



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, SEPTEMBER 23, 2021

AMENDED AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of September 9, 2021

Annex A
Pages 1 – 11

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Infrastructure Services Committee recommendation Nos. 6-14 of September 9, 2021 (*recommendation Nos. 1-5 previously adopted*)

Annex B
pp 12 - 16

- 3a. ➡**ADD** Corporate and Administrative Services Committee recommendation Nos. 11 and 14 of September 23, 2021

p 16a

4. Placement of Notice on Title – Chief Building Official

Annex C
pp 17 – 18

5. Office of the CAO Monthly Report

➡**ADD**
pp 18a - i

COMMUNICATIONS

6. Office of the Premier, dated September 10, 2021
Regarding Request for Meeting with Premier Horgan to Discuss SCRD Water Supply Emergency and Other Emerging Issues on the Sunshine Coast

Annex D
pp 19 - 21

- | | | |
|----|--|-----------------|
| 7. | <u>Rebecca Anderson, Director of Corporate and Legislative Services and Corporate Officer, dated September 16, 2021</u>
Regarding Town of Gibsons Funding Contribution for a Fire Protection System at the Sechelt Aquatic Centre | Annex E
p 22 |
|----|--|-----------------|

MOTIONS

BYLAWS

- | | | |
|----|---|-----------------------|
| 8. | <i>Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021</i>
– first and second reading
(Voting – Electoral Area Directors – 1 vote each) | Annex F
pp 23 - 24 |
|----|---|-----------------------|

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (f), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “law enforcement...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

Recommendation No. 11 *Advisory Committees – Policing and Public Safety and Transportation*

THAT effective January 2022, the Policing and Public Safety and Transportation Advisory Select Committees be integrated into the newly established Community Services Committee meeting;

AND THAT the Standing and Select Committee Review report be referred to the October 2021 Transportation Advisory Committee and Policing and Public Safety Committee meetings for information and discussion on options to provide community input at the Community Services Committee meeting or in other forums;

AND FURTHER THAT this recommendation be forwarded to the September 23, 2021 Regular Board Meeting.

Recommendation No. 14 *Award Report for Financial Audit Services*

THAT the report titled Award Report for Financial Audit Services be received for information;

AND THAT the contract for financial audit services be awarded to MNP LLP for “up-to” a five – year term with and “up-to” amount of \$244,665 (excluding GST) for the 2021-2025 fiscal years;

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

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

AND FURTHER THAT this recommendation be forwarded to the September 23, 2021 Regular Board Meeting.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 23, 2021

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

SUBJECT: OFFICE OF THE CAO MONTHLY REPORT

RECOMMENDATION

THAT the September 23, 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:

UBCM Minister Meetings

The SCRD Board had six Cabinet Minister meetings between September 7-10 during the annual Union of British Columbia Municipalities Convention (UBCM). The Minister Meetings were via conference call again this year due to COVID. The meetings were attended by the SCRD Board members as well as member municipalities representatives as a collaborative Team Sunshine Coast approach. MLA Nicholas Simons also was in attendance. The following topics were discussed:

Meeting #1

Ministry of Agriculture – Honourable Lana Popham

Topic: Cannabis Production in the Agricultural Land Reserve

Request: Minister prioritize soil-based food production in the ALR and restrict industrial cannabis to Industrial land.

Meeting #2

Ministry of Environment – Honourable George Heyman

Topic(s): Private Operators Collecting PPP and Disposal of Drywall Containing Asbestos

Request(s):

That the BC Recycling Regulation be amended to allow private operators to collect residential PPP and deliver to depots operating as part of the Recycle BC Program. Or, alternatively, grant an exception to the Sunshine Coast to allow for this.

The province initiates a grant program for the safe abatement and disposal of asbestos containing, residential drywall. Such program would make the removal of these materials more affordable for residents, reduce the illegal dumping of such drywall and eliminates the need for local governments increase to increase fees to cover avoidable costs.

