



# SUNSHINE COAST REGIONAL DISTRICT



## REGULAR BOARD MEETING TO BE HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, NOVEMBER 4, 2021

### AGENDA

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

**ELECTION OF THE CHAIR FOR 2022** *(Corporate Officer presiding)*

**ELECTION OF THE VICE CHAIR FOR 2022** *(Newly elected Chair presiding)*

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of October 28, 2021

Annex A  
Pages 1 – 12

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 1-10 of October 28, 2021 *(recommendation No.11 previously adopted)*

Annex B  
pp 13 - 15

### COMMUNICATIONS

4. Honourable David Eby, Attorney General and Minister Responsible for Housing, dated October 25, 2021

Annex C  
pp 16 - 17

Regarding Release of Crown Land for Housing and the HousingHub

5. Tara Faganello, Assistant Deputy Minister for Municipal Affairs, dated October 26, 2021

Annex D  
pp 18 - 21

Regarding Proposed Legislative Amendments in Bill 26

6. Honourable Josie Osborne, Minister for Municipal Affairs, dated October 27, 2021

Annex E  
pp 22 - 23

Regarding Team Sunshine Coast Virtual Delegation at the 2021 Union of BC Municipalities (UBCM) Annual Convention

7. Honourable Murray Rankin, Minister for Indigenous Relations and Reconciliation, dated October 27, 2021  
Regarding Funding Sources for Engagement Workshops

Annex F  
pp 24 - 25

**MOTIONS**

**BYLAWS**

**DIRECTORS' REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to November 20, 2021)

Special Corporate and Administrative Services Committee (Part 1)	November 1 at 9:30 am
Special Corporate and Administrative Services Committee (Part 2)	November 2 at 9:30 am
Inaugural Board Meeting	November 4 at 2:00 pm
Water Supply Advisory Committee	November 8 at 3:30 pm
Advisory Planning Commission (Area D)	November 15 at 7:00 pm
Solid Waste Plan Monitoring Committee	November 16 at 11:00 am
Natural Resources Advisory Committee - <b>CANCELLED</b>	<del>November 17 at 3:30 pm</del>
Planning and Community Development Committee	November 18 at 9:30 am
Infrastructure Services Committee	November 18 at 2:00 pm

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

Gibsons and District Fire Commission	November 4 at 9:00 am
Local Government Show	November 4 at 4:00 pm

**Please note:** Meeting dates are current as of print date (October 29, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

October 28, 2021

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

<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 (in part)
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	B. Beamish
		Sechelt Indian Government District	A. Paul (Alt.)

<b>ALSO PRESENT*:</b>	Chief Administrative Officer	D. McKinley
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	Chief Building Official	A. Whittleton
	Deputy Corporate Officer / Recorder	J. Hill
	Media	0
	Public	0

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

### **CALL TO ORDER     2:00 p.m.**

Appointments     **It was moved and seconded**

282/21     THAT Director Toth be appointed as the Chair for the October 28, 2021 Regular Board meeting;

AND THAT Director Hiltz be appointed as the Vice-Chair for the October 28, 2021 Regular Board meeting.

**CARRIED**

**AGENDA     It was moved and seconded**

283/21     THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes

**It was moved and seconded**

284/21

THAT the Regular Board meeting minutes of October 14, 2021 be adopted.

**CARRIED****REPORTS**

Infrastructure

**It was moved and seconded**

285/21

THAT Infrastructure Services Committee recommendation Nos. 2, 3, 6 and 8-10 of October 14, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 2**     *Drought Response Plan 2021 Summary*

THAT the report titled Drought Response Plan 2021 Summary be received for information.

**Recommendation No. 3**     *Summary of Wastewater Feasibility Study Report*

THAT the report titled Summary of Wastewater Feasibility Study Report be received for information.

**Recommendation No. 6**     *Islands Clean Up Community Check-In Engagement Summary*

THAT the report titled Islands Clean Up Community Check-In Engagement Summary be received for information;

AND THAT staff bring forward an Islands Clean Up – Hardy Island and Surrounding Islands budget proposal to the 2022 Budget Process for consideration.

**Recommendation No. 8**     *Water Supply Advisory Committee Minutes – September 13, 2021*

THAT the Water Supply Advisory Committee meeting minutes of September 13, 2021 be received for information.

**Recommendation No. 9**     *Solid Waste Management Plan Monitoring Advisory Committee Minutes – September 21, 2021*

THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of September 21, 2021 be received for information.

285/21 cont.      **Recommendation No. 10**      *Correspondence Regarding Church Road Well Field Project*

THAT the correspondence from Alan Johnsrude of the Ministry of Forests, Lands and Natural Resource Operations and Rural Development dated September 8, 2021 regarding the Church Road Well Field Project be received for information.

