



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, SECHULT, B.C.**

THURSDAY, NOVEMBER 25, 2021

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of November 4, 2021

Annex A
Pages 1 – 5

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

3. John Henderson, Chair, and Gaetan Royer, Director, Sechelt & District Chamber of Commerce
Regarding Advocacy Inventory Letter

To come
forward

REPORTS

4. Special Corporate and Administrative Services Committee
(Pre-Budget) recommendation Nos. 1-12 of November 1, 2021
5. Planning and Community Development Committee
recommendation Nos. 1-12 of November 18, 2021
6. Infrastructure Services Committee recommendation Nos. 1-18
of November 18, 2021
7. 2022 Chair Appointments – Corporate Officer
8. Placement of Notice on Title – Chief Building Official
9. Office of the CAO Monthly Report

Annex B
pp 6 - 11

Annex C
pp 12 - 15

Annex D
pp 16 - 22

Annex E
p 23

Annex F
pp 24 - 25

Annex G
pp 26 - 28

COMMUNICATIONS

- | | | |
|-----|--|-----------------------|
| 10. | <u>Honourable George Heyman, Minister of Environment and Climate Change Strategy, dated November 18, 2021</u>
Regarding SCRD meeting with Minister at 2021 UBCM Convention on collection of residential recycling and disposal of drywall containing asbestos | Annex H
pp 29 - 30 |
|-----|--|-----------------------|

MOTIONS

11. THAT the resignation of Dieter Greiner from the Halfmoon Bay Advisory Planning Commission (Area B) be received.
12. WHEREAS appointments to the Island Coastal Economic Trust (ICET) Board are typically reserved for Regional District Board Chairs;
- AND WHEREAS the Sunshine Coast Regional District (SCRD) Board Chair already holds a seat on the ICET Board in her capacity as Mayor representing the District of Sechelt;
- AND WHEREAS the SCRD wishes to ensure regional representation for the Sunshine Coast on the Board of ICET;
- THEREFORE BE IT RESOLVED THAT a letter be sent to Line Robert, CEO, ICET requesting that SCRD be authorized to appoint Vice Chair, Donna McMahon, as SCRD representative to the ICET Board considering the current Chair for the SCRD already has a seat on the ICET Board in her role as Mayor representing the District of Sechelt.

BYLAWS

- | | | |
|-----|---|-----------------------|
| 13. | <i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020</i>
– second reading as amended
(Voting – Electoral Area Directors – 1 vote each) | Annex I
pp 31 - 32 |
| 14. | <i>Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021</i>
– first reading
(Voting – Electoral Area Directors – 1 vote each) | Annex J
p 33 |
| 15. | <i>Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.2, 2021</i>
– first, second, third reading and adoption
(Voting – All Directors – 1 vote each) | Annex K
pp 34 - 36 |

DIRECTORS' REPORTS

Verbal

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g), (k), (m) and (2) (b) of the *Community Charter* – “litigation or potential litigation affecting the municipality”, “negotiations and related discussion respecting the proposed provision of a municipal service...”, “a matter that, under another enactment, is such that the public may be excluded from the meeting” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to December 11, 2021)

Agricultural Advisory Committee - CANCELLED	November 23 at 3:30 pm
Advisory Planning Commission (Area B)	November 23 at 7:00 pm
Advisory Planning Commission (Area F)	November 23 at 7:00 pm
Advisory Planning Commission (Area A)	November 24 at 7:00 pm
Advisory Planning Commission (Area E) - CANCELLED	November 24 at 7:00 pm
Corporate and Administrative Services Committee	November 25 at 9:30 am
Regular Board	November 25 at 2:00 pm
Infrastructure Services Committee	December 9 at 9:30 am
Regular Board	December 9 at 2:00 pm

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

Local Government Show	December 2 at 4:00 pm
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Please note: Meeting dates are current as of print date (November 19, 2021).



SUNSHINE COAST REGIONAL DISTRICT

November 4, 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.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	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	A. Toth
		Town of Gibsons	B. Beamish
		Sechelt Indian Government District	A. Paul (Alt.)

ALSO PRESENT*:	Chief Administrative Officer	D. McKinley
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	GM, Community Services	S. Gagnon
	Senor Manager, Human Resources	G. Parker
	Deputy Corporate Officer / Recorder	J. Hill
	Media	0
	Public	1

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

ELECTION OF CHAIR

The Corporate Officer called for nominations for the position of Chair of the Regional District Board for 2022.

Director Pratt nominated Director Toth. Director Toth accepted the nomination.

The Corporate Officer called a second time for further nominations.

Director Lee nominated Director Siegers. Director Siegers accepted the nomination.

The Corporate Officer called a third and final time for further nominations.

There being no further nominations, nominations were closed and a vote by electronic ballot was called by the Corporate Officer.

Director Siegers was declared Chair of the Sunshine Coast Regional District Board for 2022 by majority vote.

ELECTION OF VICE CHAIR

Director Siegers assumed the Chair. Chair Siegers called for nominations for the position of Vice Chair of the Regional District Board for 2022.

Director Lee nominated Director McMahon. Director McMahon accepted the nomination.

The Chair called a second time for further nominations.

The Chair called a third and final time for further nominations.

There being no further nominations, Director McMahon was declared Vice Chair of the Sunshine Coast Regional District Board for 2022 by acclamation.

AGENDA

It was moved and seconded

293/21

THAT the agenda for the meeting be adopted.

CARRIED

MINUTES

Resolution
Rescinded

It was moved and seconded

294/21

THAT resolution 286/21 recommendation No. 2 from the October 28, 2021 Regular Board meeting with respect to the delegation and future scheduling of a public hearing for *Official Community Plan Amendment Bylaw No 641.11, 2019* and *Zoning Amendment Bylaw No. 310.182, 2019* be rescinded;

AND THAT *Official Community Plan Amendment Bylaw No. 641.11, 2019* and *Zoning Amendment Bylaw No. 310.182, 2019* be abandoned.

CARRIED

Minutes

It was moved and seconded

295/21

THAT the Regular Board meeting minutes of October 28, 2021 be adopted as amended.

CARRIED

REPORTS

Corporate

It was moved and seconded

296/21

THAT Corporate and Administrative Services Committee recommendation Nos. 1-10 of October 28, 2021 be received, adopted and acted upon as follows:

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

THAT the presentation materials from the Sunshine Coast Regional Economic Development Organization (SCREDO) be received for information.