Meeting #3

Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Honourable Katrine Conroy

Topic: Expediting Water Licence Applications

Request: continued priority processing for Water Licensing applications related to water supply expansion by Local Governments, like the SCRD. Further that as the duty to consult is the responsibility of the Crown, we request the Province provide increased capacity funding for first Nations in support of FLNRORD authorization applications by local governments.

Meeting #4

Attorney General and Minister Responsible for Housing – Honourable David Eby

Topic: Release of Crown Land

Request: that the Province work with Municipalities and Regional Districts to locate suitable crown property that can be granted to them in "Fee Simple". Restrictions should be placed on that property such that it can only be developed into lots suitable for sale "at cost" for specified types of low-cost housing, such as RV or mobile home sites, manufactured homes or traditional single-family homes. These homes can be lived in by the person building, having the home created or if built on by a developer, sold at a small percent above cost of "construction. Municipalities or Regional Districts would oversee work and contracts. Senior Governments would provide funding for Local governments to manage this process, from birth to 10 years after sale.

Meeting #5

Ministry of Indigenous Relations and Reconciliation – Honourable Murray Rankin

Topic: Support for the SCRD's involvement in implementing the United Nations Declaration on the Rights and Indigenous Peoples and the Declaration on the Rights of Indigenous Peoples Act (DRIPA)

Request: funding to engage with shishalh to hold joint workshops regarding the implementation of DRIPA, the Calls to Action related to the human rights of Indigenous peoples in the UN Declaration, and the action plan. During these workshops we will further chart a cooperative path forward to enhance the lives of all those calling the shishalh swiya home.

Meeting #6

Ministry of Municipal Affairs – Honourable Josie Osborne

Topic(s): Increased Collaboration and Coordination between Provincial Ministries, Reform of Regional District Legislation and Better Tools for Bylaw Enforcement

Request:

improvement on collaboration and communication between ministries, with local government, and with residents, so we can restore our ecological resilience and protect public infrastructure assets for the long term.

The Ministry of Municipal Affairs to assign policy staff to work with regional districts to determine short, medium, and long-term policy and procedure solutions to the most urgent problems facing electoral areas.

Regional districts urgently need some tools to clamp down on serious, prolonged, deliberate bylaw violations

Strategic Planning Session

The 2019-2023 Strategic Plan was reviewed on June 11, 2021 via Zoom (Day 1) and then again on September 10, 2021 in a blended Boardroom/Zoom meeting (Day 2) in compliance with SCRD Board Policy 'Strategic Planning' - Section 13, Subsection 6430:

*2.1. The SCRD will prepare a strategic plan at the beginning of each Board's term and **will update the strategic plan throughout its term**. The strategic plan will address the key policy priorities and will be the key focus of the Board's work for our communities.*

*4.1. It is proposed that in the first six months of a new Board's election, the Board will meet to establish goals for the next three years. Furthermore, the Board will meet **yearly** thereafter to review and where necessary modify and add to the strategic goals identified by the Board. Throughout the year, all proposed amendments will be forwarded to the annual review meeting for consideration with the entire package of goals contained within the Strategic Plan. This process will guide the work of the Board and staff over the three years.*

Day 1 – A review of the 2019-2023 Strategic Plan was conducted in which the Board reviewed and re-affirmed the 5 strategic focus areas. Four key points surfaced as such:

1. Rebuilding the Foundation
2. Dedicated time to Rebuilding our Systems and Processes
3. Develop Tools for Work Prioritization
4. Protect our most valuable Resource – our people

Day 2 – Utilizing the Strategic Plan Report Card, the Board and Senior Leadership Team reviewed and amended the strategic plan strategies, tactics and target dates.

The Strategic Plan will provide significant guidance and input for preparation and finalization of the SCRD's Financial Plan beginning in the 2022 budget year.

The amended strategic plan is being presented at the September 23, 2021 Corporate and Administrative Services Committee for consideration.