**CARRIED**

Planning      **It was moved and seconded**

286/21      THAT Planning and Community Services Committee recommendation Nos. 1-26 of October 21, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Howe Sound/Atl'ka7tsem Marine Reference Guide*

THAT the delegation materials from Fiona Beaty, Project Director, Howe Sound/Atl'ka7tsem Marine Reference Guide be received for information.

**Recommendation No. 2**      *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019 and Zoning Amendment Bylaw No. 310.182, 2019*

THAT a Public Hearing to consider *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182, 2019* be scheduled for a future date to be held in the SCRD Boardroom located at 1975 Field Road, Sechelt;

AND THAT the Public Hearing be conducted by means of electronic or other communication facilities to facilitate electronic participation for the Public Hearing as authorized by Section 465 of the *Local Government Act*;

AND FURTHER THAT Director Siegers be delegated as the Chair and Director Tize be delegated as the alternate Chair to conduct the Public Hearing.

**Recommendation No. 3**      *Telus Telecommunication Tower at Coast Gravity Park – Request for Local Government Concurrence (BC109146)*

THAT the report titled *Telus Telecommunication Tower at Coast Gravity Park – Request for Local Government Concurrence (BC109146)* be received for information;

286/21 cont.

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower at Coast Gravity Park (Site BC109146):

1. Telus has satisfactorily completed consultation with the SCRD; and
2. SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any shíshálh Nation archaeological or environmental concerns.

**Recommendation No. 4**      *Application for Subdivision in the ALR – 2061 Twin Creeks Road*

THAT the report titled Application for Subdivision in the ALR – 2061 Twin Creeks Road be received for information;

AND THAT Application (ALC 58324, subdivision in the ALR, 2061 Twin Creeks Road) be supported subject to the following conditions:

1. The proposed driveway and bridge to provide access to Lot 2 be constructed in an area with frontage on Port Mellon Highway and deeded to Lot 2;
2. Arable portions of Lots 2 and 3 be prepared for agriculture to the satisfaction of the ALC;
3. Registration of a restrictive covenant in favour of the ALC on Lots 2 and 3 for the purpose of restricting residential uses to an area on each lot to be determined by the ALC;

AND FURTHER THAT SCRD's conditional support for the application be forwarded to the Agricultural Land Commission.

**Recommendation No. 5**      *Development Permit DP000218 (969 Keith Road)*

THAT the report titled Development Permit DP000218 (969 Keith Road) be received for information;

AND THAT Development Permit Application DP000218 (Form and Character DPA), to permit the recent placement of two Quonset tents and to permit the proposed placement of two portable buildings, located at 996 Keith Road be issued subject to:

1. Site lighting shall be neutral in colour, downcast only, and with no orange lights permitted;

286/21 cont.

2. Only free-standing signs not exceeding a maximum height of 2.0 metres above grade and a side surface area not exceeding 3.0m<sup>2</sup> shall be permitted.

**Recommendation No. 6**      *Development Variance Permit DVP00075  
(3-15200 Hallowell Road)*

THAT the report titled Development Variance Permit DVP00075 (3 - 15200 Hallowell Road) be received for information;

AND THAT Development Variance Permit Application DVP00075 be referred to the Electoral Area A (Egmont/Pender Harbour) Advisory Planning Commission.

**Recommendation No. 7**      *Development Variance Permit DVP00076  
(9517 Brooks Lane)*

THAT the report titled Development Variance Permit DVP00076 (9517 Brooks Lane) be received for information;

AND THAT Development Variance Permit Application DVP00076 be referred to the Electoral Area B (Halfmoon Bay) Advisory Planning Commission.

**Recommendation No. 8**      *Frontage Waiver Application FRW00012  
(1430 Bonniebrook Heights Road)*

THAT the report titled Frontage Waiver Application FRW00012 (1430 Bonniebrook Heights Road) be received for information;

AND THAT the required road frontage of a minimum 10% of the lot perimeter for proposed Lots 8, 9, 14 & 15 be waived in order to facilitate a proposed 15-lot subdivision of Lot D District Lot 909 Group 1 New Westminster District Plan LMP44578.

**Recommendation No. 9**      *Service Agreement with Town of Gibsons  
for Building Inspection Services*

THAT the report titled Service Agreement with Town of Gibsons for Building Inspection Services be received for information;

AND THAT the Sunshine Coast Regional District enter into an agreement with the Town of Gibsons for Building Inspection Services for up to 5 years;

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



286/21 cont.

**Recommendation No. 10**    *Corporate Carbon Neutrality Framework*

THAT the report titled Corporate Carbon Neutrality Framework be received for information;

AND THAT the Corporate Carbon Neutrality Framework be endorsed;

AND THAT a Corporate Carbon Neutrality Plan that includes a timeline for achieving corporate carbon neutrality be developed in 2022;

AND FURTHER THAT existing policies and related documents be reviewed to identify alignment opportunities with Corporate Carbon Neutrality Framework.

**Recommendation No. 11**    *Online Accommodation Platform Funding-Approval for Affordable Housing Plan*

THAT the report titled Online Accommodation Platform Funding-Approval for Affordable Housing Plan be received for information;

AND THAT the SCRD's portion of the Online Accommodation Platform Funding through Destination BC and Sunshine Coast Tourism in the amount of \$86,001 be used toward a Regional Housing Coordinator through the Regional Planning Service [500];

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

**Recommendation No. 12**    *Planning and Development Department 2021 Q3 Report*

THAT the report titled Planning and Development Department 2021 Q3 Report be received for information.

**Recommendation No. 13**    *Community Services Department 2021 Q3 Report*

THAT the report titled Community Services Department 2021 Q3 Report be received for information.

**Recommendation No. 14**    *New ActiveNet Software Contract*

THAT the report titled New ActiveNet Software Contract be received for information;

AND THAT the Contract with ActiveNet Software for recreation programming software be renewed for a three-year term in the amount of \$169,578 (\$56,526 annually);

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

286/21 cont.

**Recommendation No. 15**    *2021 Community Recreation Facilities  
Capital Funding Review*

THAT the report titled 2021 Community Recreation Facilities Capital Funding Review be received for information;

AND THAT the 2022 contribution to Community Recreation [615] Capital Renewal be reinstated to \$770,198 and increased by 2% annually;

AND THAT for 2022, the Gibsons and Area Community Centre's Brine Chiller and Condenser project in the amount of \$917,600 be funded through Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$917,600 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the Gibsons Arena and Community Centre's Brine Chiller and Condenser project;

AND FURTHER THAT the draft 2022-2026 Financial Plan be amended as detailed in Table 3.

**Recommendation No. 16**    *2022 Community Recreation Facilities  
Capital Funding Review*

THAT the annual Recreation Facilities Capital Renewal Funding Plan Review report be brought forward to a future July Standing Committee meeting for information and direction prior to the 2023 - 2027 Financial Planning process.

**Recommendation No. 17**    *Recreation Facility Lifecycle Assessment  
Report Summary*

THAT the report titled Recreation Facility Lifecycle Assessment Report Summary be received for information.

**Recommendation No. 18**    *Tyner Park/Lily Lake Storybook Walk  
Interpretive Signage Project*

THAT the report titled Tyner Park/Lily Lake Storybook Walk Interpretive Signage Project be received for information;

AND THAT the SCRD support the Pender Harbour Rotary in proceeding with the Storybook Walk Interpretive Signage Project, provided that they:

1. Adhere to any conditions on the project outlined by shíshálh Nation;

286/21 cont.

2. Acquire all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation;
3. Enter into a Construction Agreement and Stewardship/Operating Agreement;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement and Stewardship/Operating Agreement with the Pender Harbour Rotary.

**Recommendation No. 19**    *Madeira Park Ranger Station Reading Centre Mobility Ramp Project*

THAT the report titled Madeira Park Ranger Station Reading Centre Mobility Ramp Project be received for information;

AND THAT the SCRD support the Pender Harbour Rotary Club and the Pender Harbour Reading Centre in proceeding with the mobility ramp project proposal, provided that they:

1. Adhere to any conditions on the project outlined by shíshálh Nation;
2. Acquire all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation;
3. Enter into a Construction Agreement;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Rotary Club and the Pender Harbour Reading Centre.

**Recommendation No. 20**    *Portable Toilet Services Contract Update*

THAT the report titled Portable Toilet Services Contract Update be received for information;

AND THAT the contract with Star-Tek Industrial Services Ltd. for portable toilet services be increased to up to \$145,404 (excluding GST);

AND THAT the contract with Star-Tek Industrial Services Ltd. be extended to September 2023 for a value of up to \$50,342 including servicing contingency;

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

286/21 cont.

**Recommendation No. 21**    *Halfmoon Bay (Area B) APC Meeting Minutes of September 28, 2021*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission meeting minutes of September 28, 2021 be received for information.

**Recommendation No. 22**    *Elphinstone (Area E) APC Meeting Minutes of September 29, 2021*

THAT the Elphinstone (Area E) Advisory Planning Commission meeting minutes of September 29, 2021 be received for information.

**Recommendation No. 23**    *West Howe Sound (Area F) APC Meeting Minutes of September 28, 2021*

THAT the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of September 28, 2021 be received for information.

**Recommendation No. 24**    *Correspondence from Attorney General and Minister Responsible for Housing regarding Climate Action in Buildings*

THAT the correspondence from David Eby, Attorney General and Minister Responsible for Housing, Province of British Columbia, dated September 14, 2021 regarding SCRD letter of April 22, 2021 regarding climate action in buildings be received for information.

**Recommendation No. 25**    *Correspondence from Town of Gibsons regarding funding contribution for a fire protection system at the Sechelt Aquatic Centre*

THAT the correspondence from Rebecca Anderson, Director of Corporate and Legislative Services and Corporate Officer, Town of Gibsons, dated September 16, 2021 regarding Town of Gibsons funding contribution for a fire protection system at the Sechelt Aquatic Centre be received for information.

**Recommendation No. 26**    *Correspondence from Ministry of FLNRORD and shíshálh Nation Regarding Shared Decision Making (SDM) Process for Private and Commercial Moorage*

THAT the correspondence from Kevin Haberl, Director, Authorizations, South Coast Regional Operations Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and Jasmine Paul, Stewardship and Territorial Land Manager Division Manager, shíshálh Nation, dated September 27, 2021 regarding website launch on October 1, 2021 for the Shared Decision Making (SDM) process for private and commercial moorage be received for information;

- 286/21 cont. AND THAT a response letter be sent to Ministry of Forests, Lands, Natural Resource Operations and Rural Development and shíshálh Nation from the SCRD Board stressing that the quarterly meetings can not be considered as consultation;
- AND THAT SCRD continues to ask for effective consultation with residents and the SCRD, including a seat for the SCRD at various Foundation Agreement tables;
- AND FURTHER THAT SCRD encourages consultation to continue with the Pender Harbour Area Residents Association (PHARA) to address resolution to two major concerns earlier expressed to the SCRD Board as follows:
- a. Concerns related to float buoyancy, stability and light transmission;
  - b. Environmental reports and studies that do not provide any information justifying the use of zones for dock management.

**CARRIED**

Corporate

**It was moved and seconded**

287/21

THAT Corporate and Administrative Services Committee recommendation No. 11 of October 28, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 11**    *Church Road Well Field Project – Update*

THAT the report titled Church Road Well Field Project – Update be received for information;

AND THAT the contract with Associated Environmental Consultants Inc. for the Groundwater Investigation – Phase 4A be increased by \$50,000 to up to \$912,157 (excluding GST);

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

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

**CARRIED**

Notice on Title

**It was moved and seconded**

288/21

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

288/21 cont. AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 8, Block 6, District Lot 692, Plan 3633, PID 005-742-757, Folio 746.00509.000.

**CARRIED**

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

289/21 THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 6, District Lot 4284, Plan 7456, PID 010-607-714, Folio 746.06267.000.

**CARRIED**

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

290/21 THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 12, Block 7, District Lot 1317, Plan 7188, PID 010-708-731, Folio 746.02377.000.

**CARRIED**

Board Advocacy **It was moved and seconded**

291/21 THAT the report titled SCRD Board Advocacy be received for information.

**CARRIED**

*Director Pratt provided a verbal report on the topic of Board Advocacy.*

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*Director Tize left the meeting at 3:04 p.m.*

**ADJOURNMENT** **It was moved and seconded**

292/21 THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:11 p.m.

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

Corporate Officer

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

\_\_\_\_\_

Chair

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

**October 28, 2021**

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Manager, Financial Services		B. Wing (Part)
	G.M., Community Services		S. Gagnon (Part)
	G.M., Planning and Development		I. Hall (Part)
	Manager, Information Technology and GIS		D. Nelson (Part)
	Manager, Purchasing and Risk Management		V. Cropp (Part)
	Manager, Capital Projects		S. Misiurak (Part)
	Manager, Utility Services		S. Walkey (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		2

**CALL TO ORDER** 9:33 a.m.

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

- NEW BUSINESS: Active Transportation Infrastructure Planning

**PRESENTATIONS AND DELEGATIONS**

*Colin Stansfield, Executive Director, Sunshine Coast Regional Economic Development Organization (SCREDO) addressed the Committee with an update on the activities of SCREDO and some new projects in the works.*



**Recommendation No. 1**      *Sunshine Coast Regional Economic Development Organization Update*

The Corporate and Administrative Services Committee recommended that the presentation materials from the Sunshine Coast Regional Economic Development Organization (SCREDO) be received for information.

The Committee recessed at 10:16 a.m. and reconvened at 10:25 a.m.

**REPORTS**

**Recommendation No. 2**      *Corporate Financial Variance*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

**Recommendation No. 3**      *Funding Community Recreation Facilities Capital Renewal*

The Corporate and Administrative Services Committee recommended that the report titled Funding Community Recreation Facilities Capital Renewal Through Parcel Taxes be received for information;

AND THAT the Community Recreation Facilities Services [615] Capital Renewal Plan continue to be funded through property taxation (ad valorem) and not transitioned to parcel tax.

**Recommendation No. 4**      *Standing Committee Terms of Reference*

The Corporate and Administrative Services Committee recommended that the report titled Standing Committee Terms of Reference be received for information;

AND THAT the revised Standing Committee Terms of Reference for the Community Services Committee, Corporate and Administrative Services Committee, Infrastructure Services Committee and the Planning and Development Committee be adopted as presented.

**Recommendation No. 5**      *2022 Meeting Schedule*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Meeting Schedule be received for information;

AND THAT the 2022 Meeting Schedule be adopted as presented.

**Recommendation No. 6**      *Status of Operating and Capital Reserves*

The Corporate and Administrative Services Committee recommended that the report titled Status of Operating and Capital Reserves as at September 30, 2021 be received for information;

AND THAT an additional schedule be included in future, as part of the Status of Operating and Capital Reserves report, related to community benefit and amenity contributions.

**Recommendation No. 7**      *Gas Tax Community Works Fund Update*

The Corporate and Administrative Services Committee recommended that the report titled Gas Tax Community Works Fund Update be received for information.

*The Committee brought forward the item of New Business to discuss Active Transportation Infrastructure Planning. The General Manager, Community Services provided an update. An integrated planning process including active transportation considerations is identified as a priority for Community Services and proposed to commence in Q3 2022.*

**Recommendation No. 8**      *Corporate Space Plan Update*

The Corporate and Administrative Services Committee recommended that the report titled Corporate Space Plan Update be received for information.

**Recommendation No. 9**      *Director Constituency and Travel Expenses*

The Corporate and Administrative Services Committee recommended that the report titled Director Constituency and Travel Expenses for Period Ending September 30, 2021 be received for information.

**Recommendation No. 10**      *Contracts Between \$50,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from July 1 to September 30, 2021 be received for information.

**Recommendation No. 11**      *Church Road Well Field Project - Update*

The Corporate and Administrative Services Committee recommended that the report titled Church Road Well Field Project – Update be received for information;

AND THAT the contract with Associated Environmental Consultants Inc. for the Groundwater Investigation – Phase 4A be increased by \$50,000 to up to \$912,157 (excluding GST);

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

AND THAT should the water license for Church Road Well Field Project not be issued, that the expenses to date be funded through operational reserves;

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

**ADJOURNMENT**

11:39 a.m.

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Committee Chair



C

VIA EMAIL

Ref: 621161

October 25, 2021

Chair Lori Pratt  
and Members of the Board of Directors  
Regional District of Sunshine Coast  
1975 Field Road  
Sechelt BC V7Z 0A8  
Email: [lori.pratt@scrd.ca](mailto:lori.pratt@scrd.ca)

Dear Chair Pratt and Directors:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. I would also like to thank you for your September 15, 2021 follow up letter. Throughout the COVID-19 pandemic, we have continued to adapt and develop new approaches to how we conduct our work. I am pleased that our governments have had the chance to connect and I want to thank your delegation for its flexibility with provincial appointments this year.

As the Attorney General and Minister responsible for Housing, I write to acknowledge the key topic raised during our conference call: the release of Crown land for housing. I support utilizing available Crown land for affordable housing, subject to ensuring First Nations concerns and rights are appropriately addressed by government, and we are in the early stages of working with ministry partners and Crown entities on new mechanisms to identify and assist municipalities to access available land for redevelopment.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) has a Crown Land & Nominal Rent Tenure Sponsorship program where local governments and community groups can apply for access to provincial Crown land for public purposes through a sponsored Crown grant or nominal rent tenure. More information on how to apply for this process can be found on the ministry website at:  
[www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/economic-development/crown-land-nominal-rent-tenure-sponsorship](http://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/economic-development/crown-land-nominal-rent-tenure-sponsorship)

Should your District identify specific parcels of Crown land that it would like to re-purpose for affordable housing, I would ask that you notify my office.

