



# 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, MARCH 10, 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 February 24, 2022

Annex A  
Pages 1 – 15

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Parcel Tax Roll Review Panel minutes of February 24, 2022 (*for receipt only*)

Annex B  
p 16

4. Corporate and Administrative Services Committee recommendation Nos. 1 and 2 of February 24, 2022 (*recommendation Nos. 3 and 4 previously adopted*)

Annex C  
pp 17 - 18

5. Joint Use Steering Committee Appointment – Corporate Officer

Annex D  
p 19

### COMMUNICATIONS

### MOTIONS

### BYLAWS

6. *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.40, 2022 – first, second and third reading (Voting – Participants – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6)*

Annex E  
pp 20 - 26

### DIRECTORS' REPORTS

Verbal

**IN CAMERA**

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to March 19, 2022)

Infrastructure Services Committee	March 10 at 9:30 am
Regular Board	March 10 at 2:00 pm
Solid Waste Management Plan Monitoring Advisory Committee	March 15 at 11:00 am
Planning and Development Committee	March 17 at 9:30 am
Community Services Committee - <b>CANCELLED</b>	March 17 at 2:00 pm

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

N/A	
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**Please note:** Meeting dates are current as of print date (March 4, 2022).



## SUNSHINE COAST REGIONAL DISTRICT

February 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.

**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	D. Croal (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
Chief Building Official	A. Whittleton (in part)
Deputy Corporate Officer / Recorder	J. Hill
Media	0
Public	2

*\*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**      **2:02 p.m.**

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

039/22                    THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes                **It was moved and seconded**

040/22                    THAT the Regular Board meeting minutes of January 27, 2022 be adopted.

**CARRIED**

**REPORTS**

Corporate

**It was moved and seconded**

041/22

THAT Corporate and Administrative Services Committee recommendation Nos. 3-6 of January 27, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 3** *Sunshine Coast Regional District Debt as at December 31, 2021*

THAT the report titled Sunshine Coast Regional District Debt as at December 31, 2021 be received for information.

**Recommendation No. 4** *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from October 1, 2021 to December 31, 2021 be received for information.

**Recommendation No. 5** *Directors' Constituency and Travel Expenses*

THAT the report titled Directors' Constituency and Travel Expenses for Period Ending December 31, 2021 be received for information.

**Recommendation No. 6** *Corporate and Administrative Services – Semi-Annual Report*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for July to December 2021 received for information.

**CARRIED**

Infrastructure

**It was moved and seconded**

042/22

THAT Infrastructure Services Committee recommendation Nos. 1-6 of February 3, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Request for Proposal 2137020 Contract Award for Eastbourne Groundwater Development*

THAT the report titled Request for Proposal 2137020 Contract Award for Eastbourne Groundwater Development be received for information;

AND THAT a contract for hydrogeological and engineering services be awarded to ISL Engineering and Land Services Ltd. in the amount up to \$345,000 (excluding GST);

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

042/22 cont.

**Recommendation No. 2** *Infrastructure Services Department - 2021 Q4 Report*

THAT the report titled Infrastructure Services Department – 2021 Q4 Report be received for information.

**Recommendation No. 3** *Solid Waste Management Plan Amendment for Waste Export*

THAT the report titled Solid Waste Management Plan Amendment for Waste Export be received for information;

AND THAT the Board is satisfied that the engagement conducted by staff on the proposed amendment to the 2011 SCR D Solid Waste Management Plan, to allow for temporary export of waste, is adequate;

AND FURTHER THAT the SCR D submit an application to the Ministry of Environment and Climate Change Strategy for approval for a proposed amendment to the 2011 SCR D Solid Waste Management Plan to allow for temporary export of waste.

**Recommendation No. 4** *Drought Response Plan Recommendations 2022*

THAT the report titled Drought Response Plan Recommendations 2022 be received for information;

AND THAT the Drought Response Plan be updated to reflect the proposed updates outlined in Attachment A of the report titled Drought Response Plan Recommendations 2022;

AND THAT a two (2) week exemption for commercial farms at the start of Stage 4 Water Restrictions be included and that it be applied to farms that classify as commercial under the *BC Assessment Act*, have a water meter installed, and pay a commercial rate;

AND FURTHER THAT SCR D Water Rates and Regulations Bylaw No. 422 be amended to align with the proposed updates outlined in Attachment A of the report titled Drought Response Plan Recommendations 2022.