Recommendation No. 2 *Corporate Financial Variance*

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*

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*

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*

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*

THAT the report titled Status of Operating and Capital Reserves as at September 30, 2021 be received for information;

296/21 cont. 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*

THAT the report titled Gas Tax Community Works Fund Update be received for information.

Recommendation No. 8 *Corporate Space Plan Update*

THAT the report titled Corporate Space Plan Update be received for information.

Recommendation No. 9 *Director Constituency and Travel Expenses*

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*

THAT the report titled Contracts Between \$50,000 and \$100,000 from July 1 to September 30, 2021 be received for information.

CARRIED

COMMUNICATIONS

Housing **It was moved and seconded**

297/21 THAT the correspondence from David Eby, Attorney General and Minister Responsible for Housing, dated October 25, 2021 regarding release of Crown land for housing and the HouseHub be received for information.

CARRIED

Bill 26 **It was moved and seconded**

298/21 THAT the correspondence from Tara Faganello, Assistant Deputy Minister for Municipal Affairs, dated October 26, 2021 regarding proposed legislative amendments in Bill 26 be received for information.

CARRIED

UBCM Delegation **It was moved and seconded**

299/21 THAT the correspondence from Josie Osborne, Minister for Municipal Affairs, dated October 27, 2021 regarding Team Sunshine Coast's virtual delegation at the 2021 Union of British Columbia Municipalities (UBCM) Annual convention be received for information.

CARRIED

Engagement
Workshop Funding

It was moved and seconded

300/21

THAT the correspondence from Murray Rankin, Minister for Indigenous Relations and Reconciliation, dated October 27, 2021 regarding funding sources for engagement workshops with the shíshálh Nation be received for information;

AND THAT staff investigate the 150 Time Immemorial Grant program for potential funding opportunities for the Sunshine Coast Regional District.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT

It was moved and seconded

301/21

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:50 p.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair

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

November 1, 2021

RECOMMENDATIONS FROM THE SPRECIAL (PRE-BUDGET) CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	G.M., Community Services		S. Gagnon
	G.M., Planning and Development		I. Hall
	G.M., Infrastructure Services		R. Rosenboom
	Sr. Mgr., Human Resources		G. Parker (Part)
	Manager, Communication and Engagement		A. Buckley (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		0

CALL TO ORDER 9:30 a.m.

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

- Move Agenda Item number 4 to number 2.

PRESENTATIONS and DELEGATIONS

The Chief Administrative Officer and the General Manager, Corporate Services / Chief Financial Officer and Senior Manager, Human Resources provided an introduction to the 2022 Budget process, what to expect, organizational structure, COVID-19 effects and an overview of considerations in budget deliberations.

Director McMahon was appointed as Vice- Chair at 10:01 a.m.

Recommendation No. 1 *2022 Budget Presentation*

The Corporate and Administrative Services Committee recommended that the presentation titled Sunshine Coast Regional District 2022 Pre-Budget Overview be received for information.

The Manager, Communications and Engagement addressed the Committee in regards to the Budget 2022 – Community Check-In Survey results.

Recommendation No. 2 *2022 Budget – Community Check-In Survey*

The Corporate and Administrative Services Committee recommended that the presentation and report titled 2022 Budget – Community Check-In Survey be received for information.

REPORTS

Recommendation No.3 *2022-2026 Financial Plan Outlook*

The Corporate and Administrative Services Committee recommended that the report titled 2022-2026 Financial Plan Outlook be received for information.

Recommendation No. 4 *2021 Carry-forward Projects and 2022 Proposed Initiatives*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Carry-forward Projects and 2022 Proposed Initiatives be received for information;

AND THAT the funds taxed in 2014 for the purpose of exploring the feasibility of curbside recycling in Electoral Areas B [152] and D [153] in the amount of approximately \$28,000 for each area held in appropriated surplus be returned to the taxpayers in 2022;

AND THAT the feasibility funds for the purpose of exploring the establishment of a regional social services contribution service through Feasibility Studies – Regional [150] be deferred to 2023;

AND FURTHER THAT these recommendations be included in the 2022-2026 Financial Plan.

The Committee recessed at 11:19 a.m. and reconvened at 11:30 a.m.

Recommendation No. 5 *Corporate and Administrative Services Projects*

The Corporate and Administrative Services Committee recommended that for 2022 Round 1 Budget, staff present budget proposals for the following Corporate and Administrative Services projects:

- [110] – Executive Assistant 1.0 FTE (including an option for a part-time position with implications for each, further information on the position role and providing an option for funding from Electoral Areas only);
- [110] – Information and Privacy Coordinator 1.0 FTE (including an option for a part-time position);
- [110] – Hybrid Meeting Solutions (with potential for using COVID-19 Restart Funds);
- [110] – Meeting Management Solutions;
- [117] – Let's Talk SCRD Annual Subscription;

- [114 and 312] – Electric Vehicle (EV) Charging Stations (Field Road and Mason Road) – Phase 2.

The Committee recessed at 12:10 p.m. and reconvened at 1:00 p.m.

Recommendation No. 6 *Community Services Projects*

The Corporate and Administrative Services Committee recommended that the following Community Services' Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

- [310] – COVID-19 Expenses – Wages – 1.40 FTE, \$94,212 funded from COVID-19 Restart Funds in Reserves **(Regulatory Compliance)**;
- [310] – COVID-19 Expenses – Material and Supplies, \$12,000 funded from COVID-19 Restart Funds in Reserves **(Regulatory Compliance)**;
- [310] – Security System and CCTV, \$3,250 funded from Reserves **(Health and Safety or Environmental Requirement)**;
- [310 / 312] – Pressure Washer Replacement, \$10,500 funded from Reserves **(Imminent Asset Failure)**;
- [312] – Garage Hoist Replacement, \$131,250, funded through MFA 5-Year Equipment Loan or potential for cost-sharing from BC Transit **(Regulatory Compliance)**;
- [312] – Security System and CCTV, \$3,250 funded from Reserves **(Health and Safety or Environmental Requirement)**;
- [615] – Water Management Plan Implementation, \$26,500 funded through Taxation with a \$17,000 base budget increase starting 2023 **(Regulatory Compliance)**;
- [615] – Health and Safety Requirements, \$105,000 funded through Taxation **(Health and Safety or Environmental Requirement)**;
- [615] – Entandem Licensing Fees, \$4,250 funded through Taxation **(Regulatory Compliance)**;
- [625] – Entandem Licensing Fees, \$750 funded through Taxation **(Regulatory Compliance)**;
- [625] – Water Management Plan Implementation, \$1,750 funded through Taxation **(Regulatory Compliance)**;
- [625] – Non-Annual Maintenance – Water Storage Solutions, \$10,000 funded from Reserves **(Regulatory Compliance)**;

AND THAT a loan of up to \$131,250 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 garage hoist replacement;

AND FURTHER THAT for 2022 Round 1 Budget, staff present budget proposals for the following Community Services projects:

- [310] – Transit Superintendent – 1.0 FTE;
- [310] – Driver Orientation and Training;
- [310] – COVID-19 Backfill and Overtime;
- [310 / 312 / 370 / 650] – Mason Road Lease Renewal and Site Plan Implementation;
- [320-342] – Street Lighting – Services;
- [615] – Domestic Hot Water System;
- [615] – Non-Annual Maintenance;

- [615] – Accessibility Lifts;
- [625] – Storage Container;
- [625] – Accessibility Lift;
- [625] – Non-Annual Maintenance – Natatorium Ceiling Painting;
- [650] – Human Resources Lift for Recreation Services – 0.70 FTE;
- [650] – Parks Labourers – 0.62 FTE;
- [650] – Temporary Parks Backfill – 1.00 FTE;
- [650] – Archaeological and Environmental Studies;
- [650] – Katherine Lake and Lions Field Water Service Operations;
- [650] – Disposal of Invasive Species Pilot;
- [650] – Community Led Improvement Project Support.

Recommendation No. 7 Emergency Telephone 9-1-1

The Corporate and Administrative Services Committee recommended that E-Comm 911 (E-Comm Emergency Communications for British Columbia) be invited to a future Committee to provide an update regarding the 9-1-1 dispatch service to the Community.

Recommendation No. 8 *Planning and Development Projects*

The Corporate and Administrative Services Committee recommended that the following Planning and Development Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

- [220] – Project Support – 911 Towers – 0.20 FTE, \$22,000 funded through Taxation **(Imminent Asset Failure)**;
- [220] – Dispatch Levy, \$10,020 funded through Taxation **(Health and Safety / Environmental Requirement)**;

AND THAT for 2022 Round 1 Budget, staff present budget proposals for the following Planning and Development projects:

- [135] – Green House Gas (GHG) Quantification;
- [135] – Carbon Neutral Design – Recreation Facilities;
- [136] – Community Climate Plan Development 0.33 FTE;
- [210] – Capital Plan Projects – Fire Truck Replacement;
- [210] – Capital Plan Projects – High Priority;
- [210] – Deputy Fire Chief -0.4 FTE;
- [210] – Wildfire Preparedness;
- [212] – Capital Plan Projects;
- [212] – Wildfire Preparedness;
- [216] – Fire Hall #2 Redevelopment Project;
- [216] – Capital Plan Projects;
- [222] – Evacuation Route Planning;
- [222] – Emergency Management Coordinator – 0.60 FTE;
- [504] – Planning Enhancement – 1.0 FTE;
- [520] – Building Clerk - 1.0 FTE.

The Committee recessed at 2:40 p.m. and reconvened at 2:52 p.m.

Recommendation No. 9 *Staffing - Utilities Crew - Proposed*

The Corporate and Administrative Services Committee recommended that the Water Rate Structure Review staff report to November 2021 Infrastructure Committee meeting include rationale, job description and scope for the proposed 3.0 FTE water services - utility crew.

Recommendation No. 10 *Langdale – Remediation Project – Budget Proposal*

The Corporate and Administrative Services Committee recommended that a budget proposal be prepared for 2022 Round 1 Budget for the project [388] – Langdale – Remediation Project (Imminent Asset Failure) to provide more detailed scope information for the two phases of this project as well as other funding options.

Recommendation No. 11 *Infrastructure Services Projects*

The Corporate and Administrative Services Committee recommended that the following Infrastructure Services' Categorized Mandatory projects be approved and included into the 2022 Round 1 Budget:

- [350] – Sechelt Landfill Cover Material Base Budget Increase, \$40,000 funded from Tipping Fees (User Fees) **(Regulatory Compliance)**;
- [350] – Regulatory Reporting for Sechelt Landfill, \$89,165 funded through Taxation **(Regulatory Compliance)**;
- [366] – McNeil Lake Dam Safety Improvements – Construction, \$525,000 funded from Reserves **(Regulatory Compliance)**;
- [370] – Re-Chlorination Station Roof Upgrades - Trout Lake, \$100,000 funded from Reserves **(Imminent Asset Failure)**;
- [370] – Valve Stems for Selma 2 Isolation, \$75,000 funded from Reserves **(Imminent Asset Failure)**;
- [370] – Chapman Lake Dam Safety Improvements – Construction, \$783,000 funded from Reserves **(Regulatory Compliance)**;
- [370] – Edwards Lake Dam Safety Improvements – Construction, \$625,000 funded from Reserves **(Regulatory Compliance)**;
- [381] – Greaves Road – Septic Field Repairs, \$5,000 funded from Reserves **(Imminent Asset Failure)**;
- [393] – Lillies Lake – System Repairs and Upgrades, \$35,000 funded from Reserves **(Regulatory Compliance)**;
- [394] – Painted Boat – Flow Meter, \$7,500 funded from Reserves **(Regulatory Compliance)**;

AND THAT that for 2022 Round 1 Budget, staff present budget proposals for the following Infrastructure Services projects:

- [350] – Pender Harbour Transfer Station Site Improvements – Phase I;
- [350] – Sechelt Landfill Closure / Post Closure Funding;
- [350] – Manager, Special Solid Waste Projects - 0.6 FTE;
- [350] – Home Composter Rebate;
- [350] – Islands Clean-up;
- [350] – Waste Reduction Initiatives Program;
- [350] – WildSafeBC – Base Budget Increase;

- [365] – North Pender Harbour Watermain Replacement;
- [366] – South Pender Harbour Watermain Replacement;
- [370] – Single Axle Dump Truck Replacement;
- [370] – Vehicle Purchases;
- [370] – Budget Increase – Materials and Supplies;
- [370] – Staffing – Water Sustainability Technician - 0.5 FTE;
- [365 / 366] – Public Participation Water Supply Plan Development;
- [365 / 366 / 370] – Utilities Engineering Coordinator - 1.0 FTE;
- [365 / 366 / 370] – Utility Crew - 3.0 FTE;
- [365 / 366 / 370] – Overtime Budget;
- [365 / 366 / 370] – Water Rate Structure Review.

Recommendation No. 12 *Addition to Hybrid Meeting Solutions*

The Corporate and Administrative Services Committee recommended that as part of the Proposed Initiative for the [110] General Government - Hybrid Meeting Solutions project Boardroom furniture reconfiguration be added for consideration.

Directors Pratt and Tize opposed.

ADJOURNMENT 4:00 p.m.

Committee Chair

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

November 18, 2021

RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		Town of Gibsons	D. Croal (Alt)
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	General Manager, Planning and Development		I. Hall
	General Manager, Community Services		S. Gagnon
	Chief Building Inspector		A. Whittleton (part)
	Acting Manager, Planning and Development		Y. Siao (part)
	Planner/Senior Planner		J. Clark (part)
	Chief, Gibsons & District Volunteer Fire Department		R. Michael (part)
	Emergency Program Coordinator		J. Pratt (part)
	Recording Secretary/Administrative Assistant		A. O'Brien
	Media		0
	Public		3 (part)

CALL TO ORDER 9:51 a.m.

AGENDA The agenda was adopted as presented

PRESENTATIONS AND DELEGATIONS

Steve Kozuki, Forest Enhancement Society of BC (FESBC) and Dan Buffett, The Habitat Conservation Trust Foundation (HCTF) presented to the Committee regarding regional conservation projects.

Recommendation No. 1 *Delegation Materials from FESBC and HCTF*

The Planning and Community Development Committee recommended that the delegation materials from Steve Kozuki, Forest Enhancement Society of BC and Dan Buffett, The Habitat Conservation Trust Foundation regarding regional conservation projects be received for information.

REPORTS

Ken Carson, Agent/Legal Advocate for the applicant and eight tenants living on the subject property, addressed the Committee regarding Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road).

Jordyn Laxton, Applicant, addressed the Committee regarding Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road).

Recommendation No. 2 *Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road)*

The Planning and Community Development Committee recommended that the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road) – Consideration of First Reading be received for information;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021* be forwarded to the Board for First Reading, to be followed by a Public Information Meeting and referral to agencies.

Director Tize opposed.

The Committee recessed at 11:05 a.m. and reconvened at 11:15 a.m.

Recommendation No. 3 *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)
Consideration of Amended Second Reading*

The Planning and Community Development Committee recommended that the report titled Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road) Consideration of Amended Second Reading be received for information;

AND THAT the revised *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be forwarded to the Board for Amended Second Reading;

AND THAT a second Public Hearing to consider the revised *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be scheduled for Tuesday January 11, 2022 to be held in the Boardroom of the SCRD Administration Office at 1975 Field Road and conducted by electronic means via Zoom and live-streamed to the SCRD YouTube channel;

AND FURTHER THAT Director Toth be affirmed as the delegated Chair and Director Tize be affirmed as the delegated Alternate Chair to conduct the second Public Hearing.

Recommendation No. 4 *Community Emergency Preparedness Fund – Application for Evacuation Plan Grants*

The Planning and Community Development Committee recommended that the report titled Community Emergency Preparedness Fund – Application for Evacuation Plan Grants be received for information;

AND THAT a grant application for Evacuation Route Planning be submitted on behalf of the Sunshine Coast Regional District.

Recommendation No. 5 *Water Lease Renewal for Keats Landing, Eastbourne and Vaucroft Docks*

The Planning and Community Development Committee recommended that the report titled Water Lease Renewal for Keats Landing, Eastbourne and Vaucroft Docks be received for information;

AND THAT the SCRD apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a replacement tenure to the following leases:

- Lease No. 241681 File No. 0187728 for the Keats Landing Dock;
- Lease No. 243437 File No. 0135677 for the Eastbourne Dock;
- Lease No. 243730 File No. 0124896 for the Vaucroft Dock;

AND THAT the length of the lease terms be for 5 years;

AND FURTHER THAT the delegated authorities be authorized to sign the replacement tenures.

Recommendation No. 6 *Assignment of Street Lighting Inventory*

The Planning and Community Development Committee recommended that the report titled Assignment of Street Lighting Inventory be received for information;

AND THAT staff bring forward a Budget Proposal to Round 1 of the 2022 Budget to include eighteen additional Street Lights into the Regional Street Light Service [320] and the Fircrest Road Street Light Service [332].

Recommendation No. 7 *Policing and Public Safety Committee Meeting Minutes of October 21, 2021*

The Planning and Community Development Committee recommended that the Policing and Public Safety Committee meeting minutes of October 21, 2021 be received for information.

Recommendation No. 8 *Policing and Public Safety Committee and TAC*

The Planning and Community Development Committee recommended that thank you letters be sent to the members of Transportation Advisory Committee and Policing and Public Safety Committee advising of the decision to dissolve the committees.

Recommendation No. 9 *Gibsons & District Fire Protection Commission Meeting Minutes of November 4, 2021*

The Planning and Community Development Committee recommended that the Gibsons & District Fire Protection Commission meeting minutes of November 4, 2021 be received for information.

COMMUNICATIONS

Recommendation No. 10 *District of Sechelt COVID-19 Safe Restart Funds Contribution for Sechelt Aquatic Center Temporary Fire Protection System*

The Planning and Community Development Committee recommended that the correspondence from Darnelda Siegers, Mayor, District of Sechelt, dated October 29, 2021 regarding COVID-19

Safe Restart Funds Contribution to SCRD for Sechelt Aquatic Center Temporary Fire Protection System be received for information.

Recommendation No. 11 *Correspondence from Nicholas Simons regarding District Lot 1313*

The Planning and Community Development Committee recommended that the correspondence from Nicholas Simons, MLA, Powell River – Sunshine Coast, dated November 1, 2021 regarding District Lot 1313 be received for information;

AND THAT the correspondence from Nicholas Simons, MLA, Powell River – Sunshine Coast, dated November 1, 2021 regarding District Lot 1313 be referred to staff;

AND THAT a report be provided to a future Committee regarding more information and preferred options as outlined in the letter:

- a. Sponsored Crown Grant for park (or other)
- b. Conditional Withdrawal designation (Land Act. Section 17) for conservation purposes

AND FURTHER THAT SCRD staff consult with Town of Gibsons staff concerning DL1313.

Recommendation No. 12 *Correspondence from UBCM regarding short-term accommodations industry*

The Planning and Community Development Committee recommended that the correspondence from Union of BC Municipalities, dated November 3, 2021 regarding regulation urged for short-term accommodations industry be received for information;

AND THAT the SCRD send a letter to Union of BC Municipalities in response to the short term accommodation regulation document, stating that the concerns of the Electoral Areas of the Sunshine Coast Regional District have not been addressed.

ADJOURNMENT 11:54 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

November 18, 2021

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

PRESENT:	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Town of Gibsons	D. Croal
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	GM, Corporate Services/Chief Financial Officer		T. Perreault (part)
	Manager, Asset Management		K. Doyle (part)
	Manager, Utility Services		S. Walkey (part)
	Manager, Capital Projects		S. Misiurak (part)
	Manager, Solid Waste Services		R. Cooper (part)
	Manager, Purchasing and Risk Management		V. Cropp (part)
	Capital Projects Coordinator		T. Rutley (part)
	Recording Secretary		T. Ohlson
	Media		0
	Public		1

CALL TO ORDER 2:03 p.m.

AGENDA The agenda was adopted as amended, as follows:

- Add: Verbal update on the impact of the November 2021 rain and wind storm event

REPORTS

The General Manager, Infrastructure Services provided an update on the impact of recent rain events on the Chapman Water Treatment Plant, Water Reservoirs, Reed Road watermain, Lower Road and Blackburn Road exposed watermain, Redroofs Road watermain damage and wastewater treatment plants.

Recommendation No. 1 2022 Refuse Collection [355] Fee Review

The Infrastructure Services Committee recommended that the report titled 2022 Refuse Collection [355] Fee Review be received for information;

AND THAT Schedule A of Sunshine Coast Regional District Waste Collection Bylaw No. 431 be amended to increase waste collection fees by 0% for 2022 and 5% for 2023;

AND THAT the 2022 and 2023 projected operating shortfalls be funded by operating reserves (rate stabilization funds) in the amount of \$8,017 and \$33,536 respectively;

AND FURTHER THAT the 2022-2026 Financial Plan be updated accordingly.

Recommendation No. 2 *Staffing Increase – Utility Crew (3.0 FTE) – Additional Information for Consideration*

The Infrastructure Services Committee recommended that the report titled Staffing Increase – Utility Crew (3.0 FTE) – Additional Information for Consideration be received for information.

Recommendation No. 3 *Regional Water Service Area 2022 Rate Bylaw Amendment*

The Infrastructure Services Committee recommended that the report titled Regional Water Service Area 2022 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw 422, Schedule B be amended to increase the Regional Water Service Area User Fees and Metered Usage Fees by 12.5% and Parcel Taxes by 5% for an overall rate increase of 9.63%;

AND THAT the 2022-2026 Financial Plan be amended accordingly.

Director Toth opposed

Recommendation No. 4 *South Pender Harbour Water Service Area 2022 Rate Bylaw Amendment*

The Infrastructure Services Committee recommended that the report titled South Pender Harbour Water Service Area 2022 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates Bylaw 422, Schedule E be amended to increase the South Pender Harbour Water Service Area User Fees and Metered Usage Fees by 10% and 10% to Parcel Taxes in 2022 for an overall rate increase of 10%;

AND THAT the 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 5 *North Pender Harbour Water Service Area 2022 Rate Bylaw Amendment*

The Infrastructure Services Committee recommended that the report titled North Pender Harbour Water Service Area 2022 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw 422, Schedule D be amended to increase the North Pender Harbour Water Service Area User Fees and Metered Usage Fees by 13.8% with a 4.4% increase to Parcel Taxes for an overall rate increase of 10.57%;

AND THAT the 2022-2026 Financial Plan be amended accordingly.

Director Tize declared a conflict of interest due to a pecuniary business interest related to the proposed commercial utility rates and left the meeting at 3:17 p.m.

Director Tize returned to the meeting at 3:39 p.m. and left the meeting at 3:44 p.m.

Recommendation No. 6 *Wastewater 2022 User Fee Reviews*

The Infrastructure Services Committee recommended that the report titled Wastewater 2022 User Fee Reviews be received for information;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2022 User Fee rates for residential properties as follows:

Service	2022
Greaves	\$487.81
Woodcreek	\$658.28
Sunnyside	\$745.23
Lee Bay	\$487.67
Langdale	\$1,126.43
Canoe	\$985.31
Merrill Crescent	\$1,948.25
Roberts Creek	\$865.67
Lily Lake	\$711.89
Painted Boat	\$586.13
Sakinaw Ridge	\$1,323.63

AND THAT that the 2022 User Fee rates for residential properties for the Jolly Roger, Secret Cove, Square Bay and Curran Road wastewater services remain at the 2021 User Fee rates;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2023 and 2024 User Fee rates for residential properties as follows:

Service	2023	2024
Woodcreek	\$678.03	\$698.37
Sunnyside	\$767.59	\$790.62
Langdale	\$1,160.22	\$1,195.03
Roberts Creek	\$891.64	\$918.39

AND THAT the respective wastewater utility rate bylaw be amended to reflect the proposed 2022 User Fee rates for commercial properties as follows:

Commercial User	2022
Painted Boat Spa	\$1,226.78
Painted Boat Restaurant	\$2,494.46

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

Director Pratt opposed.

Recommendation No. 7 *Wastewater 2022 Frontage Fee Reviews*

The Infrastructure Services Committee recommended that the report titled Wastewater 2022 Frontage Fee Reviews be received for information;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2022 Frontage Fees as follows:

Service	2022
Greaves	\$400.00
Woodcreek	\$400.00
Sunnyside	\$302.00
Lee Bay	\$202.00
Langdale	\$400.00
Canoe	\$424.30
Merrill Crescent	\$400.00
Roberts Creek	\$400.00
Lily Lake	\$204.00
Painted Boat	\$302.00
Sakinaw Ridge	\$845.27

AND THAT that the 2022 Frontage Fees for the Jolly Roger, Secret Cove, Square Bay and Curran Road wastewater services remain at the 2021 Frontage Fee rates;

AND THAT the respective wastewater utility rate bylaws be amended to reflect the proposed 2023 and 2024 Frontage Fees as follows:

Service	2023	2024
Langdale	\$408.00	\$416.16
Roberts Creek	\$408.00	\$416.16

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

Director Pratt opposed

The Committee recessed at 3:52 p.m. and reconvened at 4:00 p.m.

Director Tize returned to the meeting at 4:00 p.m.

Recommendation No. 8 *Chapman Creek WTP On-Site Hypochlorite Generation Project - Contract Amendment No. 1*

The Infrastructure Services Committee recommended that the report titled Chapman Creek WTP On-Site Hypochlorite Generation Project - Contract Amendment No. 1 be received for information;

AND THAT the project for the Chapman Creek WTP On-Site Hypochlorite Generation - Construction be increased to \$2,144,903 from \$1,644,903 and that the additional \$500,000 be funded from Regional Water capital reserves;

AND THAT the delegated authorities be authorized to execute the Contract Amendment No. 1 with CHB Services Ltd. in the amount of \$500,000 (excluding GST);

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

Recommendation No. 9 *Request for Proposal (RFP) 2137013 Groundwater Investigation Round 2 Phase 3 – Langdale Wellfield Well Development*

The Infrastructure Services Committee recommended that the report titled Request for Proposal (RFP) 2137013 Groundwater Investigation Round 2 Phase 3 – Langdale Wellfield Well Development be received for information;

AND THAT the contract for Langdale Wellfield Well Development be awarded to Kalwij Water Dynamics Inc. in the amount of \$650,000;

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

Recommendation No. 10 *Request for Quotation (RFQ) 2137015 Contract Award for Pipes, Valves, Hydrants & Fittings*

The Infrastructure Services Committee recommended that the report titled Request for Quotation (RFQ) 2137015 Contract Award for Pipes, Valves, Hydrants & Fittings be received for information;

AND THAT the contract for Pipes, Valves, Hydrants and Fittings be awarded to Iconix Waterworks for a three-year contract, with the option to extend for an additional two one-year periods, for a total upset value of \$768,438 including PST;

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

Recommendation No. 11 *Request for Proposal (RFP) 2135101 Contract Award for Site Operations Services for the Pender Harbour Transfer Station*

The Infrastructure Services Committee recommended that the report titled Request for Proposal (RFP) 2135101 Contract Award for Site Operations Services for the Pender Harbour Transfer Station be received for information;

AND THAT Contract Award for Site Operations Services for the Pender Harbour Transfer Station be awarded to Salish Environmental Group Inc. at a value of \$660,684 (excluding GST).

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

Recommendation No. 12 *Landfill Engineering Consulting Services Contract - Update*

The Infrastructure Services Committee recommended that the report titled Landfill Engineering Consulting Services Contract - Update be received for information;

AND THAT the contract with XCG Consulting Limited for general landfill engineering services be increased by \$85,000 to \$292,880 (excluding GST);

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

Recommendation No. 13 *Mattress Recycling Program Contract Updates*

The Infrastructure Services Committee recommended that the report titled Mattress Recycling Program Contract Updates be received for information;

AND THAT the contract with Canadian Mattress Recycler Inc. for mattress recycling services be extended for an additional one (1) year period;

AND THAT the contract with Canadian Mattress Recycler Inc. be increased by \$118,000 to \$177,105 (not including GST);

AND THAT the contract with Pacific Coast Distributor Inc. be increased by \$78,728 to \$207,000 (not including GST);

AND THAT the 2022 contract amendment for mattresses of \$40,365 be reflected in the 2022-2026 Financial Plan;

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

Recommendation No. 14 *Metal Container, Hauling and Recycling Services – Contract Extension*

The Infrastructure Services Committee recommended that the report titled Metal Container, Hauling and Recycling Services – Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for metal container, hauling and recycling services be extended for an additional one (1) year period;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$216,920 to \$429,470 (not including GST);

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

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 15 *Infrastructure Services Department – 2021 Q3 Report*

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2021 Q3 Report be received for information.

Recommendation No. 16 *Transportation Advisory Committee Minutes – October 21, 2021*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of October 21, 2021 be received for information.

Recommendation No. 17 *Water Supply Advisory Committee Minutes – November 8, 2021*

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of November 8, 2021 be received for information;

AND THAT the following recommendation contained therein be acted upon as amended, as follows:

Recommendation No. 1 *Potential Use of Reclaimed Water*

The Water Supply Advisory Committee recommends that staff evaluate the benefits, costs and risks to the SCRD water supply system if a minimum of 2,000 m³ /day of reclaimed water, meeting all applicable quality and regulatory standards, is delivered to lower Chapman Creek below the intake to the Water Treatment Plant for purposes of augmenting the Environmental Flow Needs (EFN).

COMMUNICATIONS

Recommendation No. 18 *Correspondence regarding water decisions under the Water Sustainability Act*

The Infrastructure Services Committee recommended that the correspondence from Honourable Minister Conroy of the Ministry of Forests, Lands and Natural Resource Operations and Rural Development dated November 2, 2021 regarding water decisions under the *Water Sustainability Act* be received for information.

ADJOURNMENT 4:36 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 25, 2021

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: 2022 CHAIR APPOINTMENTS

RECOMMENDATION(S)

THAT the report titled 2022 Chair Appointments be received;

AND THAT the list of Chair appointments be affirmed.

BACKGROUND

The Board Chair appoints the Chair and Vice-Chair of SCRD standing committees on an annual basis.

DISCUSSION

The Chair appointments are as follows:

Corporate & Administrative Services Committee

Chair Darnelda Siegers
Vice Chair Bill Beamish

Community Services Committee

Chair Andreas Tize
Vice Chair Leonard Lee

Infrastructure Services Committee

Chair Donna McMahon
Vice Chair Mark Hiltz

Planning and Development Committee

Chair Alton Toth
Vice Chair Andreas Tize

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Committee Chair appointments have been outlined above. Staff recommend that the Board receive and affirm the appointments.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 25, 2021

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATIONS

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

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 123, District Lot 3923, Plan BCP15556, PID 026-169-291, Folio 746.06165.450.

BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists a property where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or an inspection under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the Building Division.

Letters have been sent advising the registered owner that certain specific conditions exist regarding their property and requesting that a building permit be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has notified the registered owner of the property listed in this report by one or more of the following methods: registered letter, hand delivery, email or regular mail. The owner has been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issue being registered.

DISCUSSION

This property is non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

1. **Lot 123 Backstrom Drive, Electoral Area A**
Lot 123, District Lot 3923, Plan BCP15556, Group 1, NWD
PID 026-169-291
Folio 746.06165.450

On June 17, 2021, a building was discovered that had been constructed without a valid building permit. The property owner made a permit application but as no dwelling exists on the property, the permit for an auxiliary use cannot be issued. The SCRD Building Division is not aware of any safety issues at this time and recommends Notice be placed on Title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the Building Division that is summarized above show that this property is in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property.

Reviewed by:			
Manager	X - A. Whittleton	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 25, 2021

AUTHORS: Dean McKinley, Chief Administrative Officer, Tracey Hincks, Executive Assistant

SUBJECT: OFFICE OF THE CAO MONTHLY REPORT

RECOMMENDATION

THAT the November 25, 2021 Office of the CAO Monthly Report be received for information.

BACKGROUND

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

DISCUSSION***Administration:*****Emergency Operations Centre (EOC)**

On Monday, November 15 the SCRD activated an Emergency Operations Centre (EOC) to assist in coordinating resources to deal with a number of water / flood related issues in the Region.

Water

The boil water advisory remains in place for areas of Halfmoon Bay, Gibsons, Elphinstone and West Howe Sound. We have added a new feature to help you determine if you are under a boil water advisory and you are welcome to visit [this website](#) and type in your address. This lookup function is new and we ask that, if you are having issues with the information being provided through this website, please let us know.

Updates on the lifting of boil water advisories and service resumption will be provided when available. The process involves regular water testing and liaising with Vancouver Coastal Health and it is common for such advisories to remain in place for a few days.

Parks

Cliff Gilker Park remains closed at this time and SCRD staff have closed off all access to trails, bridges and the main entrance.

Chaster House and Chaster Park also remain closed due to potential high-water damage to the property. The entrance area and bridge to Chaster House have been taped off with caution tape and the grounds are covered with considerable debris and are not to be accessed.

The SCRD Parks department is continuing to assess other trails at this time. Unfortunately, members of the public have not been respecting some of the closures that have been communicated for SCRD Parks. We are reminding everyone that these closures are for the

safety of the public. You are asked to access only those trails that remain open at this time and to stay off all trails that are closed.

BC Parks have advised the SCRD of the following:

- Smugglers Cove Park: all trails are closed to the public
- Porpoise Bay Park: some trails are closed to the public

Roads

The Ministry of Transportation and Infrastructure (MOTI) has informed the SCRD that they are currently focused on road washouts at:

- Day Road
- Redroofs Road
- Lower Road at Stephens Road
- Beach Road

BC Parks have advised that the Roberts Creek campground access route open will remain open for residents of Beach Avenue, Park Avenue and Henderson Road until such time that Beach Avenue is partially reopened.

There are still a number of roads that remain single traffic only. We encourage everyone to leave themselves a little bit more time when traveling, and to pay close attention to the signage, traffic cones and road conditions up and down the Coast.

Further updates on road closures will be communicated once the information is provided to the SCRD.

Evacuation Order Issued for 2016 and 2022 Ocean Beach Esplanade

Due to immediate danger to life safety caused by: localized flooding, road wash-outs, debris flows, failure of water mains impeding access to clean drinking water and disposal of waste water an evacuation order has been issued for 2016 and 2022 Ocean Beach Esplanade. Read more on the order [HERE](#).

State of Local Emergency

A state of local emergency has been declared by SCRD Chair Darnelda Siegers on November 15 at 6:30 p.m. in response to the flood related issues currently being experienced in the Region.

Solid Waste:

Waste Collection Update - November 17 - Halfmoon Bay

Due to the recent storm events that have resulted in road closures the contractor will attempt to collect bins on the streets that are accessible. If it is safe to do so, you may bring your container(s) to accessible streets. Please check www.scrd.ca later today for updates.

If you are unable to do so, garbage can be taken to the Waste Management bin at 5920 Sechelt Inlet Road and green bins to Salish Soils at 5646 Schetxwen Road.

Transit Alert

Due to damage from flooding there are some changes to Transit services. Transit Routes:

☐ Route #1 Langdale Ferry / 1 Sechelt:

Due to the closure of Lower Road;

- Southbound busses will travel down Flume Rd back up to the Highway at Roberts Creek Rd.
- Northbound busses will take Roberts Creek Rd and come back up Marlene Rd.

and

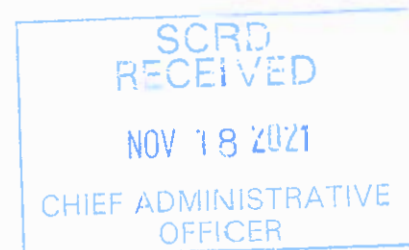
☐ Route #4 Halfmoon Bay

Due to the flood damage the Route #4 Halfmoon Bay is cancelled until further notice. Route 4 Halfmoon Bay will travel up Norwest Bay Rd and down Mason Rd to the bottom and turn left back to Sechelt.

Further updates will be provided when available.

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.



From: Minister, ENV ENV:EX [mailto:ENV.Minister@gov.bc.ca]
Sent: November 18, 2021 1:36 PM
To: Lori Pratt <Lori.Pratt@scrd.ca>
Cc: Nash, Laurel ENV:EX <Laurel.Nash@gov.bc.ca>
Subject: RE: UBCM Minister Meeting - thank you

External Message

Reference: 382094

November 18, 2021

Lori Pratt, Chair
and Directors
Sunshine Coast Regional District
Email: lori.pratt@scrd.ca

Dear Chair Pratt and Directors:

Thank you for your letter of September 15, 2021, following up on our meeting at the 2021 Union of British Columbia Municipalities (UBCM) Convention. I was very pleased to have the opportunity to meet with you and discuss issues of mutual importance.

Whether online or in person, the annual UBCM Convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to British Columbians and I value these opportunities highly. I hope that you continue to engage with the ministry and our government on issues that matter to you and your community so that we can continue to move forward with our goal of building a strong, sustainable, innovative economy, a cleaner environment and healthy communities that work for everyone.

In our meeting, we discussed your interest in allowing private operators that collect residential recycling, including packaging and paper products (PPP), to drop off these materials at Recycle BC-contracted depots. As I mentioned in the meeting, the ministry has asked Recycle BC to better address this issue as part of their recent stewardship plan approval. In response, Recycle BC has submitted a proposed plan amendment that the ministry is currently reviewing. This proposed amendment includes an 'equivalency' definition that would allow eligible Regional Districts to join the Recycle BC program as contracted collectors if they implement a PPP curbside collection program. Ministry staff will provide the Regional District with an update after their review is complete.

We also discussed the affordability of abatement and disposal of drywall containing asbestos. I have asked Laurel Nash, Assistant Deputy Minister for the Environmental Protection Division, to connect with the Ministry of Labour on next steps for the Asbestos Action Plan. In December 2018, the Province released a report titled *Keeping Workers, the Public and the Environment Safe from Asbestos: Working Group Draft Final Report and Recommended Actions*. The report

and the accompanying recommendations discussed the issue of financial incentives to assist the safe abatement and disposal of asbestos in B.C.

Since the report was posted, a Cross-Ministry Asbestos Working Group began developing an Action Plan that lays out strategies and initiatives the B.C. Government and its agencies can undertake to further protect people and the environment from the dangers of asbestos. Ministry of Labour staff are currently conducting work in support of the Asbestos Action Plan and we will have more details to share soon with local and Indigenous governments and construction industry stakeholders.

Thank you again for taking the time to meet. I look forward to continuing to work closely with you on behalf of your community in the future.

Sincerely,

George Heyman
Minister

cc: Laurel Nash, Assistant Deputy Minister, Environmental Protection Division, Ministry of Environment and Climate Change Strategy

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.192**

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987*

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

PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020.*

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:

Insert the following section immediately following Section 1000A.6:

Site Specific Uses

1000A.7 Notwithstanding Section 1000A.3 and Section 1000A.4, on Lot B, District Lot 1621, Group 1 New Westminster District, Plan EPP34685, one auxiliary dwelling is permitted subject to all of the following provisions:

- (1) maximum building height: 7 metres
- (2) minimum setback from the east side parcel line: 15 metres
- (3) minimum setback from the front parcel line: 15 metres
- (4) minimum setback from the rear parcel line: 170 metres
- (5) minimum setback from the west side parcel line: 70 metres
- (6) Bed and breakfast is not permitted within the auxiliary dwelling

PART C – ADOPTION

READ A FIRST TIME this	10 TH	DAY OF JUNE ,	2021
READ A SECOND TIME this	10 TH	DAY OF JUNE ,	2021
FIRST PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	22 ND	DAY OF JUNE ,	2021
READ A SECOND TIME AS AMENDED this	25 TH	DAY OF NOVEMBER ,	2021
SECOND PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR

APPROVED PURSUANT TO SECTION 52 OF
THE *TRANSPORTATION ACT* this

DAY OF

MONTH

YEAR

ADOPTED this

DAY OF

MONTH

YEAR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 641.13

A bylaw to amend *Roberts Creek Official Community Plan Bylaw No. 641, 2012*.

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

PART A – CITATION

1. This bylaw may be cited as *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021*.

PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2012* is hereby amended as follows:

Map 1: Land Use is amended by designating Lot A District Lot 1318 Group 1 New Westminster District (PID: 015-943-283) to designate a Temporary Use Permit Area

PART C – ADOPTION

READ A FIRST TIME this		25 th	DAY OF	NOVEMBER	2021
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this					
	DAY OF		MONTH		YEAR
READ A SECOND TIME this		DAY OF		MONTH	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this					
	DAY OF		MONTH		YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this		DAY OF		MONTH	YEAR
READ A THIRD TIME this		DAY OF		MONTH	YEAR
ADOPTED this		DAY OF		MONTH	YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 717.2

A bylaw to amend *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018*

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

1. This bylaw may be cited as *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.2, 2021*.
2. *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018 is hereby amended as follows:*

a) Delete section 5 in its entirety and replace with the revised section 5 as follows:

5. Notice of Regular Meetings

(1) No later than the last Board meeting in November, the Corporate Officer must prepare an annual schedule of regular Board, Standing Committee and Select Committee Sunshine Coast meetings including the dates, time and place of meetings, and way in which the meetings are to be conducted, and must make the schedule of meetings available to the public by posting it at the Public Notice Posting Place.

(2) The Corporate Officer must give further public notice of the meeting by:

- (a) including notice of the way in which the meeting is to be conducted, and the place where the public can attend to hear, or watch and hear, the meeting;
- (b) posting a copy of the agenda outline to the Public Notice Posting Place;
- (c) posting a copy of the agenda on the Regional District's website, unless prevented due to technical issues.

(3) Where revisions are necessary to the annual schedule of regular meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time, and place or cancellation of a regular meeting.

b) Delete section 6 in its entirety and replace with the revised section 6 as follows:

6. Notice of Special Meetings

(1) Except where notice of a special meeting is waived by a unanimous vote of all Board Members under section 220(3) of the Act, the Corporate Officer must:

- (a) give advance public notice of the time, place and date of the meeting, and way in which the meeting is to be conducted, by way of a notice posted to the Public Notice Posting Place; and
- (b) give notice of the special meeting in accordance with section 220(2) of the Act.

(2) Where a special meeting is called and where notice may be waived by a unanimous vote under section 220(3) of the Act, the Corporate Officer must use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting to the Public Notice Posting Place.

- c) Delete section 16 in its entirety and replace with the revised section 16 as follows:

16. Electronic Meetings and Participation in Meetings Electronically

(1) In accordance with the Act and the requirements set out in the Regional District Electronic Meeting Regulation, regular and special meetings of the Board and Board Committees may be conducted by means of electronic or other communication facilities.

(2) While it is preferable for Members to attend in person, Members may participate in a Board or Committee meeting by means of electronic or other communication facilities if the Member is unable to be present at the meeting location.

(3) A Member participating in a meeting under this section is deemed to be present at the meeting.

(4) Meetings may be conducted by means of electronic or other communication facilities but must be conducted in a manner which allows the public to hear, or watch and hear the proceedings unless the meeting is closed to the public under the authority of section 90 of the Charter.

(5) A Member participating by audio means only must indicate their vote verbally.

(6) If any portion of the meeting is closed to the public under the authority of section 90 of the Charter, the Members participating electronically must state that they have assured adequate privacy for the closed portion of the meeting.

(7) Although the Regional District will make every effort to accommodate electronic participation in meetings as required, nothing in this bylaw will be construed to guarantee any Member electronic access to a Regional District meeting. Electronic participation in meetings will be restricted by equipment capacity.

- d) Delete section 32 in its entirety and replace with the revised section 32 as follows:

32. Amendments

This bylaw must not be amended except by bylaw passed at a regular or special meeting of the Regional District, pursuant to a notice sent to each Member as set out under section 225(2) of the Act.

READ A FIRST TIME	this	25 th day of	November, 2021
READ A SECOND TIME	this	25 th day of	November, 2021
READ A THIRD TIME	this	25 th day of	November, 2021
ADOPTED	this	25 th day of	November, 2021

CORPORATE OFFICER

CHAIR