.../2

Ministry of  
Attorney General

Office of the  
Attorney General

Mailing Address:  
PO Box 9044 Stn Prov Govt  
Victoria BC V8W 9F2  
Email: [AG.Minister@gov.bc.ca](mailto:AG.Minister@gov.bc.ca)  
website: [www.gov.bc.ca/ag](http://www.gov.bc.ca/ag)

Telephone: 250-387-1866  
Facsimile: 250-387-6411

Chair Lori Pratt  
and Members of the Board of Directors  
Page 2

During our meeting, I committed to following up with additional information on the HousingHub which was established to seek innovative partnerships to create affordable rental housing and homeownership options for middle-income households. The HousingHub works collaboratively with an array of industry groups to facilitate the partnership of suitable land, equity, low-cost financing and development expertise to create new affordable housing. The HousingHub can provide:

- Access to pre-development funding;
- Low-cost financing;
- Expertise to provide advice on the planning and development process;
- Project coordination advice; and
- A place for organizations to collaborate

Additional information is available by contacting Raymond Kwong, Provincial Director of HousingHub, BC Housing, by email at: [rkwong@bchousing.org](mailto:rkwong@bchousing.org), or by telephone at: 604-439-4757.

Thank you, again, to your delegation for the meeting.

Sincerely,



David Eby, QC  
Attorney General and  
Minister Responsible for Housing

pc: Angela Cooke, Associate Deputy Minister  
Douglas Scott, Deputy Minister, Crown Agencies Secretariat  
Shayne Ramsay, CEO, BC Housing  
Raymond Kwong, Director of HousingHub, BC Housing



October 26, 2021

Ref: 268550

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am writing to you to provide you with an overview of the proposed legislative amendments in Bill 26, the *Municipal Affairs Statutes Amendment Act (No. 2), 2021* that was introduced by Minister Josie Osborne in the B.C. Legislature today.

Bill 26 proposes amendments to various pieces of provincial legislation including the *Community Charter* and the *Local Government Act* among other acts. The amendments will address a variety of topics including:

- new tools to help local governments support housing supply by streamlining their development approval processes,
- modernized public notice requirements,
- the requirement for councils and boards to consider codes of conduct, and
- community specific amendments including allowing the dissolution of the Jumbo Glacier Mountain Resort Municipality.

Together, the amendments in this bill will have meaningful impact by providing authorities that support efficient and effective local government operations. These amendments address issues not contemplated by existing legislation, and they will enable local governments to respond to circumstances in their community and provide new tools to increase the efficiency and timelines of housing development.

The Province's news release and information bulletin for the legislation are available here:

<https://news.gov.bc.ca/25595>

<https://news.gov.bc.ca/25596>

Progress of Bill 26 in the B.C. Legislature can be tracked [here](#).

Here are further details regarding the items in Bill 26. I will send a circular with further technical details on the amendments to local government Chief Administrative Officers shortly.

### **Development Approvals Process Review**

To support the streamlining of local government development approvals process and increased housing supply, this bill proposes legislation to remove the default requirement for local governments to hold public hearings for zoning bylaws that are consistent with an official community plan and enable local governments to delegate minor development variance permits to local government staff.

The Province initiated the Development Approvals Process Review (DAPR) to improve the efficiency and effectiveness of development approvals as a way to support the affordability and timeliness of new housing supply getting to market. Stakeholders who participated in DAPR consultations identified process improvement in relation to public hearings and delegation of authority in certain matters from council to municipal staff as two initial areas of action that could have an impact on streamlining development approvals.

### **Modernizing Public Notice Requirements**

We have heard from local governments that the existing notice requirements under local government legislation do not fully meet community needs and the realities of modern electronic communication, particularly in smaller and rural communities.

Bill 26 addresses these concerns by modernizing the options for providing statutory notice to citizens, similar to other provinces. The bill creates a new “local choice” option for local governments to determine and specify, by bylaw, the means of public notice that will have the broadest reach in their communities. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities, there will be no requirement to change, and they may continue to use the newspapers for notice. However, the new rules provide additional choices and modernized options for communities that determine they have need for additional or alternative approaches.

### **Code of Conduct**

The bill contains changes that aim to strengthen the responsible conduct of local elected officials. Codes of conduct set shared expectations for behaviour, and these amendments will add a new requirement for all municipal councils and regional district boards to publicly consider the development of a code of conduct for their council or board members.

Currently, there is no requirement for local governments to develop codes of conduct or engage in a conversation about having a code of conduct. The changes in this bill create a standardized process for elected officials to engage in regular and meaningful dialogue about how they will govern together while demonstrating their accountability to the public.

The proposed approach has been developed through a joint Ministry Working Group with UBCM and LGMA and responds to calls for more tools to strengthen local government responsible conduct and was

supported through an endorsed resolution of the membership of the Union of BC Municipalities at the September 2021 Convention.

These changes will not take effect until a regulation to bring them into force is passed – likely in Spring 2022. Additional guidance material will be provided to local governments when the changes are brought into force.

#### **Dissolution of Jumbo Glacier Mountain Resort Municipality**

Amendments in this bill will enable the dissolution of the Jumbo Glacier Mountain Resort Municipality (Jumbo). Jumbo was incorporated as a mountain resort municipality in 2013, with no residents, to facilitate the development of a ski resort in the Jumbo Valley.

