



# SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, April 14, 2022

### 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 24, 2022

Annex A  
Pages 1 - 8

#### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

#### PRESENTATIONS AND DELEGATIONS

#### REPORTS

3. Corporate and Administrative Services Committee recommendation  
Nos. 1-5 of March 24, 2022

Annex B  
pp 9 - 10

#### COMMUNICATIONS

#### MOTIONS

#### BYLAWS

4. *Sunshine Coast Regional District Zoning  
Amendment Bylaw No. 310.193, 2022*  
– **third reading and adoption**  
(Voting – Electoral Area Directors – 1 vote each)
5. *Sunshine Coast Regional District Freedom of Information Bylaw  
No. 736, 2022*  
– **first, second, third reading, and adoption**  
(Voting – All Directors – 1 vote each)

Annex C  
pp 11 - 12

Annex D  
pp 13 - 14

#### 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), (f), (g) and (i) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “law enforcement...”, “litigation or potential litigation...”, and “the receipt of advice that is subject to solicitor-client privilege...”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to May 5, 2022)

Infrastructure Services Committee	April 14 at 9:30 am
Regular Board	April 14 at 2:00 pm
Advisory Planning Commission (Area D)	April 18 at 7:00 pm
Planning and Development Committee	April 21 at 9:30 am
Community Services Committee	April 21 at 2:00 pm
Advisory Planning Commission (Area B)	April 26 at 7:00 pm
Advisory Planning Commission (Area F)	April 26 at 7:00 pm
Advisory Planning Commission (Area A)	April 27 at 7:00 pm
Advisory Planning Commission (Area E)	April 27 at 7:00 pm
Sunshine Coast Regional Hospital District	April 28 at 9:00 am
Corporate and Administrative Services Committee	April 28 at 9:30 am
Regular Board	April 28 at 2:00 pm
Special Corporate and Administrative Services Committee	May 5 at 9:30 am

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

N/A	
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**Please note:** Meeting dates are current as of print date (April 8, 2022).



## SUNSHINE COAST REGIONAL DISTRICT

March 24, 2022

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

<b>PRESENT*:</b>	Chair	District of Sechelt	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	D. Croal (Alt.)

<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
	GM, Community Services	S. Gagnon
	Chief Building Official	A. Whittleton (in part)
	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**     2:03 p.m.

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

078/22                 THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes                **It was moved and seconded**

079/22                 THAT the Regular Board meeting minutes of March 10, 2022 be adopted.

**CARRIED**

**REPORTS**

Infrastructure

**It was moved and seconded**

080/22

THAT Infrastructure Services Committee recommendation Nos. 1-4 and 6-10 of March 10, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Watershed Service Feasibility Study*

THAT the report titled Watershed Service Feasibility Study be received for information.

**Recommendation No. 2** *Watershed Service Feasibility Study*

THAT the SCRD forward the Business Case for a Watershed Protection Service to the District of Sechelt, Town of Gibsons, Sechelt Indian Government District, shíshálh Nation, and Skwxú7mesh Úxwumixw for comment.

**Recommendation No. 3** *Watershed Service Feasibility Study*

THAT Option 2 as presented in the Business Case for a Watershed Protection Service, dated March 2022, to increase service levels within existing SCRD services, be explored and incorporated into future public engagement.

**Recommendation No. 4** *Watershed Service Feasibility Study*

THAT the remaining project budget for the Watershed Service Feasibility Study be transferred to [150] Regional Feasibility Studies Operating Reserves.

**Recommendation No. 6** *SCRD's Approach to Archaeology Assessments*

THAT the report titled SCRD's Approach to Archaeology Assessments be received for information;

AND THAT the SCRD apply for a Multi-Use Assessment Permit under the *Heritage Conservation Act* for all common ground disturbing work undertaken by the SCRD within the shíshálh Nation swiya and Skwxú7mesh Úxwumixw traditional territory Te'mexw Treaty Association, Hul'qumi'num Nations, Snuneymuxw Territory, səlilwətał (Tseil-Waututh Nation), xʷməθkʷəy̓əm (Musqueam Nation);

AND THAT staff update communication materials that pertain to archaeology assessments by Q3 2022;

AND FURTHER THAT to protect heritage resources and our commitment to reconciliation, staff develop a heritage policy for the Board's consideration considering the Heritage protocol with the shíshálh Nation and the heritage policies of the shíshálh Nation and the Skwxú7mesh Nation.