Infrastructure Services:

Water:

Stage 1

Effective immediately the Sunshine Coast Regional District (SCRD) has declared a return to Stage 1 water conservation regulations for SCRD water users on the South Pender, Chapman, Langdale, Soames Point, and Granthams Landing Water Systems. Stage 1 regulations remain in effect until September 30 and in the coming days SCRD staff will be removing Stage 4 displays and signage in the Region.

Eastbourne Water System will remain at Stage 4 until further notice.

Since Friday morning 126 mm of rain fell in the Chapman Lake area. We are also grateful to our municipal partners, particularly the Town of Gibsons for assisting us with water supply through the late Summer months.

As a result of the easing of water conservation regulations, the SCRD's Emergency Operations Centre (EOC) will also be winding down in the coming weeks. The future of an emergency project being undertaken by the EOC at Edwards Lake will be discussed with regulatory agencies as it could become a permanent emergency measure for the Chapman Water System.

SCRD staff are also working on updating lawn permitting processes and work on other water sources at Langdale and Gray Creek has been ongoing through the Summer. In the near future SCRD staff will be conducting a debrief on this year's Drought Response Plan which will include reaching out to the community.

Water Main Replacement Work

The Sunshine Coast Regional District (SCRD) has identified a number of water mains in the Chaster Road area that need immediate replacement due to the poor condition of the existing mains. SCRD staff have been in contact with the Elphinstone Community Association and Cedar Grove Elementary in order to provide information and minimize disruption.

Locations

Water mains on Chaster, Pratt and Hough Roads will be replaced. More specifically, on Chaster Road from Frank West Hall to Pratt Road; on Pratt Road from Chaster Road to Malaview Road; and on Hough Road going north from Chaster Road on the undeveloped right of way to loop the system through Malaview Road.

Dates

The work will take place during normal working hours between 7:00 a.m. and 7:00 p.m., Monday to Friday and will involve the following; • Ground Breaking and Pipe Laying Work - 20th September, 2021 to 22nd October, 2021 • Temporary Paving and Restoration – November 2021 Full restoration of road surfaces is expected by 1st April, 2022. We apologize in advance for any inconvenience this vital work may cause. Residents should expect traffic disruptions in the area between September 20 and November 1. Residents are asked to please keep speeds to 30 km/h in the construction zone for worker safety and to drive with caution due to dust and loose stone that may be present.

Water Outages

Intermittent water outages are expected in the areas. Households on Chaster Road, Pratt Road and Malaview Road (as per Figure 3) are to expect longer water outage periods while the water main replacement is carried out. Interruptions to water service should be expected to begin by mid-October. SCRD staff will provide notice to affected residents in advance of any planned shut-offs during construction.

Solid Waste:

Update on Sechelt Landfill Remediation Project

Work is continuing at the Sechelt Landfill, with a new drop-off area expected to open in late September. In order to complete the new drop-off area, the Sechelt Landfill will be closed from September 17 to 19 (September 20 is a regularly scheduled closure day).

While the landfill is closed, residents can either hold onto their materials until the landfill reopens, or take them to the Pender Harbour Transfer Station during operating hours. Arrangements are being made to accept a limited amount of commercial garbage during the three-day closure.



As construction continues, the space available to drop off some materials has decreased, so much so that staff have had to prioritize the most essential items for drop-off.

Effective July 31, and continuing to September 27, the Sechelt Landfill will not be able to accept the items outlined below. As you can see, many of these items can be dropped off at other facilities on the Coast.

Item	Where to drop off
Appliances filled with freon	Gibsons Recycling Depot – free of charge
Appliances filled with ammonia	Pender harbour Transfer Station – cost of \$80 per unit
Tires	Visit https://tsbc.ca/recycle-your-tires/ for a tire recycling location near you
Paint	Gibsons recycling depot - free of charge GRIPS - free of charge
Product care special waste (items such as pesticides and flammable items) – more info https://www.productcare.org/products/hhw/british-columbia/	Please keep these items until September 27

Items including metal, drywall, mattresses, propane tanks, cardboard and garbage waste that cannot be recycled is still being accepted.

Transit

Elected Officials from the Sunshine Coast Regional District, District of Sechelt, Town of Gibsons shishalh Nation and senior staff will be participating in a “Transit 101” workshop/information session on Friday, October 15th. BC Transit will also be in attendance.

Planning and Community Development:

Recreation Facilities

Extended Closure at Sechelt Aquatic Centre

Due to vital work required for the safety of users of the Sechelt Aquatic Centre, pools at the facility will remain closed until early November.

Background & reason for extended closure

The closure is required due to the installation of a linear heat detection system that will provide additional fire protection for the building. Issues with the sprinkler system at the facility were discovered earlier this year and were the subject of a [report to the SCRD Board in February 2021](#). While performing maintenance work on the fire sprinkler system, a contractor located microbiologic corrosion in the pipes for the system. An example of this is below.



[At a June 10 SCRD Board](#) meeting, staff presented options to replace the fire sprinkler system. The SCRD Board opted for a phased approach which included the installation of a temporary linear heat detection system as soon as possible, followed by a phased installation of a replacement sprinkler system for the facility in 2022 and 2023.

The linear heat detection system will provide additional fire protection for the facility and will consist of cabling that runs through the facility that can detect changes in heat, ultimately setting off an alarm should a certain temperature be reached.

Due to the corrosion to the sprinkler system piping, it is unknown if the sprinkler system currently in place would respond adequately in an emergency situation, so the linear heat detection system will be integral to safety within the facility.

Why now?

Since the SCRD Board approved a phased approach in June, staff have followed the required procurement process and have recently secured a contractor to complete the work. Supplies have been ordered and work will begin as soon as they are received.

Unfortunately, the timing to secure a qualified contractor and the annual maintenance closure did not align and the work could not be completed at that time. The facility remained closed following the annual maintenance period due to the SCRD's Stage 4 Water Conservation Regulations as directed by [the SCRD's Emergency Operations Centre](#).

Swimming lessons and regular swim times

Recognizing that the closure creates a hardship for our user groups, hours have been extended at the Gibsons and District Aquatic Centre. The Pender Harbour Aquatic and Fitness Centre is also open to recreation users and swimming lessons are offered at both Facilities. Hours for both of these recreation facilities can be found [here on the SCRD Website](#).

Should work proceed on schedule, swimming lessons at the Sechelt Aquatic Centre are expected to begin immediately following the pool reopening in early November. Revised schedules for these lessons and information on how to book will be shared extensively on social media, local media and through the SCRD's website.

Other activities at the Sechelt Aquatic Centre

The weight room / fitness centre will remain open until the linear heat detection system needs to be installed in these areas. At that time, these areas will also close, although it is expected that the closure will only be a week in length. Once the work has started and we are able to confirm project timelines, we will communicate additional information about weight room / fitness room closures and also the anticipated reopening date.

The SCRD has undertaken additional measures to ensure the safety of those using the facility at this time. This has included regular updates with the Sechelt Fire Department and the use of a staff member conducting fire watch. This staff member conducts hourly patrols, checking every room in the facility and also does a walk around of the exterior of the facility.

Vaccination Cards

On August 23, the Province verbally issued a Public Health Order (PHO) requiring proof of vaccination for some events, services and businesses starting Monday, September 13.

The order was released over the weekend and has provided further clarification on the expectations of this new PHO. The Sunshine Coast Regional District (SCRD) is now in a position to provide information on how this will affect recreation users.

In short – recreation users will be required to show proof of vaccinations to access some SCRD recreation activities.

Before we speak further about how this vaccine card works for recreation facilities, the SCRD would like to make the following very clear.

The SCRD is following a Provincial Health Order and our staff do not have any say in the matter. Recreation staff are doing all they can to stay up to date on the latest information coming from the Provincial Health Officer to keep everyone safe at SCRD facilities. SCRD staff have been instructed to immediately cease any conversation that turns disrespectful or abusive.

So how will proof of vaccination work at SCRD recreation facilities?

The requirement to show proof of vaccination is based on the participants age and activity they are participating in.

Vaccine Card Check Required:

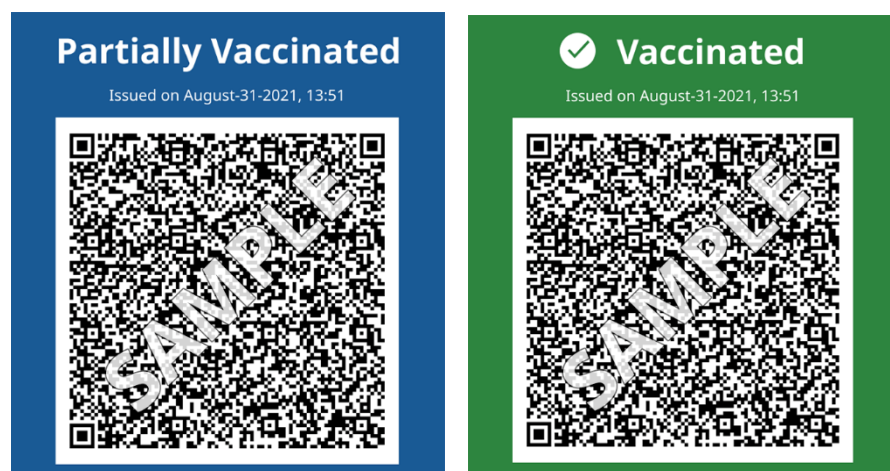
- All adults (22 yrs +) participating in physical activities (e.g. weight room, fitness classes, courts, adult sports in the arena)
- All events/programs/activities with 50+ participants
- Discretionary activities as more information and details are released by the Provincial Health Officer

Vaccine Card Not Required:

- Swimming pools (including aquafit)
- Public skating programs (except sports i.e. Hockey)
- Happy Hearts Plus Cardiac Rehabilitation Program
- Youth (under 22 years) sport and recreational activities
- Parents attending to drop their children off or aid in a specific program

When a recreation user is looking to access activities requiring a vaccine card check, they must show their BC Vaccine Card and a piece of corresponding I.D. These vaccine cards look different, based on whether the person is partially vaccinated or fully vaccinated. Both cards are acceptable at this time.

Examples of each can be found below:



These cards may be presented on a piece of paper or on a smartphone. Staff will be confirming that the name on the vaccine card and corresponding I.D. match.

Note, that until September 26, the following documents are also acceptable alternatives to the vaccine card.

- Wallet-sized immunization record card (given out at vaccine clinics)

- Printed immunization record from Health Gateway
- Immunization record from your pharmacy
- National Defence Canada COVID-19 vaccine record or card
- Provincial Immunization Registry record (used by Interior Health and others)
- ImmunizeBC record (used by First Nations Health Authority and others)
- Health authority immunization records:

Failure to produce a vaccine card (or listed alternatives above) and I.D. for activities requiring a vaccine card check will result in staff refusing access.

Sunshine Coast Arena

- Ice install begins next week; hope to have ice available by Oct 12th

Parks

- Two job posting for Parks: Parks Operations Coordinator and Parks Programming and Community Development – to be posted soon
- Cemetery RFP under development

Planning

- Planning Division continues to experience strong demand for services. Some catchup on the backlog for enquiries has been accomplished. Work to strengthen public hearing procedures is underway to ensure that SCRD consistently delivers processes that are fully compliant with the *Local Government Act*.
- The Regional Growth Baseline Study project kicked off this week, with involvement from District of Sechelt, shíshálh Nation and Town of Gibsons and in coordination with other agencies and governments.

Bylaw

- Bylaw Enforcement is pleased to share that Stephen Lanegraff will be joining SCRD as a Bylaw Enforcement Officer in early October. The Senior Bylaw Enforcement Officer is now offering weekend coverage.

Emergency Services

- All SCRD Fire Department personnel and apparatus have returned from wildfire deployment. Financial recoveries are being processed. Many thanks to our firefighters who worked the frontlines of BC's wildfire response. Your work saves lives, livelihoods, communities and BC Forests.

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.