Specialized provisions are required for the dissolution of Jumbo as the existing authorities are not sufficient to dissolve a municipality without residents or to accommodate changes to revert this area to the Regional District of East Kootenay. The amendments will also repeal the authority to incorporate a mountain resort municipality without residents, like Jumbo, in the future.

The provisions in this bill to enable the dissolution of the municipality at Jumbo are also integral to the agreement between the province and the Ktunaxa Nation to create an Indigenous Protected and Conserved Area in the Jumbo Valley.

#### **Islands Trust Act Amendments**

Bill 26 includes amendments to the *Islands Trust Act* that address specific requests made by the Islands Trust. The amendments will support effective governance by ensuring the Islands Trust is able to meet its specialized mandate to “preserve and protect” the Trust Area.

The Islands Trust has demonstrated leadership in reconciliation efforts in its dealings with First Nations’ interests in Islands Trust governance and activities. The proposed changes in this bill amend the *Islands Trust Act* to include a specific reference to First Nations in the Trust’s objective statement in the Act to recognize and enshrine its ongoing relationship and reconciliation efforts with First Nations.

Amendments will also enable the Islands Trust to provide financial support to third parties for activities that provide education about or preserve the environment and unique amenities of the Trust Area. This ability to support community efforts to educate about the Islands Trust environment and unique amenities complement the existing ability to support heritage and history projects that already exists in the Act.

And finally, the proposed amendments will streamline development approvals processes in the Islands Trust by enabling local trust committees to adopt and amend Development Approval Information bylaws. This change is consistent with other authorities of Local Trust Areas in the Trust and will create efficiencies in approval processes.

**Powell River Incorporation Act**

Bill 26 adds new targeted amendments to the unique statute incorporating the City of Powell River – the *Powell River Incorporation Act* (PRIA) - as requested by the City of Powell River. The PRIA contains extensive limitations on municipal regulation of the mill in Powell River and the “Mill Site” area of the City. These provisions protected the operations of the pulp mill at the time of incorporation but reduced activity of the mill and transfer of mill lots to the City have made these restrictions a constraint on economic development of those lots – now owned by the City.

The proposed amendments will support the City’s economic development objectives by removing city owned parcels from the “Mill Site” area to allow for further development of those parcels. This proposal is supported by the current mill owner, Paper Excellence and the Tla’amin First Nation.

I trust you find this information helpful, and I also appreciate you communicating back this information from the province to your councils and boards, to your local government staff and to your communities.

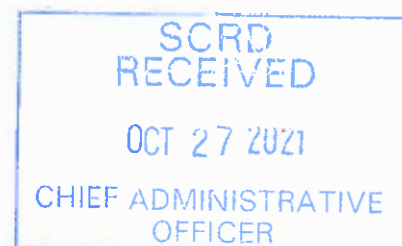
Kind regards,



Tara Faganello  
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs  
Gary MacIsaac, Executive Director, UBCM  
Nancy Taylor, Executive Director, LGMA  
Todd Pugh, Executive Director, Civic Info  
Chief Administrative Officers of BC





October 27, 2021

Ref: 268091

Their Worship Mayor Darnelda Siegers  
and Members of Council  
District of Sechelt  
PO Box 129  
Sechelt BC V0N 3A0

Their Worship Mayor Bill Beamish  
and Members of Council  
Town of Gibsons  
PO Box 340  
Gibsons BC V0N 1V0

Lori Pratt, Chair  
and Members of the Board  
Sunshine Coast Regional District  
1975 Field Rd  
Sechelt BC V7Z 0A8

Dear Mayor Siegers, Mayor Beamish, and Councillors, Chair Pratt and Board Members:

Thank you to your delegations for meeting with me during this year's virtual Union of BC Municipalities (UBCM) Annual Convention two-week process. It was a pleasure to hear from you in my first UBCM Convention experience as Minister, and the issues you brought forward were of great interest to me.

During the meeting you and the library staff also in attendance highlighted the important role public libraries play and have continued to play throughout the COVID-19 pandemic, including assisting newcomers, seniors and vulnerable populations; serving the role of public gathering place; and providing books and other materials to residents at home. Beyond books, libraries bring people together and provide important social connections. I also appreciated hearing how your libraries are considered a community asset for potential new residents and businesses.

.../2

Their Worship Mayor Darnelda Siegers

and Members of Council

Their Worship Mayor Bill Beamish

and Members of Council

Lori Pratt, Chair

and Members of the Board

Page 2

You shared how, locally, libraries extend access to government services, such as in the absence of a Service Canada location. I appreciated hearing how libraries are helping people to photocopy, access and fill out government forms and very recently helping people download and print B.C.'s proof of vaccination card. These are all invaluable services to communities, particularly those that are more isolated.

I understand that you have requested the Ministry of Municipal Affairs to review the amount of provincial funding currently allocated to public libraries. As we discussed at the meeting, in spring 2020, government invested \$3 million in one-time funding to improve electronic collections, public computing and connectivity. I am pleased to hear you were able to use this funding to create STEAM kits for children and enhance your digital services. Libraries provide important public services, and you have my commitment to continue to strongly advocate for the work they do and the people they support.

The ministry supports co-operative approaches, at both the provincial and regional level, to extend and improve library services. Ministry staff are always willing to discuss specific issues with libraries and local governments. If you have any questions, please contact Mari Martin, Director, Public Libraries Branch, by email at: [Mari.Martin@gov.bc.ca](mailto:Mari.Martin@gov.bc.ca), or by telephone at: 250 886-2584.

I found it very valuable to hear from you and other communities directly at the UBCM Convention. Meetings such as this help me better understand the issues or opportunities your communities are facing.

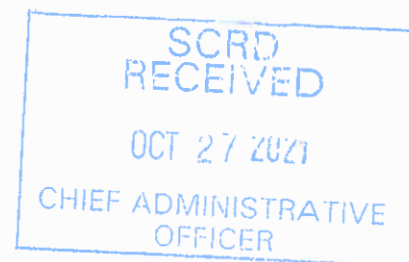
Thank you again to your delegations for taking the time to meet with me. I look forward to seeing you—hopefully in person—at UBCM Convention next year.

Sincerely,



Josie Osborne  
Minister

pc: Mari Martin, Director, Public Libraries Branch  
Leianne Emery, Library Director, Sechelt Public Library  
Heather Evans-Cullen, Library Director, Gibsons and District Public Library



Ref. 53610

October 27, 2021

Lori Pratt  
Chair  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt BC V7Z 0A8

Dear Lori Pratt:

Thank you for your September 15, 2021 follow-up letter from our conversation during the Union of British Columbia Municipalities Convention (UBCM) on September 10, 2021. UBCM provides a valuable opportunity to connect on municipal priorities. As the COVID-19 pandemic persists, we appreciate that technology gives us the flexibility to still meet in ways that allow us to meaningfully connect and discuss important issues.

I appreciate the work and role that the Sunshine Coast Regional District (SCRD) has adopted to advance reconciliation on the Sunshine Coast and with the shíshálh Nation. You have shown this through your collaboration with the Province and shíshálh Nation in the implementation of the 2018 Foundation Agreement. I am pleased to hear of the joint reconciliation workshops you have planned with shíshálh Nation regarding the implementation of the *Declaration on the Rights of Indigenous Peoples Act*, the Calls to Action related to the human rights of Indigenous peoples in the United Nations Declaration on the Rights of Indigenous Peoples, and the action plan.

As discussed in our conversation on September 10, there are two funding sources available to support the SCRD's engagement with shíshálh Nation and to hold the workshops. The following provides information on the funding sources for your consideration:

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Ministry of  
Indigenous Relations  
and Reconciliation

Office of the  
Minister

Mailing Address:  
Box 9151 Stn Prov' Govt  
Victoria BC V8W 9E2  
email: [IRR.Minister@gov.bc.ca](mailto:IRR.Minister@gov.bc.ca)  
website: [www.gov.bc.ca/irr](http://www.gov.bc.ca/irr)

Telephone: 250 953-4844  
Facsimile: 250 953-4856

**1. 150 Time Immemorial Grant Program**

This is a new funding program through First Peoples' Cultural Foundation and Heritage BC and will provide \$30 million in funds for projects that educate people about British Columbia's colonial past, advance reconciliation, and promote inclusivity and diversity. Indigenous communities and local government are eligible to submit applications this fall.

**2. Community to Community Forum Program**

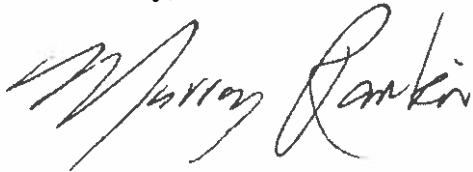
This option provides funding for events to bring local governments and Indigenous organizations together. The program can fully fund events up to a maximum of \$5000. More information is available here:

<https://www.ubcm.ca/EN/main/funding/lgps/community-to-community-forum.html>

I hope these funding resources may meet your needs to advance the important work of reconciliation with shíshálh Nation and those who live with the shíshálh swiya.

Again, thank you for your time and conversation at the convention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Murray Rankin', with a stylized, cursive script.

Murray Rankin, QC  
Minister of Indigenous Relations and Reconciliation