



# SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, SEPTEMBER 10, 2020

## AMENDED AGENDA

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CALL TO ORDER 1:30 p.m.

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of July 23, 2020 Annex A  
Pages 1 – 14
3. Special Board meeting minutes of July 30, 2020 Annex B  
pp 15 – 23

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

- 3a. **⇒ADD** Planning and Community Development Committee recommendation Nos. 1-2, 4-6, and 15 of September 10, 2020 pp 23a - c
4. Chief Administrative Officer's Report of September 10, 2020 **⇒ADD**  
pp 23d - e

### COMMUNICATIONS

- 4a. **⇒ADD** Sue Ellen Fast, Chair, Gambier Island Local Trust Committee dated August 12, 2020 p 23f  
Regarding New Brighton Dock, Gambier Island

### MOTIONS

### BYLAWS

5. *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.22, 2020* Annex C  
pp 24 - 26  
– **first, second, third reading and adoption**  
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)

- 6. *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.24, 2020* Annex D  
pp 27 - 31  
– **first, second, third reading and adoption**  
**(Voting – Participants – weighted vote: B-2, D-2, E-2, F-2)**
  
- 7. *Square Bay Community Sewage Treatment System Service Capital Reserve Fund Bylaw No. 726, 2020* Annex E  
p 32  
– **first, second and third reading**  
**(Voting – All Directors – 1 vote each)**
  
- 8. *Lily Lake Community Sewage Treatment System Service Capital Reserve Fund Bylaw No. 727, 2020* Annex F  
p 33  
– **first, second and third reading**  
**(Voting – All Directors – 1 vote each)**
  
- 9. *Sakinaw Ridge Community Sewage Treatment System Service Capital Reserve Fund Bylaw No. 728, 2020* Annex G  
p 34  
– **first, second and third reading**  
**(Voting – All Directors – 1 vote each)**

**DIRECTORS’ REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (g), (k) and 2 (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “litigation or potential litigation...”, “negotiations and related discussion respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality...”.

**ADJOURNMENT**

**Recommendation No. 1** *2011701 Storage Area Network (SAN) Expansion and Services Contract*

THAT the report titled NOI 2011701 Storage Area Network (SAN) Expansion and Services Contract Award Report be received;

AND THAT the SCRD enter into a single-source contract with Pure Storage for SAN data space expansion, warranty, and annual support for a total value of up to \$142,013 (excluding GST) for a period up to July 29, 2021, with an option to extend the warranty and support contracts for up to three additional years;

AND THAT the 2020-2024 Financial Plan be amended to increase the annual base operating budget for [117] Information Technology for additional supplier support costs by \$10,100 beginning in 2021 and funded from support services;

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

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

**Recommendation No. 2** *RFP 2021201 – Roof Replacement at Roberts Creek Fire Hall*

THAT the report titled RFP 2021201 – Roof Replacement at Roberts Creek Fire Hall Award Report be received;

AND THAT the project budget be increased from \$150,000 to \$229,705, with the additional project shortfall of \$79,705 to be funded from capital reserves;

AND THAT the SCRD enter into a contractual agreement with Mack Kirk Roofing & Sheet Metal Ltd., for the Roof Replacement at the Roberts Creek Fire Hall in the amount of \$157,350 (excluding GST);

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

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

**Recommendation No. 4** *Development Variance Permit Application DVP00066  
(12658 Canoe Road)*

THAT the report titled Development Variance Permit Application DVP00066 (12658 Canoe Road) be received;

AND THAT Development Variance Permit Application DVP00066 to reduce the required setback from the exterior side parcel line from 4.5 metres to 2.72 metres, inclusive of roof eaves, to permit the construction of a single family dwelling, be issued subject to the following conditions:

1. Comments from the shíshálh Nation be received within the 60 day referral period and any requests from the shíshálh Nation be addressed by the property owners;

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

**Recommendation No. 5** *RFP 2061306 – Refrigeration Plant Upgrade MCC Panel  
Design and Replacement (Sunshine Coast Arena)*

THAT the report titled RFP 2061306 – Refrigeration Plant Upgrade MCC Panel Design and Replacement (Sunshine Coast Arena) Contract Award Report be received;

AND THAT the SCRD enter into a contract with Fraser Valley Refrigeration Ltd for MCC Panel Replacement at Sunshine Coast Arena as described in RFP 2061306 for up to \$122,090 (excluding GST);

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

AND THAT project completion proceed by the end of the year;

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

**Recommendation No. 6** *Correspondence from Islands Trust regarding New Brighton  
Dock*

THAT the correspondence from Sue Ellen Fast, Chair, Gambier Island Local Trust Committee, dated August 12, 2020, regarding New Brighton Dock, Gambier Island be received;

AND THAT the SCRD respond to the letter with an offer to appear as a delegation at a future Islands Trust meeting;

AND THAT the SCRD offer to organize an Intergovernmental meeting with Islands Trust regarding the New Brighton dock;

AND THAT the correspondence from Islands Trust dated August 12, 2020 be forwarded to the September 10, 2020 Regular Board meeting;

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

**Recommendation No. 15** *Speakers for Resolutions to the 2020 Union of BC Municipalities (UBCM) Convention*

THAT the report titled Speakers for Resolutions to the 2020 Union of BC Municipalities (UBCM) Convention be received;

AND THAT speakers be designated for each resolution as follows:

1. Director Pratt - Police Based Victim Services (UBCM Resolution No. EB2);
2. Director Hiltz - Abandoned Vehicles (UBCM Resolution No. EB10);
3. Director Siegers - Medical Cannabis Safety Concerns (UBCM Resolution No. EB16);
4. Director Hiltz - Secondary Rural Road Maintenance (UBCM Resolution No. EB18);
5. Director Toth - ICI Packaging & Paper Products Recycling Regulation (UBCM Resolution No. EB54);
6. Director McMahon - Cumulative Effects of Land Use Decisions (UBCM Resolution No. EB61);
7. Director McMahon - Stormwater Management (UBCM Resolution No. EB62);
8. Director Tize - Business Licensing Authority for Regional Districts (UBCM Resolution No. EB73); and
9. Director McMahon - Marine Debris (UBCM Resolution No. NR46);

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 10, 2020  
**AUTHOR:** Dean McKinley, Chief Administrative Officer  
**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER’S REPORT

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### RECOMMENDATION

**THAT the September 10, 2020 Chief Administrative Officer’s Report be received for information.**

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### BACKGROUND

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

### DISCUSSION

#### ***Administration:***

Restart at the Field Road office has gone relatively smoothly so far, with counter service resuming in accordance with the scheduling outlined in the Board endorsed restart plan. As we begin to see the number of COVID-19 cases rising across the Province, we remain in a Provincial state of emergency; therefore, the best way to keep the public and our staff safe is to continue to follow the provincial direction on social distancing and other related COVID safety measures.

The recruitment process for the Communications and Engagement Manager position is well underway and we received an overwhelming number of applications.

#### ***Recreation Restart:***

Recreation Restart has begun this week in accordance with Board endorsed restart planning. I would like to extend thanks to our Recreation and Facility Services teams for all of their hard work and dedication on getting our facilities ready and putting all of the processes and procedures in place to be able to restart our facilities.

#### ***Board Strategic Plan Review:***

The Board and Senior Leadership Team met to review the Board Strategic Plan on September 3 and 4, 2020. The review process was positive and engaging and staff will be forwarding a summary report for consideration to the CAS Committee on Thursday, September 17<sup>th</sup>.

A huge thank you to Mark Brown for facilitating the sessions and to Tracey Hincks for coordinating the sessions and managing all of the logistic, our Recreation and Facility Services teams who provided an excellent venue for the Strategic Plan review while right in the middle of restart planning and to the Board and Senior Leadership Team for their energy, engagement and thoughtful dialogue.

***Regional Collaboration and Partnerships:***

I continue to meet with the CAOs from Gibsons and Sechelt regularly to discuss common issues and opportunities for collaboration and I embrace the direction to “strive to align processes and policies across jurisdictions”.

**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.



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August 12, 2020

Via email: [Board@scrd.ca](mailto:Board@scrd.ca)

Sunshine Coast Regional District Board  
1975 Field Road  
Sechelt, BC V0N 3A1

To the Sunshine Coast Regional District Board,

I am writing to you on behalf of the Gambier Island Local Trust Committee in regards to the New Brighton Dock on Gambier Island.

The Squamish Nation, who are the current owners of the New Brighton Dock on Gambier, have completed the terms of their management contract with the Federal Government and are now selling the facility. The Squamish Nation staff representatives have indicated that there are several buyers interested in the dock and that they are also looking for alternative options that involve public ownership to present to Council. The primary interest of the community is that the dock remains open for public use for passenger ferry access, local moorage, and as the critical remote access point for basic services including emergencies.

The New Brighton Dock has been the main access point to this part of Gambier for more than a century and the settlement pattern around the peninsula reflects that. This is a sheltered, all-weather port with reliable passenger ferry access to Langdale Terminal multiple times through the day. Because of this, basic services such as stores, schools and emergency infrastructure have never developed to any degree on the island. Without access to the New Brighton dock, the only all-season facility on the peninsula, the community will cease to function in its current form.

The Gambier Island Local Trust Committee is requesting that the Sunshine Coast Regional District, as the service delivery local government for the island, take active steps to support the community in resolving this serious situation. Support such as advice in dock management expertise, development of a service function that includes the New Brighton dock, and engagement with the Squamish Nation in support of maintaining a public dock would be helpful. Although there is a meeting scheduled between the Islands Trust and the SCRD on September 14<sup>th</sup>, the Committee requests that active support be provided to the community as soon as possible.

The Committee recognizes that this is a very complex scenario that will involve all levels of government to work together. The Islands Trust continues to support Trustee Stamford, as a local representative, as she advocates with the community for continued public access to the New Brighton Dock.

Respectfully,

Sue Ellen Fast  
Chair, Gambier Island Local Trust Committee