



SUNSHINE COAST REGIONAL DISTRICT

April 28, 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 |
| Manager, Planning and Development | J. Jackson (in part) |
| Acting GM, Community Services | A. van Velzen |
| 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 2:00 p.m.

AGENDA **It was moved and seconded**

101/22 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

102/22 THAT the Regular Board meeting minutes of April 14, 2022 be adopted.

CARRIED

REPORTS

Infrastructure

It was moved and seconded

103/22

THAT Infrastructure Services Committee recommendation Nos. 1-6 of April 14, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *Developing an SCRD Water Strategy*

THAT the report titled Developing an SCRD Water Strategy be received for information;

AND THAT staff proceed with public engagement based on the report titled Developing an SCRD Water Strategy.

Recommendation No. 2 *Best Practices for Water Meter Data*

THAT the report titled Best Practices for Water Meter Data be received for information.

Recommendation No. 3 *Water Supply Update*

THAT the verbal report entitled Water Supply Update be received for information.

Recommendation No. 4 *Landfill Disposal Ban for Food Waste and Recycling – Proposed Amendment of Timeline for Enforcement*

THAT the report titled Landfill Disposal Ban for Food Waste and Recycling – Proposed Amendment of Timeline for Enforcement be received for information;

AND THAT the timing of implementation of fees associated with the enforcement of the landfill disposal ban for food waste, food soiled paper and paper be amended from July 1, 2022 to October 1, 2022.

Recommendation No. 5 *Contract Award for Gypsum Recycling Services for Sechelt Landfill and Pender Harbour Transfer Station*

THAT the report titled Contract Award for Gypsum Recycling Services for Sechelt Landfill and Pender Harbour Transfer Station be received for information;

AND THAT the Contract Award for Gypsum Recycling Services for Sechelt Landfill and Pender Harbour Transfer Station be awarded to New West Gypsum at a value of up to \$165,520 (excluding GST);

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

103/22 cont. **Recommendation No. 6** *Water Supply Advisory Committee Minutes - March 7, 2022*

THAT the Water Supply Advisory Committee meeting minutes of March 7, 2022 be received for information.

CARRIED

Planning **It was moved and seconded**

104/22 THAT Planning and Development Committee recommendation Nos. 1-9 of April 21, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *Planning and Development Department 2022 Q1 Report*

THAT the report titled Planning and Development Department 2022 Q1 Report be received for information.

Recommendation No. 2 *BC Timber Sales Operating Plan (CRN00140) 2022 - 2026*

THAT the report titled BC Timber Sales Operating Plan (CRN00140) 2022 - 2026 be received for information.

Recommendation No. 3 *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021 and Zoning Amendment Bylaw No. 310.194, 2021*

THAT the report titled West Howe Sound Official Community Plan Amendment Bylaw 640.5 and Zoning Amendment Bylaw 310.194 (2061 Twin Creeks Road) 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 third reading, and prior to adoption of the bylaws, a covenant to implement fire protection measures and FireSmart programs for the proposed developments be registered on title of the subject property.

Recommendation No. 4 *Renewal of Pender Harbour Golf Club Lease Agreement*

THAT the report titled Renewal of Pender Harbour Golf Club Lease Agreement be received for information;

AND THAT the delegated authorities be authorized to execute renewal of the Pender Harbour Golf Club Lease Agreement for a 5-year term (2022 - 2027);

104/22 cont.

AND FURTHER THAT a staff report be brought back to the SCRD Board at a future date for consideration of amending the lease agreement for a 25-year term along with other provisions which would allow the Pender Harbour Golf Club more flexibility in operations and long-term planning needs.

Recommendation No. 5 *Renewal of Pender Harbour Golf Club Lease Agreement*

THAT signage acknowledging SCRD support for the Pender Harbour Golf Club be considered when amending the lease agreement for a 25-year term.

Recommendation No. 6 *Telus Telecommunication Tower near Storm Bay – Request for Local Government Concurrence (BC109063)*

THAT the report titled Telus Telecommunication Tower near Storm Bay – Request for Local Government Concurrence (BC109063) be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower near Storm Bay (Site BC109063):

- 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 addresses any shíshálh Nation archaeological or environmental concerns.

Recommendation No. 7 *Frontage Waiver FRW00015 (4289 Francis Peninsula Road)*

THAT the report titled Frontage Waiver FRW00015 (4289 Francis Peninsula Road) – Electoral Area A be received for information;

AND THAT the requirement for road frontage of a minimum 10% of the lot perimeter for the proposed Lot 2 in the subdivision of BLOCK 57 District Lot 1390 Plan 4276 be waived.

Recommendation No. 8 *CEPF Approval of Evacuation Route Planning Grant*

THAT the report titled Community Emergency Preparedness Fund – Approval of Evacuation Route Planning Grant be received for information;

AND THAT the SCRD accept the Community Emergency Preparedness Fund Grant for Evacuation Route Planning valued at \$25,000;

104/22 cont. AND THAT the delegated authorities be authorized to execute the approval agreement and accept the terms of condition;

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

Recommendation No. 9 *Halfmoon Bay APC Meeting Minutes of March 22, 2022*

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

CARRIED

Planning

It was moved and seconded

105/22

THAT Planning and Development Committee recommendation No. 10 of April 21, 2022 be referred to the May 12, 2022 Regular Board meeting as follows:

Recommendation No. 10 *Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road)*

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

AND THAT based on receipt of new information as outlined in this staff report, Resolution 082/22 Recommendation No. 2 as adopted at the March 24, 2022 Regular Board meeting be brought back for reconsideration of alternate action;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw 641.13* be abandoned;

AND FURTHER THAT staff be directed to proceed with the alternate solution, including:

1. The development of a compliance agreement to wind-down unpermitted land uses and pursuing compliance on any land development issues;
2. Subject to achieving a compliance agreement, prepare for Board decision a policy of temporary selective enforcement of bylaws relating to siting of recreational vehicles at 1220 Lockyer Road.

CARRIED

Community

It was moved and seconded

106/22

THAT Community Services Committee recommendation Nos. 1-6 of April 21, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *New Brighton Dock Committee Delegation*

THAT the delegation materials provided by New Brighton Dock Committee (Gambier Island Community Association) be received for information.

Recommendation No. 2 *2022 Sunshine Coast Transit Future Action Plan Delegation*

THAT the delegation materials provided by Rob Ringma, Senior Manager, Government Relations and Frank He, Transit Planner, BC Transit regarding the 2022 Sunshine Coast Transit Future Action Plan be received for information.

Recommendation No. 3 *2022 Sunshine Coast Transit Future Action Plan*

THAT the report titled 2022 Sunshine Coast Transit Future Action Plan be received for information;

AND THAT the 2022 Sunshine Coast Transit Future Action Plan be approved as a planning tool for future transit services and infrastructure priorities.

Recommendation No. 4 *RSTBC Partnership Agreement Renewal for Dakota Ridge Winter Recreation Area*

THAT the report titled Recreation Sites and Trails BC Partnership Agreement Renewal for Dakota Ridge Winter Recreation Area be received for information;

AND THAT the SCRD renew the Recreation Sites and Trails BC Partnership Agreement PA23-DSI-05 for a 5-year period;

AND FURTHER THAT SCRD delegated authorities be authorized to sign the Partnership Agreement renewal documents.

Recommendation No. 5 *Dakota Ridge Winter Recreation Area – Exploration of a new Partnership Agreement*

THAT the report titled Dakota Ridge Winter Recreation Area – Exploration of a new Partnership Agreement be received for information.

106/22 cont.

Recommendation No. 6 *Disaster Recovery Plan, Regional Flooding Events - Chaster House and Pedestrian Bridge*

THAT the report titled Disaster Recovery Plan, Regional Flooding Events - Chaster House and Pedestrian Bridge be received for information;

AND THAT the Chaster park pedestrian bridge and retaining wall repair planning be funded through [650] Community Parks Operating Reserves up to \$32,500;

AND THAT a 0.075 FTE for project management oversight be approved as part of the total project budget above;

AND FURTHER THAT the 2022-2026 Financial Plan Bylaw 735 be amended accordingly.

CARRIED

Corporate

It was moved and seconded

107/22

THAT Corporate and Administrative Services Committee recommendation Nos. 1-2 of April 28, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *2021 Audit Findings Report and Statement of Financial Information – MNP LLP*

THAT the report titled Sunshine Coast Regional District (SCRD) 2021 Audit Findings Report and Statement of Financial Information, and the following documents be received for information;

- 2021 Audit Findings – Report to the Board of Directors;
- Draft Independent Auditor's Report - SCRD;
- Draft Independent Auditor's Report – Foreshore Leases (Hillside);
- Audit Management Letter from MNP LLP;
- Draft Statement of Financial Information (including the SCRD 2021 Draft Audited Financial Statements Year Ended December 31, 2021);

AND THAT the 2021 Draft Audited Financial Statements and Statement of Financial Information for Year Ended December 31, 2021 be approved as presented.

107/22 cont.

Recommendation No. 2 2022 Chair's Appointment to Standing Committees

THAT the report titled 2022 Chair's Appointments to Standing Committees be received for information;

AND THAT Chair appointments and newly established standing committees for Committee of the Whole, Electoral Area Services, and Board Policy Review be affirmed as follows:

Committee of the Whole:

| | |
|----------------|----------------------------|
| Co-Chairs | Andreas Tize Lori Pratt |
| Co-Vice Chairs | Leonard Lee Alton Toth |
| Members | All SCRD Directors |

Electoral Area Services Committee:

| | |
|------------|--------------------|
| Chair | Alton Toth |
| Vice Chair | Mark Hiltz |
| Members | All SCRD Directors |

Board Policy Review Committee:

| | |
|------------|------------------------------|
| Chair | Donna McMahon |
| Vice Chair | Mark Hiltz |
| Members | (Directors Toth, Pratt, Lee) |

AND THAT the 2022 Board standing committee meeting schedule be updated to reflect appointments to the newly established committees, effective May 6, 2022;

AND THAT the Terms of Reference for each of the Committee of the Whole, the Electoral Area Services Committee, and the Board Policy Review Committee be approved as amended, as follows:

- Committee of the Whole, section 3.2 be amended to confirm appointment of Committee Co-Chairs and Co-Vice Chairs;
- Electoral Area Services Committee section 3.1 be amended to include "all SCRD Directors";
- The following Duties/Mandates from the Electoral Areas Services Committee Terms of Reference be moved to Committee of the Whole Terms of Reference as follows: Refuse Collection, North and South Pender Water, Egmont, Halfmoon Bay and Roberts Creek Fire Departments, Egmont / Pender Harbour Library, Roberts Creek Library Service and Halfmoon Bay Library Service;

- Amend section 4.1 of the Board Policy Review Committee to: “The Board Policy Review Committee will meet at least once annually and from time to time...”;

AND FURTHER THAT the Terms of Reference for the Budget Committee be referred to a future Committee meeting with options to expand the Committee Terms of Reference to a broader mandate for a Finance Committee.

CARRIED

Office of CAO
Monthly Report

It was moved and seconded

108/22

THAT the April 28, 2022 verbal report from the Office of the CAO be received for information.

CARRIED

BYLAWS

Bylaw 522.17

It was moved and seconded

109/22

THAT *Planning and Development Procedures and Fees Amendment Bylaw No. 522.17, 2022* be read a first time.

CARRIED

Bylaw 522.17

It was moved and seconded

110/22

THAT *Planning and Development Procedures and Fees Amendment Bylaw No. 522.17, 2022* be read a second time.

CARRIED

Bylaw 522.17

It was moved and seconded

111/22

THAT *Planning and Development Procedures and Fees Amendment Bylaw No. 522.17, 2022* be read a third time.

CARRIED

Bylaw 558.9

It was moved and seconded

112/22

THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.9, 2022* be read a first time.

CARRIED

Bylaw 558.9 **It was moved and seconded**
113/22 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.9, 2022* be read a second time.

CARRIED

Bylaw 558.9 **It was moved and seconded**
114/22 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.9, 2022* be read a third time.

CARRIED

Bylaw 638.10 **It was moved and seconded**
115/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.10, 2022* be read a first time.

CARRIED

Bylaw 638.10 **It was moved and seconded**
116/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.10, 2022* be read a second time.

CARRIED

Bylaw 638.10 **It was moved and seconded**
117/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.10, 2022* be read a third time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:53 p.m.

IN CAMERA It was moved and seconded

118/22 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (f), (g), (i) and (k) of the *Community Charter* – “law enforcement...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 3:53 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Water Supply
Advisory Review

It was moved and seconded

119/22

THAT the SCRD Board provide direction to staff to bring forward a staff report to a public Committee meeting in Q2 2022 with updated Terms of Reference for the Water Supply Advisory Committee.

CARRIED

ADJOURNMENT

It was moved and seconded

120/22

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:53 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair