



# SUNSHINE COAST REGIONAL DISTRICT



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

**THURSDAY, APRIL 8, 2021**

## **AGENDA**

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

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of March 25, 2021

Annex A  
Pages 1 – 13

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

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Corporate and Administrative Services Committee recommendation Nos. 1-3 and 5 of March 25, 2021 (*recommendation Nos. 4 and 6 previously adopted*)

Annex B  
pp 14 – 16

### **COMMUNICATIONS**

### **MOTIONS**

4. THAT the resignations of Gareth Bennett and Shirley Higginson from the Solid Waste Management Plan Monitoring Advisory Committee be received;

AND THAT the resignation of Barb Hetherington from the Solid Waste Management Plan Monitoring Advisory Committee be received in accordance with section 4.6 of the Solid Waste Plan Monitoring Advisory Committee's Terms of Reference, "Members who are absent for four consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCR D Board."

5. THAT the resignation of Gretchen Bozak from the West Howe Sound (Area F) Advisory Planning Commission be received.

6. THAT the resignation of Gretchen Bozak from the Agricultural Advisory Committee be received.

**BYLAWS**

**DIRECTORS' REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to April 24, 2021)

Infrastructure Services Committee	April 8 at 9:30 am
Regular Board	April 8 at 2:00 pm
Water Supply advisory Committee	April 12 at 3:30 pm
Planning and Community Development Committee	April 15 at 9:30 am
Policing and Public Safety Committee	April 15 at 2:00 pm
Transportation Advisory Committee	April 15 at 3:30 pm
Advisory Planning Commission (Area D)	April 19 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	April 20 at 11:00 am
Natural Resources Advisory Committee – <b>CANCELLED</b>	<del>April 21 at 3:30 pm</del>
Sunshine Coast Regional Hospital District	April 22 at 9:00 am
Corporate and Administrative Services Committee	April 22 at 9:30 am
Regular Board	April 22 at 2:00 pm

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

Local Government Show	April 1 at 3:30 pm
Gibsons & District Public Library Board	April 12 at 1:00 pm

**Please note:** Meeting dates are current as of print date (April 1, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

March 25, 2021

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

<b>PRESENT*:</b>	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish
		Sechelt Indian Government District	W. Paull
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Chief Building Official		A. Whittleton (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		0

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

**CALL TO ORDER**      2:01 p.m.

**AGENDA**              **It was moved and seconded**

088/21                    THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes                **It was moved and seconded**

089/21                    THAT the Regular Board meeting minutes of March 11, 2021 be adopted.

**CARRIED**

**REPORTS**

Infrastructure

**It was moved and seconded**

090/21

THAT Infrastructure Services Committee recommendation Nos. 1, 2 and 4-6 of March 11, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *2021 Water Public Participation Plan*

THAT the report titled 2021 Water Public Participation Plan be received for information.

**Recommendation No. 2**     *Metering Installation Phase 3 Project - Financial Update*

THAT the report titled Metering Installation Phase 3 Project - Financial Update be received for information.

**Recommendation No. 4**     *South Coast Green Waste Drop-off Depot – Land Use Agreement*

THAT the report titled South Coast Green Waste Drop-off Depot – Land Use Agreement be received;

AND THAT the delegated authorities execute the Lease with the Town of Gibsons for the South Coast Green Waste Drop-off Depot;

AND FURTHER THAT the Town of Gibsons be requested to continue operating the South Coast Green Waste Drop-off Depot on a month-to-month basis from July 1, 2021 for a period up to September 30, 2021.

**Recommendation No. 5**     *Solid Waste Management Plan Monitoring Advisory Committee Minutes – February 16, 2021*

THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of February 16, 2021 be received for information;

AND THAT the following recommendation be referred to staff for further information and potential consultation with the construction industry:

**Recommendation No. 2**     *Waste and Issuance of Building Permits*

THAT the SCRD make the issuance of building permits conditional on the applicant adopting the principles of zero waste by providing a zero waste plan, with zero waste as defined in the SCRD's Solid Waste Management Plan;

AND THAT the SCRD Board send a letter to the other local governments on the Sunshine Coast to request that they take the same approach to the issuance of building permits;

090/21 cont. AND THAT the following recommendation contained therein be adopted and acted on as follows:

**Recommendation No. 3** *Presentation to Infrastructure Services Committee*

THAT Sea to Sky Removal be invited as a delegation to an Infrastructure Services Committee meeting;

AND FURTHER THAT the following recommendation be referred to staff for further information:

**Recommendation No. 8** *Billboard at Sechelt Landfill*

THAT a billboard be erected at the Sechelt Landfill, as a visual indicator, showing fill level relative to annual maximum capacity.

**Recommendation No. 6** *Water Supply Advisory Committee Minutes – March 1, 2021*

THAT the Water Supply Advisory Committee meeting minutes of March 1, 2021 be received for information;

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

**Recommendation No. 8** *Water Supply Advisory Committee Meeting Frequency and April Meeting Date*

THAT the SCR D Board approve the Water Supply Advisory Committee meeting on April 12, 2021;

AND THAT as per Section 4.1 of the Committee's Terms of Reference, the meeting schedule for the Water Supply Advisory Committee be changed to meet on a monthly basis until September, 2021;

AND FURTHER THAT as per Section 4.1 of the Committee's Terms of Reference, the meeting schedule for the Water Supply Advisory Committee be changed to meet in the second week of the month when the meeting date falls on a statutory holiday.

**CARRIED**

Planning

**It was moved and seconded**

091/21

THAT Planning and Community Development Committee recommendation Nos. 1-5 and 7-17 of March 18, 2021 be received, adopted and acted upon as follows:

091/21 cont.

**Recommendation No. 1**     *Sunshine Coast Housing Needs Report Implementation Framework*

THAT the report titled Sunshine Coast Housing Needs Report Implementation Framework be received;

AND THAT a Board workshop on the Sunshine Coast Housing Needs Implementation Framework be planned to provide information on the scope and mandate of current SCRD services that could be used for implementation of recommendations and the types of models that might be considered for further action;

AND FURTHER THAT an invitation to the workshop be extended to the District of Sechelt, Town of Gibsons, shíshálh Nation and Sk̓wx̓wú7mesh Nation councils and staff.

**Recommendation No. 2**     *Development Variance Permit DVP00069 (5986 Bluff Place)*

THAT the report titled Development Variance Permit DVP00069 (5986 Bluff Place) be received;

AND THAT Development Variance Permit DVP00069 to vary *Zoning Bylaw No. 337* Section 515.1(b) to reduce the minimum setback from the natural boundary of Ruby Lake, from 30 m to 15 m for the proposed dwelling and detached garage located at 5986 Bluff Place be issued subject to:

- a. Comments from shíshálh Nation be addressed by the property owner if received within the 60-day referral period.

**Recommendation No. 3**     *Frontage Waiver Application FRW00007 (1225 Roberts Creek Road)*

THAT the report titled Frontage Waiver Application FRW00007 (1225 Roberts Creek Road) be received;

AND THAT the requirement for 10% perimeter road frontage be waived for Lot 9 Block 5 District Lot 1317 Plan LMP18266 to facilitate the subdivision of proposed Lot A.

**Recommendation No. 4**     *Telus Telecommunication Tower in Twin Creeks – Request for Local Government Concurrence (BC109149)*

THAT the report titled Telus Telecommunication Tower in Twin Creeks – Request for Local Government Concurrence (BC109149) be received;

AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Twin Creeks (Site BC109149):

- 091/21 cont.
- a. Telus has satisfactorily completed consultation with the SCRD;  
and
  - b. SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any Skwxwú7mesh Nation archaeological or environmental concerns.

**Recommendation No. 5**     *Award Report – RFQ No. 2121201 Supply & Delivery of Fire Truck for Roberts Creek Volunteer Fire Department*

THAT the report titled Award Report – RFQ No. 2121201 Supply & Delivery of Fire Truck for Roberts Creek Volunteer Fire Department be received;

AND THAT the contract for supply and delivery of a fire truck for the Roberts Creek Volunteer Fire Department be awarded to Intercontinental Truck Body (BC) Ltd for the amount up to a total value of \$374,928 (before GST);

AND THAT the project budget be increased from \$350,000 to \$374,928 with the additional \$24,928 funded from Roberts Creek Fire Protection [212] Operating Reserves;

AND THAT the amendment be reflected in the 2021-2025 Financial Plan accordingly;

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

**Recommendation No. 7**     *Variable Ice Cost and 2021 Spring Ice*

THAT the report titled Sunshine Coast Regional District – Variable Ice Cost and 2021 Spring Ice be received for information.

**Recommendation No. 8**     *FireSmart Economic Recovery Fund Grant Application*

THAT the report titled FireSmart Economic Recovery Fund Grant Application be received;

AND THAT the regional grant application to the Union of British Columbia Municipalities' Community Resiliency Investment Program to build local wildfire resiliency and assist communities in recovering from the economic impacts of the COVID-19 pandemic be approved;

AND FURTHER THAT a request for letters of support be forwarded to the shíshálh Nation, Town of Gibsons, and District of Sechelt.



091/21 cont.

**Recommendation No. 9**    *Agricultural Advisory Committee (AAC)  
Meeting Minutes of February 23, 2021*

THAT the Agricultural Advisory Committee (AAC) meeting minutes of February 23, 2021 be received for information;

AND THAT the Sunshine Coast Food Charter be referred to staff for a legislative review and be brought to a future Committee meeting with recommendations on next steps;

AND THAT Recommendations No. 3 and 5 contained therein be adopted and referred to staff for drafting of bylaw amendments to be brought to a future Committee:

**Recommendation No. 3**    *Non-Soil Based Industrial Cannabis  
Production in the ALR*

THAT the SCR D urgently strengthen zoning bylaws regarding regulation of non-soil based dark site cannabis production in the ALR;

AND THAT the SCR D substantially increase the bylaw infraction fines for non-soil based dark site cannabis production so as to effectively prevent further bylaw infractions and destruction of farmland in the ALR;

AND FURTHER THAT the SCR D look at District of Sechelt and Squamish Lillooet Regional District as examples;

**Recommendation No. 5**    *Non-Soil Based Industrial Cannabis  
Production in the ALR*

THAT the SCR D investigate and or implement a regulation regarding the soil removal or addition on ALR properties on the Sunshine Coast;

AND FURTHER THAT an invitation be extended to the Agricultural Land Commission to a present as a delegation at a future Planning and Community Development Committee regarding enforcement of Agricultural Land Reserve regulations.

**Recommendation No. 10**    *Egmont/Pender Harbour (Area A)  
APC Meeting Minutes of February 24, 2021*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting minutes of February 24, 2021 be received for information.

091/21 cont.

**Recommendation No. 11** *Roberts Creek (Area D) APC Meeting Minutes of February 15, 2021*

THAT the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of February 15, 2021 be received for information.

**Recommendation No. 12** *West Howe Sound (Area F) APC Meeting Minutes of February 23, 2021*

THAT the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of February 23, 2021 be received for information.

**Recommendation No. 13** *Correspondence from Howe Sound Biosphere Region Initiative Society – Demonstration Forest in Hillside Industrial Park*

THAT the correspondence from Ruth Simons, Project Lead and Ian Winn, Director, Howe Sound Biosphere Region Initiative Society dated February 28, 2021 regarding Demonstration Forest in the Hillside Industrial Park be received for information;

AND THAT the correspondence from the Howe Sound Biosphere Region Initiative Society dated February 28, 2021 regarding Demonstration Forest in the Hillside Industrial Park be referred to the Sunshine Coast Regional Economic Development Organization (SCREDO);

AND FURTHER THAT staff coordinate with Howe Sound Biosphere Region Initiative Society and Sunshine Coast Regional Economic Development Organization (SCREDO) to explore the possibilities related to the Demonstration Forest in the Hillside Industrial Park in response to the Society's request.

**Recommendation No. 14** *Correspondence from Sunshine Coast Skating Club*

THAT the correspondence from Andrea Watson, President and Board of Directors, Sunshine Coast Skating Club, dated March 2, 2021 regarding Ice Installed at Sechelt Area until end of May be received for information.

**Recommendation No. 15** *Correspondence from Sunshine Coast Minor Hockey Association*

THAT the correspondence from Board of Directors, Sunshine Coast Minor Hockey Association, dated March 3, 2021 regarding Ice Installed at Sechelt Area until end of May be received for information.

091/21 cont.

**Recommendation No. 16** *Sunshine Coast Housing Emergency Meeting and Sunshine Coast Call to Action*

THAT the correspondence from Matt McLean, Councillor, District of Sechelt, dated March 4, 2021 regarding Sunshine Coast Housing Emergency Meeting March 1 and Sunshine Coast Call to Action be received for information;

AND THAT the correspondence from Matt McLean, Councillor, District of Sechelt, dated March 4, 2021 regarding the Sunshine Coast Call to Action be addressed at the Board workshop on Housing Needs.

**Recommendation No. 17** *Correspondence from Sunshine Coast Homelessness Advisory Committee*

THAT the correspondence from Silas White, Chair, Sunshine Coast Homelessness Advisory Committee, dated March 9, 2021 regarding deferring bylaw enforcement requiring residential rental evictions until after December 31, 2021 be received for information;

AND THAT the correspondence from Silas White, Chair, Sunshine Coast Homelessness Advisory Committee, dated March 9, 2021 regarding deferring bylaw enforcement requiring residential rental evictions until after December 31, 2021 be addressed at the Board workshop on Housing Needs.

**CARRIED**

Planning

**It was moved and seconded**

092/21

THAT Planning and Community Development Committee recommendation No. 6 of March 18, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 6** *Planning Processes - Administrative Improvements*

THAT the report titled Planning Processes - Administrative Improvements be received for information;

AND THAT this report be referred to Advisory Planning Commissions and Roberts Creek Official Community Plan Committee for information and be addressed in upcoming Advisory Planning Commission orientation sessions.

**CARRIED**

Corporate

**It was moved and seconded**

093/21

THAT Corporate and Administrative Services Committee recommendation No. 4 of March 25, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 4**     *Pender Harbour and District Chamber of Commerce 2021 Grant Request*

THAT the report titled Pender Harbour and District Chamber of Commerce 2021 Grant Request be received;

AND THAT the 2021 budget request of \$22,650 for the Pender Harbour and District Chamber of Commerce be approved for inclusion Electoral Area A Economic Development [531] in the 2021-2025 Financial Plan as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,650;
- Visitor Information Centre Washrooms \$9,500;
- Visitor Information Booths \$8,000;
- Economic Development \$2,500.

**CARRIED**

Corporate

**It was moved and seconded**

094/21

THAT Corporate and Administrative Services Committee recommendation No. 6 of March 25, 2021 be received, adopted as amended and acted upon as follows:

**Recommendation No. 6**     *Help Cities Lead Campaign Request for Letter of Endorsement*

THAT the correspondence dated March 10, 2021 from Victoria Mayor Lisa Helps regarding endorsing the Help Cities Lead campaign be received *for information*;

AND THAT the letter be deferred to the April 15, 2021 *Planning and Community Development* Committee meeting for further consideration.

**CARRIED**

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

095/21                    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 21, DL2394, Plan 13040, Group 1, NWD, PID: 008-737-649, Folio: 746.05524.300.

**CARRIED**

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

096/21                    THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 35, Block 4, DL1325, Plan 11804, Group 1, NWD, PID: 002-457-326, Folio: 746.02697.275.

**CARRIED**

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

097/21                    THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 7, DL2392, Plan BCP36834, NWD, GRP 1, PID: 027-546-926, Folio: 746.05521.100.

**CARRIED**

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

098/21                    THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 4, Except Part in Reference Plan 2889, DL1362, Plan VAP4777, NWD, GRP 1, PID: 011-319-071 Folio: 746.03286.000.

**CARRIED**

**Exemption from  
Noise Control Bylaw            It was moved and seconded**

099/21                    THAT the report titled Request for Exemption to *SCRD Noise Control Bylaw No. 597* for Sechelt Landfill Drop-off Remediation and Construction Project be received;

099/21 cont. AND THAT enforcement against Summit Earthworks Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived from March 25, 2021 to August 31, 2021 in order to complete critical remediation and construction work for the Sechelt Landfill Drop-off Remediation and Construction Project;

AND FURTHER THAT Summit Earthworks Inc. be requested to attempt to minimize disturbance and that appropriate notice to be provided to area residents.

**CARRIED**

COVID-19 Safe  
Restart Grant

**It was moved and seconded**

100/21

THAT the report titled COVID-19 Safe Restart Grant for Local Governments be received for information;

AND THAT the letter from the Ministry of Municipal Affairs, Deputy Minister Okenge Yuma Morisho, regarding COVID-19 Safe Restart Grant for Local Governments dated March 22, 2021, be received;

*AND FURTHER THAT the SCRD Board send a letter to the Province of British Columbia thanking them for the additional re-start funds and noting appreciation for further funding should any become available.*

**CARRIED**

CAO Report

**It was moved and seconded**

101/21

THAT the March 25, 2021 Chief Administrative Officer's Report be received for information.

**CARRIED**

## **COMMUNICATIONS**

Referral from ISC  
Re: SC Highway

**It was moved and seconded**

102/21

THAT the correspondence from Robin Merriott, Sunshine Coast Highway Society dated January 5, 2021 be received for information.

**CARRIED**

## **BYLAWS**

Bylaw 731

**It was moved and seconded**

103/21

THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 731, 2021* be read a first time.

**CARRIED**

Bylaw 731                    **It was moved and seconded**  
 104/21                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 731, 2021* be read a second time.

**CARRIED**

Bylaw 731                    **It was moved and seconded**  
 105/21                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 731, 2021* be read a third time.

**CARRIED**

Bylaw 731                    **It was moved and seconded**  
 106/21                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 731, 2021* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 3:14 p.m.*

*The Board recessed at 3:15 p.m. and reconvened at 3:18 p.m.*

**IN CAMERA                    It was moved and seconded**

107/21                    THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (j) and (k) of the *Community Charter* – “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

**CARRIED**

*The Board moved out of In Camera at 3:26 p.m.*

Private Donation of  
 Soil Material                    **It was moved and seconded**

108/21                    THAT the report titled Private Donation Offer- Delivery of Soil Material at Gibsons Landfill and Shirley Macey Park be received;

108/21 cont.

AND THAT SCRD accept the offer of a private donation of clean, native soil material at Gibsons Landfill; subject to:

- Review of the material to be donated by a qualified professional to ensure, to the extent possible and in accordance with best practices for movement of fill, that there are no invasive species concerns;
- Confirmation of an agreement with the donor about monitoring and, if required, treatment of the donated material to control invasive species for a period of 12 months, at the donor's expense;

AND FURTHER THAT, if the donation proceeds:

- SCRD enter into a short-term, temporary general services agreement with Maycon Construction Management Ltd. for the donated services and delivery of donated soil material;
- The donation be included in the 2021 Budget as follows (revenue donation/expense-materials and supplies): Solid Waste [350]: \$137,350;
- The Draft 2021-2025 Financial Plan be amended accordingly.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

109/21

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:26 p.m.

Certified correct

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

Confirmed this \_\_\_\_\_

day of \_\_\_\_\_

\_\_\_\_\_  
Chair



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

**March 25, 2021**

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

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Manager, Purchasing and Risk Management		V. Cropp
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		0

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

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

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

- ADD: Correspondence dated March 10, 2021 from Victoria Mayor Lisa Helps regarding endorsing the Help Cities Lead campaign and requesting letter of endorsement.

**REPORTS**

**Recommendation No. 1** 2019 – 2023 Strategic Plan Review Timeline

The Corporate and Administrative Services Committee recommended that the report titled 2019 – 2023 Strategic Plan Review Timeline be received for information.

**Recommendation No. 2**     *Tender Bid Award Reports*

The Corporate and Administrative Services Committee recommended that the report titled Tender Bid Award Reports be received;

AND THAT Option 2 to include bidder names and amounts for contracts over \$100,000 on reporting to the Board be implemented;

AND FURTHER THAT an amended Procurement Policy 3-1200-5 (Section 9.5 Award Reports) be brought forward to a future Committee.

*Director Pratt opposed.*

**Recommendation No. 3**     *Update to 2020 Surplus / Deficits and 2021 Budget*

The Corporate and Administrative Services Committee recommended that the report titled Update to 2020 Surplus / Deficits and 2021 Budget be received for information.

**Recommendation No. 4**     *Pender Harbour and District Chamber of Commerce 2021 Grant Request*

The Corporate and Administrative Services Committee recommended that the report titled Pender Harbour and District Chamber of Commerce 2021 Grant Request be received;

AND THAT the 2021 budget request of \$22,650 for the Pender Harbour and District Chamber of Commerce be approved for inclusion Electoral Area A Economic Development [531] in the 2021-2025 Financial Plan as follows:

- Tourism Sanitation Services (Portable Toilets) \$2,650;
- Visitor Information Centre Washrooms \$9,500;
- Visitor Information Booths \$8,000;
- Economic Development \$2,500;

AND FURTHER THAT this recommendation be forwarded to the March 25, 2021 Regular Board meeting.

**Recommendation No. 5**     *Grants Status Update*

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

**COMMUNICATIONS****Recommendation No. 6**     *Help Cities Lead Campaign Request for Letter of Endorsement*

The Corporate and Administrative Services Committee recommended that the correspondence dated March 10, 2021 from Victoria Mayor Lisa Helps regarding endorsing the Help Cities Lead campaign be received;

AND THAT the letter be deferred to the April 8, 2021 Infrastructure Services Committee meeting for further consideration;

AND FURTHER THAT this recommendation be forwarded to the March 25, 2021 Regular Board meeting.

**ADJOURNMENT**

10:31 a.m.

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Committee Chair