Municipal Director	\$23,354	–
Chair supplement	\$23,354	–
Vice-chair supplement	\$3,003	–
Alternate Director	\$1,600	\$255

1. Electoral Area stipend rate comes from the average stipend received by the directors in non-election years from 2013 to 2019, through an accumulation of \$ per meeting attended, annual stipend, standing committee chair stipend, \$ per committee meeting chaired, day rate for conferences and any other stipends plus a 1.10% increase for COL.
2. Municipal stipend rate is Electoral Area stipend multiplied by .70, a factor the committee arrived at based upon historical municipal director pay, the strong recognition by directors in the survey that there are more demands for the role of Electoral Area Director, research into the role, and a recognition that a Municipal Director has fewer necessary meetings and functions to participate in.
3. The Chair supplement is calculated by the Electoral Area Director stipend multiplied by .70, though the supplement applies equally to an Electoral Area or Municipal Director serving as Chair.
4. The Vice-chair supplement is calculated as the chair Supplement multiplied by .9, which equals a slightly higher number than the current stipend differential between Director and Vice-chair (\$2,388.09).
5. The Alternate Director stipend is increased from \$1517 and the current '*single \$ per meeting attended (\$135.26) rate*' added to the current '*\$ for any day attending meetings (\$119.84) rate*' for a new daily rate of \$255.

APPENDIX A: Roles and Responsibilities of Directors

Regional districts are local governmental bodies in British Columbia that exist to meet certain local government service needs for unincorporated and/or rural areas of the province and also to provide services across an entire region or on a sub-regional basis. Regional districts provide a political forum for representation of electoral area residents and communities, and a vehicle for advancing the interests of the region as a whole.

Director Responsibilities

- Consider the well-being and interests of the regional district board and all communities
- Contribute to the development and evaluation of the policies and programs of the regional district respecting its services and other activities
- Participate in regional district board meetings and committee meetings as applicable
- Adopt bylaws and policies to govern the affairs of the regional district
- Assist in developing and adopting the board strategic plan, then ensuring consistent application of strategic directions, values, vision, key goals, objectives, and policies
- Represent the regional district on other bodies to which the director has been appointed and prepare a report for the board on the activities
- Be well-informed on current issues, and well-prepared for board and committee meetings
- Assist in orientation of new board members
- Participate in providing effective action and leadership in board meetings
- Work in partnership/collaboration with the board and chief administrative officer
- As required, actively participate and assume leadership roles in committees and SCRD-organized community meetings/events
- Maintain confidentiality of any matter held in confidence by the SCRD, including matters from in camera meetings
- Ensure the continuing viability and success of the organization by maintaining confidence and support from municipal members, electoral areas and stakeholders

Electoral Area Directors

- Additionally, electoral area directors represent and lead local government in their areas in rural planning, parks, land use regulation, building regulation and inspection; nuisance regulation; street lighting and house numbering—including presiding over public hearings

Municipal Directors

Municipal directors are appointed annually by their respective councils to represent their local government in the provision of regional or sub-regional services by the SCRD. Municipal directors will provide monthly written reports on SCRD business to their municipal council agendas and will consult and/or update their councils or CAO on confidential matters only in confidential, in camera settings.

Role of the Chair

According to the *Local Government Act*, the chair is the head and chief executive officer of the regional district. In addition to powers and duties as a board member, the chair has the following duties: (a) to see that the law is carried out for the improvement and good government of the regional district; (b) to communicate information to the board; (c) to preside at board meetings when in attendance; (d) to recommend bylaws, resolutions and measures that, in the chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the board by an enactment; (e) to direct the management of regional district business and affairs; (f) to direct the conduct of officers and employees in accordance with sections 239 [*chair to direct and inspect officers and employees*] and 240 [*suspension of officers and employees*].

Role of Vice-chair

According to the *Local Government Act*, the vice-chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair.

APPENDIX B: Code of Ethics Draft

The purpose of the Code of Ethics is to ensure that:

1. public business is conducted with integrity, in a fair, honest and open manner;
2. members respect one another, the public and staff and recognize the unique role and contribution each person has in making the SCRD a better place to work and live;
3. their conduct in the performance of their duties and responsibilities with the SCRD is above reproach; and
4. the decision-making processes are accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

The residents of the Sunshine Coast Regional District (SCRD) are entitled to have fair, honest and open local government that has earned the public's full confidence in its integrity. In keeping with the Strategic Plan values the SCRD Board expresses as its approach to its roles and responsibilities, members will commit through this Code of Ethics that:

- public business is conducted with integrity, in a fair, honest and open manner;
- members respect one another, the public and staff and recognize the unique role and contribution each person has in making the SCRD a better place to work and live;
- their conduct in the performance of their duties and responsibilities with the SCRD be above reproach;
- the decision-making processes be accessible, participatory, understandable, timely and just;
- members avoid any real or perceived conflict of interest; and
- members respect and uphold confidentiality requirements.

Application of the Code: To this end, the Board of the SCRD has adopted a Code of Ethics applicable to its directors and to any person appointed by the Board to committees, commissions, panels or task forces. Unless otherwise specified, "members" is intended to include both members of the board and committees. All bodies which the Board can appoint members to are referred to collectively as "committees" in the Code.

1. Act in the Public Interest: Recognizing that the SCRD seeks to maintain and enhance the quality of life for all Sunshine Coast residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

2. Comply with the Law: Members shall comply with all applicable federal, provincial and local laws in the performance of their public duties. These laws include but are not limited to the *Constitution Act*; the provincial *Human Rights Code*; the *Criminal Code*, the *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures and employer responsibilities; and relevant SCRD bylaws and policies.

3. Conduct of Members: Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board, committees, the staff or the public.

4. Compliance with Process: Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Board governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions by SCRD staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

5. Conduct in Meetings: Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. Except to raise a point of order, they shall not interrupt other speakers, make personal comments not germane to the business on the agenda, or otherwise disturb a meeting.

6. Confidential Information: Members shall respect the confidentiality of information concerning the property, personnel, or legal affairs of the SCRD. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial, or other private interests.

7. Decisions Based on Merit: Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

8. Information Sharing: Subject to paragraph 6, members shall publicly share substantive information that is relevant to a matter under consideration by the Board or a committee, which they may have received from sources outside of the public decision-making process. In regards to public input, for all members to have fair and equal access to information for decision-making, members of the public should be encouraged to write an email or letter that can be transparently shared with all members and relevant members of staff, or if applicable to share their views at a public hearing, rather than, for example, anonymous phone calls made to one member of the Board or committee.

9. Conflict of Interest: Members shall be aware of and act in accordance with Division 6 of Part 4 of the *Community Charter* and shall fulfill their *Oath of Office*. All members shall be aware of and declare, in writing where necessary, any real or perceived conflicts of interest. A conflict of interest exists where a member is a director, member or employee of an organization seeking a benefit from the Sunshine Coast Regional District upon which the decision-making body will make a recommendation or decision; or the member has a direct or indirect pecuniary interest in the outcome of deliberations. A conflict of interest does not exist if the pecuniary interest of the member is a pecuniary interest that is sufficiently in common with electors of the SCRD, or Electoral Area when applicable, generally, or the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

- a. Where a conflict of interest exists, members must declare to the body that a conflict exists and must absent themselves from the meeting during consideration of the issue to which the conflict relates. They are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter. The declaration of a conflict and the member's exit from and return to the meeting shall be noted in the minutes.
- b. Where a perceived conflict of interest exists, the member may note that a perception of conflict of interest might exist but need not declare a conflict and exit the meeting if in the member's view there is no actual conflict of interest.
- c. Where in the opinion of the Board or a committee, a member is in a conflict of interest and has not so declared, the Board or committee may ask for a review of the matter by the Chief Administrative Officer or designate. If unresolved, the matter may then be referred to the Board for further review and then if still unresolved, to legal counsel.

9. Gifts and Favours: Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having or seeking to have dealings with the SCRD, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member.

10. Expenses: Members of the Board must submit and be reimbursed for expenditures incurred when representing the SCRD and engaging in SCRD business, in a reasonable time requested by SCRD staff. It is important for public transparency and fairness among Directors that no Directors are subsidizing necessary public expenditures with personal funds.

11. Use of Public Resources: Members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Communications: Members shall represent the official policies or positions of the Board or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Board, their committee or the Sunshine Coast Regional District, nor will they allow the inference that they do.

13. Policy Role: Members shall respect and adhere to the Board–Chief Administrative Officer structure of government as practised in the Sunshine Coast Regional District. In this structure, the Board determines the policies of the SCRD with the advice, information and analysis provided by the public, committees, and SCRD staff. Members shall not interfere with the administrative functions of the SCRD or with the professional duties of SCRD staff; nor shall they impair the ability of staff to implement Board policy decisions.

14. Positive Workplace Environment: Members shall treat other members, the public and SCRD staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties. Members shall be aware of and act in accordance with the Positive Workplace Environment: Anti-bullying and Harassment Policy.

15. Implementation: The Sunshine Coast Regional District Code of Ethics is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. Therefore, the Code of Ethics becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, the Code of Ethics will be provided to candidates for the Board and applicants to committees. Members elected to the Board or appointed to a committee will be requested to sign the Member Statement affirming they have read and understood the Sunshine Coast Regional District Code of Ethics. In addition, the Board and committees shall review annually the Code of Ethics, and the Board shall consider recommendations from committees and update the Code as necessary.

16. Compliance and Enforcement: The Sunshine Coast Regional District Code of Ethics expresses standards of ethical conduct expected for members of the Board and committees. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Sunshine Coast Regional District.

The Board may impose sanctions on members whose conduct does not comply with the SCRD's ethical standards, such as motion of censure. The Board may also rescind the appointment of a member to a committee for breaching the Code of Ethics.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Ethics with the exception of paragraph 13 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, the Board must ensure that a member has

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
3. an opportunity to be heard.

The procedures outlined in the Positive Workplace Environment: Anti-bullying and Harassment Policy have been adopted by the Board for dealing with a complaint under the Positive

Workplace Environment: Anti-bullying and Harassment Policy (see paragraph 13, above).

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board or committee decision.

* * * * *

**Board of the Sunshine Coast Regional District and
SCRD Appointees to Committees, Commissions and
Task Forces**

MEMBER STATEMENT

As a member of the Sunshine Coast Regional District or of a Regional District committee, I agree to uphold the Code of Ethics adopted by the SCRD and conduct myself by the following model of excellence. I will:

- Recognize the diversity of backgrounds, interests and views in our community;
- Help create an atmosphere of open and responsive government;
- Conduct public affairs with integrity, in a fair, honest and open manner;
- Respect one another and the unique role and contribution each of us has in making the Sunshine Coast Regional District a better place to work and live;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;
- Avoid and discourage conduct which is not in the best interests of the SCRD;
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Sunshine Coast Regional District Code of Ethics.

Signature _____ Date _____

Name (please print)

Office / Committee

APPENDIX C: Bylaw No. 636 Amendment Draft

SUNSHINE COAST REGIONAL DISTRICT BYLAW NO. 636

A Bylaw to provide for the remuneration and expenses of Directors and Alternate Directors

- 1) The remuneration for the Directors of the Sunshine Coast Regional District Board shall be as per Schedule A to this bylaw. The remuneration shall be set at annual base-rate stipends to compensate directors for all work related to:
 - a) attending and preparing for mandatory meetings;
 - b) attending and preparing for a reasonable degree of optional meetings and conferences;
 - c) conducting community outreach and constituent engagement;
 - d) serving as a committee chair or vice-chair; and
 - e) engaging in public input of various means.
- 2) The remuneration as set out in Schedule A of this Bylaw shall be paid bi-weekly.
- 3) On January 1 each year, all stipends on Schedule A to this bylaw shall be adjusted by the percentage change over the preceding twelve (12) months in the Consumer Price Index for Vancouver at October 31.
- 4) Electoral Area Directors shall be entitled to Provincial Medical, Extended Health and Dental benefits as are provided to employees of the Regional District and the Regional District will pay one hundred (100) % of the cost of monthly premiums.
- 5) All Directors and Alternate Directors shall be entitled to Accidental Death and Dismemberment insurance for injuries sustained while travelling on the business of the Regional District as per the terms of the policy and the Regional District will pay one hundred (100%) of the cost of monthly premiums.
- 6) A Director may be reimbursed, as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are:
 - a) representing the Regional District,
 - b) attending a meeting of the Board,
 - c) engaging in Regional District business, or
 - d) attending the annual conference of the Union of British Columbia Municipalities (UBCM), the Federation of Canadian Municipalities (FCM), the Association of Vancouver Island and Coastal Communities (AVICC), the UBCM Annual Electoral Area Directors Forum or Leadership Academy Conference.
- 7) An Alternate Director may be reimbursed, as per the Regional District Expense Reimbursement Policy, for expenditures in categories a) and b) in part 6.

- 8) Each year, the Regional District Expense Reimbursement Policy will cover electoral area directors for attending UBCM, AVICC, and one other conference, convention or seminar, except when the Board approves a special request to attend an additional event.
- 9) All expenses and expenditures not specifically authorized by the Expense Reimbursement Policy must receive the authorization of the Board before they are incurred to be eligible for reimbursement.
- 10) All expenses and expenditures must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and given to the Treasurer. Receipts need not be given for non-commercial accommodation; private motor vehicle use and meal charges (set amounts).
- 11) Within two weeks of delivery by a Director or Alternate Director to the Treasurer of a signed claim with supporting receipts in accordance with the Expense Reimbursement Policy, the Treasurer will pay to the Director or Alternate Director, the amount of the expenditures made or expenses incurred.
- 12) Via an ongoing term of reference of the Remuneration Review Task Force, an independent review of director remuneration, allowances and benefits shall be conducted every four years beginning in 2025.

BYLAW 636: SCHEDULE A (Effective January 1, 2021)

	Annual stipend	Per Meeting Day
Electoral Area Director	\$33,363	—
Municipal Director	\$23,354	—
Chair supplement	\$23,354	—
Vice-chair supplement	\$3,003	—
Alternate Director	\$1,600	\$255

APPENDIX D: A Comparative Study of Regional District Governance Structures

The following twelve regional districts are coastal regional districts selected for comparison in the gathet Regional District's recent remuneration study, in addition to two other comparators selected by SCRD staff for consideration by the Remuneration Review Committee: North Okanagan and Peace River. Cowichan Valley and North Okanagan are the largest, with populations over 90,000; Central Coast is the smallest at around 3,600. Including the SCRD, this comparative study constitutes a sample of close to half the 28 regional districts in BC (most of the remaining districts are significantly larger).

Universal findings of this review are:

- regardless of population or budget, the SCRD meets significantly more, and longer, per month than any of the other comparative districts;
- all other comparative districts have more substantive (and longer) "statutory" board meetings—in all the other districts, all correspondence, and a number of other items (depending on the board) go straight to Board, not through committees;
- all the other regional districts have an "Electoral Area Committee," "Electoral Area Services Committee," or at least a Planning Committee that focuses only on Electoral Areas and includes only Electoral Area directors as members (with the exception of one district that has a non-voting municipal committee chair);
- committees of the whole are not universal, but are employed commonly; no other district comes close to have three-to-four committees of the whole per month like the SCRD does;
- there are also no other equivalents in the province to the Transportation and Policing Advisory Committees;
- no other regional district considers motions to receive reports that were already received by committees and are not actually on the board meeting agenda to be received; hence, other board agendas have far less motions on them and are more focused on decision-making rather than ratifying committee work (it appears that roughly half of SCRD Board motions are not action items but to simply receive information—these motions are not needed);
- staff reports are invariably much shorter and focused (again on action/decision-making) in other regional districts; and
- although there is a perception that SCRD governance has evolved due to unique regional circumstances, the Sunshine Coast is not unique among BC regional districts as a regionally defined collection of communities with close connections seeking to collaborate with each other—by definition, all regional districts are in this same situation.

Notes on the comparative districts follow:

Alberni–Clayoquot (14 directors, 6 electoral area)

- Board meeting agendas split up into votes by participants (i.e. electoral areas-only functions vote separately, not part of blocks). Board meets twice a month.
- Director reports limited to liaison appointments only.
- Two standing committees split up regionally due to services/functions being split up east/west—directors from east service area are not appointed to west service area committee and vice versa. They meet as needed, on average every couple of months.
- Electoral Areas Committee for services/governance in Electoral Areas (i.e. planning). Meets as needed, not quite every month.
- Reports to board all framed as “Request for Decision” or “For Information.” Requests for Decision all go straight to Board on items in committee mandates go to committees first, but still come to board as Requests for Decisions, not via committee minutes. Motions from committees to receive reports or other information do not come to the board for votes—the Board only receives reports that come to the Board meeting, not reports that went to committee meetings.
- Correspondence goes straight to Board and is categorized as “Correspondence for Action” and “Correspondence for Information.” The vast majority is for information and is received by a single motion for all items.

Bulkley–Nechako (15 directors, 7 electoral area)

- “Rural/Agricultural Committee” for Electoral Area Directors only (rural & agricultural planning)
- Committee of the Whole 3-5 times per year, few agenda items, short meetings
- Waste Management Committee which serves as its PMAC—Committee of the whole with all directors
- Also a Forestry COTW but it has not met in 2020
- All other agenda items go straight to Board, which meets once per month
- Single-page staff reports

Central Coast (5 directors, all electoral area)

- Board meets once a month, no committees

Comox Valley (10 directors, 3 electoral area)

- Has committee of the whole, very general discussion items, meets once per month
- Board meets 1-2 times per month
- Has an “Electoral Area Services Committee” for electoral area services & directors only, meets once per month
- No other committees

- Very substantive board meetings with many items going straight to board (no committee step), however they tend to run less than three hours (i.e. 4pm–6:40pm)

Cowichan Valley (15 directors, 9 electoral area)

- When committees receive reports, recommendations do not go to board for them to receive the committee reports as well (as they do at SCRD)
- Electoral Area Services Committee meets monthly
- Regional Services Committee (which is a COTW) meets monthly
- Corporate Services Committee (COTW) meets every two months
- Community Services Committee (COTW) meets every two months

Kitimat–Stikine (12 directors, 6 electoral area)

- Has a Planning Committee for Electoral Areas (but vice-chair of the Board, from Kitimat, chairs this committee as non-voting “ex-officio”—this is the ONLY director from these other boards outside of the SCRD who participates in electoral area planning)
- Has an economic development commission for all areas outside of Terrace and Kitimat governed by RD directors rather than arm’s length like SCREDO
- Other issues go straight to board
- Board meets only one day per month (board meeting and committees)

Mount Waddington (9 directors, 4 electoral area)

- Board meets once a month
- On same day, Electoral Area Directors meet prior to board meeting (as needed, not every month) – other than this, no committees
- Motions to receive committee reports do not go to board

North Coast (10 directors, 4 electoral area)

- Board meets once a month
- No committee meetings, except for three budget meetings per year

North Okanagan (14 directors, 5 electoral area)

- Electoral Area Directors Committee (Electoral only)
- Greater Vernon Committee for “sub-regional” services covering the Vernon area

Peace River (12 directors, 4 electoral area)

- Has Electoral Area Directors Committee
- Solid Waste Committee has five members (not a COTW)
- COTW as needed (big issues, few items per meeting)

- Monthly board meeting that runs 3-4 hours (i.e. 11:30–3:30)

qathet (7 directors, 5 electoral area)

- Has a COTW
- Planning Committee is Electoral Area Directors/functions only
- Finance Committee all directors monthly

Squamish–Lillooet (10 directors, 4 electoral area)

- Electoral Area Directors Committee (planning, grants in aid...)
- COTW

Strathcona (14 directors, 4 electoral area)

- COTW exists, but rarely meets (meetings less than an hour when it does)
- Electoral Area Services Committee (Electoral only)
- Municipal Services Committee exists but rarely meets
- Most issues go straight to board, no committee step—two board meetings per month

Committees and Meetings Proposal

The Task Force recommends that the SCRD board adopt the following model on a trial basis:

1. Remove motions to receive information from the SCRD governance process, especially motions where the board is technically receiving committee reports/items that are not actually on the board meeting agenda, in order to focus on action items.
2. Send all correspondence, grants, letter of support requests, contracts, RFPs, RFQs, tenders and in camera items straight to the Board for quicker, straightforward decision-making.
3. Adopt a "Request for Decision" and "For Information" agenda-item model where "decision" reports request board action in only 1-2 pages, and "for information" items require no reports (unless they are reports themselves) or votes. (See Alberni-Clayoquot.)
4. Replace all standing committees with a Committee of the Whole mid-month prioritizing major "request for decision" issues at the top of the agenda and "for information" items later. Budget can also be conducted via a Special Committee of the Whole sessions.
5. Strike an Electoral Areas Committee to better recognize the fundamental role of providing local government to electoral areas.
6. Send minutes for electoral area commissions/committees functions (APCs and AAC) and delegations focused on the electoral areas (i.e. RCMP) to EA committee, not to board.
7. Adopt a time limit on meetings, where anything unfinished carries over to the next month, to encourage chairs and directors to move business along efficiently.
8. Over the two monthly Board meetings, split up reports into Chair & Municipality/SIGD Reports—for the Chair to report on Chair's work and municipalities and SIGD to provide updates from their local governments—and Liaison Reports for all appointed liaisons to report on the relevant activities of their liaison group. (See Alberni-Clayoquot example.) Written reports should be encouraged for the sake of time.
9. With respect to role clarity, issues for which the SCRD has no legal function or responsibility, policing and roads/ferries, should be reassigned from their own advisory committees to delegations to the "local government" role of the Electoral Areas Committee (just as the municipalities also have RCMP and TraC delegations, and advocate to MOTI and BC Ferries).
10. Technical background reports or other supporting information show up in digital agendas as hyperlinks for optional reading, to clarify that although they were used as references for professional staff recommendations/requests for decisions, they are not required for directors' policy-setting and decision-making roles.

11. By legislated role, remuneration and public expectations, the Chair of the SCRD should be taking on the leadership of chairing much more of the organization's governance process than the comparatively quick and routine Board meetings. Therefore, the Chair should chair the Committee of the Whole.

APPENDIX E: Constituency Expenses Policy Update

All Directors may be reimbursed up to a maximum of \$2,500 for constituency expenses for each budget year. If required, and only after the \$2,500 has been depleted, Electoral Area Directors may be reimbursed up to an additional \$1,000 each, funded by electoral areas only.

Constituency expenses must be incurred as a result of SCRD business and the duties of the office of the Director. These expenses include but are not limited to:

- **a portion of internet and data charges (2/3 for electoral area, 1/3 for municipal directors), other technology expenses such as subscriptions for software necessary to Director duties (such as online meetings), home office expenses, printing supplies, facility rentals, support for producing newsletters, website hosting for blogs, and travel and meal expenses in support of local issues.**

In addition, the SCRD will provide each Director with a tablet and a cell phone complete with plan at the beginning of the term. These devices will remain the property of the SCRD; however, Directors may purchase the tablets at a depreciated cost at the end of their term. The cell phone must be returned to the SCRD at the end of a Director's term. Directors may not claim data expenses for a personal cell phone if they have been provided with an SCRD cell phone.

Directors may purchase a printer/scanner device using constituency funds. If the printer costs less than \$250 and is purchased greater than two years before the end of the term, the device will be written off. Otherwise, the device will be depreciated and offered to the Director at the depreciated cost.

Claims for constituency expenses should be submitted on a monthly basis. Directors must provide a detailed accounting complete with receipts for each claim (other than for mileage). Finance will ensure that all constituency expense claims are processed within a two-week period.

APPENDIX F: Reimbursement of Travel & Other Expenses Policy Revision

The Regional District will reimburse directors ~~and alternate directors~~ of the Regional District for reasonable food, accommodation, and travel expenses in accordance with the attached Schedule of Allowable Expenses.

Regional District business includes attendance at conferences, conventions, meetings and seminars.

Those claiming expenses in accordance with this policy should be aware of the following general guidelines:

- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, e.g. flying may be preferable to driving more than 3 hours, one way.
- The “per diem” rate may not be claimed when meals are provided as part of a function and paid for as part of a registration for that function. When some but not all meals are included, expenses may be claimed for the additional meal when travelling. The amount payable for the additional meal will be the actual cost of the meal or the amount outlined in Section 11 of the attached Schedule of Allowable Expenses. If the actual expense is greater than the standard amount, receipt must be attached to the claim together with an explanation for the expense item.
- The “per diem” rate may be claimed for travel days when these involve being away from the office for more than half a day, subject to the above limitation.

This policy applies to alternate directors for the purpose of replacing a director at any SCRD or community meeting the director would normally claim expenses for, but not for conferences, conventions or seminars. An alternate having to replace a director for an extended period may request board approval to cover expenses for a conference, convention or seminar.

APPENDIX G: SCRD Directors' Survey

How would you rate your understanding of the current Directors' Remuneration By-law?	Very clear 20% Somewhat clear 60% Not so clear 20%
How satisfied are you with the current Directors' Remuneration By-law?	Very dissatisfied 30% Dissatisfied 20% Satisfied 40%
Do you believe the Remuneration Bylaw supports the Directors in living SCRD's mission statement: <i>To provide leadership and quality services to our community through effective and responsive government?</i>	Yes: 10% No: 90%
Is there anything in the current by-law that inhibits you in performing your role to the best of your ability?	Yes 60% No: 40 %
Is there anything you would like to see added or changed in the by-law?	Yes: 90% No: 10%
Did the current by-law factor into your decision to run for office or step away from the Board?	Yes: 40% No: 60%

Please rate the importance of the items included in the current remuneration bylaw:

	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	N/A	TOTAL	WEIGHTED AVERAGE
Standing Committee Chair	22.22% 2	44.44% 4	33.33% 3	0.00% 0	0.00% 0	9	2.11
Committee Meeting Chaired	22.22% 2	55.56% 5	22.22% 2	0.00% 0	0.00% 0	9	2.00
Board Meeting Chaired	22.22% 2	44.44% 4	22.22% 2	0.00% 0	11.11% 1	9	2.00
Annual Stipend	66.67% 6	33.33% 3	0.00% 0	0.00% 0	0.00% 0	9	1.33
Meeting Attendance	55.56% 5	22.22% 2	22.22% 2	0.00% 0	0.00% 0	9	1.67
Day Meeting Attendance	33.33% 3	33.33% 3	22.22% 2	0.00% 0	11.11% 1	9	1.88
Acting in Capacity of Board Chair	22.22% 2	33.33% 3	22.22% 2	11.11% 1	11.11% 1	9	2.25
Health and Welfare Benefits	22.22% 2	44.44% 4	11.11% 1	11.11% 1	11.11% 1	9	2.13
Travel Expenses Reimbursement	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9	1.44
Constituency Allowance	55.56% 5	33.33% 3	0.00% 0	11.11% 1	0.00% 0	9	1.67
Remuneration for Alternates	22.22% 2	44.44% 4	22.22% 2	11.11% 1	0.00% 0	9	2.22

APPENDIX H:

Best Practices #1: Order of Proceedings and Reporting for Alberni-Clayoquot Regional District

When Minister of Municipal Affairs Josie Osborne was chair of the ACRD, one of her top priorities was to improve meeting practices. She worked with board members and staff to focus and streamline reports—both staff reports and director reports. Another best practice featured at the ACRD is for all correspondence to go to Board, with no lengthy delays in response by going through committees, and be categorized as “For Action” or “For Information”; similarly “Requests for Decisions” from staff are action items typically requiring discussion and decision-making, whereas “reports” later in the agenda are for receipt. “Planning Matters” are further Requests for Decisions divided into a section a) where Electoral Area directors vote on items they’ve already worked through at their Electoral Area Directors Committee, and section b) for regional planning. A suggested improvement to this Order of Proceedings would be to put correspondence after the (usually) more pressing issues of Requests for Decisions, Bylaws and Planning Matters.

1. Approval of the Agenda (including late items);
2. Declarations (Conflict of Interest or Gifts);
3. Adoption of Minutes;
4. Petitions, Delegations and Presentations (10-minute maximum);
5. Correspondence – For Action;
6. Correspondence – For Information;
7. Request for Decisions & Bylaws;
8. Planning Matters (including Planning Bylaws);
9. Reports (including Staff, Committee, Chair and Member reports);
10. Unfinished Business;
11. Late Business; (requires 2/3 majority vote for consideration of late business)
12. Question Period;
13. In-Camera;
14. Recommendations to the Board from In-Camera; and
15. Adjourn

Best Practices #2: Director Reports from ACRD

Below is a sample of how Director reports are presented at Alberni–Clayoquot Regional District. These are the minutes. In the agenda, they are directly listed by the group and liaison, in order to focus reporting on directors' liaison assignments.

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb

Director McNabb reported the Corporation is celebrating 25 years in service. The Corporation held a strategy planning session on Monday, October 26 to develop strategic goals and a path forward to ensure quality services are provided. Director McNabb thanked all NI911 Corporation staff, dispatchers and the management team for their hard work and dedication.

b. Vancouver Island Regional Library – P. Cote

Director Cote reported local libraries are starting to open up for service. Doors have opened in several areas including Nanaimo, Cowichan and Quadra Island. Port Alberni, Ucluelet and Tofino are projected to open next week. An expansion to the Port Alberni Library is scheduled to start in the new year for an approximate cost of one million dollars.

c. Alberni Valley Chamber of Commerce – S. Minions

Director Minions reported that the Alberni Valley Chamber of Commerce is working on the 'Welcome to Alberni' sign project on behalf of the City of Port Alberni and they continue to manage McLean's Mill.

d. Air Quality Council, Port Alberni – D. Bodner

Director Bodnar reported that to date three woodstove exchanges been processed through the program for 2020. The Alberni Air Quality Society has several projects they are considering including a public education session for grades 5 to 7 and the creation of a round table with Cowichan and Comox Valley to work on a regional project.

e. West Coast Aquatic Board – No Report

f. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reported that the first meeting of the new Executive will be held next Thursday. The election of the Executive was conducted during the 2020 UBCM Convention. Director Cote was acclaimed to the Executive.

g. Beaver Creek Water Advisory Committee – J. McNabb – No Report

h. West Island Woodlands Advisory Group – J. McNabb – No Report

i. Agricultural Development Committee – T. Shannon/P. Cote

Director Shannon reported the Committee is planning to go forward with the Grow Local Program and they have other grant applications in the works.

Best Practices #3: Written Liaison Report from North Saanich Council

Council Liaison Report

Peninsula Recreation Commission (PRC)

Liaison: Councillor Gartshore

Regular Meeting: October 19, 2017

A celebration event will be held on October 25 from 7:30 to 9:00 am to acknowledge the work of staff on the Arena B project; Commissioners are invited to attend.

Commissioners were thanked for attending the Arena B opening on October 15.

The 2018 service plan and budget were approved.

The Commission has determined that 'A Touch of Saltspring' craft fair will no longer be held at Panorama (effective 2018) citing concerns related to impact on PRC patrons, parking and traffic issues, incompatibility of commercial use at a recreation facility and PRC's low net revenue from the event.

The 2017 'Play in the Park' Program Report was received. This popular program continues to be well received by the community and saw an increase of 800 participants over 2016.

Island Health Grant: a Physical Literacy program is underway at Keating, Kelset and Sidney Elementary Schools and is proving to be very successful.

Arena B Project: Staff are very pleased with the project and are working with Andy Liu to address a few deficiencies. The project is within budget and was 3 days late, which, given the complexity, is impressive. The Commission was advised of the recent ammonia gas leak at the Fernie Memorial Arena, which resulted in three deaths in Fernie, BC. Condolences will be sent on behalf of the Commission and staff.

Best Practices #4: Sample Requests for Decisions from Alberni-Clayoquot Regional District

These are staff reports requesting a decision from the board, as opposed to reports providing information. Most are clearly aimed to be only one page long, with some exceptions that are no longer than four.

SAMPLE A. THIS RECOMMENDATION HAS BEEN PASSED THROUGH AND CONFIRMED BY AN ADVISORY COMMITTEE, UNLIKE SOME RFD'S (SEE SAMPLE B) THAT GO STRAIGHT TO BOARD.

REQUEST FOR DECISION

From: Jenny Brunn, Interim GM of Community Services

Meeting Date: November 18, 2020

Subject: Local Service Area Boundary Amendment

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors amend the boundaries of the Beaver Creek Water System Local Service area to include District Lot 30, Alberni Land District, Except Plan 9787, THAT PT LYING E OF BEAVER CRK RD & S OF BAINBRIDGE Road, 7685 and 7620 Bainbridge Road.

Background:

In 2015, the property owners of 7620 Bainbridge Road applied for a water service connection which was paid for and installed. As this property was outside of the service area, it is understood that staff intended to amend the boundaries to bring this property into the service area at that time but this amendment never occurred. In November of 2019, an additional water connection application was made for this property and installed. It was assumed at the time that the property was within the boundaries as it already had a water service. In early 2020, staff realized that this recently serviced property was outside of the service area. Staff contacted the property owners to explain the options available to them; request to be included in the service area or choose to have their water services disconnected from the system. The property owners made a formal request to be included in the service area in late August.

If the above recommendation is passed by the Committee, Regional District staff will prepare an amendment to Bylaw E1054, Beaver Creek Water System Local Service Area, 2012 to include this property within the service area for consideration of three readings and adoption by the ACRD Board of Directors.

Financial:

The water services for these properties have received and paid for water service since the installation of services. However, they have not been billed for parcel taxes. Once the service area boundaries are amended and the property is brought into the local service area, parcel taxes can be applied for future years.

Time Requirements – Staff & Elected Officials:

Staff time will be required to draft an amendment to Bylaw E1054, Beaver Creek Water System Local Service Area.

Submitted by: Jenny Brunn, Interim GM of Community Services

Reviewed by: Wendy Thomson, GM of Administrative Services

Approved by: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

SAMPLE B. Request for Decision that has gone straight to the Board, not through a committee.

REQUEST FOR DECISION

To: Board of Directors

From: Brenda Sauve, Environmental Services Coordinator

Meeting Date: October 28, 2020

Subject: AVRA - Public request to Lease Lot # 9

Recommendation:

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Formula Photographic Inc. for lot # 9 at the Alberni Valley Regional Airport (AVRA) effective January 1st, 2021 to December 31st, 2024 at a rate of \$1529.78 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

To lease lot # 9 at AVRA to build an aircraft hangar and office, with the possibility to expand it into a flight training business.

Summary:

A letter of interest (attached) has been received by Formula Photographic Inc. to lease and develop lot # 9 at the Alberni Valley Regional Airport (AVRA). The purpose of the lease is to build an aircraft hangar and office with the possibility to expand it into a flight training business.

Background:

Permitted uses under the AVRA Airport One Zone (AP-1) list, 1.1(f) aircraft hangar 1.1 (l) aviation training, as a permitted use. The applicant has submitted a site plan and building layout for the proposed structures.

Time Requirements – Staff & Elected Officials:

Some staff time is required.

Financial:

Formula Photographic Inc. will pay the ACRD \$1529.78 per year plus applicable taxed and yearly BC CPI increases.

Policy or Legislation:

The proposal meets the requirements of the AVRA AP-1 zoning. A notice of disposition will be placed in the Newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

Defer further leases until Board adopts AVRA Vision and Master Plan.

Best Practices #5 - Is A Motion To Receive A Report Necessary?

IS A MOTION TO RECEIVE A REPORT NECESSARY?

By Eli Mina, M.Sc.

Councils and Boards often vote on unnecessary and confusing motions. They may have done so for years and continue to do it, out of force of habit, even if it makes no sense. There appears to be a fear of letting go and a concern that change will place the Council or Board in procedural jeopardy. One example of such unnecessary procedure is the motion to receive a report or a letter that is presented for information only.

The problem with voting on a motion to receive a report is that it is confusing, because it validates action that already took place, i.e.: A report is received by virtue of the fact that it was scheduled on the agenda and was presented. What is the purpose of voting to receive it after the fact? Yes, there may be no consequence if the motion to receive is adopted. But what if it is defeated? Would this mean that the report was not received? Can the Council or Board change history? Plus, what is the meaning of speaking or voting against the motion to receive?

If you are tempted to let go of this procedure but need reassurance that it's OK to do so, here is a quote from Robert's Rules of Order Newly Revised (12th edition, page 483): "In fact, this motion (to receive, EM) is meaningless and is not in order, since the report has already been received".

Some Councils and Boards believe that it is necessary to formally acknowledge that a report was on the agenda. Others believe that a motion is needed on every proceeding or else it can be deemed to be invalid. Even if this concern was legitimate, there is a simpler way of addressing it:

Instead of moving that every report be received, one motion can be made at the start of the meeting that all agenda items, including reports and correspondence, be received, i.e.: scheduled on the agenda. Alternatively, using plain language, a motion to approve the agenda can be approved at the start of the meeting. The effect of this motion is to agree – before the fact – that all reports that are listed on the agenda will be presented and – if needed – considered. This approach will be clear and meaningful.

Eli Mina, M.Sc., PRP, is a Vancouver (Canada) based management consultant, executive coach, and Registered Parliamentarian. In business since 1984, Eli consults his clients on board effectiveness, chairing contentious meetings, preventing and dealing with disputes and dysfunctions, demystifying the rules of order, and minute taking standards. Eli's clients come from municipal government, school boards, regulatory bodies, credit unions, colleges and universities, native communities, businesses, and the non-profit sector.

Effective Meeting Management

How to Stop Wasting Valuable Time



Deal with Strategy
and Operations
separately



Focus on Decisions
not Discussions



Measure the real
value of every
agenda item



Get issues off the
agenda quickly



Put real choices on
the table




Make decisions
stick

Deal with Strategy and Operations separately

- Holding separate meetings for each prevents day-to-day operations from dominating your team's agenda and liberates time for substantive strategy debates.
- Example: Dutch banking giant ABN AMRO's board used to spend only about an hour per month on strategy, with most of its meeting time devoted to day-to-day operational details. But market changes required a more strategic focus. The board now spends slightly less time together—but devotes much more of that time to strategy, typically about 10 hours per month.




Focus on Decisions not Discussions

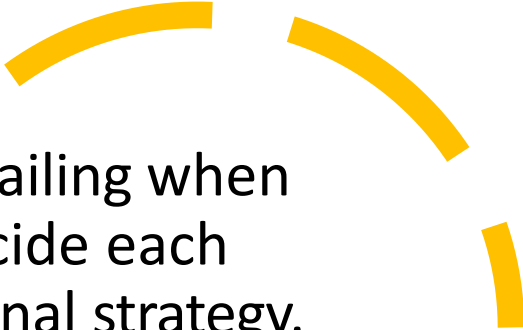
- 
- Enhance the quality and pace of your teams' decision making by distributing reading materials in advance of meetings. Specify why participants must read them (e.g. for information only? Discussion and debate? Decision making?)
 - This readies the participants to devote precious meeting time to deciding crucial issues.

Measure the real value of every agenda item

- Prioritize meeting agenda items according to each issue's impact on your company's long-term value.
- Address high-value issues only, and delegate low-value issues to lower organizational levels.
- Example: At Roche, the Swiss drug and diagnostic product maker, CEO Franz Hummer created a "decision agenda" comprising the 10 most important opportunities and problems facing the company. Leaders regularly update the agenda by quantifying the value at stake for each issue and spend over half of their meeting time on those ten items. This process has transformed the quality and pace of Roche's strategic decision making.



Get issues off the agenda quickly

- 
- Develop clear timetables detailing when and how participants will decide each issue and who will approve final strategy.
 - Example: At Cardinal Health, a pharmaceutical and medical supply distributor, senior managers continually ask themselves, “When must this decision be made?” and ensure that they reach decisions within a predetermined time. Results? Less over-analysis and more rapid decision making.

Put Real Choices on the Table

- Put real choices on the table. Evaluate at least three viable alternatives (not just minor variations on one theme) before approving any strategy. This encourages teams to choose the best course of action, not just the most obvious.
- By debating alternative strategies, British retail bank Lloyds TSB decided to exit international markets, helping to expand its market value 40 fold between 1993 and 2001

Make Decisions Stick

- Explicitly agree on what was decided in the meeting.
- Then specify the resources (time, talent, and money) required to execute the strategy, as well as the financial results you've committed to deliver.

Sample Board Agenda

TIMING	ITEM	TOPIC	LEAD	APPROVAL/DISCUSSION
9:00 – 9:05	1.	Call to Order – Consent Agenda (5 Min) The Board confirms and approves: <ul style="list-style-type: none"> • A quorum is present and has been from the call to order • The minutes from the BOD meeting held on DATE • Matters arising from the last meeting 	Board Chair	Approval
9:05 – 9:50	2.	Director Reports (45 min)	Director	Discussion
9:50 – 10:50	3	Committee Reports (60 minutes) Resolution: Be it resolved that.....	Board Chair	Discussion
10:50 – 11:00		BREAK		

Agenda includes:

1. Time allotted for each item
2. Noted if item is for approval or discussion
3. Resolutions are included on the agenda

Sample Board Briefing Note

BRIEFING NOTE		
To:	SCRD Board of Directors	
From:		
Date:		
Subject:		
Purpose:	Information	Discussion
	Seeking direction	Decision

A. Background

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

A. Compatibility with Strategic Plan

B. Business Case

C. Risk Considerations

D. Consultation/Third Party Validation

E. Oversight

F. Financial Implications

A large orange circle is positioned on the left side of the slide, containing the title text.

Sample Meeting Rules

1. **Every meeting has a stated purpose**, specifically what decisions must be taken, and will only include active participants, only invite/attend if there is a specific reason.
2. **Updates are pre-work**, therefore all meeting material **MUST** be circulated at least 24 hours ahead at a minimum.
3. **Every meeting** has a chair, who will start the meeting on time and an action point person to summarize decisions/actions.
4. **Every agenda** (circulated 24 hours ahead) will have a clearly stated purpose, decisions required, the chair, and the action point person and the time allotted for each item.

Sample Meeting Agenda

AGENDA
“Meeting Title”

“Date”
“Time”
“Room”

Purpose of the Meeting	
Decisions Required	
Chair	
Action Point Person	

Time:	Item:	Pre-Materials:	Lead:

Action	Responsible	Due Date

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

December 3, 2020

RECOMMENDATIONS FROM THE SPECIAL 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.

PRESENT*:	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
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Administrative Assistant / Recorder		T. Crosby
	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 9:31 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Rural Areas' Grant-in-Aid Policy and Process*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid Policy and Process be received.

The Committee recessed at 11:22 a.m. and reconvened at 11:32 a.m.

Recommendation No. 2 *Rural Areas' Grant-in-Aid Policy*

The Corporate and Administrative Services Committee recommended that staff report back to a future Committee with a revised Rural Areas' Grant-in-Aid Policy for consideration.

Recommendation No. 3 *Recurring Rural Areas' Grant-in-Aid Applications*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee on the frequency of recurring Rural Areas' Grant-in-Aid funded community projects;

AND THAT the report include funding options through other SCRD services or the Rural Areas' Grant-in-Aid process.

Recommendation No. 4 *Rural Areas' Grant-in-Aid – Electoral Areas E, F and Town of Gibsons*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee with a history and rationale for Functions [123] – Electoral Areas E and F and [126] – Greater Gibsons Community Participation (GGCP) and a list of how the funding has been granted;

AND THAT the bylaw for [126] GGCP be included in the report.

ADJOURNMENT 12:31 p.m.

Committee Chair

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

December 10, 2020

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

PRESENT:	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
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	GM, Planning and Community Development		I. Hall
	Manager, Planning and Development		D. Pady
	Senior Planner		Y. Siao (part)
	Planner/Senior Planner		J. Clark (part)
	Water Sustainability Coordinator		R. Shay (part)
	Recording Secretary		A. O'Brien
	Media		1
	Public		16 +/-

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Danny Tryon, President, Gambier Island Community Association addressed the Committee regarding the New Brighton Dock on Gambier Island.

Recommendation No. 1 *Gambier Island Community Association Delegation – New Brighton Dock*

The Planning and Community Development Committee recommended that the delegation materials and presentation from Danny Tryon, President, Gambier Island Community Association be received;

AND THAT staff report back on the status of the New Brighton dock and next steps forward.

Pamela Robertson, Tiny Home Alliance Canada addressed the Committee regarding the Tiny Home Pilot Project (2018) and relevant bylaw changes in other areas of BC and Canada.

Recommendation No. 2 *Tiny Home Alliance Canada Delegation*

The Planning and Community Development Committee recommended that the delegation materials and presentation from Pamela Robertson, Tiny Home Alliance Canada be received.

The Committee recessed at 10:44 a.m. and reconvened at 10:51 a.m.

REPORTS

Recommendation No. 3 *ICIP Grant Application - Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project*

The Planning and Community Development Committee recommended that the report titled Investing in Canada Infrastructure Program – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund Grant Application for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) Board supports the previously submitted application for grant funding for the Sechelt Aquatic Centre Building Envelope Review and Energy Efficiency Improvement Project through the ICIP – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund;

AND THAT SCRD supports the project and commits to its share of up to \$250,000 of the project as well as cost overruns;

AND FURTHER THAT this recommendation be forwarded to the December 10, 2020 Regular Board meeting.

Recommendation No. 4 *Ports Capital Upgrades and Ports Engineering Consulting Services Contract Update*

The Planning and Community Development Committee recommended that the report titled Ports Capital Upgrades and Ports Engineering Consulting Services Contract Update be received;

AND THAT the contract with Herold Engineering for ports capital upgrades and contracted ports engineering consulting services be increased to up to \$140,000 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 10, 2020.

Recommendation No. 5 *Snow Removal Associate Member Insurance*

The Planning and Community Development Committee recommended that the report titled Snow Removal Associate Member Insurance be received;

AND THAT the Board approve the Service Providers Agreement between the SCRD and Progress Group Inc., establishing Progress Group Inc. as an MIABC associate member with the date as set out in the Service Providers Agreement;

AND THAT SCRD Delegated Authorities be authorized to sign the Service Providers Agreement documents;

AND FURTHER THAT this recommendation be forwarded to the December 10, 2020 Regular Board Meeting.

Recommendation No. 6 *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 Development Variance Permit DVP00063 be issued to vary *Zoning Bylaw No. 310*:

1. Section 811.3 to reduce the required minimum building setback from any parcel line from 5 m to: 0.3 m from the front parcel line, and 0.1 m from the side parcel line for the proposed reconstructed buildings;
2. Section 509 to reduce the required number of off-street parking spaces from 20 to 2 and the required number of loading spaces from 1 to 0;
3. Section 811.2 to permit parking or loading located in a setback area where the abutting property is zoned R2; and
4. Section 507.1 to reduce the required setback from the natural boundary of the ocean from 7.5 m to 3.7 m for an uncovered and unenclosed deck and steps;

AND FURTHER THAT the recommendation be forwarded to the December 10, 2020 Regular Board meeting.

Recommendation No. 7 *Traffic Calming on Mintie Road*

The Planning and Community Development Committee recommended that the Electoral Area B Director work with the Ministry of Transportation and Infrastructure and Mintie Road residents to investigate and implement traffic calming solutions and address safety concerns on Mintie Road in Halfmoon Bay.

Recommendation No. 8 *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020 and Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 (BC Ferries Earls Cove)*

The Planning and Community Development Committee recommended that the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020 and Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020 (BC Ferries Earls Cove)– Consideration of Third Reading and Adoption be received;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw 708.2, 2020* and *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020* be forwarded to the Board for Third Reading;

AND FURTHER THAT prior to consideration of adoption of *Egmont / Pender Harbour Official Community Plan Amendment Bylaw 708.2, 2020* and *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020*, the following condition be met:

Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act*.

Recommendation No. 9 *Development Variance Permit DVP00068 (1269 Burns Road)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00068 (1269 Burns Road) be received;

AND THAT Development Variance Permit DVP00068 to vary *Zoning Bylaw No. 310* Section 601.4 to reduce the required front yard setback from 5 metres to 1.1 metres and to reduce the required side yard setback from 1.5 metres to 0.46 metres in order to permit a recently constructed parking deck structure be approved.

Recommendation No. 10 *Provincial Referral - shashishalhem Proposed Names*

The Planning and Community Development Committee recommended that the report titled Provincial Referral - shashishalhem Proposed Names - Areas A & D be received;

AND THAT the following comments about SCRD service areas be forwarded to the BC Geographical Names Office for consideration by shíshálh Nation and the Province:

- a. THAT the Sunshine Coast Regional District supports efforts to identify and rename geographical features and locations within the shíshálh swiya as an important part of building relationships, cultural awareness, respect and reconciliation; Squamish Nation;
- b. THAT the Province be requested to confirm, with input/support from the shíshálh Nation, how the interface of k (underscore-k) with E911 and IT systems can best be managed, and to provide that information to SCRD and emergency service providers;
- c. THAT as SCRD, the Province of BC and the shíshálh Nation seek to build support and momentum for both the Foundation Agreement specifically and cultural awareness, respect and reconciliation more generally that geographical feature(s) and location(s) other than Madeira Park be identified and considered for renaming at this time;

AND THAT the delegated authorities be authorized to accept UBCM Community-to-Community Forum grant support of up to \$2,984;

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of December 10, 2020.

The Committee recessed at 11:44 a.m. and reconvened at 11:50 a.m.

Recommendation No. 11 *Regulations for Cannabis Production on Agricultural Land*

The Planning and Community Development Committee recommended that the report titled Regulations for Cannabis Production on Agricultural Land be received;

AND THAT amendments to the general use provisions sections of *Zoning Bylaws Nos. 310 and 337* be prepared stating that where land is within the Agricultural Land Reserve, applicable provisions of Agricultural Land Reserve Use Regulation, and amendments thereto, override provisions of the zoning bylaw;

AND FURTHER THAT updated setbacks for farm uses, including cannabis production, be proposed in the forthcoming revised zoning bylaws to be considered through a public consultation process.

Recommendation No. 12 *Telus Telecommunication Tower in Egmont / Earls Cove – Request for Local Government Concurrence*

The Planning and Community Development Committee recommended that the report titled Telus Telecommunication Tower in Egmont / Earls Cove – Request for Local Government Concurrence be received;

AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Egmont / Earls Cove:

- a. Telus has satisfactorily completed consultation with the SCRD; and
- b. SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans.

Recommendation No. 13 *Monthly Provincial Referral Review*

The Planning and Community Development Committee recommended that the report titled Monthly Provincial Referral Review be received;

AND THAT SCRD responds to the province regarding files 2412377, 2412376 as follows:

- Provincial Private Moorage Application 2412377: Interests unaffected
- Provincial Private Moorage Application 2412376: Interests unaffected

AND FURTHER THAT SCRD includes this request to the Province with each referral response:

That the applicant be advised that any future proposed development, changes or replacements to structures, including any land alteration, may be subject to SCRD Planning or Building Bylaw requirements. Please contact SCRD in advance of proposed works.

Recommendation No. 14 *2022 Budget Proposal for a Renewable Energy Strategy*

The Planning and Community Development Committee recommended that the report titled Sunshine Coast Community Solar Association Delegation Next Steps be received;

AND THAT staff bring forward a proposal to Budget 2022 for a renewable energy strategy for SCRD sites;

AND FURTHER THAT staff prepare shovel-ready lighting retrofit projects for selected Fire Halls and other identified facilities.

Recommendation No. 15 *Egmont/Pender Harbour (Area A) APC Meeting Minutes of November 25, 2020*

The Planning and Community Development Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of November 25, 2020 be received.

Recommendation No. 16 *West Howe Sound (Area F) APC Meeting Minutes of November 24, 2020*

The Planning and Community Development Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of November 24, 2020 be received.

COMMUNICATIONS

Recommendation No. 17 *Correspondence - Town of Gibsons Support for Climate Action Report Card Project*

The Planning and Community Development Committee recommended that the correspondence from Mayor Bill Beamish, Town of Gibsons dated November 4, 2020 regarding Town of Gibsons Support for Climate Action Report Card Project be received.

Recommendation No. 18 *Correspondence - TraC Active Transportation Improvement Survey Report*

The Planning and Community Development Committee recommended that the correspondence from Alun Woolliams, Director, Transportation Choices dated November 6, 2020 regarding the TraC Active Transportation Improvement Survey Report be received.

ADJOURNMENT 12:46 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

Thursday, December 17, 2020

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

PRESENT:	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
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	GM, Corporate Services / Chief Financial Officer		T. Perreault (part)
	General Manager, Planning and Community Development		I. Hall (part)
	Manager, Solid Waste Services		R. Cooper (part)
	Manager, Capital Projects		S. Misiurak (part)
	Manager, Utility Services		S. Walkey (part)
	Manager, Communications and Engagement		A. Buckley (part)
	Water Sustainability Coordinator		R. Shay (part)
	Manager, Recreation Services		G. Donn
	Recording Secretary		T. Ohlson
	Media		2
	Public		1

CALL TO ORDER 9:31 a.m.

AGENDA The agenda was adopted as amended to include the following Item of New Business:

- Deferral of utility charges

PRESENTATIONS and DELEGATIONS

Vanessa Isnardy, Provincial Coordinator, WildSafeBC addressed the Committee regarding the WildSafeBC Program on the Sunshine Coast.

The Chair thanked Ms. Isnardy for her presentation.

Vincent Cormier, David Daw and Babak Rad, WSP Canada Inc. addressed the Committee regarding the Dam Safety Results.

The Chair thanked Mr. Cormier and Mr. Daw for their presentation.

REPORTS**Recommendation No. 1** *Dam Safety Results*

The Infrastructure Services Committee recommended that the report titled Dam Safety Results be received.

The Infrastructure Services Committee recessed at 11:00 a.m. and reconvened at 11:10 a.m.

Recommendation No. 2 *Leak Correlator Budget Proposal Clarification*

The Infrastructure Services Committee recommended that the report titled Leak Correlator Budget Proposal Clarification be received;

AND THAT the scope of the 2021 Budget Proposal Water Metering – Leak Correlator be focused on the integration of a leak correlator into the current leak resolution approach.

Recommendation No. 3 *Leak Correlator Budget Proposal Clarification*

The Infrastructure Services Committee recommended that staff provide a report to a future Committee meeting outlining a proactive and comprehensive leak detection program throughout all SCRD water systems.

Recommendation No. 4 *COVID-19 Safe Restart Grants for Local Governments*

The Infrastructure Services Committee recommended that the report titled COVID-19 Safe Restart Grants for Local Governments be received;

AND THAT proposals for the allocation of the COVID-19 Safe Restart Grants be provided as part of the SCRD's Round 1 Budget Deliberations for the Board's consideration.

Recommendation No. 5 *Solid Waste Management Plan Monitoring Advisory Committee Minutes (PMAC) – November 17, 2020*

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee minutes of November 17, 2020 be received;

AND THAT Recommendation 5 contained therein be adopted and acted upon as follows:

Recommendation No. 5 *Illegal Dumping Data*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that staff provide PMAC with a summary of five years of illegal dumping data from the SCRD's Backroad Trash Bash and Good Samaritan Program that includes types of material and other data where possible.

Recommendation No. 6 *Water Supply Advisory Committee Minutes – December 7, 2020*

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of December 7, 2020 be received.

The General Manager, Planning and Community Development and the Manager, Recreation Services provided the Committee with an updated on the Recreation Restart including arena ice,

Gibsons pool reopening, group fitness programming, Sechelt Aquatic Centre and budget implications.

COMMUNICATIONS

Recommendation No. 7 *2020 WildSafeBC Sunshine Coast Annual Report*

The Infrastructure Services Committee recommended that the 2020 WildSafeBC Sunshine Coast Annual Report be received.

Recommendation No. 8 *Public Notice of Proposed Runway Improvements and Extension at Sunshine Coast Regional Airport*

The Infrastructure Services Committee recommended that the Public Notice from the District of Sechelt regarding the Proposed Runway Improvements and Extension at the Sunshine Coast Regional Airport dated December 7, 2020 be received.

Recommendation No. 9 *Correspondence Amendments to BC Recycling Regulation*

The Infrastructure Services Committee recommended that the correspondence from the Ministry of Environment and Climate Change Strategy dated December 9, 2020 regarding Amendments to the BC Recycling Regulation be received.

NEW BUSINESS

Recommendation No. 10 *Deferral of Utility Charges*

The Infrastructure Services Committee recommended that staff provide a report to a future Committee meeting that clarifies the current options and potential future options available for residents to defer utility fees, frontage fees and parcel taxes.

The Infrastructure Services Committee recessed at 12:20 p.m. and reconvened at 12:25 p.m.

IN CAMERA

The Committee moved In-Camera at 12:20 p.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (k) of the *Community Charter* – “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 1:09 p.m.

ADJOURNMENT 1:10 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – January 14, 2021

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: **2021 RESOLUTIONS TO THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC)**

RECOMMENDATIONS

THAT the report titled 2021 Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) be received;

AND THAT the Board confirm topics for AVICC resolutions for staff to draft and present to the February 11, 2021 Infrastructure Services Committee meeting.

BACKGROUND

The Association of Vancouver Island and Coastal Communities (AVICC) 2021 Annual Convention will be held virtually. The specific timing and format of the virtual convention is still under consideration by the AVICC Executive. The convention provides members with the opportunity to bring forward issues and concerns from their communities through resolutions and debate.

AVICC is one of five area associations of local governments operating under the umbrella of the Union of BC Municipalities. AVICC represents the interests of the various local governments of Vancouver Island, Sunshine Coast, Powell River and the Central Coast.

DISCUSSION

The purpose of this report is to confirm topics for SCRD sponsored resolutions to be presented at the 2021 AVICC Annual Convention.

Options for the convention's format and timing are currently under consideration by the AVICC Executive noting that the usual resolutions procedures may need to be adapted to accommodate the virtual format of this year's convention. Pending finalization of the procedures, AVICC members are being asked to submit resolutions by the February 26, 2021 deadline.

AVICC encourages members to focus resolutions on new issues of provincial or AVICC-wide interest. Resolutions endorsed at AVICC will be automatically submitted to the Union of BC Municipalities (UBCM) for consideration at the 2021 Fall Convention.

Timeline for next steps

Once topics have been confirmed, staff will draft AVICC resolutions to present for consideration at the February 11, 2021 Infrastructure Services Committee. Resolutions recommended for adoption by the Committee will be presented for final consideration at the February 25, 2021 Regular Board meeting.

It is still uncertain whether late resolutions or off-the-floor resolutions will be accommodated at this year's virtual convention. As such, AVICC strongly encourages members to submit their resolutions by the deadline so they may be considered. Issues that arise after the deadline of February 26, 2021 may need to be submitted directly to UBCM.

Resolutions must be adopted by the Board no later than the February 25, 2021 Board meeting in order to meet the submission deadline.

STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to AVICC is in alignment with SCRD's strategic focus areas for advocacy and working together.

CONCLUSION

Staff recommend the Board confirm topics for AVICC resolutions that will be drafted and brought forward for consideration at the February 11, 2021 Infrastructure Services Committee meeting.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 405
"SCHEDULE B"**

LANDFILL SITE FEES

The following fees will be levied for waste delivered to the landfill sites

1) Municipal Solid Waste (excluding Recyclable Materials & Controlled Waste) \$150 per tonne

2) Recyclable Materials:

- a) Yard and Garden Waste:
 - i) Residential Self Haul Loads Less Than 5 Tonnes NO CHARGE
 - ii) Commercial Loads \$86 per tonne
 - iii) Loads 5 Tonnes Or More \$45 per tonne
- b) Metal:
 - i) Scrap & White Goods \$150 per tonne
 - ii) Propane Tanks
 - up to 1 lb (camp size) \$2.00
 - over 1 lb up to 25 lbs \$10.00
 - over 25 lbs up to 100 lbs \$10.00
 - iii) With Freon (fridges etc) **the greater of \$30 per unit** OR \$150 per tonne
- c) Tires:

i) Passenger	rim removed	\$3	on rim	\$8	OR	\$215 per tonne
ii) Medium Truck	rim removed	\$18	on rim	\$36	OR	\$315 per tonne
iii) OTR	rim removed	\$240	on rim	\$480	OR	\$665 per tonne
- d) Paint & Product Care Products (accepted **ONLY** at Sechelt Landfill) NO CHARGE
- e) i) Mattress or Boxspring – DRY (or only surface damp) \$25.00 per mattress or boxspring
- ii) Mattress – WET \$30.00 per mattress
- iii) Mattress or Boxspring – if 5 or more \$35.00 per mattress or boxspring
- iv) Crib Mattress \$5.00 per crib mattress
- f) Cardboard \$285 per tonne

3) Controlled Waste:

- a) Separated Construction / Demolition Waste
 - i) Dirt & Rocks \$105 per tonne
 - ii) Clean Wood, C&D (misc) \$170 per tonne
 - iii) Roofing Material \$190 per tonne
 - iv) Treated/Dirty Wood Waste \$265 per tonne
 - v) Acceptable Gypsum \$290 per tonne

- | | | |
|------|--|-----------------|
| vi) | Asphalt, Concrete | \$275 per tonne |
| vii) | Asbestos, Asbestos Cement and Asbestos-Containing Materials
(including but not limited to vermiculite, vinyl floor tile, sheet vinyl
flooring with paper backing, ceiling tiles, textured ceiling, stucco,
cement panels and roofing) | \$275 per tonne |
| b) | Dead Animals | \$275 per tonne |
| c) | Boats (cut up into sections no larger than 1 square metre) | \$265 per tonne |
| d) | Recreational Vehicles (cut up into sections no larger than 1 square metre) | \$265 per tonne |
- 4) All Non-Separated Waste** two times the regular/separated fee
PLUS an additional \$100 per hour
for separation done by landfill personnel
- 5)** All charges referred to in Sections 1 through 3 are subject to a \$5 minimum charge.
- 6)** All loads of municipal solid waste – except residential curbside pickup – containing non-separated controlled waste or recyclable materials will be assessed a tipping fee which is two times the regular fee of the most expensive material in the load. This fee will be charged for the entire load.
- 7)** All charges referred to in Sections 4 and 6 are subject to a \$10 minimum charge.
- 8)** The weight of materials delivered to the landfill site, on which fees are based, will be determined by:
- a) Measuring the weight on the scale provided at the landfill site; **or**
 - b) In the event that the scale provided is not operational, weight will be estimated by the landfill Attendant employed by the Sunshine Coast Regional District.
- 9)** All charges referred to in Sections 1 through 8 will be rounded up or down to the nearest quarter of a dollar.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 708.2

A bylaw to amend the *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017*

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

PART A – CITATION

1. This bylaw may be cited as *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020*.

PART B – AMENDMENT

2. *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017* is hereby amended as follows:

Amend Map 1: Land Use Designations by re-designating District Lot - 8008 Group 1 New Westminster District Plan - BCP5643, District Lot – Lot 1 5387 Group 1 New Westminster District Plan – BCP5644 and District Lot - Block A 5387 District Plan – 12770 from “Residential” to “Marine Transportation”, as depicted on Appendix A to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this 8th DAY OF OCTOBER, 2020

PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this 8th DAY OF OCTOBER, 2020

READ A SECOND TIME this 8th DAY OF OCTOBER, 2020

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this 8th DAY OF OCTOBER, 2020

PUBLIC HEARING HELD PURSUANT TO
THE *LOCAL GOVERNMENT ACT* this

20th DAY OF OCTOBER, 2020

READ A THIRD TIME this

14th DAY OF JANUARY, 2021

ADOPTED this

14th DAY OF JANUARY, 2021

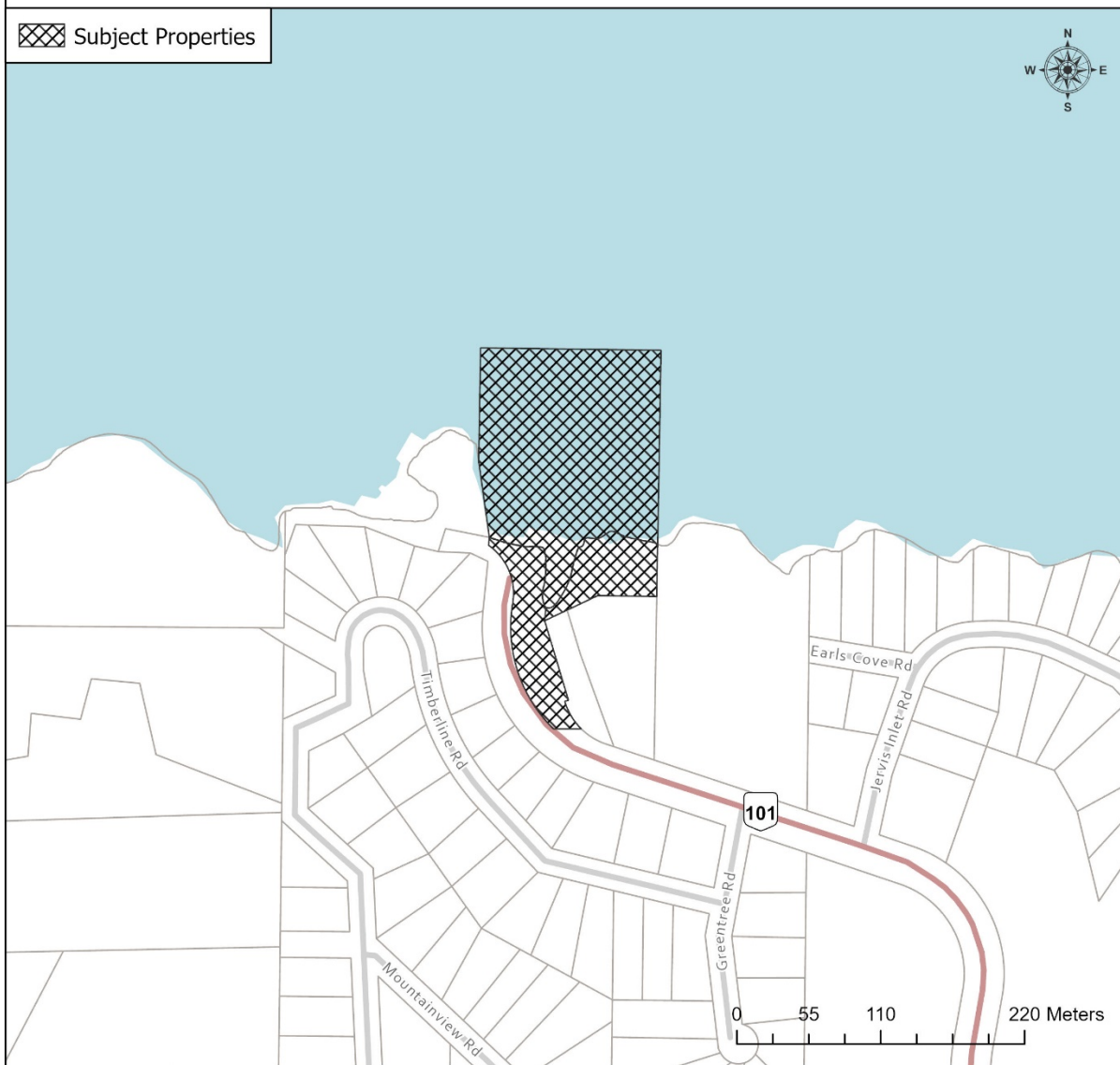
Corporate Officer

Chair

Appendix A to Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020

Re-designate District Lot - 8008 Group 1 New Westminster District Plan - BCP5643, District Lot – Lot 1 5387 Group 1 New Westminster District Plan – BCP5644 and District Lot - Block A 5387 District Plan – 12770 from **Residential to Marine Transportation**

 Subject Properties



Chair

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 337.122

A bylaw to amend the *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990*

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:

- a. In Section 501 (1) add “M1 Marine Transportation” following “C4 Commercial Four”.

- b. In Part VIII (Commercial Zones), insert the following in numerical order as follows:

834 M1 Zone (Marine Transportation)

Permitted Uses

834.1 Except as otherwise permitted in Part V of this bylaw the following and no other uses are permitted:

(1) marine transportation including the temporary storage of marine vessels (private and/or public);

(2) transportation centre including foot passengers, bicyclists, transit, car share, commercial trailer drop, float plane and emergency helicopter services;

(3) auxiliary to (1) and (2):

(a) office;

(b) retail;

(c) restaurant;

(d) mobile vendors, including food trucks;

(e) one dwelling for the purpose of housing a caretaker or watchman;

(f) surface parking for employees, short and long term public parking;

(g) park.

Conditions of Use

834.2 the combined floor area and site area for retail, restaurant and mobile vendor uses shall not exceed 20% of the total building floor area up to a maximum of 500 square metres.

Siting of Structures

834.3 no structure shall be located within 5 metres of any parcel line.

Height of Buildings and Structures

- 834.4
- (a) buildings shall not exceed 14 metres;
 - (b) structures shall not exceed 25 metres;
 - (c) fences within the setback area may not exceed 2 metres.

Parcel Coverage

834.5 the maximum parcel coverage of all buildings and structures shall not exceed 45%.

Buildings Per Parcel

834.6 subject to compliance with all other provisions of this bylaw more than one building may be permitted.

c. Schedule A is hereby amended by rezoning:

- 1) District Lot - 8008 Group 1 New Westminster District Plan - BCP5643,
- 2) District Lot – Lot 1 5387 Group 1 New Westminster District Plan – BCP5644, and
- 3) District Lot - Block A 5387 District Plan – 12770

from R1 (Single Family Residential), R2 (Single and Two Family Residential), C2 (Tourist Commercial) to M1 (Marine Transportation), as depicted on Appendix A to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	8 th	DAY OF OCTOBER	2020
READ A SECOND TIME this	8 th	DAY OF OCTOBER	2020
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	20 th	DAY OCTOBER,	2020

APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	29 th	DAY OF DECEMBER,	2020
READ A THIRD TIME this	14 th	DAY OF JANUARY,	2021
ADOPTED this	14 th	DAY OF JANUARY,	2021

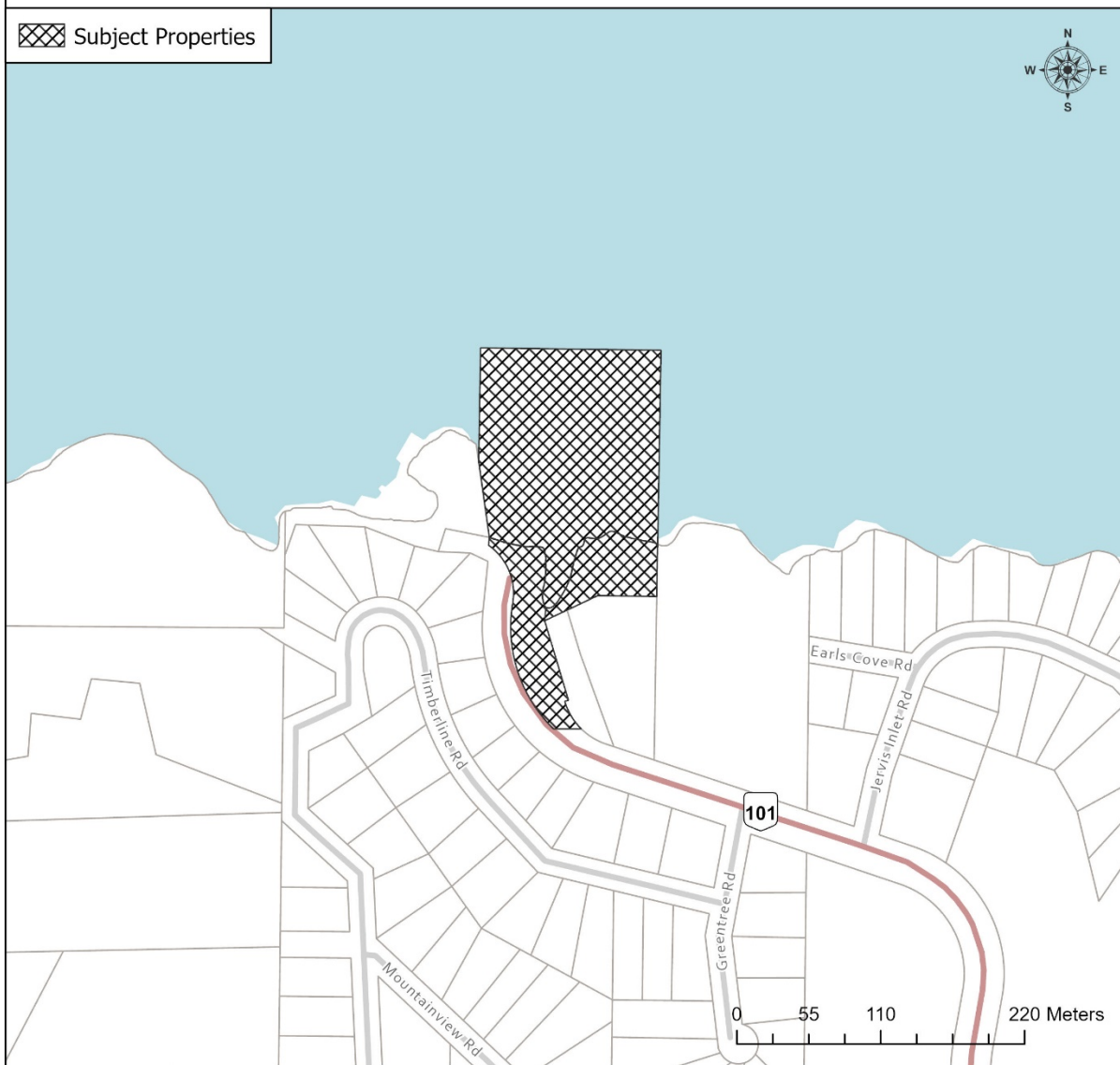
Corporate Officer

Chair

Appendix A to Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020

Rezone District Lot - 8008 Group 1 New Westminster District Plan - BCP5643, District Lot – Lot 1 5387 Group 1 New Westminster District Plan – BCP5644 and District Lot - Block A 5387 District Plan – 12770 from **R1, R2 and C2 to M1 (Marine Transportation)**

 Subject Properties



Chair

Corporate Officer