**Recommendation No. 5** *Proposed Engagement with Commercially Classified Farms*

THAT the report titled Proposed Engagement with Commercially Classified Farms be received for information;

AND THAT staff engage with farmers on the proposals outlined in this report and present a report with recommended next steps to an Infrastructure Services Committee meeting by Q3 2022.

042/22 cont.      **Recommendation No. 6**      *Water Sampling Services - Contract Term Extension*

THAT the report titled Water Sampling Services - Contract Term Extension be received for information;

AND THAT the contract with Elements Materials Technology Group Limited for Water Sampling Service be extended for an additional one (1) year period in the amount of \$43,210 (plus GST) with an amended contract value of \$154,905;

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

**CARRIED**

Planning      **It was moved and seconded**

043/22      THAT Planning and Development Committee recommendation Nos. 1-14 of February 17, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Sunshine Coast Community Solar Association Delegation*

THAT the presentation provided by the Sunshine Coast Community Solar Association be received for information;

AND THAT a letter of support be provided to the Sunshine Coast Community Solar Association in order to apply for a grant to complete the energy conservation and solar energy audit projects at SCRD facilities.

**Recommendation No. 2**      *Elphinstone Community Association Delegation Regarding Reed Road Forest (DL1313)*

THAT the delegation materials from the Elphinstone Community Association regarding the Reed Road Forest (District Lot 1313) be received for information.

**Recommendation No. 3**      *District Lot 1313 Options for Conservation*

THAT the report titled District Lot 1313 Options for Conservation be received for information;

AND THAT staff initiate a formal referral to the Sk̓wx̓wú7mesh Nation regarding the protection of DL1313;

AND THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Timber Sales, Member of Legislative Assembly and Member of Parliament be notified that SCRD has initiated a referral to Sk̓wx̓wú7mesh Nation;

043/22 cont.

AND THAT a letter to the Minister be prepared and brought to a Q2 Planning and Development Committee meeting for further direction requesting that provisions of the *Land Act* be utilized to temporarily address drinking water protection and stormwater management concerns until such time as a management plan involving the Sk̓wx̓wú7mesh Nation can be established;

AND THAT the Town of Gibsons be invited to collaborate on the next steps;

AND FURTHER THAT staff continue to work with the Province and First Nations to find better tools and approaches to protect and manage our watersheds.

**Recommendation No. 4**    *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)*

THAT the report titled Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road) Consideration of Third Reading and Adoption be received for information;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be abandoned.

**Recommendation No. 5**    *West Howe Sound Official Community Plan Amendment Bylaw 640.5 and Zoning Amendment Bylaw 310.194 (2061 Twin Creeks Rd)*

THAT the report titled West Howe Sound Official Community Plan Amendment Bylaw 640.5 and Zoning Amendment Bylaw 310.194 (2061 Twin Creeks Rd) be received for information;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be forwarded to the Board for First and Second Readings;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021* is considered consistent with the SCRD's 2022-2026 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the bylaws be arranged;

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



043/22 cont.

**Recommendation No. 6** *Development Variance Permit DVP00080 (6058 Garden Bay Road)*

THAT the report titled Development Variance Permit DVP00080 (6058 Garden Bay Road) be received for information;

AND THAT Development Variance Permit DVP00080 to vary Zoning Bylaw 337, Sections:

- 505 (1)(iii) to increase the maximum permitted combined gross floor area of all auxiliary buildings on a parcel greater than 1 hectare from 350 m<sup>2</sup> to 445.93 m<sup>2</sup>;
- 508 (e) to increase the floor area used for auxiliary light industry from 200 m<sup>2</sup> to 445.93 m<sup>2</sup>;
- Section 508 (f) to vary the parcel line setback from 15 m to 10 m from the east side parcel line and 8 m from the front parcel line for a building proposed to be used in conjunction with an auxiliary light industry use on the property;

to permit the construction of a 371.61 m<sup>2</sup> boat storage building located at 6058 Garden Bay Road be issued.

**Recommendation No. 7** *Community Climate Public Participation*

THAT the report titled Community Climate Public Participation Update be received for information;

AND THAT the report be referred to the District of Sechelt, Town of Gibsons, shishálh Nation, and Sk̓w̓x̓wú7mesh Nation with an offer to present to Councils.

**Recommendation No. 8** *Islands Fire Protection*

THAT the report titled Islands Fire Protection be received for information.

**Recommendation No. 9** *Municipal Finance Authority Loan Authorization for Fire Department Apparatus Replacement*

THAT the report titled Municipal Finance Authority Loan Authorization for Fire Department Apparatus Replacement be received for information;

AND THAT the project budget of \$400,789 for the Gibsons and District Volunteer Fire Department initial attack apparatus replacement, approved through Board Resolution #365/20, be funded from Municipal Finance Authority (MFA) short term loan;

043/22 cont.

AND FURTHER THAT a loan of up to \$400,789 for a term of 5 years be requested through the Municipal finance authority Equipment Financing Program under section 403(1) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of the initial attack apparatus.

**Recommendation No. 10**    *SCRD Volunteer Firefighters Health Benefits Contract Award*

THAT the report titled RFP 2122202-01 - SCR D Volunteer Firefighters Health Benefits Contract Award (HUB International Insurance Brokers) be received for information;

AND THAT a contract for the SCR D Volunteer Firefighters Health Benefits be awarded to HUB International Insurance Brokers for up to \$186,860 (plus GST);

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

**Recommendation No. 11**    *Planning and Development Department 2021 Q4 / Year End Report*

THAT the report titled Planning and Development Department 2021 Q4 / Year End Report be received for information.

**Recommendation No. 12**    *Halfmoon Bay APC Meeting Minutes of January 25, 2022*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of January 25, 2022 be received for information.

**Recommendation No. 13**    *Elphinstone APC Meeting Minutes of January 26, 2022*

THAT the Elphinstone Advisory Planning Commission meeting minutes of January 2, 2022 be received for information.

**Recommendation No. 14**    *West Howe Sound APC Meeting Minutes of January 25, 2022*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of January 25, 2022 be received for information.

**CARRIED**

Community

**It was moved and seconded**

044/22

THAT Community Services Committee recommendation Nos. 1-11 of February 17, 2022 be received, adopted and acted upon as follows:

044/22 cont.

**Recommendation No. 1** *Dakota Ridge Volunteer Group*

THAT the delegation materials provided by Dakota Ridge Volunteer Group be received for information;

AND THAT staff enter into discussions with representatives of the Dakota Ridge Volunteer Group to explore the possibility of the Dakota Ridge Volunteer Group taking an increased role in providing the Dakota Ridge service;

AND FURTHER THAT staff report back to a future Community Services Committee meeting before the end of Q3 2022.

**Recommendation No. 2** *Community Services Department 2021 Q4 / Year-End Report*

THAT the report titled Community Services Department 2021 Q4 / Year-End Report be received for information.

**Recommendation No. 3** *Square Bay Community Sewage Treatment Service*

THAT the report titled Square Bay Community Sewage Treatment Service – Underfunding be received for information;

AND THAT the *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428* be amended to increase the Square Bay Community Sewage Treatment Service Area User Fees by 23.58%;

AND THAT the following projects be deferred and reconsidered as part of the 2023 Budget process:

- Statutory Right of Way;
- System Upgrade Planning;

AND THAT the 2022 budget for the Infiltration Reduction Phase 2 project be reduced by \$5,000 to \$20,000 and that this funding decision be reconsidered as part of the 2023 Budget process;

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

**Recommendation No. 4** *Jolly Roger Community Sewage Treatment Service*

THAT the report titled Jolly Roger Community Sewage Treatment Service – Underfunding be received for information;

AND THAT \$2,266 of the [384] Jolly Roger Operating Reserve be used to fund 2022 operations;

044/22 cont.

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

**Recommendation No. 5**    *Secret Cove Community Sewage Treatment Service*

THAT the report titled Secret Cove Community Sewage Treatment Service – Underfunding be received for information;

AND THAT \$680 of the [385] Secret Cove Operating Reserve be used to fund 2022 operations;

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

**Recommendation No. 6**    *Greaves Road Community Sewage Treatment Service*

THAT the report titled Greaves Road Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$468 of the [381] Greaves Road Operating Reserve be used to fund 2022 operations;

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

**Recommendation No. 7**    *Lily Lake Community Sewage Treatment Service*

THAT the report titled Lily Lake Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$7,095 of the [381] Lily Lake Operating Reserve be used to fund 2022 operations;

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

**Recommendation No. 8**    *Sakinaw Ridge Community Sewage Treatment Service*

THAT the report titled Sakinaw Ridge Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$2,224 of the [395] Sakinaw Ridge Operating Reserve be used to fund 2022 operations;

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

044/22 cont.

**Recommendation No. 9** *Roberts Creek Co-housing Community Sewage Treatment Service*

THAT the report titled Roberts Creek Cohousing Community Sewage Treatment Service – Underfunding be received for information;

AND THAT \$10,943 of the [392] Roberts Creek Co-housing Operating Reserve be used to fund 2022 operations;

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

**Recommendation No. 10** *Woodcreek Park Community Sewage Treatment Service*

THAT the report titled Woodcreek Park Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$5,378 of [382] Woodcreek Operating Reserve be used to fund 2022 operations;

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

**Recommendation No. 11** *Langdale Community Sewage Treatment Service*

THAT the report titled Langdale Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$5,987 of the [388] Langdale Operating Reserve be used to fund 2022 operations;

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

**CARRIED**

Corporate

**It was moved and seconded**

045/22

THAT Corporate and Administrative Services Committee recommendation Nos. 3 and 4 of February 24, 2022 be received, adopted and acted upon as follows:

**Recommendation No. 3** *Request for Proposal 2261301 Janitorial Services for Aquatic Facilities Contract Award*

THAT the report titled Request for Proposal (RFP) 2261301 Janitorial Services for Aquatic Facilities Contract Award Report be received for information;

045/22 cont. AND THAT the contract for janitorial services at the aquatic facilities be awarded to Master Care Janitorial and Facility Services Inc. for up to a five-year term and a contract maximum amount of \$509,480.17 (plus GST);

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

**Recommendation No. 4**     *2021 Final Surplus / Deficits*

THAT the report titled 2021 Final Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2021 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND FURTHER THAT the revised 2021 Sunshine Coast Emergency Planning [222] deficit of \$44,623 be funded from 2022 taxation.

**CARRIED**

2022 Election  
Appointments

**It was moved and seconded**

046/22

THAT the report titled Appointment of Chief and Deputy Chief Election Officers be received for information;

AND THAT pursuant to Section 58 (1) and (2) of the *Local Government Act* Sherry Reid be appointed Chief Election Officer for conducting the 2022 general local elections with the power to appoint other election officials as required for the administration and conduct of the 2022 general local elections;

AND FURTHER THAT Jennifer Hill be appointed Deputy Chief Election Officer for the 2022 general local elections.

**CARRIED**

Notice on Title

**It was moved and seconded**

047/22

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 H, District Lot 1365, Group 1, NWD, PID 005-364-515, Folio 746.03321.001.

**CARRIED**

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

048/22                                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 1, District Lot 1621, Plan 2936, Group 1, NWD, PID 013-313-941, Folio 746.02115.001.

**CARRIED**

CAO Report                       **It was moved and seconded**

049/22                                THAT the February 24, 2022 report from the Office of the CAO be received for information.

**CARRIED**

## **BYLAWS**

Bylaw 640.5                       **It was moved and seconded**

050/22                                THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021* be read a first time.

**CARRIED**

Bylaw 640.5                       **It was moved and seconded**

051/22                                THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021* be read a second time.

**CARRIED**

Bylaw 310.194                   **It was moved and seconded**

052/22                                THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be read a first time.

**CARRIED**

Bylaw 310.194                   **It was moved and seconded**

053/22                                THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be read a second time.

**CARRIED**

Bylaw 428.24                   **It was moved and seconded**

054/22                                THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be read a first time.

**CARRIED**

Bylaw 428.24           **It was moved and seconded**  
055/22                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be read a second time.

**CARRIED**

Bylaw 428.24           **It was moved and seconded**  
056/22                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be read a third time.

**CARRIED**

Bylaw 428.24           **It was moved and seconded**  
057/22                    THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be adopted.

**CARRIED**

Bylaw 735               **It was moved and seconded**  
058/22                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be read a first time.

*Director Toth opposed*

**CARRIED**

Bylaw 735               **It was moved and seconded**  
059/22                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be read a second time.

*Director Toth opposed*

**CARRIED**

Bylaw 735               **It was moved and seconded**  
060/22                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be read a third time.

*Director Toth opposed*

**CARRIED**

Bylaw 735               **It was moved and seconded**  
061/22                    THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be adopted.

*Director Toth opposed*

**CARRIED**



**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:58 p.m.*

**IN CAMERA                      It was moved and seconded**

062/22                      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), (m), (g) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “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”, “litigation or potential litigation affecting the municipality” 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 3:15 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

Fire Hall  
Appointments

**It was moved and seconded**

063/22                      THAT a letter be sent to the Office of the Fire Commissioner requesting that the following individuals be appointed as Local Assistants to the Fire Commissioner:

1. Richard White, Gibsons & District Volunteer Fire Department;
2. Travis Young, Gibsons & District Volunteer Fire Department;
3. Greg Phelps, Halfmoon Bay Volunteer Fire Department;
4. Sean Hatanaka, Roberts Creek Volunteer Fire Department;
5. Elisha Moussadji, Egmont and District Fire Department;

AND THAT a letter be sent to the Office of the Fire Commissioner requesting that the following appointments as Local Assistants to the Fire Commissioner be rescinded:

1. George Williams, Gibsons & District Volunteer Fire Department;
2. Rick Ruth, Gibsons & District Volunteer Fire Department.

**CARRIED**

**BOV Appointments    It was moved and seconded**

064/22                    THAT Kristy Child be appointed to the Board of Variance for a three-year term.

**CARRIED**

**ADJOURNMENT    It was moved and seconded**

065/22                    THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:16 p.m.

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

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

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
PARCEL TAX ROLL REVIEW PANEL**

**February 24, 2022**

RECOMMENDATIONS FROM THE PARCEL TAX ROLL REVIEW MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Panel Chair	Electoral Area F	M. Hiltz
		Town of Gibsons Electoral Area B	B. Beamish L. Pratt
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Manager, Financial Services		B. Wing
	Administrative Assistant / Recorder		T. Crosby
	Public		0
	Media		0

**CALL TO ORDER**                    9:00 a.m.

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

**REPORT**

**It was moved and seconded**

THAT the report titled Parcel Tax Authentication be received for information;

AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the 2022 Parcel Tax Roll by certificate, signed by its members.

**CARRIED**

**ADJOURNED**                    9:06 a.m.

\_\_\_\_\_  
Chair

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

**February 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	Town of Gibsons	B. Beamish
		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
 <b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	General Manager, Community Services		S. Gagnon (Part)
	Manager, Facility Services		A. van Velzen (Part)
	Manager, Purchasing and Risk Management		V. Cropp (Part)
	Manager, Communications 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 presented.

**Recommendation No. 1**        *Updated Director Roles and Responsibilities*

The Corporate and Administrative Services Committee recommended that the report titled Updated Director Roles and Responsibilities be received for information;

AND THAT the Updated Director Roles and Responsibilities be approved as amended, as follows:

- Board Chair Role Summary “Chief *Executive* Officer” replaces “Chief Elected Officer”;
- All Professional Development Sections: “Attend relevant forums / conference, as *appropriate*, to ensure...”;
- Municipal Director Role Summary “*The Municipal Director is appointed by their Council to represent a member municipality...*”;

- Municipal Director Responsibilities “o) Regularly reports to the Regional District Board on municipal matters and to the municipal council on Regional District matters”;
- Municipal Director – Time Commitment and Available: “...equivalent time commitment of a part time job, and in conjunction with municipal responsibilities may involve activities that approximate or exceed a full-time position.”.

**Recommendation No. 2**      *Contract Award for Sunshine Coast Regional District Website Redesign*

The Corporate and Administrative Services Committee recommended that the report titled Contract Award for Sunshine Coast Regional District (SCRD) Website Redesign be received for information;

AND THAT a contract for the redesign of the SCRD Website be awarded to KIMBO Designs Inc. in the amount of up to \$112,300 (excluding GST);

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

**Recommendation No. 3**      *Request for Proposal 2261301 Janitorial Services for Aquatic Facilities Contract Award*

The Corporate and Administrative Services Committee recommended that the report titled Request for Proposal (RFP) 2261301 Janitorial Services for Aquatic Facilities Contract Award Report be received for information;

AND THAT the contract for janitorial services at the aquatic facilities be awarded to Master Care Janitorial and Facility Services Inc. for up to a five-year term and a contract maximum amount of \$509,480.17 (plus GST);

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

AND FURTHER THAT this recommendation be forwarded to the February 24, 2022 Regular Board meeting.

**Recommendation No. 4**      *2021 Final Surplus / Deficits*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Final Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2021 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND FURTHER THAT the revised 2021 Sunshine Coast Emergency Planning [222] deficit of \$44,623 be funded from 2022 taxation.