080/22cont.

**Recommendation No. 7** *Church Road Well Field Project Construction - Update*

THAT the report titled Church Road Well Field Project Construction - Update be received for information.

**Recommendation No. 8** *Church Road Water Treatment Plant Electrical Power Supply Upgrades*

THAT the report titled Church Road Water Treatment Plant Electrical Power Supply Upgrades be received for information;

AND THAT the delegated authorities be authorized to execute the contract and payment with BC Hydro for the Church Road Water Treatment Plant power upgrades in the amount of \$175,435.

**Recommendation No. 9** *Chapman Creek Water Treatment Plant On-Site Hypochlorite Generation Project – Contract Amendment No. 2*

THAT the report titled Chapman Creek Water Treatment Plant On-Site Hypochlorite Generation Project - Contract Amendment No. 2 be received for information;

AND THAT the contract with CHB Services Ltd. be amended with an increase of \$100,000, to a total of \$1,718,820 (excluding GST);

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

AND FURTHER THAT a 2023 Budget Proposal be brought forward for the chlorination system decommissioning project.

**Recommendation No. 10** *Green Waste Processing Contract Updates*

THAT the report titled Green Waste Processing Contract Updates be received for information;

AND THAT the contract with Salish Environmental Group Inc. for green waste processing services be extended for an additional two (2) year period to December 31, 2024;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$785,100 to \$1,484,400 (not including GST);

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

AND FURTHER THAT a 2023 Budget Proposal be brought forward for overall funding options for the Green Waste Program.

**CARRIED**

Planning

**It was moved and seconded**

081/22

THAT Planning and Development Committee recommendation Nos. 1 and 3-9 of March 17, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 1** *E-Comm 911 Delegation*

THAT the presentation provided by E-Comm 911 be received for information.

**Recommendation No. 3** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021*

THAT the report titled Zoning Amendment Bylaw No. 310.193, 2021 (1090 Reed Road) Consideration of Third Reading and Adoption be received for information;

AND THAT the Public Hearing date be corrected to read as February 8, 2022 in the citation of *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021*;

AND FURTHER THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021* be forwarded to the Board for Third Reading and Adoption.

**Recommendation No. 4** *Sarah Wray Hall Sublease Agreement Renewal with the Pender Harbour Living Heritage Society*

THAT the report titled Sarah Wray Hall Sublease Agreement Renewal with the Pender Harbour Living Heritage Society be received for information;

AND THAT the SCRD renew the Sublease Agreement for a period of 5 years;

AND FURTHER THAT the delegated authorities be authorized to sign the extension of the Sublease Agreement with the Pender Harbour Living Heritage Society.

**Recommendation No. 5** *RFP 2261301 Parks Operator for Katherine Lake Campground, Dan Bosch Park & Ruby Lake Boat Launch*

THAT the report titled RFP 2261301 Award Report – Parks Operator for Katherine Lake Campground, Dan Bosch Park & Ruby Lake Boat Launch be received for information;

AND THAT the contract for Parks Operator be awarded to Swens Contracting Ltd. for up to a five-year term and a contract maximum of \$334,343 (excluding GST);

081/22 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

**Recommendation No. 6** *Halfmoon Bay APC Meeting Minutes of February 22, 2022*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of February 22, 2022 be received for information.

**Recommendation No. 7** *Roberts Creek APC Meeting Minutes of February 28, 2022*

THAT the Roberts Creek Advisory Planning Commission meeting minutes of February 28, 2022 be received for information.

**Recommendation No. 8** *Correspondence from BC Association of Farmers' Markets*

THAT the correspondence from BC Association of Farmers' Markets dated February 11, 2022 regarding Letter of Support for the Farmers' Market Nutrition Coupon Program be received for information;

AND THAT a letter of support for the Farmers' Market Nutrition Coupon Program be sent to the BC Ministry of Health.

**Recommendation No. 9** *Correspondence from Sunshine Coast Affordable Housing Society*

THAT the correspondence from Sunshine Coast Affordable Housing Society, dated February 25, 2022 regarding Invitation for SCRD Representative for Intergovernmental Liaison Group be received for information;

AND THAT Director McMahon and Director Pratt be appointed as the SCRD co-representatives for the Sunshine Coast Affordable Housing Society's Intergovernmental Liaison Group.

**CARRIED**

Planning **It was moved and seconded**

082/22 THAT Planning and Development Committee recommendation No. 2 of March 17, 2022 be received, adopted and acted upon as amended as follows:

**Recommendation No. 2** *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road) – Consideration of Second Reading be received for information;



082/22 cont. AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021* be forwarded to the Board for Second Reading as amended, as follows:

*Strike out "...the purpose of permitting up to five recreational vehicles to be used for long-term, temporary accommodation.", and replace with "...the purpose of permitting up to 4 spaces for the non-transient siting of recreational vehicles used only for long-term residential use."*

AND FURTHER THAT the consistency of *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021* with the SCRD 2022 - 2026 Financial Plan and 2011 Solid Waste Management Plan be considered and reported to the Board.

*Directors McMahon and Tize opposed*

**CARRIED**

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

083/22 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 19, Block 14, District Lot 909, Plan 32628, PID 027-226-743, Folio 746.01332.085.

**CARRIED**

Office of CAO Monthly Report **It was moved and seconded**

084/22 THAT the March 24, 2022 verbal report from the Office of the CAO be received for information.

**CARRIED**

**BYLAWS**

Bylaw 422.40 **It was moved and seconded**

085/22 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.40, 2022* be adopted.

**CARRIED**

Bylaw 1056.1            **It was moved and seconded**

086/22                    THAT *Egmont and District Fire Protection Service Establishing Amendment Bylaw No. 1056.1, 2021* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:51 p.m.*

**IN CAMERA            It was moved and seconded**

087/22                    THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k), (n) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

**CARRIED**

*The Board moved out of In Camera at 3:21 p.m.*

## **RELEASE OF ITEMS FROM IN CAMERA**

Appointments           **It was moved and seconded**

088/22                    THAT a thank you letter be sent to Russ Spencer for his service as the Ports Monitor Committee representative for the Vaucroft dock;

AND THAT Joseph Wright be re-appointed as the Ports Monitor Committee representative for the Gambier Harbour/West Bay Dock for a two-year term;

AND THAT Bruce Pollock be re-appointed as the Ports Monitor Committee representative for the Gambier Harbour/West Bay Dock for a two-year term;

AND THAT John Richardson be re-appointed as the Ports Monitor Committee representative for the Keats Landing Dock for a two-year term;

AND FURTHER THAT staff continue with recruitment for a Ports Monitor Committee representative for the Vaucroft and Port Graves dock.

**CARRIED**

**ADJOURNMENT      It was moved and seconded**

089/22                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:21 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair

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

**March 24, 2022**

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

<b>PRESENT:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D Electoral Area A Electoral Area B Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	A. Tize L. Lee L. Pratt D. McMahon M. Hiltz A. Toth D. Croal (Alt.) (Part)
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley (Part)
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	General Manager, Community Services		S. Gagnon (Part)
	General Manager, Infrastructure Services		R. Rosenboom (Part)
	General Manager, Planning and Development		I. Hal (Part)
	Senior Manager, Human Resources		G. Parker (Part)
	Deputy Corporate Officer		J. Hill (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		0

**CALL TO ORDER**                      9:32 a.m.

**AGENDA**                                The agenda was adopted as presented.

*Director Tize was appointed Vice-Chair for the March 24, 2022 Corporate and Administrative Services Committee Meeting.*

**REPORTS**

**Recommendation No. 1**      *Freedom of Information Bylaw Revision*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Regional District Freedom of Information Bylaw Revision be received for information;

AND THAT the revised *Freedom of information Bylaw No. 736, 2022* be forwarded to the April 14, 2022 Regular Board meeting for consideration of adoption.

*Alternate Director Croal joined the meeting at 9:53 a.m.*

**Recommendation No. 2**      *2022 Budget Debrief and 2023-2027 Financial Planning Process*

The Corporate and Administrative Services Committee recommended that the report titled 2022 Budget Debrief and 2023-2027 Financial Planning Process be received for information;

AND THAT a draft Financial Planning Policy be brought forward to a future Corporate and Administrative Services Committee in Q3 of 2022 for Board consideration;

AND THAT the process and timeline for the 2023-2027 Financial Planning Process be approved as presented;

AND FURTHER THAT the 2022 Board Calendar be amended to include the Special Corporate and Administrative Services Committees for the purposes of the 2023-2027 Financial Plan Pre-Budget Meetings on December 5-7, 2022.

*The Committee recessed at 10:42 a.m. and reconvened at 10:52 a.m.*

**Recommendation No. 3**      *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;

AND THAT the timeline be approved as presented.

**Recommendation No. 4**      *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – March 2022 be received for information.

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

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

**ADJOURNMENT**                      11:26 a.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 310.193**

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

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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. 310.193, 2021*.

**PART B – AMENDMENT**

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

*Schedule B* is amended by changing Subdivision District F to Subdivision District E1 for Lot 3 Block 4 Distric Lot 1314 Plan 12570, as depicted on Appendix 'A', attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this	23 <sup>RD</sup>	DAY OF SEPTEMBER ,	2021
READ A SECOND TIME this	23 <sup>RD</sup>	DAY OF SEPTEMBER ,	2021
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	8 <sup>TH</sup>	DAY OF FEBRUARY ,	2022
READ A THIRD TIME this	14 <sup>TH</sup>	DAY OF APRIL ,	2022
ADOPTED this	14 <sup>TH</sup>	DAY OF APRIL ,	2022

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Corporate Officer

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Chair

# Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021

Amend the Subdivision District of Lot 3 Block 4 District Lot 1314 Plan 12570 (PID 008-847-371)  
**from F to E1**



\_\_\_\_\_ Chair

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

## SUNSHINE COAST REGIONAL DISTRICT

### Bylaw No. 736

A bylaw for the administration of the  
*Freedom of Information and Protection of Privacy Act*

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**WHEREAS** the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a local public body designate a Head of that public body for the purposes of this Act, and set any fees for services;

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

#### 1. Citation

This bylaw may be cited as the *Sunshine Coast Regional District Freedom of Information Bylaw No. 736, 2022*.

#### 2. Definitions and Interpretation

(1) The definitions contained in Schedule 1 of the *Freedom of Information and Protection of Privacy Act* shall apply to this bylaw; and

(2) In this bylaw:

“**Act**” means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended;

“**Board**” means the Board of the Sunshine Coast Regional District;

“**Commercial Applicant**” means a person who makes a request for access to a record to obtain information for use in connection with a trade, business profession, or other venture for profit;

“**Coordinator**” means the person designated in section 3(2) of this bylaw as the Information and Privacy Coordinator;

“**Head**” means the person designated under section 3(1) of this bylaw as the Head;

“**Regional District**” means the Sunshine Coast Regional District; and

“**Request**” means a request under section 5 of the Act.

#### 3. Administration

(1) The Corporate Officer is designated as the Head for the purposes of the Act;

(2) The Sunshine Coast Regional District Information and Privacy Coordinator is designated as the Information and Privacy Coordinator for the purposes of the Act; and



- (3) The Head and the Coordinator shall perform their duties in their respective capacities for all Boards, Committees, and Commissions of the Regional District for the purposes of the Act.

**4. Powers and Duties of the Coordinator**

- (1) The Head may delegate any of the Head’s duties under the Act to the Coordinator; and  
(2) The Coordinator must refuse to disclose information to an applicant or commercial applicant if the disclosure is prohibited or restricted by or under another Act.

**5. Fees**

An applicant or a commercial applicant making a request may be charged a fee by the Regional District as permitted under the Act and set out in the Schedule of Maximum Fees established by British Columbia Regulation 155/2012, as amended from time to time, for the purposes of:

- (a) a prescribed application fee;
- (b) locating, retrieving, and producing a record;
- (c) preparing a record for disclosure, except for the time spent severing information;
- (d) shipping and handling a record; and
- (e) providing a copy of a record.

**6. Severability**

If any portion of this bylaw is found to be invalid by a court of competent jurisdiction, then the invalid portion will be severed and the remainder of the bylaw will remain in effect.

**7. Repeal**

*Sunshine Coast Regional District Freedom of Information Bylaw No. 409, 1994* is hereby repealed.

READ A FIRST TIME this	14 <sup>th</sup>	day of	April, 2022
READ A SECOND TIME this	14 <sup>th</sup>	day of	April, 2022
READ A THIRD TIME this	14 <sup>th</sup>	day of	April, 2022
ADOPTED this	14 <sup>th</sup>	day of	April, 2022

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR