



# 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 28, 2021**

## **AGENDA**

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

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of January 14, 2021

Annex A  
Pages 1 – 12

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

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Infrastructure Services Committee recommendation Nos. 1-6 of January 14, 2021 Annex B  
pp 13 – 15
4. Planning and Community Development Committee recommendation Nos. 1-13 of January 21, 2021 Annex C  
pp 16 – 20
5. Special Infrastructure Services Committee recommendation Nos. 1-2 of January 20, 2021 Annex D  
pp 21 – 22
6. 2021 Advisory Planning Commission Appointments Report – Corporate Officer Annex E  
pp 23 – 25
7. Chief Administrative Officer's Report of January 28, 2021 Annex F  
p 26

### **COMMUNICATIONS**

8. Helga Grout, Chairperson, Pender Harbour Community School Society dated January 18, 2021 Annex G  
pp 27 – 28  
Regarding Letter of Support for Nelson Island Site Cleanup

9. Abby McLennan, Waste Reduction Education Team, qathet  
Regional District To come  
forward  
Regarding Request Letter of Support for Nelson Island Site  
Cleanup

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

Verbal

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

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “labour relations or other employee relations”, negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government...”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to February 6, 2021)

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
Special Corporate and Administrative Services Committee – Round 1 Budget	February 1-2 at 9:30 am
Water Supply Advisory Committee	February 1 at 3:30 pm
Special Corporate and Administrative Services Committee	February 5 at 9:30 am

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

Local Government Show	February 4 at 4:00 pm
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**Please note:** Meeting dates are current as of print date (January 22, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

January 14, 2021

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

<b>PRESENT*:</b>	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish (in part)
		Sechelt Indian Government District	W. Paull

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	J. Hill
	Media	2
	Public	3

*\*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 2:04 p.m.**

**AGENDA It was moved and seconded**

001/21 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Application for Provincial Road Safety Strategy Committee.

**CARRIED**

### MINUTES

Minutes **It was moved and seconded**

002/21 THAT the Regular Board meeting minutes of December 10, 2020 be adopted.

**CARRIED**

Minutes **It was moved and seconded**

003/21 THAT the Special Emergency Board meeting minutes of December 31, 2020 be adopted.

**CARRIED**

**PRESENTATIONS AND DELEGATIONS**

*Amanda List, Silas White and Patricia York, Directors' Remuneration Review Task Force, appeared before the Board and presented the Sunshine Coast Regional District Directors' Remuneration Review. The presentation covered objectives set by the Task Force per the Terms of Reference, scope of work, assumptions/guiding principles, work plan, findings, conclusions and recommendations.*

*On behalf of the Board, the Chair thanked Ms. List, Mr. White and Ms. York for their report and presentation.*

Directors' Remuneration **It was moved and seconded**

004/21 THAT the report titled Directors' Remuneration Review Task Force Results be received;

AND THAT the Board adopt 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 according to the proposed remuneration structure as follows:

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

AND THAT the Board continue with updating the base remuneration for Directors in accordance with the annual change in the BC Consumer Price Index;

AND THAT compensation be limited for external conference and workshop expenses to one per year, in addition to UBCM and AVICC, with the proviso that Directors may make a special request to the Board to attend more, and that the practice of paying for Alternate Directors to attend conferences be eliminated;

004/21 cont. AND THAT via the Terms of Reference of the Directors' Remuneration Review Task Force, an independent review of Director remuneration, allowances and benefits be conducted every four years beginning in 2025;

AND FURTHER THAT staff bring forward an amended Sunshine Coast Regional District Directors' Remuneration Bylaw in Q2 to implement the proposed changes to the remuneration structure.

*Director Toth opposed*

**CARRIED**

Directors'  
Remuneration

**It was moved and seconded**

005/21 THAT the proposed roles and responsibilities, Board governance and constituency allowance recommendations in the Directors' Remuneration Review Task Force final report (recommendations 1, 4 and 5) be forwarded to staff for further review and presentation at a future workshop, as follows:

- 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;
- That the Board pilots a new governance model that is more aligned with other boards in the province, further detailed in Appendix D of the Directors' Remuneration Review Task Force final report;
- That the purpose of constituency allowances be updated 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.

**CARRIED**

*The Board recessed at 4:05 p.m. and reconvened at 4:15 p.m.*

## REPORTS

Special Corporate **It was moved and seconded**

006/21 THAT Special Corporate and Administrative Services Committee recommendation Nos. 1-4 of December 3, 2020 be received, adopted and acted upon as follows:

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

THAT the report titled Rural Areas' Grant-in-Aid Policy and Process be received.

006/21 cont.

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

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*

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*

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.

**CARRIED**

Planning

**It was moved and seconded**

007/21

THAT Planning and Community Development Committee recommendation Nos. 1, 2, 7-9 and 11-18 of December 10, 2020 be received, adopted and acted upon as follows:

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

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.

**Recommendation No. 2**     *Tiny Home Alliance Canada Delegation*

THAT the delegation materials and presentation from Pamela Robertson, Tiny Home Alliance Canada be received.

**Recommendation No. 7**     *Traffic Calming on Mintie Road*

THAT the Electoral Area B Director work with the Ministry of Transportation and Infrastructure and Mintie Road residents to investigate the implementation of traffic calming solutions and address safety concerns on Mintie Road in Halfmoon Bay.

007/21 cont.

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

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)*

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. 11**     *Regulations for Cannabis Production on Agricultural Land*

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.



007/21 cont.

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

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*

THAT the report titled Monthly Provincial Referral Review be received;

AND THAT the 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 the 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*

THAT the report titled Sunshine Coast Community Solar Association Delegation Next Steps be received;

AND THAT staff bring forward a 2022 Budget proposal 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.

007/21 cont.

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

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*

THAT the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of November 24, 2020 be received.

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

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*

THAT the correspondence from Alun Woolliams, Director, Transportation Choices dated November 6, 2020 regarding the TraC Active Transportation Improvement Survey Report be received.

**CARRIED**

Infrastructure

**It was moved and seconded**

008/21

THAT Infrastructure Services Committee recommendation Nos. 1-10 of December 17, 2020 be received, adopted and acted upon as follows:

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

THAT the report titled Dam Safety Results be received.

**Recommendation No. 2** *Leak Correlator Budget Proposal  
Clarification*

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 Detection Program*

THAT staff provide a report to a future Committee meeting outlining a proactive and comprehensive leak detection program throughout all SCRD water systems.

008/21 cont.

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

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*

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*

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*

THAT the Water Supply Advisory Committee meeting minutes of December 7, 2020 be received.

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

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*

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*

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.

008/21 cont.

**Recommendation No. 10** *Deferral of Utility Charges*

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.

**CARRIED**2021 AVICC  
Resolutions**It was moved and seconded**

009/21

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

**CARRIED****MOTIONS**Cannabis Cultivation  
Control**It was moved and seconded**

010/21

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 cannot 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, to request that local governments and the RCMP be given the ability and authority to adequately enforce and control cannabis cultivation for medical purposes;

AND THAT this resolution be forwarded to the Federation of Canadian Municipalities Annual General Meeting as a motion from the Sunshine Coast Regional District;

AND FURTHER THAT the Medical Cannabis Safety Concerns UBCM Resolution No. EB16 adopted at the 2020 Union of British Columbia Municipalities virtual convention also be forwarded to the Federation of Canadian Municipalities.

**CARRIED**

**BYLAWS**

Bylaw 405.23           **It was moved and seconded**

011/21                    THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021* be read a first time.

**CARRIED**

Bylaw 405.23           **It was moved and seconded**

012/21                    THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021* be read a second time.

**CARRIED**

Bylaw 405.23           **It was moved and seconded**

013/21                    THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.23, 2021* be read a third time.

**CARRIED**

Bylaw 708.2            **It was moved and seconded**

014/21                    THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020* be read a third time.

**CARRIED**

Bylaw 708.2            **It was moved and seconded**

015/21                    THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.2, 2020* be adopted.

**CARRIED**

Bylaw 337.122          **It was moved and seconded**

016/21                    THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020* be read a third time.

**CARRIED**

Bylaw 337.122          **It was moved and seconded**

017/21                    THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.122, 2020* be adopted.

**CARRIED**

**Extension of Meeting It was moved and seconded**

018/21 THAT the Board meeting of January 14, 2021 be extended beyond the three hour time limit set by *Board Procedures Bylaw No. 717*.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

**NEW BUSINESS**

Provincial Road  
Safety Strategy  
Committee

**It was moved and seconded**

019/21 THAT the Board supports the nomination and potential appointment of Director McMahon to the UBCM Provincial Road Safety Strategy Committee.

**CARRIED**

*The Board moved In Camera at 5:00 p.m.*

*The Board recessed at 5:00 p.m. and reconvened at 5:05 p.m.*

**IN CAMERA**

**It was moved and seconded**

020/21 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...”, “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”.

**CARRIED**

*Director Beamish left the meeting at 5:00 p.m.*

*The Board moved out of In Camera at 5:25 p.m.*

Land Use  
Planning Table

**It was moved and seconded**

021/21 THAT the correspondence from Alexandra Lloyd, shishálh-BC. Land Use Planning Table dated December 11, 2020 regarding Launch of shishálh-BC Land Use Planning Engagement Process – SCRDP be received.

**CARRIED**

Land Use Planning

Engagement Process **It was moved and seconded**

022/21

THAT a letter of support be coordinated with the shíshálh Nation to support the launch of the shíshálh-BC Land Use Planning Engagement Process.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

023/21

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:27 p.m.

Certified correct

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

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

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**January 14, 2021**

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.

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	GM, Corporate Services / Chief Financial Officer		T. Perreault (part)
	Manager, Solid Waste Services		R. Cooper (part)
	Manager, Transit and Fleet		J. Walton (part)
	Manager, Purchasing and Risk Management		V. Cropp (part)
	Recording Secretary		T. Ohlson
	Media		1
	Public		1

**CALL TO ORDER** 9:34 a.m.

**AGENDA** The agenda was adopted as amended, as follows:

- Update on landslide near Chapman Creek.

**PRESENTATIONS and DELEGATIONS**

*The General Manager, Infrastructure Services provided the Committee with an update on the landslide near Chapman Creek including status of erosion, ongoing monitoring, trail closure, construction start date and the Emergency Plan.*

**REPORTS**

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

The Infrastructure Services Committee recommended that the report titled Landfill Disposal Bans for Food Waste and Recycling - Considerations be received;



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

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

AND THAT paper be defined as printed paper and boxboard;

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

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

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

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

The Infrastructure Services Committee recommended that the report titled Amended 2020-21 BC Transit Annual Operating Agreement be received;

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

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

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

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

The Infrastructure Services Committee recommended that the report titled 2021 Fleet Insurance be received;

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

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

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

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2020 Q4 Report be received.

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

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of December 15, 2020 be received.

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

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of January 4, 2021 be received;

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

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

The Water Supply Advisory Committee (WASAC) recommended that at every WASAC meeting, SCRD staff provide an update on current water-related public engagement activities and report the water-related public engagement activities SCRD staff are committed to doing the next month.

*The Infrastructure Services Committee recessed at 10:39 a.m. and reconvened at 10:50 a.m.*

**IN CAMERA**

*The Committee moved In-Camera at 10:50 a.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 11:23 a.m.*

**ADJOURNMENT**                      11:28 a.m.

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Committee Chair

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

**January 21, 2021**

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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.

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<b>PRESENT:</b>	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	B. Beamish
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	GM, Planning and Community Development		I. Hall
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	Manager, Planning and Development		D. Pady (part)
	Senior Planner		Y. Siao (part)
	Parks Planning Coordinator		S. Adams (part)
	Chief, Gibsons & District Volunteer Fire Dept.		R. Michael (part)
	Recording Secretary/Administrative Assistant		A. O'Brien
	Media		2
	Public		15 +/-

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

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

**PRESENTATIONS and DELEGATIONS**

*Nick Farrer, Director, Sechelt and District Chamber of Commerce addressed the Committee regarding Zoning Bylaw Changes for Short Term Rentals (STRs) and water supply.*

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

The Planning and Community Development Committee recommended that the delegation materials from Nick Farrer, Director, Sechelt and District Chamber of Commerce be received.

*Don Cunliffe, Director, Halfmoon Bay Community Association addressed the Committee regarding the Coopers Green Replacement Hall Project.*

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

The Planning and Community Development Committee recommended that the delegation materials from Don Cunliffe, Director, Halfmoon Bay Community Association be received.

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

The Planning and Community Development Committee recommended that the report titled Renewal of Memorandum of Understanding with Halfmoon Bay Community Association for Coopers Green Hall be received;

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

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

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

The Planning and Community Development Committee recommended that the report titled Dakota Ridge Snow Clearing and Road Maintenance Services Contract Update be received;

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

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

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

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

The Planning and Community Development Committee recommended that the report titled New Brighton Dock – SCRD Work in 2021 be received;

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

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

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

The Planning and Community Development Committee recommended that the report titled Gibsons & District Fire Protection 5-Year Capital Plan be received;

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

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

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

*The Committee recessed at 11:02 a.m. and reconvened at 11:15 a.m.*

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

The Planning and Community Development Committee recommended that the report titled Planning and Community Development Department 2020 Q4 Year End Report be received.

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

The Planning and Community Development Committee recommended that the report titled Community Recreation Facilities 2021 Financial Outlook and COVID-19 implications be received;

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

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

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

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

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

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

**COMMUNICATIONS**

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

The Planning and Community Development Committee recommended that the correspondence from Darnelda Siegers, Mayor, District of Sechelt, dated December 13, 2020 regarding Letter of Support - Climate Action Report Card Project be received.

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

The Planning and Community Development Committee recommended that the correspondence from Barry Pages, Chair, North Coast Regional District dated December 16, 2020 regarding Letter to Minister of Fisheries, Oceans and the Canadian Coast Guard regarding Fisheries for Communities recommendations be received;

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

*Director Hiltz opposed.*

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

The Planning and Community Development Committee recommended that the correspondence from Stuart Frizzell, President, Sunshine Coast Minor Hockey Association dated December 16, 2020 regarding update on activities and installation of ice at Sunshine Coast Arena be received.

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

The Planning and Community Development Committee recommended that the correspondence from Andrea Watson, President, Sunshine Coast Skating Club dated December 16, 2020 regarding ice installation at Sechelt Arena and ice until end of May be received.

**Recommendation No. 13**     *Correspondence from Statistics Canada - Census 2021*

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

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

**IN CAMERA**

*The Committee moved In-Camera at 12:13 p.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”

*The Committee moved out of In Camera at 12:16 p.m.*

**ADJOURNMENT**                      12:21 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL INFRASTRUCTURE SERVICES COMMITTEE**

**January 20, 2021**

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

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F Electoral Area A Electoral Area B Electoral Area D Town of Gibsons District of Sechelt District of Sechelt	M. Hiltz L. Lee L. Pratt A. Tize B. Beamish A. Toth D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer General Manager, Infrastructure Services Manager, Solid Waste Services Capital Projects Coordinator Recording Secretary		D. McKinley R. Rosenboom R. Cooper (part) T. Rutley (part) T. Ohlson
	Media		2
	Public		8

**CALL TO ORDER** 9:31 a.m.

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

**PRESENTATIONS and DELEGATIONS**

*Ineke M. Kalwij, Kalwij Water Dynamics Inc. addressed the Committee regarding Groundwater Investigation.*

*The Chair thanked Ms. Kalwij for her presentation.*

*Wilbert Yang, Tetra Tech Canada Inc. addressed the Committee regarding Future Waste Disposal Options Analysis.*

*The Chair thanked Mr. Yang for his presentation.*



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

The Infrastructure Services Committee recommended that the report titled Results Groundwater Investigation Phase 2– Round 2 and Groundwater Investigation Phase 3 – Gray Creek be received;

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

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

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

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

*The Infrastructure Services Committee recessed at 10:50 a.m. and reconvened at 11:01 a.m.*

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

The Infrastructure Services Committee recommended that the report titled Future Waste Disposal Options Analysis Study – Results and Next Steps be received;

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

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

**ADJOURNMENT**                      12:13 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – January 28, 2021

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** 2021 ADVISORY PLANNING COMMISSION APPOINTMENTS

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### RECOMMENDATION(S)

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

**AND THAT** APC members be appointed for a two-year term (unless otherwise specified) as per Attachment A;

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

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

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### BACKGROUND

In accordance with *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*, the Board makes appointments to each Advisory Planning Commission (APC) at the last Board meeting in January of each year. As per Bylaw No. 453, each APC consists of not less than six and not more than twelve members. Appointments are normally for a two year term with one-half of the members being appointed each year. Some appointments may be for one year if necessary to maintain the one-half rule.

### DISCUSSION

Electoral Area Directors have provided a list of members to be appointed for the 2021 term (Attachment A). Additional names may be provided at the meeting.

### STRATEGIC PLAN AND RELATED POLICIES

Advisory Planning Commissions contribute to the strategic focus areas for “Engagement and Communications” and “Working Together”.

### CONCLUSION

The Board makes appointments to each Advisory Planning Commission (APC) at the last Board meeting in January of each year in accordance with *Sunshine Coast Regional District Advisory Planning Commissions Bylaw No. 453, 1998*. This report presents recommendations for the appointment of members to each Advisory Planning Commission. Staff recommend the appointments for their respective terms.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X-	Other	

## ATTACHMENT A

### 2021 Advisory Planning Commission Appointments

#### **Area A APC**

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

#### **Area B APC**

Alda Grames  
Elise Rudland  
Eleanor Lenz  
Nicole Huska  
Catherine Ondzik  
Kelsey Oxley

#### **Area D APC**

Mike Allegretti  
Chris Richmond

#### **Area E APC**

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

#### **Area F APC**

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

\*Other names may be available at Board meeting

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** SCRD Board – January 28, 2021

**AUTHOR:** Dean McKinley, Chief Administrative Officer

**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S REPORT

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**RECOMMENDATION**

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

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**BACKGROUND**

This Chief Administrative Officer's (CAO) report provides information to the Board on the recent activities of the Sunshine Coast Regional District.

**DISCUSSION*****Administration:*****Budget**

The budget process is now underway with the Senior Leadership Team reviewing the draft service plans and budget overviews. There is a strong focus this year on rebuilding our foundation and many of the projects and initiatives included in this year's budget will be related to water supply and infrastructure improvements.

**Board Remuneration**

The Task Force presented their final report to the January 14, 2021 Board meeting. I would like to acknowledge the dedicated professionalism of the remuneration committee, Patricia York, Amanda List and Silas White, who went above and beyond in their deep dive into Board remuneration best practices.

**Rural Directors Meeting**

On January 7 the Rural Directors met for a discussion on rural issues. This is an ongoing quarterly meeting.

**General Manager, Community Services Update**

The position has now been reposted. Posting closes January 29 at 4:30.

**Gas Tax Funds Discussion in Area A**

CAO met with Area A Director to discuss gas tax for community projects. Additional discussions with other electoral area directors will be forthcoming.

**CONCLUSION**

The CAO report summarizes key initiatives and activities that align with the priorities of the 2019 - 2023 Strategic Plan and the Board's direction.



Pender Harbour Community School Society  
PO Box 232  
5012 Gonzales Rd  
Madeira Park, BC V0N 2H0

January 18, 2021

Lori Pratt, SCRD Board Chair  
1975 Field Road  
Sechelt, BC V0N 3A1  
(by Email)

Dear Chairperson Pratt,

It is an exciting time for the Pender Harbour Community School Society. Over the past year we have been working with the Pender Harbour Rotary Club on a project to replace our Community Learning Centre Building. This requirement came about as a result of a comprehensive needs survey which identified the following areas of our present building that are unsuitable for our operations and unhealthy for our staff and patrons. The existing portable classroom has an inadequate amount of space, the building is over 50 years old, there are no washrooms, sinks or running water in the structure, the floor joists and corner posts have rotted, the foundation is sinking and the insulation is poor to non-existent.

With help from our local Rotary Club, we have developed a shovel ready project to replace the present 800 Sq ft structure with 2 modern mobile units to increase our space to 1440 Sq ft. We hope to break ground on this new building in July 2021 with completion by September 2021. This new structure will benefit the Pender Harbour and Sunshine Coast communities with continued community outreach programs, educational, cultural, and recreational opportunities, but on greater scale, than have been carried out over the last 23 years.

We are currently seeking funding from the *Investing in Canada Infrastructure Program (ICIP) through the COVID 19 Resilience Infrastructure Stream*, which has recently come to our attention. A successful application could award us with up to 100% of the total cost of the new building and infrastructure, currently estimated at \$286488. If approved, our application for SCRD gas tax funding would not be required.



We require additional support to demonstrate wider approval within the community and the Sunshine Coast. We respectfully request a Letter of Support for this application. We ask that the letter specifically acknowledge our application number IVO153, and stress the community, cultural, and recreational benefits that this new building will supply not only to our small community of Pender Harbour but to many others within the Sunshine Coast.

The submission for the ICIP grant is due to the province by January 27, 2021, a very short window of opportunity. Addressees follow. A timely response would be much appreciated.

Sincerely,

Helga Grout  
Chairperson  
Pender Harbour Community School Society

ICIP addressee:

Regan Purdy, M.A., P.Ag./A/ Technical Program Manager  
Local Government Infrastructure and Finance Division  
Ministry of Municipal Affairs  
regan.purdy@gov.bc.ca

Cc: pendercommunity@gmail.com