**ADJOURNMENT**                      10:03 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – March 10, 2022

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** JOINT USE STEERING COMMITTEE APPOINTMENT

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### RECOMMENDATIONS

**THAT the report titled Joint Use Steering Committee Appointment be received for information;**

**AND THAT the Board appoint an additional Director to the Joint Use Steering Committee.**

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### BACKGROUND

Each year, the SCRD Board appoints Directors to various committees and organizations. On December 9, 2021, Director Pratt and Chair Siegers were affirmed as the SCRD appointees to the Joint Use Steering Committee. Director Beamish was appointed as the Alternate member.

### DISCUSSION

An amended version of the Joint Use Steering Committee Terms of Reference was presented at the June 2021 Planning and Community Development Committee and adopted by the Board on June 24, 2021. One of the amendments included a change to the terms of Membership whereby the number of SCRD appointees to the Steering Committee was increased from two members to three.

Given that only two directors, and one alternate member are currently appointed, staff recommend the Board appoint a third SCRD Director to the Joint Use Steering Committee in order to meet the Membership requirements set out in the Steering Committee Terms of Reference.

### STRATEGIC PLAN AND RELATED POLICIES

N/A

### CONCLUSION

Staff recommend the Board appoint a third SCRD Director to the Joint Use Steering Committee.

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

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 422.40**

A bylaw to amend Sunshine Coast Regional District  
Revised Water Rates and Regulations Bylaw No. 422, 1995

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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 Water Rates and Regulations Amendment Bylaw No. 422.40, 2022*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
  - a) Delete the definition in Section 1 of “Micro-irrigation or Drip-irrigation system” in its entirety and replace with a new definition for “Drip-irrigation system” as follows:
 

“Drip-irrigation system” means an irrigation system that operates at a pressure less than 138 kPa (20 psi) and delivers water directly to the plant root zone through individual emission points or emitters using droplets of water where the emitters use less than 7.6 litres per hour and excludes sprinkler irrigation systems, micro-spray systems, misting systems, weeper hoses, and soaker hoses.
  - b) Delete the definition in Section 1 of “Notice” in its entirety and replace with a revised definition for “Notice” as follows:
 

“Notice” means the announcement given under Section 19.6 of this bylaw.
  - c) Delete the definition in Section 1 of “Sprinkling” in its entirety and replace with a new definition for “Sprinkler” as follows:
 

“Sprinkler” means the application or distribution of water on gardens, lawns or grounds by sprinkling or spraying, including sprinkler irrigation systems, micro-spray systems, misting systems, weeper hoses, and soaker hoses, but excludes hand watering or drip-irrigation.
  - d) Delete Sections 19.7 and 19.8 in their entirety.
  - e) Renumber Section 19.9 as Section 19.7.
  - f) Delete Section 9 “Temporary Lawn Watering Permit” in Schedule “B” its entirety.
  - g) Delete Section 7 “Temporary Lawn Watering Permit” in Schedule “D” its entirety.
  - h) Delete Section 6 “Temporary Lawn Watering Permit” in Schedule “E” its entirety.
  - i) Delete Schedule “J” in its entirety and replace with the revised Schedule “J” attached hereto.

READ A FIRST TIME	this	10 <sup>th</sup>	day of	March, 2022
READ A SECOND TIME	this	10 <sup>th</sup>	day of	March, 2022
READ A THIRD TIME	this	10 <sup>th</sup>	day of	March, 2022
ADOPTED	this	___	day of	_____

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

\_\_\_\_\_  
CHAIR



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**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 422**

**SCHEDULE "J"**

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**Water Conservation Stages**

**1.0 STAGE 1 - Water Supply Conditions: "Normal"**

**1.1 During Stage 1 a person may:**

- (a) use a sprinkler to water trees, shrubs, flowers or food producing plants and trees only during the following scheduled times:
  - i. on a property with an even numbered address on Tuesday, Thursday and Sunday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm; and
  - ii. on a property with an odd numbered address on Monday, Wednesday and Saturday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm;
- (b) use a sprinkler to water lawns only during the following scheduled times:
  - i. on a property with an even numbered address on Thursday and Sunday from 7:00 am to 8:00 am; and
  - ii. on a property with an odd numbered address on Wednesday and Saturday from 7:00 a.m. to 8:00 a.m.;
- (c) at any time water lawns, trees, shrubs, flowers, and food producing plants and trees by hose equipped with a spray-trigger nozzle, hand-held container, or drip-irrigation;
- (d) at any time use water to wash a vehicle or boat, but must use a hand-held hose equipped with a spray-trigger nozzle or pressure washer, or hand-held container; or commercial car wash;
- (e) at any time use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, but must use a hose equipped with a spray-trigger nozzle, a pressure washer, or hand-held container; and
- (f) at any time use water to fill a swimming pool, spa, garden pond, or decorative fountain.

**1.2 During Stage 1, the following exceptions apply:**

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out in Section 1.1.
- (b) Commercial food producing farms paying a metered rate for water are exempt from Stage 1 restrictions.

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**Schedule “J” continued**

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2.0 **STAGE 2** - Water Supply Conditions: “Moderate”

2.1 During Stage 2, a person may:

- (a) use a sprinkler to water trees, shrubs and flowers only during the following scheduled times:
  - i. on a property with an even numbered address on Thursday and Sunday between the hours of 7:00 am and 9:00 am; and
  - ii. on a property with an odd numbered address on Wednesday and Saturday between the hours of 7:00 am and 9:00 am;
- (b) use hand watering or drip-irrigation to water trees, shrubs and flowers only during the following scheduled times: between the hours of 7:00 am and 9:00 am; and 7:00 pm and 9:00 pm any day of the week;
- (c) use a sprinkler to water food producing plants and trees only during the following scheduled times:
  - i. on a property with an even numbered address on Thursday and Sunday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm; and
  - ii. on a property with an odd numbered address on Wednesday and Saturday from 7:00 am to 9:00 am and from 7:00 pm to 9:00 pm;
- (d) at any time water food producing plants and trees by hand-held hose equipped with a spray-trigger nozzle, hand-held container, or drip-irrigation;
- (e) not water lawns, including newly seeded or sodded lawns;
- (f) at any time use water to wash a vehicle or boat, but must use a hand-held hose equipped with a spray-trigger nozzle or pressure washer, or a hand-held container, or commercial car wash;
- (g) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required for health and safety reasons; and
- (h) at any time use water to fill a swimming pool, spa, garden pond, or decorative fountain.

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**Schedule “J” continued**

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2.2 During Stage 2, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out in Section 2.1.
- (b) Commercial food producing farms paying a metered rate for water are exempt from Stage 2 restrictions.

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**Schedule “J” continued**

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3.0 **STAGE 3 - Water Supply Conditions: “Acute”**

3.1 During Stage 3, a person may:

- (a) use a hose equipped with a spray-trigger nozzle, a hand-held container, or drip-irrigation system to water:
  - i. trees, shrubs, and flowers only between the hours of 7:00 am and 8:00 am or 7:00 pm and 8:00 pm any day of the week;
  - ii. food producing plants and trees between the hours of 7:00 am and 8:00 am and 7:00 pm and 8:00 pm any day of the week;
- (b) not water lawns, including newly seeded or sodded lawns;
- (c) not use a sprinkler to water trees, shrubs, flowers or food producing plants and trees, at any time;
- (d) not use water to wash sidewalks, driveways, parking lots, exterior windows, decks, fences or exterior building surfaces, unless required for health and safety reasons;
- (e) not use water to wash a vehicle, boat or equipment except to wash salt water from a vehicle, boat or equipment or if part of a non-cosmetic commercial process legally required by a third party; and
- (f) not use water to fill a swimming pool, spa, garden pond, or decorative fountain.

3.2 During Stage 3, the following exceptions apply:

- (a) The Engineer may establish a separate schedule for sprinkling of public sports fields, public swimming pool maintenance and operation of public water parks to balance water demands. Public sector sprinkling of other landscaped areas and ornamental gardens follow the same schedule as set out in Section 3.1.
- (b) Commercial food producing farms paying a metered rate for water are exempt from Stage 3 restrictions.
- (c) For certainty, essential water for livestock is exempt from Stage 3 restrictions.

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**Schedule “J” continued**

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- 4.0 **STAGE 4 - Water Supply Conditions: “Severe”**
- 4.1 During Stage 4, all outdoor water use is banned (including greenhouses), unless required to comply with health and safety reasons. Main line water pressures will also be reduced where possible.
- 4.2 For certainty, essential water for livestock is exempt from Stage 4 restrictions.
- 4.3 Despite section 4.1 above, where land is classified as farm land for taxation purposes under the *British Columbia Assessment Authority Act*, and is paying a metered rate for water, those farms will be exempt from Stage 4 water restrictions, for a two-week period, commencing from the first date of Stage 4 regulations.